

# **deskFONT Creative Pro 300 User Guide**



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# Introduction

## Overview

Thank you for choosing Docudesk® deskFONT Creative Pro 300, a family of fonts specifically designed to improve the presentation and legibility of business documents whether intended for either print or for on-screen purposes. The deskFONT Creative Pro 300 product includes 300 deskFONTs and the deskFONT Manager to assist in installing and managing deskFONTs.

## Purpose

This guide explains how to use the basic functions of the deskFONT manager.

## Conventions

This guide uses textual and graphical conventions to simplify comprehension of its contents.

## Icons

The following icons are used in this guide:



**Note:** A note is an informational message containing a suggestion or a tip.



**Alert:** An alert icon is a message to follow instructions closely.

# System Requirements

## Hardware

deskFONT can operate effectively on a very basic or dated system configuration; however, performance of the entire system can be adversely impacted if too many fonts are simultaneously installed on older hardware.

Minimum requirements:

- Processor: 100 Mhz x86 Processor
- RAM: 32 Megabytes
- Available Hard Drive Space: 30 Megabytes
- Display resolution of 1024x768 or greater



**Alert:** If you are using deskFONT to install fonts on older hardware, we recommend you chose a limited number of fonts to install rather than chose the “Install all fonts” option.

## Software

deskFONT requires the Microsoft Windows operating system to be installed prior to installation of deskFONT. deskFONT supports the following versions of Microsoft Windows:

- Microsoft Windows 98
- Microsoft Windows ME
- Microsoft Windows NT 4.0 Workstation/Server
- Microsoft Windows 2000 Professional/Server/Advanced Server
- Microsoft Windows XP Home/Professional
- Microsoft Windows Server 2003



**Alert:** Operating systems prior to Windows 2000 have a limitation of approximately 1000 fonts.

# Managing deskFONTs

## *Installation*

Once available on your computer, either by way of electronic download or from a purchased CD-ROM, run the file **deskFont\_300\_Setup.exe**. This file is located in either the folder which you saved the deskFONT download or on the deskFONT CD-ROM.

Follow the instructions through the deskFONT installation process. Upon completion of the installation process you will have the option to automatically launch the deskFONT Manager. To immediately install fonts from the deskFONT library leave the option to immediately launch the deskFONT Manager checked.

To manage your deskFONT installation the deskFONT Manager can be found under the Docudesk program group under the Start menu.

## *deskFONT Manager*

The deskFONT Manager is the easiest way to get a preview of the fonts and manage the installation and removal of your deskFONTs. When launched, the deskFONT Manager displays the window shown in Figure 1.

The left panel of the window lists the names of the fonts available for installation using the font for each name. The right panel lists the names of the True Type fonts already available on the computer.

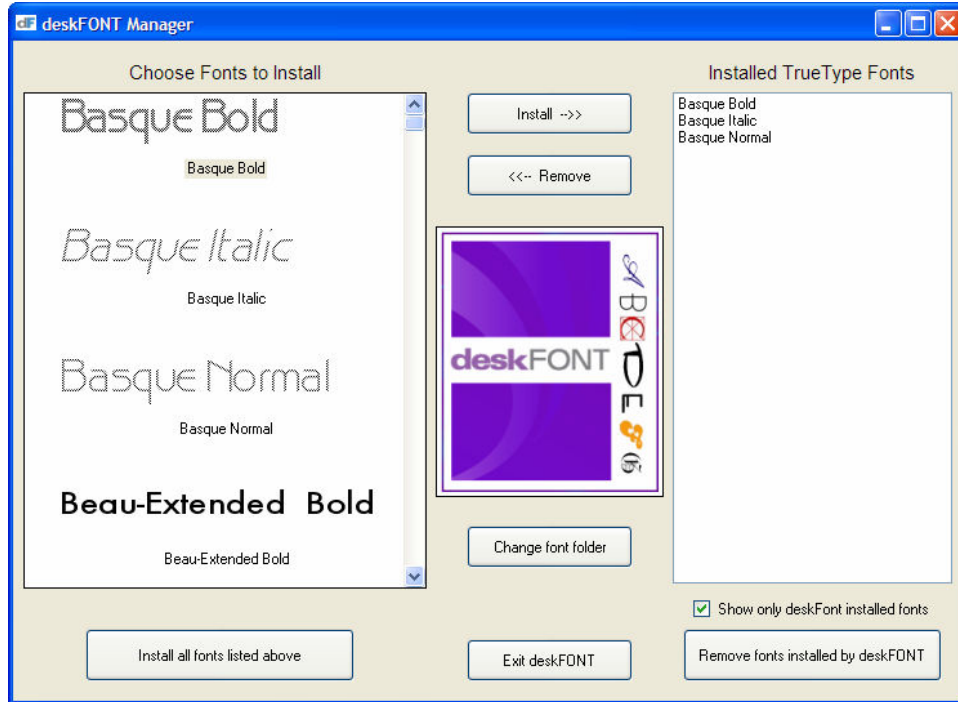


Figure 1

## Installing deskFONTs

The deskFONT Manager allows users to do either a full or incremental installation of the 300 fonts provided by deskFONT Creative Pro 300.

To install all of the fonts in the deskFONT library, simply click on the button at the bottom left, “Install all fonts listed above,” To select specific fonts for installation, click on any font name in the left panel, then click the “Install” button at the top center of the deskFONT Manager window. To select multiple fonts simultaneously, hold down the shift key while clicking each font name.



**Note:** Users can select multiple fonts simultaneously by clicking the mouse button while holding down the shift button.



**Note:** Once the chosen fonts have been installed, the installed fonts will be grayed out in the left window and listed in the right window.

Following either a full deskFONT installation or an incremental installation, the deskFONTs will appear in the “Installed TrueType Fonts” panel of the deskFONT Manager.

## ***Removing deskFONTs***

To remove the deskFONTs, follow the opposite process. Fonts installed by deskFONT can be removed from the Windows Font library all at once or one or a few at a time.

To remove one or several fonts installed by deskFONT (but not all), click on the desired font names in the “Installed True Type Fonts” panel, holding down the shift key to select multiple fonts; then click the “Remove” button near the top center of the deskFONT Manager window.”

Incremental deskFONT removal is performed, by selecting the fonts targeted for removal from the “Installed Truetype Fonts” window and clicking the “Remove” button located in the center of the deskFONT Manager.



**Alert:** Use the font removal function of the deskFONT Manager carefully. It will remove any selected True Type fonts listed in the right panel of the deskFONT Manager window (including original system fonts not provided with deskFONT). As a precaution, check the box below the right panel list of installed font names (“Show only deskFONT installed fonts”) so that other fonts cannot be accidentally selected for removal.



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