WELCOME TO
FontSpec Pro 6

OVERVIEW:
FontSpec Pro, the ultimate Windows font manager, addresses three basic functions: View, Print, and Manage fonts. <u>FontSpec fully supports both TrueType and Postscript fonts</u>. If you are using Postscript, then you must use ATM version 2.5 or higher. Fontspec is smart enough to know whether you're using the correct version of ATM and will turn off its Postscript support if its not applicable.

View Installed Font Specimens
You can display your installed fonts in sizes from 8 to 999 points from within any application, using different effects and justification modes. Instead of trying to remember what all those cryptic font names look like, you can view actual multi-line samples of the font right on your screen. Use the Zoom function to zoom in on just one font. Display any kind of sample you wish.

Preview and Print Font Specimens (even if not installed)
You can preview or print pro-quality font specimen sheets of your installed or uninstalled fonts using a variety of templates including single or two-column, full sheet, and keyboard formats. You can even print a very professional and handy Typographer's Scale. You select what the specimen sample will say or you can create your own sample text. You can select point sizes, which fonts to print, styles, add time, all caps... almost anything can be customized to your satisfaction.

Manage Fonts Individually or in Groups
Here's the really exciting part! If you're like most of us you have more than likely collected a large number of fonts. Having all those fonts installed at the same time takes up memory and slows Windows down.

FontSpec Pro gives you a method of managing fonts in smaller bite-size chunks which we call "Font Groups." A Font Group is a collection of fonts which you intend to use together, for a given purpose. For example, you can create a group of fonts which you use for a given customer. Or, you can create a group of your favorite fonts. Each Font Group is given a name (such as "My Favorite Fonts"). You can then install and activate any Font Group you choose. You can even mix groups, combining two or more to create new groups.

As a bonus feature, you can also *preview* each font before it's ever installed. This feature helps you decide if you really want to keep a particular font or not. And, if you decide you don't want a font (it doesn't matter if it's already installed or if it's not yet installed), you can remove and delete it — from Windows, from your disk, or both.

Another bonus is the ability to rename any TrueType or Postscript font using any name you want! Say goodbye to those silly names some of the fonts have. FontSpec Pro renames fonts in a manner that avoids any copyright issues.

About Registration

FontSpec Pro is marketed as Shareware (not freeware). It's okay to away give copies to friends, associates, and everyone else (please do!) as long as no monies are collected, except for a small disk duplication fee if necessary. If you find this program of value to you please don't think that the "other guy" will send in his registration (he probably won't). As of today, <u>less than one percent of all distributed copies of FontSpec Pro have registered</u> (ugh!- how's a guy supposed to eat?). So, I'm really *COUNTING ON YOU* to do the right thing and register. Here's how:

Send just $25.00, plus 2.50 s&h to

UniTech
2697 McKelvey Road
Maryland Heights, MO 63043

Visa, Mastercard holders can call us at 314-770-2770 for immediate service, or
call our 24-hour Fax Order Line at 314-291-5441
(please include credit card number, expiration date, complete name and address on fax)
(Do it. You'll feel great!)

When you register FontSpec Pro you can be assured of a realistic upgrade policy: You register just once. The registered version will recognize new version upgrades within the same whole-number revision (version 6.0, 6.1, 6.2, 6.3 etc... to 6.9 are all treated the same). That means you can download upgrades *AT NO COST* except for line charges.

How to Install FontSpec Pro

This application is self-installing. Depending on whether you have the shareware version or the registered version, you do the following:

If this is a shareware copy of FontSpec:
Decompress your file (ZIP,ARC,whatever). Here's an approximation of what you'll end up with:

FS-SETUP.EXE	Setup program. Run from windows
README.NOW	This file
README.WR_	Setup decompresses the Windows Write documentation file
CHANGES.TX_	Setup decompresses new features, changes, etc. file
FS-MENU.EX_	Setup decompresses file launcher
FS-VIEW.EX_	Setup decompresses font viewer
FS-PRINT.EX_	Setup decompresses font printer
FS-FONTS.EX_	Setup decompresses font manager
FS-ATM.DL_	Setup decompresses DLL utility
UNI-N.TT_	Setup decompresses truetype font
UNI-B.TT_	Setup decompresses truetype font
SS3D2.VB_	Setup decompresses VBX utility
THREED.VB_	Setup decompresses VBX utility

Put all of the files into a temporary directory or on a floppy diskette. Start Windows. Choose "Run" from the File Menu. Type "A:\FS-SETUP.EXE" or you can use the path of the temporary directory where the files reside.

You should obtain the file VBRUN300.DLL which is *not included* with this distribution, but is required for FontSpec to run. It wasn't included because many people already have this file on their system so it would be a waste of time to download it again (and again and again). I hope you can appreciate why the file wasn't included. It may already be on your system (check your \ Windows directory or your \Windows\System directory). The file can also be obtained from most bulletin boards, CompuServe forums or America Online.

If you've purchased FontSpec:
Installation is a snap! Start Windows. Choose "Run" from the File Menu and type "A:\ SETUP.EXE" (not FS-Setup, that's for the people who haven't registered... yet).

Also, there is a file on your distribution disk called FSP.ZIP. This is the latest *shareware version* of FontSpec Pro. If you would like to give someone a copy of the program then please give them this file. Please ***refrain from giving away copies of your distribution disk*** since it includes your license file. (Thank You)

Both registered and shareware versions:
You can reinstall FontSpec Pro at any time after the initial installation by selecting the FontSpec install icon from the FontSpec Group Folder which was created during the initial installation..

Getting Started

Double-click on the FontSpec Launcher icon (which was created for you during installation). It is located in the group folder which you named during installation (maybe FontSpec?). Each time you start the launcher, it reminds you that you can relocate the launch pad to any part of your screen by clicking (and holding down) the left mouse button on the launch pad's *BORDER* and then moving it to where you want the pad to be, then release the mouse button. This is also known as "Drag & Drop". The launcher will remember where it was located the last time you used it and will be located at the same place on your screen the next time you use it. The initial location is the lower, right-hand corner of your screen.

The launch pad's color changes once every minute (no it's not an offbeat clock). The color changes to help remind you that the launch pad is active. Also, the pad does it's very best to stay on top of whatever application you may have running. This means that you have access to FontSpec Pro from within other Window applications.

If you want to "jump right in" and start using FontSpec Pro right away, then please go ahead. There is plenty of real-time help built-in to the application. FontSpec Pro is a highly graphic application which is fairly easy to use and understand. Of course, you might miss some of its less obvious features (but you can always come back to this documentation anytime) — it's your choice.

To understand the application fully, we'll start by examining the Viewer module. *Single-click on the launch pad's view button now.*

How to Use the Viewer Module

The first time the viewer starts up, it uses one of your fonts in 60 points ("points" are a unit of measure used by the typography industry — 72 points equals one inch).

The viewer makes no changes to your system, so don't be afraid to experiment. Click on the large Setup button at the top of the form. The font sample is replaced with a setup form. This is where you customize the viewer to suit your needs. You can display font specimens in various sizes all the way up to 999 points if you wish by changing the maximum font size default. Then, when the viewer is started, a font size selection box is created with point sizes all the way up to the maximum font size which you've specified. My personal preference for the "maximum font size" setting is 72 points.

When the viewer starts up, it initially shows one font face. If you want to see multiple font specimen lines at startup then select "off" for the Startup Zoom option ("on" means you are zooming in on one font). If you don't have a very, very fast computer then you might opt to show just one font at a time (the default).

If you want to view fonts other than TrueType then make this selection next. But you should know that bitmapped fonts will look "jaggy" in larger point sizes (for example, MS Sans Serif in 24 point will look ok, but will look yucky at 98 points). Leaving this setting on the default of Truetype Only will guarantee viewing fonts that look good at any size. On the other hand, if you are using Postscript instead of or in addition to TrueType, then you'll want to select the "all fonts" setting.

Of the four type specimens that you can view, two are user-definable (you can use whatever words and characters you prefer). You can either type your own words in the two User Defined Specimen option boxes or you can click the Default Value buttons for default text.

If you decide to enter your own words into either of the two user-definable specimen option fields then, besides entering whatever words you want, you also have the option of including this special code: **<F>** By inserting this within either of the 2 user-defined fields the program will substitute the font's full name in place of the code. For example, if you enter this:

<div align="center">This is <F> font sample</div>

The program would show or print this:

<div align="center">This is Arial Bold font sample
(if "Arial Bold" was the currently selected font)</div>

All of these settings can be changed at any time, so don't worry about what you type now. You can change it later, if you wish. Click on the large Done button to save your settings and exit setup.

Since we're just snooping around, let's take a look at something else: While displaying a font specimen, click on the "FontSpec" button. What you get is a peek at what's underneath each and every font, it's specifications if you will (I always feel like a peeping-tom when I do this). Anyway, this is why and how FontSpec got its name... Font SPECimens, and Font SPECifications. The information displayed is more for the curious than anything else, but in any case, there you have it..

There are many other options available to you. For example, if you have Zoom turned on (displaying just one font at a time) then you can also adjust justification to left, center or right using the three justification buttons located to the left of the font specimen viewport. This is most effective when viewing a paragraph of sample text. Also, the scrolling control just to the right of the viewport lets you scroll vertically through your font specimen, in case you're viewing a size

which doesn't fit entirely in the viewport.

Some controls are not always available all of the time, or work differently (in a relative manner) depending on what you are doing. For example, when zoom is turned off (displaying multiple font specimen lines at once) then the justification controls temporarily disappear since they aren't needed, and the scroll control lets you scroll through multiple fonts instead of the one font explained when zoom is turned on. Don't be too concerned about all of this, since it sounds more complicated than it really is. In fact, you will probably find using the viewer (and FontSpec Pro in general) to be very friendly.

Since "doing" is the best way to learn this type of application, the rest is up to you now. Select a font sample by using the specimen buttons, change point sizes, justification, italics, bold... experiment. By the way, by now you must have noticed help panel in the lower-left corner of the form. When you move the mouse over different controls, the messages in the help panel (I call it "MouseHelp") tell you what the controls do. Try moving your mouse over several different controls and you'll quickly see how useful this is! My MouseHelp is available in each of the three FontSpec Pro modules.

So What Can Go Wrong?
Not a heck of a lot in this module. But since nothing is perfect then I should tell you about one error message which you might get (and is not within my control). Let me give you a bit of background first since it will help you understand why I can't control this type of error.

Many applications, including FontSpec Pro, use auxiliary mini-programs called DLL's or VBX's. Since these program files are common to more than one application it is possible for an older, out-of-date version of these files to be installed on top of, and replacing, a more recent version. The files supplied with FontSpec Pro are the absolute latest available, and most of the features of these file versions are used extensively. If an older version replaces a newer version then the application may not operate as expected. A typical example would be seeing a message like "Invalid Property Value" when FontSpec Pro first starts (or tries to).

The easiest thing to do at this point is to exit Windows, search your drive for multiple occurrences of the following three files: VBRUN300.DLL, SS3D2.VBX, and THREED.VBX. There should be one of each of these files and they should be located in the \Windows\System directory. If you find any of these files anywhere else then rename them to something else (later you can just get rid of them). It's important that you do this from DOS, not Windows. The reason for this is once these files have been activated then they will supersede any other files with the same name.

If you experience any other trouble, please give me a call. There is no charge for phone support (imagine *charging* for it! Some companies really do!) Besides, I don't get very many calls. Heck, you can even call about some other problem not related to FontSpec and if I can help you I will.

How to Use the Printer Module
FontSpec Pro really shines when printing specimen sheets. I doubt you'll find any other program which even comes close (of course, I'm a bit bias about this). To run the Printer application, single-click on the Launch pad's Print button. You can move the mouse around for help (just like in the Viewer).

When the module first starts it displays a navigation control panel which contains a disk and

directory control for finding your way around the disk media. The object is to be in the directory containing your fonts (some or all of them). When you are in the correct directory you will know it because you will see your font files and you will see how many are in that directory. At this point, press the ACCEPT button to work with these fonts or press the CANCEL button if you don't want any font files at all. The third button, is an autosearch function.

Using Auto-Search is easy... BUT... you need to know 2 things. First, how to use it: The search begins from whatever directory you are currently in and all sub-directories within that directory. That means if you want to search your entire hard disk for fonts, then you must be in the *root directory* of your disk media (use the navigation controls to get there). The second thing you need to know is that, although this function makes finding font files easy, it is by nature also very slow since it must evaluate *every* file on your system and this is, well, boring. If you know where your font files are then it's better (and faster) to just navigate to the correct directory (Hint: try the \ Windows\System directory). Or, you can get yourself a triple-carb Pentium with 409 horsepower — just kidding, they don't make that... yet.

Selecting the fonts to print is simple. They are displayed in the large listbox to the left of the form. Each font is listed alphabetically by its full name and the name of the file (so, a side benefit of this is you get to see what each filename really is). In previous versions you only got to see the filename. Although using that method allowed for very fast displays, it lacked the more complete and easier-to-understand full font names. This version runs a little slower but the tradeoff is more useful information (hope you agree).

To select a font to print just double-click on the font you want. The name gets copied into the listbox on the right, which is a group list of all the fonts ready for printing. To preview a font, just single-click on its name. To select all the fonts in the listbox, click on the "select all fonts" button. To clear a font from the group listbox, double-click on it. To clear the group listbox click on the "clear all fonts" button. Easy!

To select another directory after the directory panel disappears simply click on the "select directory" button at the top of the form.

To print your selected fonts click on the "print" button. This displays a print setup panel with many, many options. Let's look at each, one at a time:

Select the type of fonts to print by clicking on the appropriate option button. The choices are "all fonts", "TrueType only", or "Postscript only". Regardless of what fonts you selected, this option filters your choices and only prints the fonts which meet the selection.

Select the sheet-style (template) to use by clicking on the appropriate one. My personal favorites are 2-column and Keyboard. I also really like the Type Gauge, but it's very different than any of the other specimen sheets. In fact, it doesn't print a font specimen at all. Instead, it prints an outstanding Typographer's Scale which you will find yourself using frequently. Here's what I do: I print mine using overhead transparency plastic sheets made for laser printers (Avery). Then I just cut it out. You've just got to try this! Of course, you can print it out on plain paper, but the effect just isn't the same.

Concerning the other sheet styles, my suggestion is to just print one sample of each so you can see what they look like. If this is a shareware version, then the software will only let you print one page at a time anyway, no matter how many fonts you select (but when you see how well it prints I'm sure you'll be calling to register FontSpec Pro).

As you select different sheet styles, you will discover some options disappear (because they are not needed). This is normal, and appropriate.

Select Point Sizes for the font specimen that will print and for the small descriptive line which prints underneath the font specimen. Although you can use almost any size, my suggestion is to print the font specimen in 18 points and the description line in 6, 7 or 8 points. But this is entirely up to you.

The Starting Page number setting defaults to, and is currently set to, 1. Use this to set a starting page number in case you are printing lots of pages and something goes wrong, or if you want to begin printing with a different page number for sections, or whatever. The printing starts with the first font selected regardless of this number. Only the printed page number is affected by this setting.

The Left & Right Margin Settings allow you to adjust the printer margins. Range is from 0 to 99 points (72 points = one inch). The left margin default is 54 points (3/4 of an inch) and the right margin default is zero.

Select the font specimen to print by clicking on the appropriate choice. The 2 user-defined options let you enter whatever words you want to print, or you can select from one of the two predefined specimens.

The include styles check boxes let you decide which font styles to include in your printouts. If only certain styles are checked then only those fonts meeting the style criteria will print. If you want everything to print, then check all of the styles. If the italic or bold-italic styles are checked then you will be asked (later on) if you want to synthesize an italic font if it doesn't exist or to print only the real fonts that you may have. This is in keeping with Windows long-standing ability to synthesize italic fonts.

Other options include add date, add time, all caps, and page numbers. The thing these options have in common is that checking on their respective option boxes *adds* the option to the printout. The default is to add the date and page numbers on each font specimen page. The all caps option is probably not good for an entire printout, but for certain fonts you may want to print a separate specimen using this option, since some fonts only contain capital letters. In fact many of these fonts just print small squares in place of lower-case letters, so using the "all caps" makes sense.

The page header and page footer are what print at the top and bottom of each page. They can be used for titles or other descriptive information, like "My Typeface Collection" or what have you.

The printer select button lets you select a printer other than the default printer, and print orientation. Shareware users can try these features but the printer will remain selected as it was before running the printer module. If you want to change your printer on the shareware version, you can do so by using the normal Windows Control Panel.

The print and cancel buttons are your final options. The "print" button begins printing the font specimen sheets using the options you selected, and the "cancel" button cancels everything without printing anything.

Once printing starts, you will notice a progress message which displays the elapsed time from the point when printing started, and a countdown of the number of fonts waiting to be printed.

Also, a red stop-sign button is available to stop printing before the print job is finished. *Please note that pressing this button doesn't stop the printing process immediately!* The printing will stop after the current data which was already sent to the printer is processed. Just be patient, the printing *will* stop.

During the printing process, you'll notice that the progress area will display a "Waiting for Windows" message and it looks like things have stopped or the module "frozen". Don't be alarmed! FontSpec Pro is doing just fine, but is waiting for Windows to catch up to it. As soon as Windows has processed the font information, FontSpec Pro will resume printing. If you have a fast computer (and a fast printer) you may not see any delay at all.

MouseHelp is constantly available throughout the print module, as explained in the section describing the viewer module.

A Note About Print Drivers: FontSpec Pro pushes printers to their limits. More so than most other software packages. Printing pages containing 30 or more type fonts requires perfect driver settings. Some printer drivers may exhibit random problems when sending a lot of font data. You may need to get an upgraded driver from the printer manufacturer. If you have a laser printer and experience any problems try switching to the HP Series II driver that comes free with Windows. This driver works great for fonts and, as a side benefit, the specimen sheets will print much faster than with other drivers. In my tests using the Series II driver, and Laserjet III or Laserjet 4 printers, I've noticed a *two-fold speed increase* using the Series II driver! Don't worry about type smoothing — if your printer has this feature then then fonts will be smoothed even with the Series II driver!

If your driver has the option, select to print "TrueType as graphics". This will let you print many more fonts on a page.

So What Can Go Wrong?
The most common problem to date has been people trying to print many font specimen sheets with the Windows Print Manager turned on. Turn the print manager off! It only slows down printing and, because of the massive amount of font data, consumes gigantic amounts of disk space. Let me say it again: Turn the print manager off! The print manager can be turned off by using the Windows Control Panel. Double-click on "printers". When you see the available printers screen, look down at the bottom of the form and *uncheck* the box the says "Use Print Manager?".

If you've followed my advice about using the "print TrueType as graphics" setting in your printer driver (or, for Postscript, selecting to print fonts as graphics in ATM) then you'll need about 1.5 to 2 megs of printer memory. If you did not (or could not) make these changes then you may need considerably more printer memory. Nothing I can do about *that.* Just grin and bear it, I guess.

Finally, and you're just not going to believe this, if you experience any errors then the source of the trouble may be your *video driver!* As unbelievable as this sounds, trust me, it's true. Try another driver. Maybe there's a more recent release from the manufacturer, or you can try any of Microsoft's drivers which work amazingly well. There is an interaction between the memory address of video drivers and printer drivers, so if you experience trouble then you'll need to adjust either one or both of your drivers... hey, I didn't write those programs so don't "kill the

messenger".

How to Use the Font Manager Module

The Font Manager has so many options that I hope I can describe each well enough to you! Bear with me on this. You can start the Font Manager by single-clicking on its Launch pad button. Remember, too, that like the Viewer and Printer, you have MouseHelp available to you at all times simply by moving the mouse over any area of the form.

The Font Manager module inspects and gathers information about your system each time you use it, so there is a slight delay before the module becomes "ready". The first thing you'll notice is the form size is much smaller than the other two modules. This was done on purpose so that the module uses less of your screen (this is helpful if you're calling the module up while within another application to install or remove fonts since you can still see part of your other application).

The areas of interest in this module include the "font manager" button which brings up another module that lets you manage individual fonts, the "rename fonts" button which brings up another module that lets you rename any installed fonts (without infringing on any copyrights!), and the "font group" buttons which let you make, select, install, delete or modify groups of fonts and treat them as one single entity. Let's take a closer look at each of these.

How to Manage Individual Fonts

Click on the "font manager" button. When the module first starts it displays a navigation control panel which contains a disk and directory control for finding your way around the disk media. The object is to be in the directory containing your fonts (some or all of them). When you are in the correct directory you will know it because you will see your font files and you will see how many are in that directory. At this point, press the ACCEPT button to work with these fonts or press the CANCEL button if you don't want any font files at all. The third button, is the autosearch function.

Once the directory has been selected, you get to see (preview) a sample of the first font in the directory in alphabetical order. Before we get into this, click on the "Setup" button. This is where you can set the default target directories FontSpec Pro uses to manage individual fonts. These settings are also used to show the select directory panel above.

Decide where you want to keep your font files. The default is \Windows\System, but frankly, this is a silly place to keep font files. Why take up space in the Windows directories for something that never changes? Imagine how much faster you could backup your Windows directories if they were much smaller in size. Well, fonts take up *a lot* of space. If we were to move them to there own directory then backups would be faster and, in fact, anything which requires file access in Windows would be faster since DOS would not need to read long lists of file names to find whatever it is Windows is looking for.

On my own system, I have all of my fonts in a \TTF directory. If you want to do something like this then enter the name of the directory where you want to keep your fonts (the directory must already exist). I also like to keep the associated FOT files in the same directory as my TTF files, so I checked the box just below where the directory name is. Finally, my Postscript fonts are kept in their own \PSFONTS directory which happens to be the same as the default ATM setup. If you don't have ATM or your ATM is older than version 2.5 then the target Postscript directories won't

be available to you. Deciding where you want to keep your fonts is important so think about it a bit. You might just want to leave everything alone and use the default settings, it's up to you.

Back to the font manager. If the font sample being displayed is a font which is already installed in Windows then the "express install" button will not be available, otherwise you can install the font you are previewing by clicking on "express install". The "copy to font directory" checkbox will copy the font file you are installing to the target directory you chose in Setup if the box is checked, or will leave the file wherever it happens to be if the box is not checked. Generally, you will want to copy the font file to the target font directory.

You can also delete the font from Windows (if it is currently installed) by checking that box, or delete the font file from disk (forever!) by checking the proper box — or do both by checking both boxes, then click on the "express delete" button. Don't worry, you will be given plenty of descriptive messages as you do this, telling you what FontSpec Pro is about to do and giving you a way out if you change your mind.

Another button, *which you may never see*, stays hidden unless FontSpec Pro detects bad font files. If you do have bad font files then FontSpec Pro will automatically detect them and the "bad fonts" button becomes visible (it looks like a happy face but with a frown). If you want to see this in action just name any file which is not a TrueType font with an extension of .TTF. Anyway, if you click on this button then you will see a list of any bad font files that FontSpec Pro has detected. You can print the list, delete all the font files on the list from disk, or just leave everything alone.

You can also scroll through the preview font's character set by using the scrollbar control at the bottom of the form.

How to Manage Font Groups

A Font Group is a collection of one or more fonts which for whatever reason you would like to use as one entity. A group of your favorite fonts, a group of fonts you use for a certain client, a group of fonts you use only occasionally. Whatever you needs, Font Groups come in very handy.

To make your first group click on the "make" button located in the Font Group Manager frame. Since this is your first group you are given the opportunity to save your current Windows configuration in case you later want to restore everything to pre-FontSpec use. It's up to you, but why not?

The next form allows you to create your font group. First select the drive and directory where your fonts are located (this process should be familiar to you by now). The font files appear in the adjacent listbox. If you single-click on any font name you will see a sample of the font in the Quick View panel at the bottom of the form. If you double-click on the font name it will be added to the Font Group listbox. Likewise, if you single-click on any name in the Font Group listbox you'll see a sample and if you double-click, then the name will be removed from the Font Group listbox.

You can add fonts to the Font Group from many directories at the same time. Just navigate to the directory and add the fonts. You can also freely mix TrueType and Postscript fonts.

When you have assembled a Font Group you are satisfied with, enter a group name of your choice in the group name box and, optionally, check the Copy Fonts to Windows box. Click on

the "Done" button (or "Cancel" button to discard the group).

To install a Font Group click on the drop-down listbox in the Font Manager Frame and select a previously created Font Group. Click on the Install button. The selected Font Group is processed, installed and is immediately made available without restarting Windows.

Depending on the size of the group, this can take anywhere from a few moments to as much as a minute. The installation progress is displayed in the Font Group Manager progress window. The best way to use Font Groups, in my opinion, is to make small groups. If you do this then you can install groups very quickly and the fonts in the group will use very little computer memory. By using only the fonts you need, you'll find Windows will run much faster, too.

To delete a Font Group select a previously created group name then click the "Delete" button. Note that only the group is deleted, not the fonts. No font files are removed from your disk using this option.

To modify a Font Group select a group name. Follow the same instructions for making a Font Group. The only difference is that your fonts will already be in the Font Group listbox ready for your changes. The only thing you can't change is the Font Group name previously assigned.

A Sample Session: Suppose you would like to consolidate all of your TrueType fonts into a single directory and then create several groups of fonts. Here's a step-by-step example:

Note: MAKING A BACKUP FIRST CAN SAVE YOU HEADACHES LATER!

1. Create a directory off of the root directory. You don't have to do this, but by putting all of your fonts in a directory OUTSIDE of the \windows directory you will be able to back-up windows without the font files. This saves many megabytes of space and time (which you'll save over and over again).

2. Copy all of your font files with the extension of ".TTF" to this new directory. Most of your fonts are currently in the \Windows\System directory. Copy these to the new directory.

Note that the above two steps are not required, but by doing them you will end up with a more organized system.

3. Start FontSpec Pro and select the Font Manager. Create a font group of all the fonts in the new directory. Give this a name like "All Fonts".

4. Install this new group (All Fonts). If the group installs without any problems then you can exit Windows. Now remove all font files in your \Windows\System directory with the extensions ".TTF" and ".FOT".

5. Restart windows and make any other groups you want to make.

That's all there is to it. You should now have all of your TrueType fonts in their own directory outside of the \Windows directory. Your \Windows directory will be many megabytes smaller and a lot easier to backup in the future. The new font directory will only require backups when new fonts are added or removed. If you need help with this give me a call.

How to Rename Installed Fonts

Click on the "rename fonts" button. You can rename any fonts which have already been installed in Windows, and you can do so without concerning yourself with any copyright issues. The reason for this is that FontSpec Pro never modifies the font files directly. Instead, it maintains an alias list, substituting the real font's name for the new name you give it. The advantage of this method is the font file remains in its original state (a very safe benefit). The disadvantage is if you manage fonts with some other application other than FontSpec Pro then the font may revert to its original name (but, hey, why would you want to use anything else anyway — throw those other font managers out the "window" today).

Select any font, TrueType or Postscript, from the drop-down listbox. Change the font's name, press the "enter" key (required, just to be safe) then click on "make change" or "cancel". It's that easy!

If at any time you would like to restore all of your fonts to their original names, simply click on the "restore names" button.

If this is an unregistered version of FontSpec then you can go through all of the motions, but the only fonts that you can really change are any fonts in the Arial or Times New Roman family. After you register you can change any fonts you want.

Final Comments

I really hope you enjoy using FontSpec Pro. But please remember that maintaining a program of this scope requires time. It also takes time to talk with the people who call (I always welcome callers, registered or not) and to help them with FontSpec and sometimes even with other problems they may have unrelated to FontSpec.

I'm doing my part by submitting this kind of product to the shareware community. You can do your part by supporting these efforts in the form of registration. $25 bucks... it's not a lot. Thank You.

Send just $25.00, plus 2.50 s&h to

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Visa, Mastercard holders can call us at 314-770-2770 for immediate service, or
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