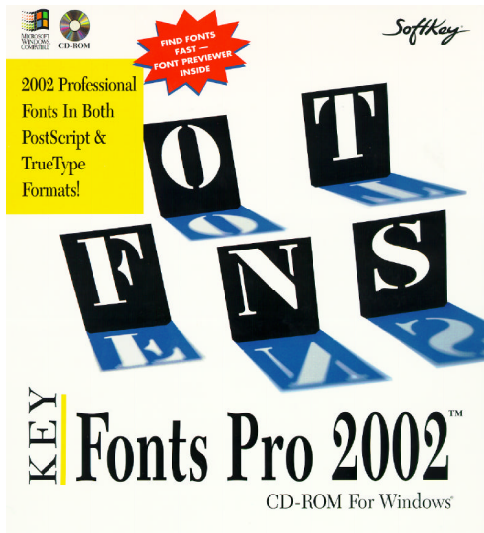


SoftKey Presents: **Key Fonts Pro 2002 for Windows**



To go to a required section, click on the corresponding bookmark on the left of the screen

Introduction

Welcome to **KeyFonts Pro 2002 for Windows 3.1™/Macintosh®**. You now have an outstanding selection of 2002 additional fonts to enhance all of your text and graphics applications that use system fonts. This manual covers both the Windows and Macintosh versions of this product.

The fonts included on this **CD-ROM** are compatible with both the PostScript and TrueType format supported by System 7 and Windows 3.1. The TrueType format allows you to scale fonts “on-the-fly” for both your screen and printer. **KeyFonts Pro 2002** offers you a choice: if you have a PostScript printer, here’s the most cost-effective collection of quality PostScript fonts you can buy. If you’re one of the many Macintosh users who don’t have a PostScript laser printer or don’t use Adobe Type Manager (ATM), and are using System 7, then TrueType is for you. The inclusion of TrueType technology to System 7 will forever end the “jaggies” (jagged edges appearing on a font due to over-enlargement), and you will no longer be in the situation of not having quite the right size or typestyle for your application! **KeyFonts Pro 2002’s** TrueType compatible fonts let you use the power of TrueType and give you a broad range of fonts from which to choose. Once you go through a simple installation process, your new fonts are instantly available to existing Macintosh or Windows programs. **KeyFonts Pro 2002’s** TrueType and PostScript fonts give you scalable typefaces, regardless of the printer you are using (the quality of the printed output will vary depending on the type and resolution of the printer.)

If you are already using a Windows/Macintosh-compatible outline font manager (such as Adobe Type Manager), **KeyFonts Pro 2002’s** TrueType and PostScript fonts will coexist with it so that you don’t lose any previous investments in fonts that you may have made. Your applications can show both **KeyFonts Pro 2002** and other outline fonts at the same time as long as the names are different.

Using Fonts

Typefaces refer to the letters, numerals, symbols, and punctuation marks designed in a particular style. A *font* is a digital representation of a typeface so that a computer can use it, although most people use the terms *font* and *typeface* interchangeably. Each typeface and associated font has its own unique appearance. Fonts come in a variety of styles including normal, **bold**, *italic*, **bold-italic**, and others. Fonts of different styles that are part of the same basic design group (such as Times or Helvetica) are called a *typestyle family*. Choosing the right family and typeface (size, bold, italic, etc.) allows you to create whatever look you desire for a document—professional, casual, highly visual, and so on.

KeyFonts Pro 2002 supplements the fonts that come with the Macintosh System 6 or 7 operating system or Windows®, and the fonts that might have been included in your PostScript printer. Even if you choose to use bitmapped screen fonts instead of TrueType or ATM, and whether you use TrueType or PostScript for printing, **KeyFonts Pro 2002** gives you letter-perfect results every time.

Getting Started–Windows 3.1

The fonts included in this package are compatible with both the TrueType and PostScript formats. The TrueType format allows you to scale fonts “on the fly” for both the screen and printer while using Windows 3.1. The addition of TrueType technology to Windows eliminates the “jaggies” (jagged edges appearing on a font due to over enlargement).

KeyFonts Pro 2002 TrueType fonts allows you to use the power of TrueType and offers a greater variety of fonts from which to choose. After going through a simple installation process, new fonts are instantly available to any existing Windows software. Windows and Windows applications display the fonts on the screen exactly as they appear when printed; there is no need to install matching screen fonts (as necessary with conventional programs that employ the use of fonts). In addition, by using TrueType font technology, documents take on the same appearance regardless of the printer being used (the quality of the printed fonts vary depending on the type and resolution of the printer).

Installing TrueType Fonts in Windows 3.1

There are two ways to install these fonts - Using the Font Installer Utility and the standard Windows method.

Using the Font Installer Utility

The **ElseWare Font Installer** supplied with **KeyFonts Pro 2002** offers a quick and flexible method of installing the fonts to your Windows system.

To use the Installer:-

- 1 Ensure that the computer is turned on and Windows is active.
- 2 Insert the KeyFonts Pro 2002 CD in the CD-ROM drive (usually D:).
- 3 From Windows' Program Manager, select Run from the File menu.
- 4 In the Run dialog box that is displayed, type D:\FONTS\INSTALL.EXE and press Enter. (D is assumed to be your CD-ROM drive letter). If your letter is different, substitute accordingly. Alternatively, use the Browse feature to locate the INSTALL.EXE file in the FONTS sub-directory of the CD.

Icons for the program and the Help files are added to a group called SoftKey, and the program is launched. It reads the fonts from the CD and displays a list and samples of the fonts.

You can view samples of the desired fonts at this point. For further information on this utility, select one of the options in the Help menu.

To access the Installer again, double click on the Program icon or the Help icon in the SoftKey program group. Please note that the KeyFonts 2002 Pro CD must be in the CD-ROM drive.

The Standard Windows method

During the initial installation of Windows 3.1, three TrueType tpestyles, as well as the two symbol fonts, were installed. The TrueType fonts were Courier New, a typewriter style typeface; Times New Roman, a serif typeface; and Arial, a sans serif typeface similar to Swiss/Helvetica. The two symbol fonts contain Greek, math and special characters (which Microsoft calls “Wingdings and Symbols”).

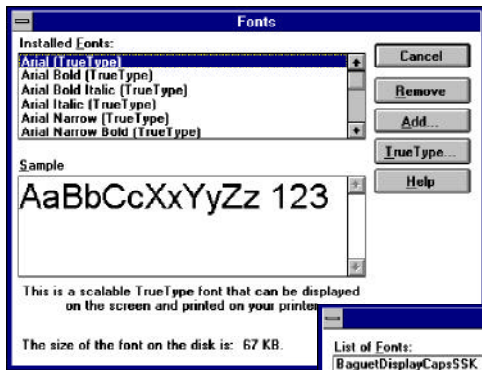
KeyFonts Pro 2002's TrueType fonts must be installed into the Windows system so that applications can use them. Follow the Installation instructions on the following pages to do this; **copying the font files from the CD-ROM will not work** because Windows creates a special .FOT file for each font installed, and puts an entry into the WIN.INI file, which is used by Windows at start-up to set the operating features while using Windows.

NOTE: If you are not already familiar with Windows 3.1, there are helpful hints in the *Getting Started* and *Basic Skills* sections of the Windows manual, and these should be reviewed before proceeding with the **KeyFonts Pro 2002** installation.

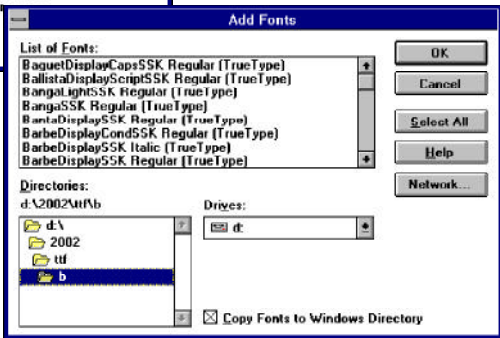
Each font that is installed requires both disk space on the hard drive as well as memory (RAM) space whenever Windows is in use. **Therefore, you can not install all of the provided fonts at the same time**, since Windows can only install a certain number of fonts. Install only those fonts that you will use most frequently.

Adding the Fonts to the Windows System:

- 1 Insert the fonts CD-ROM into the CD drive.
- 2 Select the Control Panel Icon from the Program Manager's *Main Window*.
- 3 Double click on the Fonts Icon. The Fonts Dialog box is displayed.



The Fonts Dialog Box



The Add Fonts Dialog Box

- 4 Click on the **Add** button. The Add Fonts Dialog box appears.
 - 5 Select the appropriate drive and directory from which the fonts are to be installed, by using the drop-down list boxes and clicking on the yellow folder icons. You may need to wait a moment while all of the font files are read.
 - 6 Select the \2002\ttf directory on the CD-ROM to load the TrueType fonts. The fonts are arranged in subdirectories by name (A, B, C, etc.)
-

NOTE: The font names are broken down into alphabetical subdirectories. For example, all of the names beginning with "D" are located in the D directory. To find font names, simply go to the appropriate directory letter and open the directory, by double-clicking on the yellow folder icon, to view all of the available fonts.

- 7 Select the fonts you want to install; do one of the following to install:
 - Select multiple font names that are adjacent by pressing the left mouse button and the SHIFT key and dragging the cursor.
 - Select font names that are not adjacent by holding down the CTRL key and the left mouse button and highlighting the font names.
-

NOTE: You can only install fonts from one subdirectory at a time.

- 8 Deselect the *Copy Fonts to Windows Directory* option if you do not want to create duplicate copies of the fonts on the hard disk. If the fonts are not copied to the hard disk the **CD-ROM** must be loaded in the CD drive to use the installed fonts subsequently.
- 9 After the fonts are added to the *Installed Fonts* list, click on the *Close* button.

PostScript Installation

You must own a third party PostScript font installer for Windows, such as Adobe Type Manager, to install the PostScript fonts provided on this CD.

That's it! *KeyFonts Pro 2002* is now available for use!!

Windows Glossary of Terms

Control Panel — The facility provided by Windows, found in the Main Program Group, that allows the user to customize various aspects of the Windows environment including Font management.

Disk Space — The quantity of permanent storage space available on magnetic media on your hard drive.

DOS — Disk Operating System, the software which allows the computer to use drives, keyboards, etc.

Extension — The part of the file name after the period used to describe the file type. For example the extension for Courier.FOT is FOT and tells you that this is a font file.

File name — The name of a file, up to 8 characters (with no spaces), with an optional 3 character type extension separated by a “.” e.g., *name.txt* .

Font — A set of letters, numbers, punctuation marks, and symbols that are of a particular design.

FOT — The file extension given to a font resource file created by Windows when a TTF file is installed via the Windows Control Panel.

INI — The file extension given to initialization files, these files define the Windows environment.

Memory — The temporary storage area used by running applications, also called RAM.

Point Size — The height of a printed character, i.e. these characters are 10 points.

PostScript — Used by high resolution printers, tells how to print the text.

Scaleable Fonts — A font which can be scaled to any size.

Serif / Sans Serif — Character design with tails/without tails.

TrueType — Fonts that are scaleable to any height and which print exactly as they appear on the screen.

TTF — The three character type extension given to files holding TrueType fonts.

Typeface — Another term used to refer to a particular character design.

Typestyle — A style of type, such as normal, bold, italic, or bold italic.

Windows — The environment within which this software is designed to exist.

Macintosh Installation

If you can use your Macintosh, you can use **KeyFonts Pro 2002**! If you're not already familiar with operating your Macintosh, you'll find helpful hints in the *Getting Started* and *Reference* manuals that came with your machine, and you should review them before going ahead with **KeyFonts Pro 2002** for Macintosh installation.

This package of **KeyFonts Pro 2002** for Macintosh contains *both* the PostScript and TrueType formats. The following are suggested guidelines for their application:

- **System 6 and a PostScript printer and/or ATM:** To use **KeyFonts Pro 2002** for the Macintosh (PostScript) fonts, see the section "PostScript Installation, System 6 Users"—Parts 1 and 2.
- **System 6 and a non-PostScript printer:** To use **KeyFonts Pro 2002** for the Macintosh (PostScript fonts) see the section "PostScript Installation, System 6 Users: (Part 1) Using the Font/DA Mover." You will not be able to use scaleable font outlines (we suggest you purchase Adobe Type Manager).
- **System 7 and a PostScript printer:** To use **KeyFonts Pro 2002** for the Macintosh (PostScript fonts), see the section "PostScript Installation, System 7 Users: PostScript Installation." To use the products TrueType fonts with System 7 and a PostScript printer, see the section "System 7 Users: TrueType Installation."
- **System 7 and a non-PostScript printer:** To use **KeyFonts Pro 2002** for the Macintosh (TrueType fonts), see the section "System 7 Users: TrueType Installation."

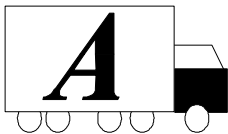
- **System 7 with Adobe Type Manager:** You may use **KeyFonts Pro 2002** for the Macintosh (PostScript or TrueType fonts). TrueType fonts provide the best possible screen images and use less memory and hard disk space whereas PostScript fonts allow faster print speeds.

Select **KeyFonts Pro 2002** for Macintosh installation from either the PostScript or TrueType Installation section below as it pertains to your requirements.

NOTE: KeyFonts Pro 2002 fonts for the Macintosh are also compatible with after-market font managers such as Suitcase or Master Juggler. If you are using either of these utilities, install the fonts according to their instructions.

PostScript Installation

The PostScript font installation consists of two parts, Part 1, installing bitmap fonts for the screen and to non-PostScript printers, and Part 2, installing the Scalable Outline printer fonts for ATM and/or PostScript printers.



NOTE: KeyFonts Pro 2002 for the Macintosh scalable font outlines are represented by the generic icon.

System 6 Users (Part 1)—Using Font/DA Mover:

- 1 Locate the Font/DA Mover Icon on your system (or by using FINDER) and double-click on the icon to open the Font/DA Mover.

NOTE: Ensure that the version is 3.8 or higher. This can be checked by looking at the top left corner when the Font/DA Mover has been opened. If your version is lower than 3.8, cancel/quit the Font/DA Mover application and contact your Macintosh dealer for an upgrade.

- 2 After you open the Font/DA Mover, a list of all fonts that are currently installed in your system will be shown in the left window on the Font/DA Mover screen. Insert the **KeyFonts Pro 2002** CD-ROM for the Macintosh CD in the CD drive and click on OPEN under the empty window on the right side, if you do not see the file list window for the CD drive click on DRIVE. The Font/DA Mover then reads the disk in the drive and lists the font groups on the screen in the right window.
- 3 From the list of font groups, highlight a group you wish to install and click on OPEN. All the fonts under that particular font group selected will be listed in the window.
- 4 Highlight the fonts you want installed (for more than one font hold the SHIFT key and click on the ones you want) and then click on COPY. You will see the *please wait* message while the fonts are being installed.

Repeat the above steps to install the remaining font groups. After you have installed the screen fonts you **must** install the Scalable Outline printer fonts.

NOTE: Users with System 6 and a non-PostScript printer without Adobe Type Manager do not need to install the printer fonts (Part 2 below). Your QuickDraw-compatible printer (such as an ImageWriter) uses the bitmapped fonts only unless you have Adobe Type Manager.

System 6 Users (Part 2):

- 1 From your desktop with your folders showing, insert the **KeyFonts Pro 2002** CD-ROM for the Macintosh CD ROM in the CD drive.
- 2 Click on the CD ROM icon and open the MAC FONTS folder, then open any one of the PostScript Folders. This list of fonts should match the screen fonts that you installed. If not, try other folders.
- 3 Select the PostScript font file by clicking on the file in the listing or hold the shift key and click on each font group to be installed.
- 4 After selecting one or more, click on one and drag it on top of the System Folder. This folder **must not** be active or opened. The fonts will be copied automatically. Repeat the above steps for all the screen fonts installed.
- 5 When you have completed installing your Scalable Outline printer fonts, close the window and eject the CD-ROM from the drive.
- 6 You must now RESTART your system in order for the fonts to be recognized by your applications.

NOTE: **KeyFonts Pro 2002** fonts for the Macintosh (PostScript) fonts must be installed to the SYSTEM FOLDER.

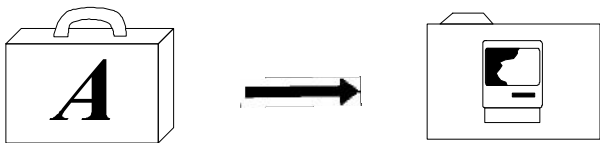
System 7 Users—PostScript Installation:

- 1 Insert the **KeyFonts Pro 2002** CD-ROM in the CD drive.
- 2 Double-click on the CD-ROM drive icon and a window opens showing the contents of the disk. Open the Postscript folder and any of the subsequent folders that are displayed.
- 3 Use EDIT, *Select All* to mark all the items in the window or highlight the particular fonts (both bitmap and printer fonts) you want to install.
- 4 Click on a highlighted item and drag it on top of the SYSTEM FOLDER.
- 5 At the next prompt click on **OK**. You will see your *please wait symbol* while the fonts are being installed.

Repeat the above steps to install other fonts. You may have to RESTART your system if your applications do not immediately recognize the fonts.

System 7 Users—TrueType Installation:

- 1 From your desktop, insert the **KeyFonts Pro 2002** CD-ROM in the CD-ROM drive.
- 2 Double-click on the CD-ROM drive icon and a window opens showing the contents of the disk. Open the Postscript folder and any of the subsequent folders that are displayed.
- 3 Use EDIT *Select All* to mark all the items in the window or highlight the particular font suitcases you want to install.
- 4 Click on a highlighted item and drag it on top of the SYSTEM FOLDER. At the next prompt click on OK. You will see the *please wait symbol* while the fonts are being installed.



Repeat the above steps to install other fonts. You may have to **RESTART** your system if your applications do not immediately recognize the fonts.

Macintosh Glossary of Terms

ATM — Adobe Type Manager allows use of scalable font outlines, PostScript.

Disk Space — The quantity of storage required on magnetic media.

Finder — A Macintosh application for finding files on your system.

Filename — The name of a file, up to 8 characters, with an optional 3 character type extension.

Font — A set of letters, numbers, punctuation marks, and symbols that are of a particular design.

Font/DA Mover — A Macintosh application for installing and removing fonts from your system.

Folder — In the Macintosh system this is the icon used to represent a sub-directory in the filing system.

Icon — A small picture that represent various types of applications and files.

Memory — The temporary storage area used by running applications.

Point Size — The height of a printed character, i.e. these characters are 10 points.

PostScript — A page description language which is used in communicating with laser printers and typesetters.

Scaleable Fonts — A font which can be scaled to any size.

Serif / Sans Serif — Character design with tails/without tails. Typestyles (such as Times Roman are called Serif types because they have appendages called serifs at the tips of the letters. Sans Serif (without Serif) typestyles (such as Helvetica) have no serifs on the tips.

TrueType — Fonts that are scaleable to any height and which print exactly as they appear on the screen.

Typeface — Another term used to refer to a particular character design.

Typestyle — A style of type, such as normal, bold, italic, or bold italic.

Contacting Technical Support

If you have questions about the programs, consult this manual and the program's on-line Help system. If you're still experiencing difficulty, gather the following information:

- The name of the program you have a question about.
- Amount of RAM in your system.
- A description of your problem, including any error messages.
- A list of the steps required to replicate the problem.

Technical Support may be contacted at (770) 428-0008 9:00 am to 8:00 pm Mon - Friday (EST).

Send correspondence to **SoftKey International Technical Support** at 450 Franklin Road, Suite 100, Marietta, GA 30067. Send FAXES marked **ATTN: Technical Support** to (770) 427-1150.

KeyFonts Pro 2002

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