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## VERSION 1.0

### A PENPAL<sup>a</sup> OVERVIEW:

PenPal<sup>a</sup> is a add-in module (technically a WLL) designed to work with Microsoft Word<sup>®</sup> for Windows. It transforms text into a type that appears to be handwritten.

PenPal<sup>a</sup> works transparently with Word<sup>®</sup>, appearing in the **Format** menu. It has certain preferences that appear in the **Tools** menu. PenPal<sup>a</sup> will give your documents a personal touch that no computer "simulated handwriting" font could provide. It does this by choosing from a battery of fonts designed to give the writing a look of randomness. This assures that people will find the fonts, especially those occurring near each other, to have a truly handwritten appearance.

This program has been distributed as shareware for a fee of \$25. Registering now will assure you free font-filled and feature-packed upgrades as well as remove the annoying dialog box that appears each time you open and close Word.

**NOTE:** If this package did not include the PenPalTwo font and you cannot access it on your local bulletin board, we will ship you a disk upon registration for an added \$5.

**DISTRIBUTING PENPAL<sup>a</sup>:**

When distributing PenPal<sup>a</sup> to others, do not forget to include this read me document, the PenPal<sup>a</sup> program, and ALL of the fonts - PenPalOne, numbers one through nine as well as the encrypted PenPalTwo fonts if you have them. Thanks for distributing it! (Commercial distribution restricted).

**If you have a friend with a Macintosh that likes PenPal<sup>a</sup>,  
don't worry, there is also a version out for the Mac!**

**SPEED ISSUES:**

PenPal<sup>a</sup> converts each character of a document individually. To perform this, it communicates with Microsoft Word allowing these changes to occur. However, because PenPal<sup>a</sup> must communicate with Word on this level, the conversion process suffers from a bottleneck. Over 90% of the speed slow downs in the PenPal<sup>a</sup> program are caused through the high level of communication with Word that is necessary.

## **QUICK INSTALLATION INSTRUCTIONS:**

### ***SYSTEM REQUIREMENTS***

This program requires Microsoft Word for Windows version 6.0. It may work with previous versions but has not been tested. Microsoft Windows 3.1 is also required to run this program.

### ***PENPAL<sup>a</sup> FILE***

"PenPal<sup>a</sup>" should be placed in the "Startup" folder found inside the Microsoft Word<sup>®</sup> folder. You must place PenPal<sup>a</sup> in this folder for it to operate properly. Once this has been done, Word will start PenPal<sup>a</sup> automatically.

### ***PENPAL<sup>a</sup> FONTS***

Prior to registration, PenPal<sup>a</sup> allows you to use only the **PenPalOne Fonts**.

The code to unlock the PenPalTwo fonts will be provided upon registration. These fonts contain the full ASCII character set and will allow the use of special characters as seen in some foreign languages. Both font sets are TrueType fonts.

To install the fonts, select and open the Control Panel icon. This should open the Control Panel window. Select and open the Fonts icon shown in the Control Panel window. Click on the Add button and Windows will open a dialog box asking you to locate the fonts you wish to add. Select an entire font set. For example, if you are adding the PenPalOne font you must select "PenPalOne1" font through "PenPalOne9". Again, all nine fonts of the three available sets (PenPalOne, PenPalTwo, PenPalPers) must be installed for PenPal<sup>a</sup> to operate properly. To make things painfully clear, if you installed all three font sets, you would have selected a total of 27 fonts. Once you have selected the proper fonts, click the OK button. Examine the list to ensure your new fonts are properly installed. Then close the Fonts dialog and, if you like, the Control Panels window. Your fonts are now installed.

Registered versions of PenPal<sup>a</sup> allow you to use the *PenPalTwo Fonts* as well as your own personalized handwriting font.

That's all there is to it! Now simply open Word<sup>®</sup> and follow the instructions below to create a PenPal<sup>a</sup> document!

**NOTE:** If you use special characters while converting to the PenPalOne font, some of these may not appear properly. This is a result of the PenPalOne font not containing the Full ASCII character set.

## **HOW TO CREATE A PENPAL<sup>a</sup> DOCUMENT:**

When you convert a document, PenPal<sup>a</sup> creates a new document with the converted text in it, preserving your original.

### CONVERTING A PORTION OF A DOCUMENT

Converting only a selected portion of a document is simple. Merely select the portion you want to convert and select **Convert To PenPal Doc** from the **Format** menu. PenPal<sup>a</sup> will convert only the items you have selected.

### CONVERTING AN ENTIRE DOCUMENT

Converting an entire document is even easier than above. Make sure that you have nothing selected and choose **Convert To PenPal Doc** from the **Format** menu. PenPal<sup>a</sup> will convert the entire document for you.

## **PENPAL<sup>a</sup> PREFERENCES:**

PenPal<sup>a</sup> allows the user to set preferences such as type of font and size conversions. Registered users of PenPal<sup>a</sup> will have a choice of Standard One handwriting or Standard Two or perhaps even Personalized fonts. Also, a conversion preference will allow all conversions to be set to a certain size. This would be more realistic as we all write in a certain size. PenPal<sup>a</sup> also gives the user the option of leaving all point sizes the same as in the original document. You can choose to display a toolbar button and whether to have the conversion process inform you of its status during a conversion. The preferences can be found in the **Tools** menu under **SetUp PenPal...** .

### **Available Options:**

*Font Choice* If you have more than one PenPal<sup>a</sup> font, you can choose which one PenPal will use for its conversion.

*Size Conversion* PenPal<sup>a</sup> will either convert your document without changing the size of the font or allow you to specify one specific conversion size for the entire document.

*ToolBar Button* If you select this option, PenPal<sup>a</sup> will display a ToolBar button that will allow you to convert the current document or selection without having to access a menu.

*Show Status* This option will display how many characters Penpal<sup>a</sup> has converted during a conversion. This will be shown in the status bar at the bottom of the window. Although this helps indicate how far along PenPal<sup>a</sup> is it can slow the conversion slightly.

## **PENPAL<sup>a</sup> HINTS:**

Although PenPal<sup>a</sup> will work well with any printer, to achieve the very best results it is recommended that you print using an inkjet printer (inkjet printers operate more closely to a real pen than laser printers). To achieve even more stunning results, it is suggested that you use a colored ink such as blue (make sure the text is blue if you are using a color printer).

**PENPAL<sup>a</sup> FONT NOTICE:**

All fonts supplied with PenPal<sup>a</sup> are for use with PenPal<sup>a</sup> alone. Once registered, they may be used by the proper owner of PenPal<sup>a</sup>. Under no circumstances are the fonts themselves to be sold, distributed, or copied. They may be copied for archival purposes only and are copyrighted with and considered part of the PenPal<sup>a</sup> program.

**PENPAL<sup>a</sup> IS NOT A PRODUCT OF MICROSOFT:**

Neither PenPal<sup>a</sup> nor Millennium Software Company are associated with Microsoft Corporation in any way. PenPal<sup>a</sup> was created independently by Millennium Software and is offered with no warranties as to its fit of use. In no event shall MSC or its suppliers be liable for any damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business or personal information, or other pecuniary loss) arising out of the use or inability to use PenPal<sup>a</sup>, even if MSC has been advised of the possibility of such damages. PenPal<sup>a</sup> is a trademark of Millennium Software Company.

## **REMEMBER TO REGISTER!**

If you like PenPal<sup>a</sup>, send \$25 to the following address and receive instructions on using the PenPalTwo font as well as on acquiring your own handwriting font. This upgrade will also entitle you to free upgrades in the future. **Registering will also get that annoying dialog box off your screen.** Please include attention to PenPal<sup>a</sup> for Windows as there is also a version for Macintosh.

**If you need a disk with the PenPalTwo fonts and the latest software, please include an added \$5 and we will send you a disk along with your registration information.**

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ATTN: PenPal<sup>a</sup> for Windows

CompuServe: 71370,3004

PLEASE REPORT ANY BUGS TO THE ABOVE!!!

## **UPDATE HISTORY**

12/11/93      Version 1.0      First shipment