Font Browser
User's Guide, Rev. A

COSMI

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Chapter 1. Welcome to Font Browser

What is a font? In the world of Windows computers, a font is a digital typeface that has a consistent design look. The letters, numbers and characters for a particular font can be displayed onscreen and printed in a variety of point sizes and styles (such as *italics*, **bold**, etc.).

Each character in a font is associated with a particular keyboard key or two-key combination. Most fonts include the uppercase and/or lowercase alphabet, numbers from 0-9 and a set of special characters. A few fonts are made up of pictures instead of letters. Windows includes several dozen standard fonts, such as Times New Roman and Arial (these help files use the Arial font).

The Swift Fonts

The Swift *Font Browser* allows you to add large numbers of beautifully designed TrueType fonts to the small selection provided with Windows (the exact selection of Swift fonts on this disc depends on which product the *Font Browser* is bundled with). All of the fonts provided by Swift are new; none of them are redundant with standard Windows fonts. The more fonts you have available on your Windows system, the more creative you can be in designing banners, flyers, business cards, websites, presentation slides and other documents.

Once you have installed your new fonts, you can use them not only with Print Perfect and other Swift applications, but with all your other popular Windows applications as well! Following are samples of several Swift fonts that you can install with the click of a few buttons:

Standard fonts are easy to read.

Decorative fonts are elegant.

Fun fonts are whimsical

Key Features

The *Font Browser* module allows you to:

- Install new TrueType onscreen and printable fonts to your Windows system, for use with Swift and other popular Windows programs. (The selection of fonts on the disc depends on what product the *Font Browser* is bundled with.)
- Preview font character sets in different colors and sizes
- Review fonts using your own sample text
- Scroll through an alphabetical list of font names
- View groupings of fonts using **Category** buttons and menu options
- Search for fonts by name using the **Find** button.

System Requirements

The *Font Browser* requires at least:

- Windows 98, 2000 or XP
- Pentium processor or faster
- 32 MB RAM or more
- At least 32 MB free disk space

More Background on Fonts

Here are a few tips on how to select fonts for your desktop publishing projects:

- Don't use more than a couple fonts, total, in any one project, except in ransom notes! Using numerous fonts appears busy and is hard on the eyes.
- Use **Standard** fonts for large blocks of text, since they are easiest to read.
- Use the **Decorative** fonts for formal invitations and greeting cards, for an elegant look.
- Use the **Fun** fonts sparingly.
- Use Sans Serif fonts most often for online documents that will be viewed on the computer monitor.
- Use Serif fonts more often for print projects.

True Type Fonts

True Type fonts are the leading fonts available for personal computers, based on a standard developed jointly by Microsoft and Apple Computers in the 1980s. They are automatically available in many styles and can be scaled to many point sizes, both onscreen and when printed by most popular printers.

Times New Roman font

The most popular serif font used in print publications. Serifs are the small extra strokes that are added to the end of the main vertical and horizontal strokes of some fonts, to enhance readability. Serif fonts are the most common choice in printed materials. Fonts without serifs are called sans serif; sans-serif fonts are used more often onscreen.

Arial font

The Arial font is the among the most popular sans serif fonts. Fonts that do not include little extra strokes at the ends of the letter lines are called sans serif. These simpler fonts are often used for headings in printed documents, and for all text in online help and other screen text.

Using the Font Browser Help

You can open the Font Browser help file in three ways:

- Select the menu option **Help > Contents** from the Font Browser main menu
- Pressing the **<Alt> + <H>** key combination from the main Font Browser window
- Pressing the **<F1>** key from the main Font Browser window.

Once the help file opens, the help window will appear. A sample help window is shown below.
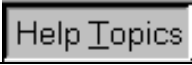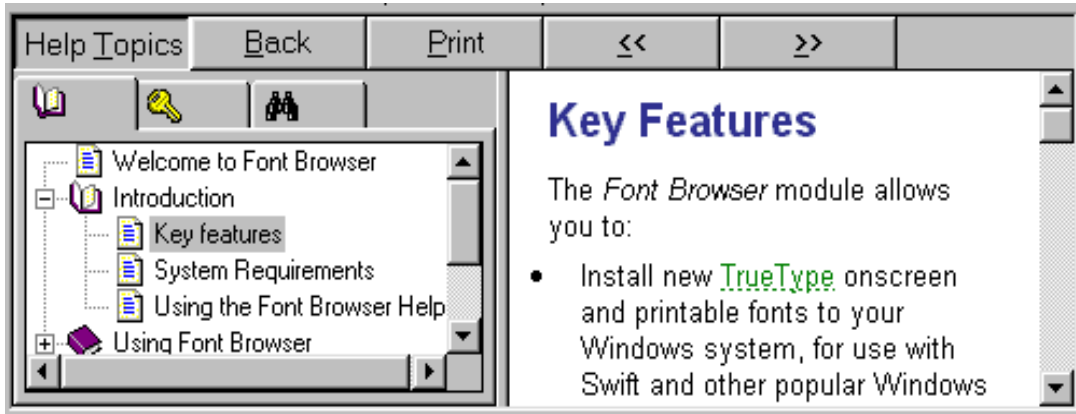

Using the Navigation Tabs

The three-part navigation area to the left of the help text is provided to help you navigate and search the help information. You can view and hide the three navigation tabs by clicking the **Help Topics** toggle button.

	Click this tab to view the help file table of contents. The book icons are help section titles. The piece of paper icons are topics that hold the main chunks of help file text. You can click on a book icon to expand it and see all the topics nested beneath it. Once it is expanded, a minus (–) sign appears next to it. Clicking on the minus sign will hide the section topics and change the minus sign to a plus (+) sign.
	Click this tab to view a list of terms that appear in the help file. Double-clicking on an index term will open the topic where the term appears.
	Click this tab to open a search dialog where you can enter a text string and see which topics include that word or group of words. The *Search* tab also displays a complete list of every word that appears in the help file. You can click on individual terms to view the topic(s) the term appears in, similar to the *Index* tab.

Using the Help Buttons

A row of buttons appears just above the help text. You can click one of these buttons at a time. The default button selected is Help Topics, to show the navigation tabs.

Help <u>T</u>opics	Click this toggle button to hide the navigation tabs, or to redisplay them.
<u>B</u>ack	Click this button to retrace your steps back one topic.
<u>P</u>rint	Click this button to print the currently displayed topic. Once the printer dialog opens, click **OK** to proceed with printing.
>>	Click this button to move forward to the next topic in the table of contents
<<	Click this button to move back to the previous topic in the table of contents

Clicking on Topic Links and Popups

In a standard Windows Help file format, all text item links you can click to view additional information are shown in green. Jumps to another topic are green with a solid underline. An example is shown below.

(<u>Click for more information on filtering fonts</u>)

Links that open a pop-up window that holds a glossary definition are green with a dashed underline, as shown below:

Times New Roman

Chapter 2. Getting Started

Browse through the following sections to get a quick start using Font Browser:

- Font Browser Basics
- Installing a Font
- Previewing Fonts
- Viewing Fonts in Smaller Groups

Font Browser Basics

The main *Font Browser* window is shown below. After the picture are brief descriptions of the fields, buttons and menus in the window, and some handy hints for using the window buttons.
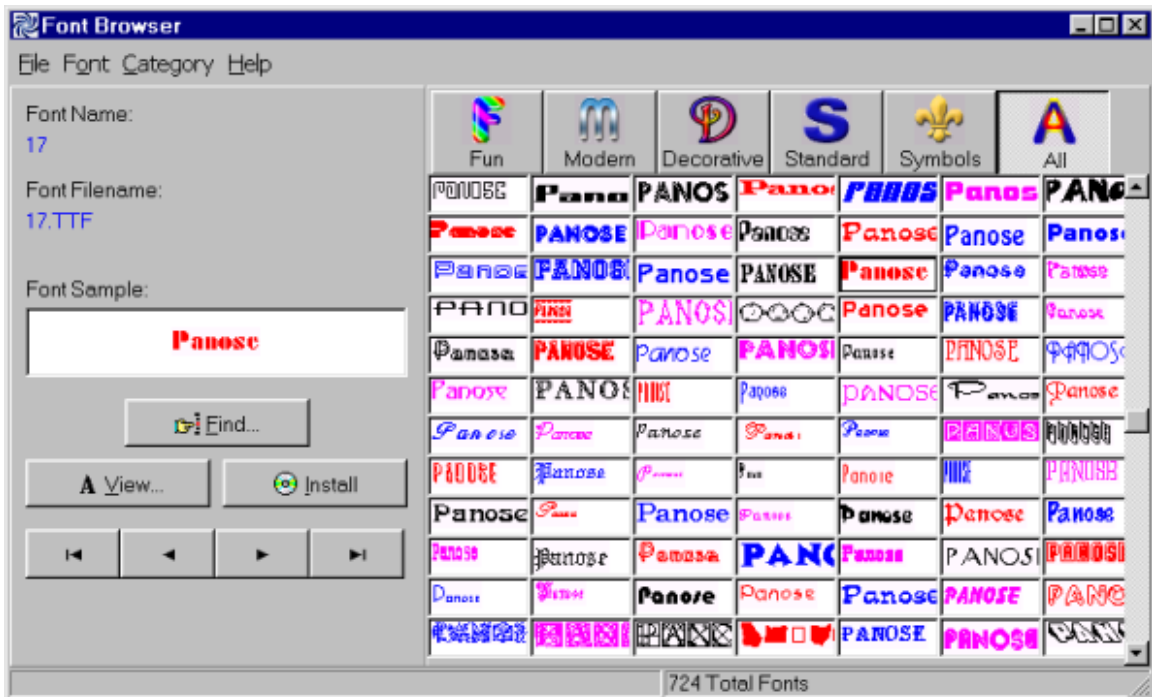
Font Information Fields

Several fields tell you what the current font selection is, and give you a sneak peek at the font styles:

- **Font Name:** The current font selection is shown here; in the sample, it is Ballet Engraved.
- **Font Filename:** The TrueType file for the current font is shown here, with the file extension .ttf.
- **Font Sample:** A sample of the first three letters and first 4 numbers of the current font selection is shown here.
- **Thumbnail Preview Area:** The first few characters for each Swift font are shown in bright colors for ease of viewing. To scroll through all of the thumbnails, click

on the up and down arrow keys or drag the slider on the vertical scrollbar. Click on a thumbnail to select a new font.

Font Browser Buttons

The *Font Browser* main window includes several function buttons you can click to preview, install, select and filtering Swift fonts.

Find...	**Find Button.** Click to open a Find dialog, where you can enter the name of a font to locate that font. Click for more informaiton on finding fonts.
A View...	**View (Preview) Button.** Click to open a more detailed preview of the current font that includes the whole uppercase and lowercase alphabet.
Install	**Install Button.** Click to install the current font selection in your computer's Windows Fonts directory, then wait a few minutes.
I◄ ◄ ► ►I	**Navigation Buttons.** Click an arrow button (or click on a thumbnail preview) to select a font. • Click I◄ to select the first font • Click ◄ to move back one font • Click ► to move to the next font • Click ►I to select the last font.
Fun **m**Modern	**Category Buttons.** These buttons limit the display to smaller groups of fonts. • Click **Fun** to view only fanciful fonts intended for use in small chunks of text • Click **Modern** to view only the futuristic fonts that are less decorative
DDecorative **S**Standard	• Click **Decorative** to view only the ornate, traditional font styles (mainly serif) • Click **Standard** to view only the easy-to-read fonts, suitable for large blocks of text
Symbols **A**All	• Click **Symbols** to view only picture fonts (with pictures instead of letters). • Click **All** to return to displaying all the fonts.

Font Browser Menus

Four menus appear at the upper left corner of the *Font Browser* window. To view the menu dropdown list and select an option from the list, you can either click the mouse on the menu keyword, or click **Alt+ underlined letter** in the menu keyword.

|	
File 📕 Exit	Select **File > Exit** to exit from the Font Browser program (or press **\<Alt\> + \<f\>,** then **\<x\>**).
Font 👉 Find… **A** View… 💿 Install	Select **Font > Find** (or press **\<Alt\> + \<o\>,** then **\<f\>**) to search for a particular font by name. Clicking **Find** has the same results. See *Finding a Font by Name* on page 9 for step-by-step instructions. Select **Font > View** (or press **\<Alt\> + \<o\>,** then **\<v\>**) to open a more detailed preview of the current font with the whole character set. Clicking **View** has the same result. See *Previewing Fonts* on page 8 for further information. Select **Font > Install** (or press **\<Alt\> + \<o\>,** then **\<i\>**) to install the current font selection in your computer's Fonts directory, then wait a few minutes. Clicking **Install** has the same result. See *Installing a Swift Font* on page 11 for more detail.
Category 🍦 Fun �ⅲ Modern 🅿 Decorative **S** Standard ⚜ Symbols 🅰 All	Select one of the **Category** menu options (or press **\<Alt\> + \<c\>**, then a letter for the category) to limit the display of fonts. These menu options have the same function as the row of Category buttons that appear over the font thumbnails. See *Viewing Fonts in Smaller Groups* on page 9 for more detail.
Help ❓ Contents F1 📄 About…	The **Help** menu shows the help file you are looking at, and provides revision information about the Font Browser software. Select **Help > Contents** (or press **\<F1\>**) to open the Font Browser help file. Select **Help > About**… (or press **\<Alt\> + \<h\>**, then **\<a\>**) to open a window with software revision information. For further information, see *Using the Font Browser Help* on page 2.

Previewing Fonts

You can click the View button in the main Font Browser window to preview a more complete preview of the currently selected font. Follow the procedure steps for detailed instructions.

To Preview a Font:

1. Select the font you wish to preview from the main Font Browser window by clicking on a thumbnail, or clicking the navigation buttons (|◄, ◄, ►, ►|). The new font name should appear in the Font Name box once it is selected.

2. Once you have selected the font you wish to preview, click the **View** button or select **Font > View** from the *Font Browser* menu. A *Font Samples* preview window will open. This window shows the entire alphabet in the upper pane, and the entire character set in the lower pane.

   - To change the font size of the sample, click on the *Sample Size* dropdown list arrow and click to select from the list; or you can also type a new point size value in this field. The font size of the sample will adjust to the specified point size.

   - To change the color of the sample, click on the *Sample Color* dropdown list arrow and click to select a different color from the dropdown list.

   - To change the sample text that is shown in the upper pane of the window, place the cursor in the Sample Text box, and type in the text you wish to preview.

3. To return to the main *Font Browser* window, click **OK** at the bottom of the *Font Samples* window.

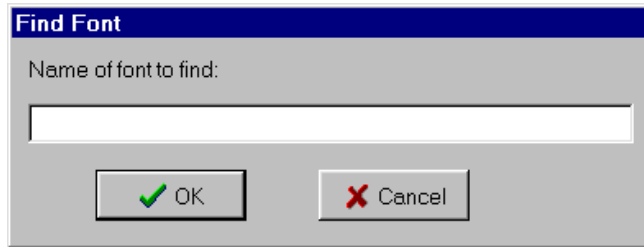   A typical *Font Samples* display is shown below.
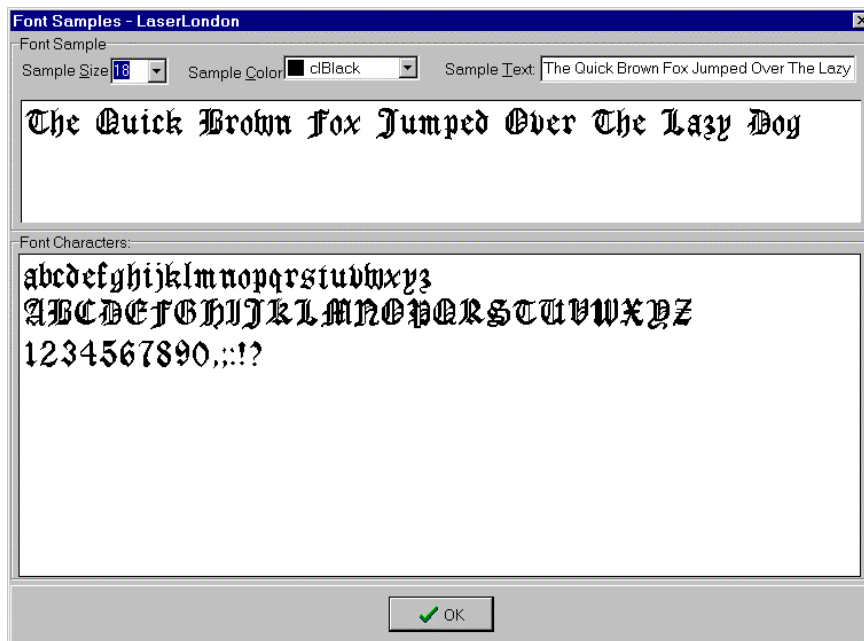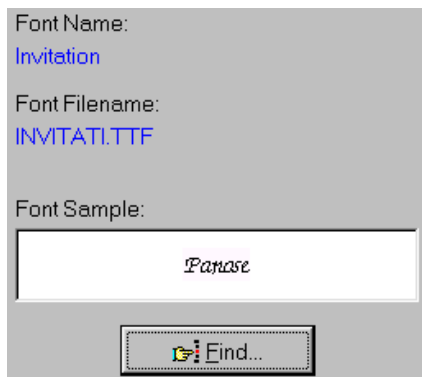
Finding a Font by Name

You can search for a font by name using the **Find** button.

To Find a Font by Name:

1. Click Find to open the Find Font dialog box.

2. Enter a font name or number (the dialog is NOT case-sensitive), then click OK.

The font whose name you have entered becomes the current selected font, as indicated by the *Font Name* and *Font* Filename field (see example below).

Viewing Fonts in Smaller Groups

You may have so many fonts included on your Fonts disc that you want to limit the display to only some of them at a time, The six Category buttons appear above the font thumbnails in the main *Font Browser* window allow you to do just that!

When you press one of the five Category buttons, only the fonts in that category appear in the thumbnails display area. (The fonts always appear in alphabetical order.) You can also use menu options and key combinations to limit the display of fonts.

Descriptions of each font category are included in the procedure on the following page.

To View Font Groupings:

- Click **Fun** to view only fanciful fonts that are intended for use in small chunks of text, or select the menu option **Category > Fun**. (You can also press the key combination **<Alt>+<c>** then **<u>** for the same resul.)

Fun fonts are whimsical

- To view only the futuristic fonts that are less decorative, click **Modern** or select the menu option **Category > Modern**. (You can also press the key combination **<Alt>+<c>** then **<m>**.)

Modern fonts are futuristic

- Click **Decorative** to view ornate, traditional font styles (mainly serif), or select the menu option **Category > Decorative**. (You can also press the key combination **<Alt>+<c>** then **<d>**.)

Decorative fonts are elegant.

- Click **Standard** to view very easy-to-read fonts, suitable for large blocks of text, or choose **Category > Standard**. (You can also press the key combination **<Alt>+<c>** then **<s>**.)

Standard fonts are easy to read.

- Click **Symbols** to view fonts that appear as pictures instead of letters, or choose **Category > Symbols.** (Or press the key combination **<Alt>+<c>** then **<y>**.)

- To return to displaying *all* of the fonts, click **ALL** or choose **Category > All**. (Or press the key combination **<Alt>+<c>** then **<a>**.)

Installing a Swift Font

Installing Swift fonts on your Windows system is simple with the *Font Browser* program:

To Install a Font:

1. In the main Font Browser window, select the font you wish to install by clicking on a thumbnail, or clicking the navigation buttons (◄, ◄, ►, ►). The new font name should now appear in the Font Name box.

2. Click the **Install** button, or select **F<u>o</u>nt > <u>I</u>nstall** from the *Font Browser* menu. This starts the Install function. The currently selected font file is copied to the *C:/Windows/Fonts* directory on your computer, and the Windows registry is also updated to declare the new font.

   - Note that the installation function takes a few minutes, so a little patience is needed!

3. After a few minutes, you can verify that the font has been installed by checking the font dropdown fields for one of your favorite Windows applications, such as Swift Print Perfect Platinum or Microsoft® Word. The installed font should now appear in dropdown list for use in formatting documents.

   - You ***DO NOT*** need to use the Control Panel Install Fonts function; the *Font Browser* takes care of the entire installation for you!

Deleting Swift Fonts

If you decide that you wish to delete one or more Swift fonts from your computer, you will have to do this using the Windows control panel. Check your Windows help for instructions, since each version of Windows is slightly different. The steps will be similar to the following procedure for Windows 98.

To Delete a Font from your Windows 98 Computer:

1. From the *Start* menu, click **Start > Settings > Control Panel**.

2. In the *Control Panel* folder, double-click the *Fonts* folder to open it.

3. In the *Fonts* folder, select the font you wish to delete, then select **File > Delete** from the dropdown menu.

   - To select multiple fonts, hold down the **<Ctrl>** key, and then click each of the fonts you wish to delete.

Chapter 3. Troubleshooting

Following are several problems that you may encounter while using the Font Browser, along with suggested solutions.

Trouble Viewing Installed Fonts

If you have installed a Swift font, but it is not appearing yet in the font dropdown list in one of your publishing applications, you probably have not waited long enough for the installation to complete.

Suggested Solution: Wait several minutes for the Windows registry to be updated once you click **Install**.

Error Message "Unable to find font file [path]" Appears

If this error message appears when you attempt to view fonts that you have not yet installed, or when you attempt to install a font, then either your Fonts CD is not inserted into its CD drive, or your program settings (fontbrowser.fif file) are incorrect.

Suggested Solutions: Here are three things you can try to correct the problem:

- Make sure the disc containing your fonts is in the CD drive, then close and reopen the program.
- Move the disc to another CD drive, then close and reopen the program.
- Uninstall and reinstall the program.

The Font Thumbnails Area is Blank

This indicates that your database is missing or corrupted.

Suggested Solution: Uninstall and reinstall the program.

Blank Areas Appear in the Font Preview Display

If the Preview dialog Sample Color selected matches your display settings for Window color, then the preview will appear blank.

Suggested Solution: Pick a different color from the Sample Color dropdown list.

Chapter 4. Support

There are several ways you can request further information about using the Swift Font Browser. In addition, we encourage all of our users to provide comments and suggestions about this program. Support is provided by voice, fax and Internet e-mail.

⊠ COSMI is very proud to be one of the few remaining software publishers to provide customer support free of charge!

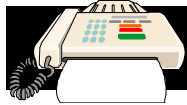## Voice

For telephone support, call COSMI's Customer Service at (310) 886-3510 during the hours shown below, Pacific Standard Time.

Monday through Thursday: 8:30 am - 12:00 noon, and 1:00 pm - 4:00 pm.

Friday: 8:30 am - 12:00 noon.

Fax

You may fax us at (310) 886-3517.

E-mail

Support questions may be sent via email to: support@cosmi.com

Internet Web Site

View the latest and greatest news about Swift's upcoming software titles in the areas of entertainment, productivity, desktop publishing, education and more, at the URL http://www.cosmi.com.

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