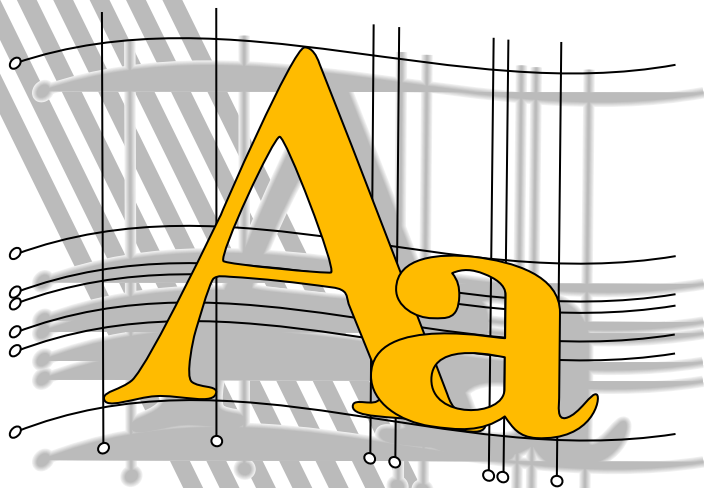


Easy Font Pro v5



The Award winning
Font Management System

iSV
Products

3QD
DEVELOPMENTS LTD

APDL

EasyFont Pro

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EasyFont Pro V5

Introduction

EasyFont is the multi-tasking Font Management System designed to give you complete control over your fonts and is a complete replacement for !Fonts. At its most simple level it allows individual or groups of fonts to be switched on and off. This makes it possible to have any number of fonts available for use and gives you total control over your font collection. You will never have to struggle through long lists of available fonts. To use EasyFont you will need a hard drive and RISC OS 3.1 or greater. We also suggest you have a minimum of 4Mb of memory to get the best use from EasyFont.

What advantages does EasyFont offer ?

Until now it has been very difficult to manage more than a few fonts, lengthy font menus in applications can be slow and some applications won't even run if too many fonts are installed. The problem is further compounded by the increased availability of high numbers of low cost fonts. The standard !Fonts application is only able to cope with around 71 fonts and you might find yourself wasting time trying to find fonts when you could be working. EasyFont can cope with an unlimited number of fonts, with any of them available for use by simply selecting them.

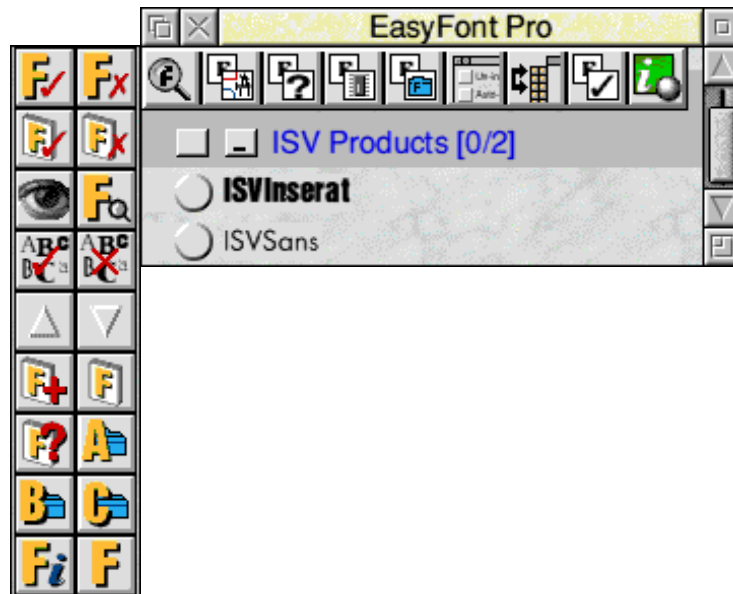
Storage

EasyFont will save up to 40% of space taken to store your fonts by reorganising the directory structures of each font. Your fonts are stored inside EasyFont in the directory called 'Fonts'. It is of vital importance that this directory is not tampered with in any way, you should not try to add or remove files, or delete the Fonts directory itself.

Failure to observe this condition could result in your having to re-install all your fonts!

Using EasyFont Pro

When you double click on the !EasyPRO application in a filer window EasyFont will load. The title banner will appear and then the EasyFont icon will appear on the icon bar. Clicking **SELECT** on this icon will open the main EasyFont window.



As you can see the main window shows a list of the current fonts that are available from inside EasyFont. Attached to the main window are two toolbars. The one on the left side allows you to turn fonts on and off as well as controlling other EasyFont features.

The toolbar along the top lets you add fonts, produce font catalogues, control the font cache, configure EasyFont and also check fonts for errors. You can also access this on-line manual from the top toolbar.

Groups

EasyFont works by placing individual font families inside groups. The screen shot above shows EasyFont with 2 groups. One called “*Ungrouped fonts*” and one called “*iSV Products*”. Note that if you have installed this version of EasyFont over an older version of EasyFont Pro then the groups you have may well be different.

Ungrouped fonts

Ungrouped Fonts is an exclusive group that can never be deleted or renamed. Fonts which do not appear in any other groups are shown in *Ungrouped Fonts*. You must always leave a minimum of one font in EasyFont.

Groups window

Clicking the **Groups** button will show the list of groups created and the number of fonts in each group. You can move fonts between groups by dragging one or more from the main window and dropping them onto the group name. Clicking on a group in this window will quickly move to that group in the main window. More than one group can be selected by clicking **ADJUST**.



Creating new groups

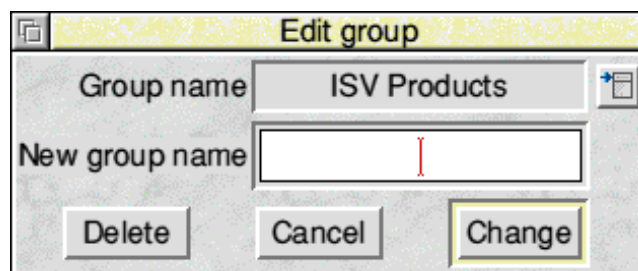
To create a new group click on the **New groups** button. Enter a group name of up to twenty characters and click on **Create** or press **Return**. This will create a group to which fonts can be added.



By creating appropriate groups you can make finding a font very easy. If you create a group to represent the origin of the font, eg. 'DrawWorks', and another to represent the nature of the font, eg. 'SanSerif', then a font can be held in both of these groups. So to find a suitable SansErif font for a letter you would display the SansErif group, whereas to list the fonts which are part of the DrawWorks package you would display the 'DrawWorks' group.

Editing and Deleting groups

To edit a group name or delete a group click the **Edit groups** button. To change a group name select the group to be edited from the **Group name menu**. Type in a new group name and click on **Change** or press **Return**. This will change the name of the group from the old name to the new group name.



Deleting a group

To delete a group of fonts select it and click **SELECT** on **Delete**. You will be asked for confirmation when you delete a group which has fonts in it. When a group is deleted all the fonts in that group remain in EasyFont, but unless they are contained within any other group they will become ungrouped fonts.

If you have opened this window by mistake then you can close it again by clicking on the **Cancel** button. Please note that you cannot delete or change the name of the "Ungrouped fonts" group.

Adding Fonts

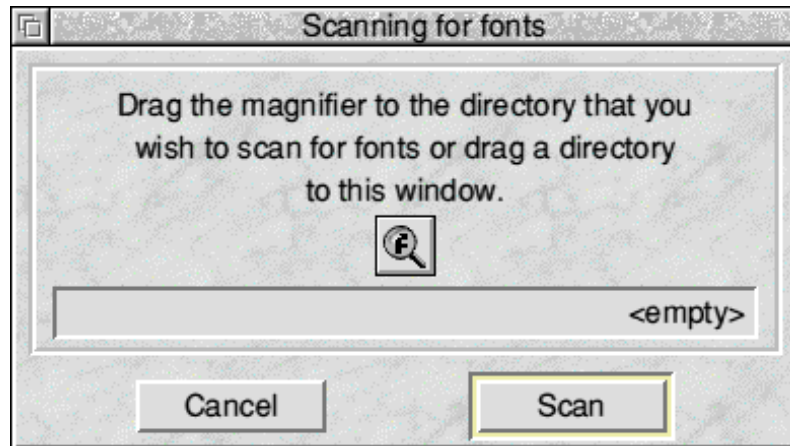
Before you start the adding process we recommend you make a backup of your fonts. We also recommend you have no other applications running as some fonts may be corrupted and cause your machine to stop responding.



How to add fonts

Before EasyFont can be used you must add all your fonts. This is done by either dragging a font folder to the main window or letting EasyFont look for them. To start the adding process select **Adding...** from the icon bar menu or click **Adding** on the top toolbar.

Clicking **Scan** will then cause EasyFont to find any fonts in the directory selected. The scanning window keeps you informed of the progress.



To cancel a scan click **Cancel**, you will then move to the next stage of the adding process. Some versions of CDFS 'lock up' the machine when scanning a CD. If this happens then set CDFS Buffers to zero and scan the CD a directory at a time.

When the scanning process is complete the *Adding fonts window* is opened. Clicking on the fonts to the left of the window will select them and also display information about them.

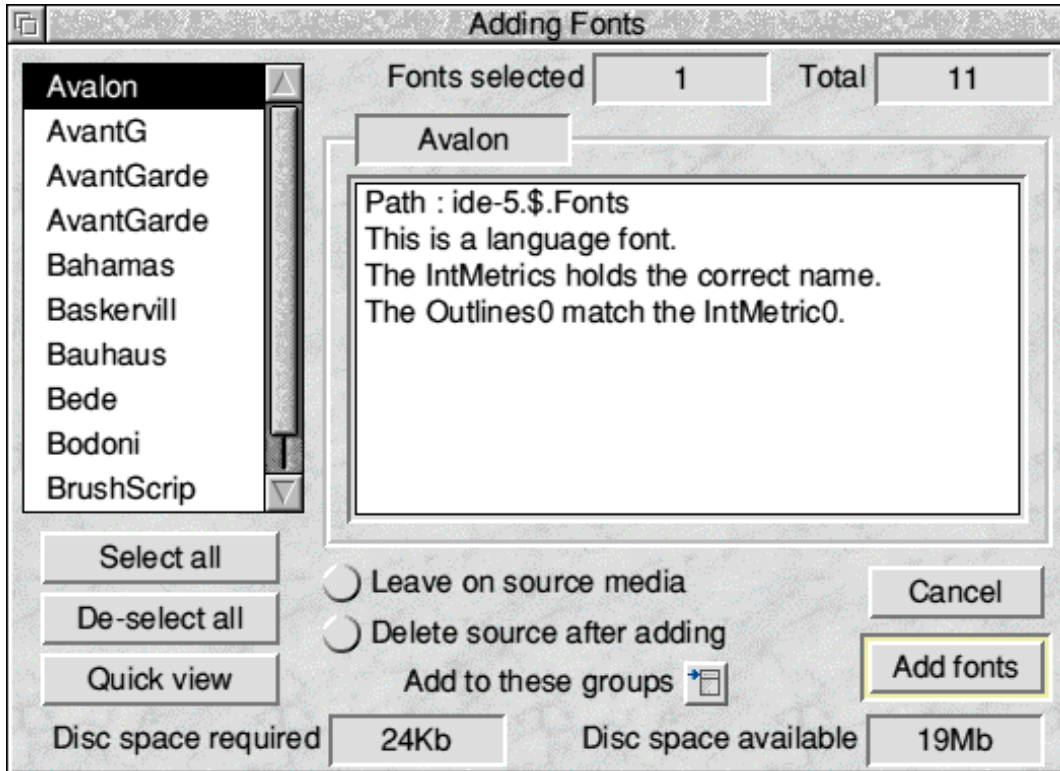
Fonts that are greyed-out in the list cannot be added. EasyFont tests fonts to establish that they conform to the Acorn specification and the greyed-out fonts do not conform, often because the names contained within the font do not match the name of the directory it is in, or the font is faulty. You can change the name of the font, and repair faulty fonts using the *Dr Fonty* font editor supplied with EasyFont.

Select all and Deselect all

If you wish to add all the fonts found during a scan you can select all of them by clicking the **Select all** button. **Deselect all** reverses this action.

Quick view

If you click the **Quick view** button when a font is selected, a window will open showing what the font will look like before adding it.



Leave on source media

If you select **Leave on source media** then when a font is added only information about the location of the font and WYSIWYG data are stored, saving disc space. This is ideal if you have a large quantity of fonts on CDs or other removable media such as Syquest discs, floppy discs etc. After a font has been installed its location on the source media must not be changed or EasyFont won't be able to find it. We also recommend you name your discs with a sensible name before adding a font or you may have problems finding the correct disc later on.

Delete source after adding

If you select **Delete source after adding** then when a font is added the font is moved, rather than copied, from the source to EasyFont. This means the fonts will no longer exist in the place they were originally. Obviously this won't work with *ReadOnly* media like CDs.

Add to these groups

When fonts are added to EasyFont they are put into a group called '*Ungrouped fonts*' unless you direct otherwise. To add them to other groups, you must first create your groups. (See *earlier section Groups*). Once your groups are created adding fonts to them is done by dragging either a font or a directory of fonts to the required group in the main window or by selecting the appropriate group(s) in the adding window.

Fonts are only stored once inside EasyFont however many groups they are in. Fonts can easily be moved between groups after they've been added, so don't worry if they're not in the right group at first.

Adding fonts

Once the groups have been set and you have selected the fonts to add click on **Add fonts**. The window will show the name and weight of the font currently being added, and when adding has finished it will show the name and weight of the last font added. This lets you keep track of is progress. In the unlikely event that a corrupted font causes your machine to stop responding then press **Ctrl-Break** and re-run EasyFont.

Adding fonts from !Fonts

If you drag a !Fonts folder into the main window you will be asked if you want the fonts held within the !Fonts folder to be made available temporarily (see later for more information) or whether you want to scan the !Fonts folder for fonts to add into EasyFont permanently.

Adding fonts from earlier versions of EasyFont

If you are upgrading from previous versions of EasyFont then drag the old application into the main window and follow the *Adding fonts* procedure. You will need an amount of space free on your hard drive at least as large as your current EasyFont uses.

Moving and Copying fonts between groups

To copy a font or selection of fonts from one group to another select the font(s) within the main window and drag them to the required new group. Alternatively click on the **Groups** button and drag the font(s) to the selected group(s).

Skipping, Replacing and Merging fonts

If you try to add a font that is already in EasyFont, you are given the option to **Skip**, **Replace** or **Merge** a font.

Skip maintains the font that already exists within EasyFont, and ignores the one you are attempting to add. **Replace** replaces the existing font with the new one. **Merge** combine the font you are adding the the existing font within EasyFont.

Extracting fonts

Once a font family has been added to EasyFont it can easily be extracted by simply dragging the font name in the main window to a suitable directory viewer. The complete font will then be copied to the selected destination.

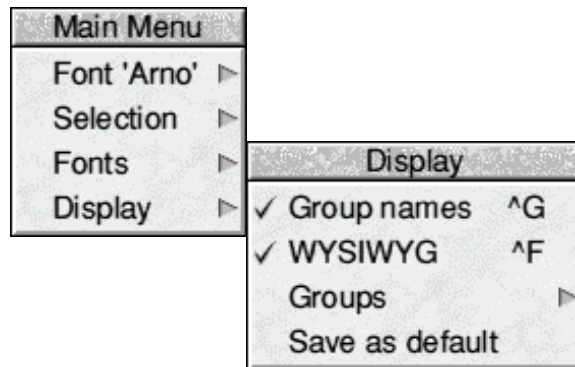
Note that this copies the font, it is still retained by EasyFont.

The Main Window

To open the main window click **SELECT** on the EasyFont icon on the iconbar

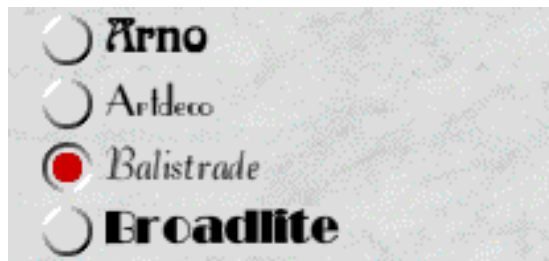
The main window is used to control a variety of EasyFont's features. It shows whether fonts are installed or not, whether they are selected and which groups they are in. The main window display can be changed in a number of ways by using the main menu. Group names can be turned on and off, any selection of groups can be displayed and the whole list can be shown in the actual weight of each font.

To save the main window settings select **Save As Default** from the Display menu.



Installing and Uninstalling a font

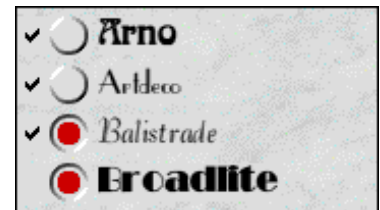
To install or uninstall a single font click **SELECT** over the button on the left of the font. When a font is installed it is available for other applications to use and will appear in their font menus. When uninstalled it is no longer available and will disappear from other applications' font menus.



**The font Balistrade is installed
the other fonts are not**

Selecting and Deselecting a font

To select a font you can either drag out an area around it or click **SELECT** on the font name. To deselect it click **ADJUST** on the font. Selecting a font, or a collection of fonts, lets you move them to different groups, as well as renaming, deleting, checking for errors etc.



Arno, Artdeco & Balistrade are selected

Expanding and Shrinking a group

To display just the title bar for a group click on the button directly to the left of the group name. To display the whole group click the button again and the group expands.



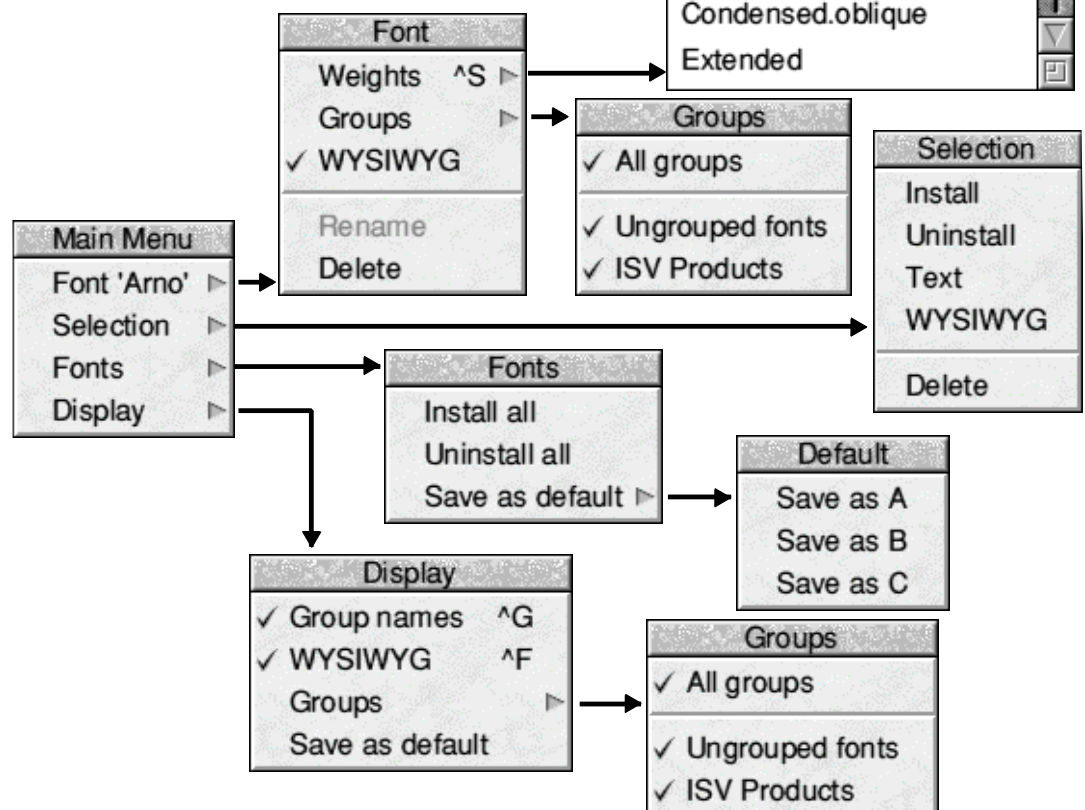
The Main menu

Clicking **MENU** over the main window will open the main menu, from this you can perform a range of operations.

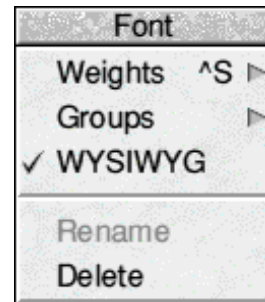
If you open the menu over a font name, for example 'Archeo', then it is shown in the menu. We refer to this as the *current font*.

Font sub-menu

Move the pointer to the right over *Font* on the main menu to display the *Font sub-menu*. This menu lets you perform operations on the current font.



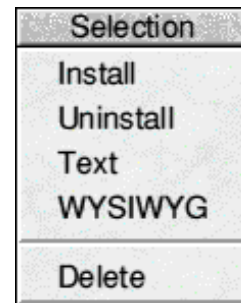
- **Weights** - Move the pointer to the right over **Weights** to see all the weights the current font has. If the current font is installed then the weight names are displayed in their actual weight, otherwise they are displayed in the system font. For example, on the previous page we can see the weight names for the font 'Archeo'
- **Groups** - The **Groups** option allows you to change which groups a font is contained in. Move the pointer to the right over **Groups** to display the list of group names.
- **WYSIWYG** - This option enables you to set whether WYSIWYG is turned on for a particular font. This is useful for symbol only fonts such as DingBats. Use *Display=>Save as default* in order to change the display settings permanently.
- **Delete** - This enables you to delete a font. If you wish to save a font out then simply drag it's font name to a directory viewer.



Selection sub-menu

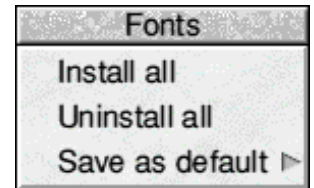
When you select some fonts you can bring up the Selection menu from the Main menu. Selected fonts are those that have a tick next to them.

- **Install** - Installs the selection of fonts. This is the same as installing a single font using the buttons on the Main window.
- **Uninstall** - Uninstalls the selection of fonts. This is the same as uninstalling a single font using the buttons on the Main window.
- **Text** - This will turn off the WYSIWYG display in the Main window and will display all the font names in the default desktop font.
- **WYSIWYG** - This option will display all the font names in the Main window using the actual fonts themselves so you can see what all the fonts look like.
- **Delete** - Deletes the currently selected fonts. EasyFont will confirm you are sure you want the fonts deleted before doing so.



Fonts sub-menu

- **Install all** - Installs all fonts present in EasyFont. Installing all your fonts if you have more than 50 added to EasyFont is not very practical as some older applications may not run properly.
- **Uninstall all** - Uninstalls all the fonts present in EasyFont.
- **Save as default** - Following the *Save As Default* menu reveals three different options: *Save as A, B or C*. This enables you to save three different settings of fonts which could be used for different purposes. When it is first loaded EasyFont uses default A. You can always turn the default groups (A,B and C) on using the buttons on the EasyFont left hand toolbar.



Display sub-menu

- **Group names** - The Group names option will display the group names at the top of each group, in the Display window, and the fonts contained in that group will appear under it in alphabetical order.

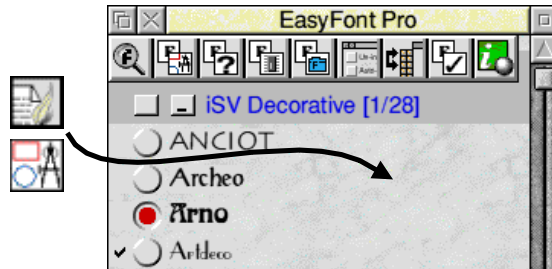
With this option switched off the the group names are not displayed, and the fonts from all groups being displayed appear as one alphabetical list in the main window. Pressing **Ctrl G**, while the pointer is over the main window, toggles the Group names option on and off.
- **WYSIWYG** - This option displays fonts in their actual weight so you can see what a font looks like before installing it.

This option takes extra memory when turned on, typically 350 fonts will take an extra 100Kb of memory, but is extremely useful if you are looking for a particular weight of font. When turned off the font names appear in the System font and the extra memory is released. Pressing **Ctrl-F** while the pointer is over the main window toggles WYSIWYG on and off.
- **Groups** - Move the pointer to the right over **Groups**, to show a list of all groups. The groups which are ticked are currently being displayed. The display may be changed by altering the selected groups in this menu.
- **Save as default** - This saves the display settings including the position of the main window, expanded groups and fonts in text/WYSIWYG.

Document Scanning

EasyFont can search through files for font names and install any it finds. This is useful if you cannot remember which fonts are used in a file and it eliminates the 'font not found' error which some applications give when you don't have all the correct fonts installed.

Drag a file (eg. Impression file or Draw file) to any EasyFont window. EasyFont will scan the file for fonts and any found will be installed



Drop files into EasyFont to scan them

To stop EasyFont scanning a file press and hold the **Escape** key. EasyFont will scan any files, but some programs save files in compacted form so it is not possible for EasyFont to know which fonts are used in it. The solution is to save a list of currently installed fonts from EasyFont when you save the file from the program. Next time you load the file first drag the text file of font names to EasyFont to install them.

You could set up EasyFont so that when a filetype is double clicked on a specific sets of fonts is installed. For example, you could arrange for a group called "Draw" to be installed whenever a Draw file is loaded

Font not found

Some applications may report an error of some kind to suggest that the fonts that you have now installed are still unknown. This error is not caused by EasyFont but by the application. If you display the font menu of the application you will see that in most cases the font is actually available. In this case contact the authors of the application.

Application font menus

Some applications do not correctly follow the guidelines set out by Acorn. All programs should rebuild their font menus whenever the available font list changes. However some programs only make their font menus when they are first run, and then use this menu regardless of any changes made to the installed fonts. If you find a program that has this problem then once again you will need to contact the author.

However, there is a partial solution. You can get EasyFont to scan files generated by the application before loading the application itself. Then all the required fonts will be installed before the application is loaded.



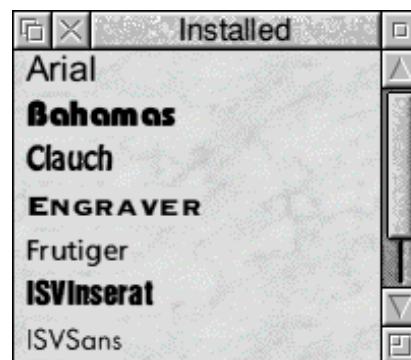
Installed fonts

When EasyFont contains a large number of fonts it can take some time to find which fonts are installed. By using the **Installed** window you can quickly see and move to any font in the main window which is installed.

To open this window click **SELECT** on the **Installed fonts** button.

Using the Installed window

The Installed window shows all the installed fonts, not just the ones which are being displayed. Clicking **SELECT** on a font name in the Installed window, while the Main window is open, moves the display within the Main window to the selected font.



Sending fonts to the Font Viewer

You can also use the Installed window for sending fonts to the Font Viewer. You can drag a font name from the Installed window to anywhere over the Font Viewer window to view it.

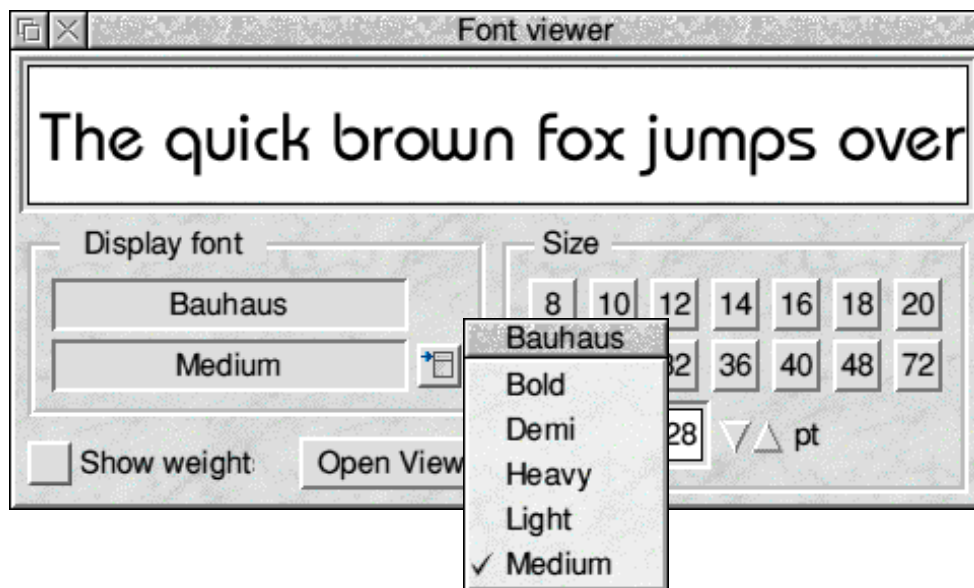
The font viewer



The Font Viewer lets you preview text in any font at any selected size. Font weights may be installed and uninstalled from a predefined list, so you can even define new weights and edit existing weights from this window.

Viewing Fonts

To open this window select a font and then click on the button. The text 'The quick brown fox jumps over the lazy dog' is editable and can be viewed at any size by clicking **SELECT** over the size icons. To view the font in a different weight select a weight from the Display font menu.

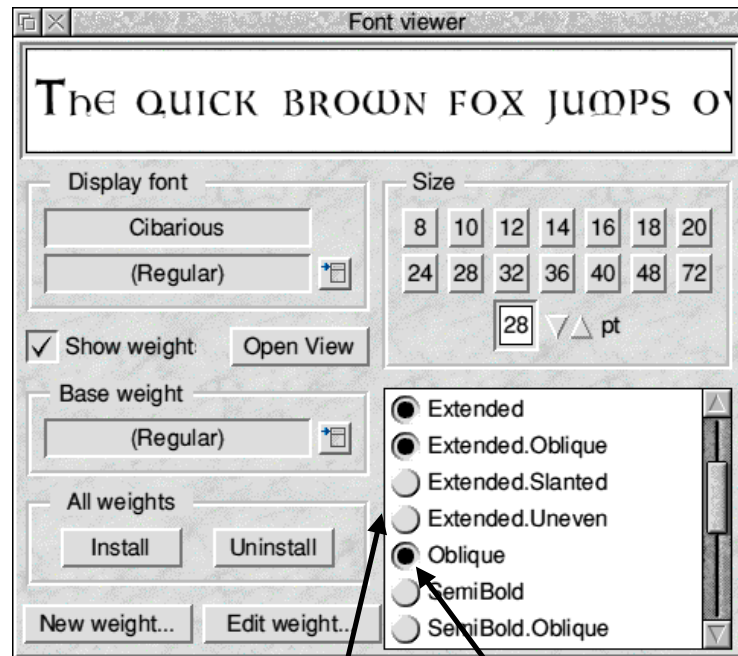


Open View

This option displays all the characters present in the selected font. A small text file (up to 2Kb) may be dropped in this window and then EasyFont will use your textfile for the display in future.

Weights

Clicking on **Show weights** will extend the Font Viewer window to include all the weight facilities. These let you install and uninstall pre-defined weights and define new weights and edit existing ones.



The list of currently defined styles

An installed style

Installing and Uninstalling weights

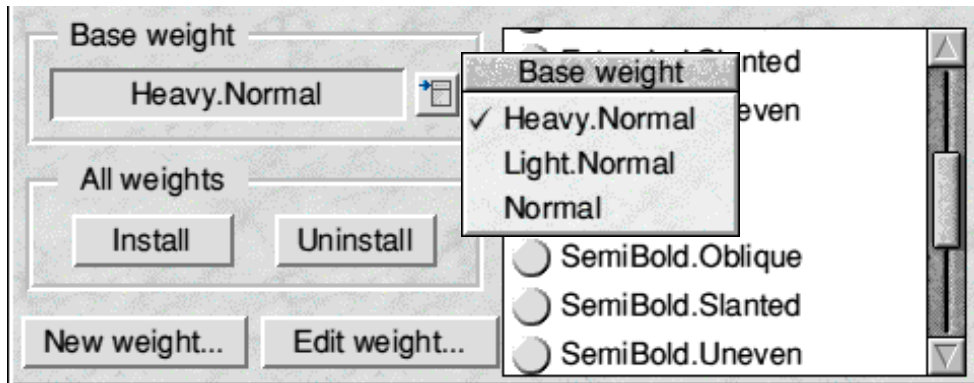
Click **SELECT** on a weight from the list in the Font Viewer window to install or uninstall that weight. The icon to the left of the weight name will become filled black when the weight is installed and unfilled when uninstalled. Installed weights are available to applications immediately.

You can install or uninstall all the weights by clicking **SELECT** on the **Install** or **Uninstall** buttons in the **All weights** section of the Font Viewer window. If the weight name is shaded then it cannot be altered. This is because some fonts cannot have any of the defined weights installed.

You cannot do this with fonts on CD.

Base weight

When a weight is installed it is created on disc from the currently selected base weight. For some fonts you can choose which base weight to use when creating a weight. This can be selected from the **Base weight** menu.



When a weight is uninstalled it is deleted and when installed, it is recreated using the currently selected base weight. We recommend that you use 'Regular' or 'Medium' if possible as this is generally most commonly used to create weights such as 'Oblique' or 'Condensed'. You can, however, use any of the base weights.

If you use a font and install a particular weight which you then use in a document you must remember not to uninstall that weight as it is removed when you do, so then when you re-load the document you will have to recreate the weight or you will get a 'font not found' error.

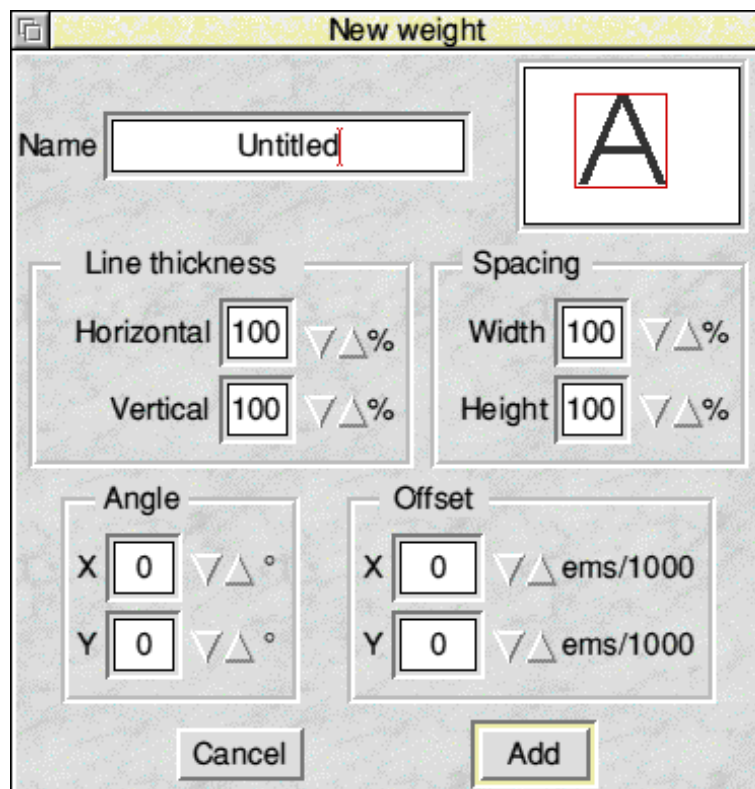
A weight installed using EasyFont takes very little disc space.

New weight

Click **SELECT** on **New weight...** in the Font Viewer window to open the New weight window. This lets you quickly and easily define your weights.

Simply put you can make new weights for existing fonts. For example suppose a particular font does not have an oblique, you can create the missing weight easily and quickly. You can also make your own weights. Just type the name of the weight and start playing.

Once you have named your new weight you must set its characteristics. This is done by changing the settings in the icons. The weight you are defining is represented in the top right of the window by the black letter 'A' and the red bounding box. The base weight is the grey letter 'A' with the green bounding box. This helps you see how the new weight differs from the base weight. All values in the icons are relative to the font that the weight is derived from so each font will produce a different result.



Line thickness

This alters how bold or light the weight will be, the value is given as a percentage of the base weight. i.e. a value of 100% will be the same as the original base weight.



Horizontal 150%
Vertical 100%



Horizontal 100%
Vertical 50%

Increasing the horizontal line thickness makes all the characters and their vertical strokes wider. Increasing vertical line thickness makes all characters taller and their horizontal line thicknesses thicker.

Spacing

This alters the vertical and horizontal space around each character. We recommend that you set the same vertical spacing as the vertical line thickness you are using. You can alter the space between characters using the width setting. Values below 100% make the characters closer together, values above 100% make them further apart.

Angle

This alters the angle at which the characters in the new weight lean and tilt. An X value of between 1 and 89 will lean the characters to the right, a value between 91 and 179 will lean them to the left. This characteristic is used to give an Oblique weight. Extreme values are of little use as text is not readable after a certain angle. Angles of between 1 - 45 and 135 - 179 are most useful.



Typical oblique
X angle is 8, Y angle is 0



Typical slanted
X angle is 8, Y angle is 8

A value of between 1 and 89 for the Y angle will tilt the characters up, a value between 91 and 179 will tilt them down. This characteristic is used with X angle to give the Uneven weight. Again, extreme values are of little use as text is not readable after a certain angle.

Offset

This characteristic simply shifts the characters. The X value will shift them to the right, while the Y value shifts them up. You could use this in conjunction with other characteristics to define subscript and superscript weights.

Finishing your new weight

Once you have entered all the necessary values click **SELECT** on **Add** and the new weight will be added to EasyFont's list of weights in the Font Viewer window. Clicking **SELECT** on **Cancel** will reset all values and close the window. Your newly defined weight may be used in exactly the same way as any of the other weights.

Edit weight

Click **SELECT** on **Edit weight...** in the Font Viewer window to open the Edit weight window. This window looks very similar to the New weight window but allows you to change an existing weight rather than make a new one.

We suggest that you use this window for making small changes. If more extensive changes are required then it might be better to define a new weight.

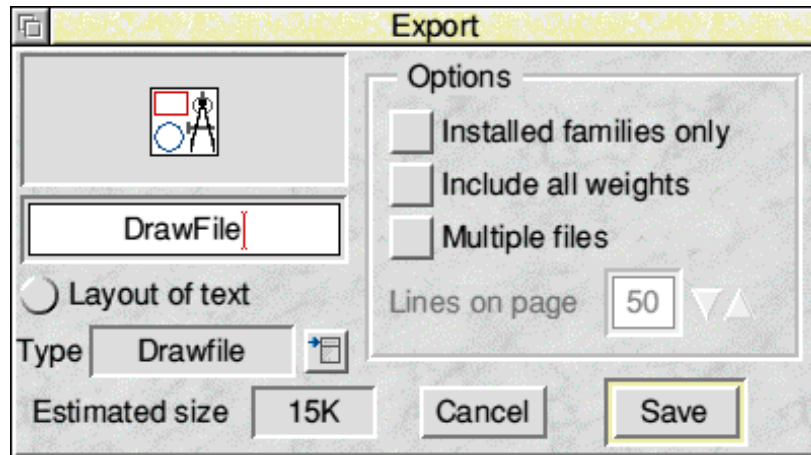
Firstly, select the weight you want to edit from the Weights menu. The name of the weight you select and its characteristics will be shown in the Edit weight window.

Make any changes that are necessary (characteristics are changed in the same way as when defining a new weight) and click **SELECT** on **Save**. Clicking **SELECT** on **Cancel** will reset the values and close the window. Clicking **SELECT** on **Delete** will remove the weight from EasyFont's list of weights. This option should be used with great care as some weights of fonts you are using might suddenly disappear!

Remember, when a weight is edited, the changes made only take effect next time you install that weight. So If you edit a weight that is installed for one particular font no changes will occur. You will need to uninstall the weight and then re-install it for the changes to take effect.

Export

This lets you save lists of your fonts in various ways. You can save anything from a simple text file (to show the names of fonts installed), to a set of Draw files showing all the weights of each font in your collection. To open the Export window select **Export...** from the icon bar menu or click on the **Export** tool on the top toolbar.



Types of Export files

From the Export window you can save three different types of file. Each has its own uses. Select the type of file you want to save from the **Type** menu. The contents of the saved file reflect the contents of the main window. For example if the **Group names** option is on then the group names are put in the file. You can also chose to export a list that just contains the fonts currently installed, and you can choose to add all the weights to the exported file.

- **TextFile** - This will save a list of your fonts in text format which can be loaded into !Edit. This could be used to give someone a list of the fonts that you have in your collection, or to save a list of fonts that are used in a particular document. This could then be dragged into EasyFont for scanning in the same way as any other file. The fonts in the file would then be installed.
- **DrawFile** - This saves a list of your fonts as text in a Drawfile which can be loaded into !Draw. This can be used for producing hard copy of the fonts in your collection for reference.
- **Objects** - This gives similar results to saving a DrawFile but the text is converted to paths. The file size increases dramatically when you select this type. This is because, unlike a DrawFile, this type of file does not need to have any fonts installed when it is loaded into another application. Instead each letter in the file is made up as a series of lines and curves.

Export Options

There are several options which change the content of the saved file.

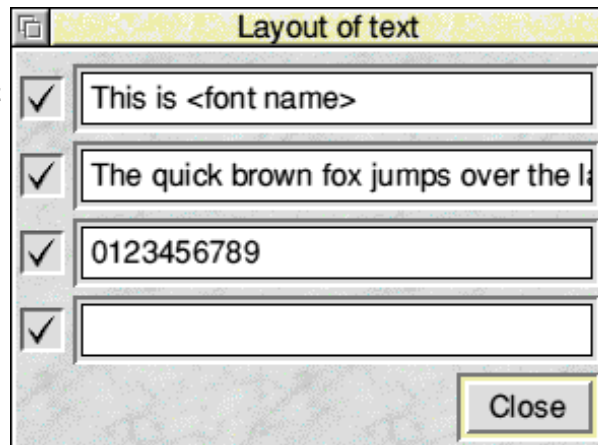
- **Installed fonts only** - With this selected just a list of the fonts currently installed in the main window is saved. When this is not selected all the fonts in the main window will be saved.
- **Multiple files** - This is useful if a single file would be too large to be of any use. You can save files of any length from EasyFont. You can specify the number of lines of text you require in each file by entering the number of Lines on a page. Font weights will not be split between two files, so each file may be a few lines longer than you actually specified. To compensate simply specify a few lines less before saving.
- **Include weights** - With this option selected all the weights for each font are saved out as well. When not selected only the font in its base weight is saved.

Layout of text

To open this window click **SELECT** on **Layout of text** in the Export window

When saving a DrawFile or Object you can save some additional lines of text with each font. This text is entered in the Layout of text window, and by default is the same as the picture.

The tick to the left of each line indicates whether or not to use that line in the file being saved. You may enter up to 4 lines of text each with 60 characters.



Special entry

There is a special entry that can be used in the Layout of text window to give further effects. You may enter ** in any position in any of the lines, then when saving either a DrawFile or Objects, EasyFont will substitute the current font name.

Saving the Export file

To save the file, type in a suitable filename and drag the file icon to a directory viewer. It's a good idea to check the number in the Estimated size icon before you save as this will give a rough indication of the size of the file. Obviously the bigger the file the longer it takes to save. To stop EasyFont saving the file press and hold the **Escape** key.

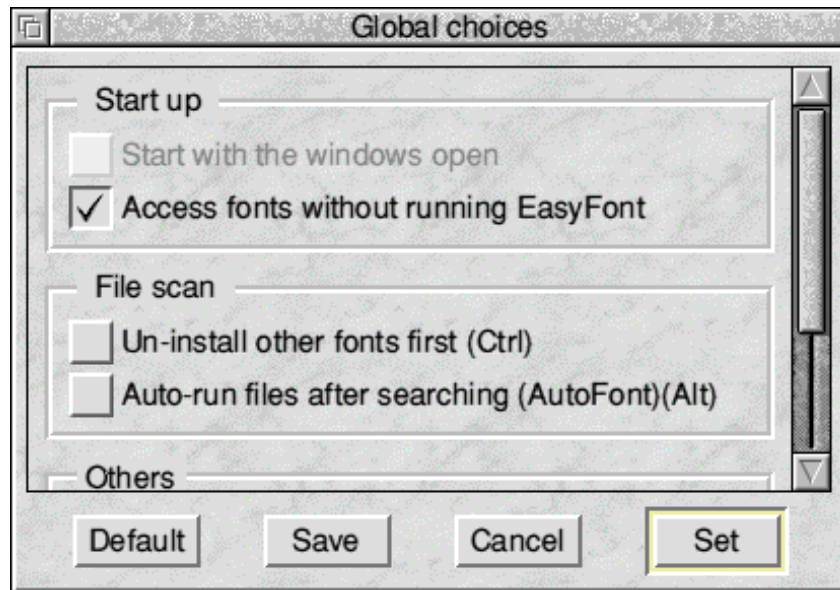


Choices

There are two sets of choices. Those which affect EasyFont globally and those that configure how the left hand button bar appears.

Global Choices

To open this window select **Global...** from the Choices menu on the icon bar or click the **Global choices** button on the top toolbar. This allows you to set up certain preferences and save them so when you next run EasyFont they remain the same.



Start with the windows open

This is no longer available.

Access fonts without running EasyFont

With this option selected EasyFont will allow other applications to access the installed fonts without first running EasyFont. Installed fonts will be those which were installed the last time EasyFont was run.

Uninstall other fonts before searching

With this option selected EasyFont uninstalls all the fonts which are currently installed before searching the file that was dragged in. You can alternatively hold down Ctrl when dragging a file to EasyFont, as this has the same effect. To stop EasyFont uninstalling fonts press and hold the Escape key.

Auto-run files after searching

With this option selected EasyFont will try and load the application to which the file belongs and then load the file after it has been searched. You can alternatively hold down the **Alt** key when dragging a file to EasyFont, as this has the same effect.

Report errors when adding fonts

If this option is selected and an error occurs when fonts are being added to EasyFont, then an error message will be generated. If this option is not selected then any errors which occur during the adding of fonts are dealt with but not reported.

Confirm when deleting a weight

With this option selected EasyFont will ask for confirmation when you try to delete a weight.

Notify other applications to redraw

When you install a font, or you drop a file in for searching EasyFont will send a message to all applications with windows open to tell them to redraw. This means applications can keep their windows up to date.

Cancel

This will restore any changes you have made to the Choices window since it was opened.

Save

This will save the Choices to disc. It also saves the size and position of the main window and the Installed window, and the text from Font Viewer window and Export window.

Set

This sets all the options in the Choices window but does not save them to disc.

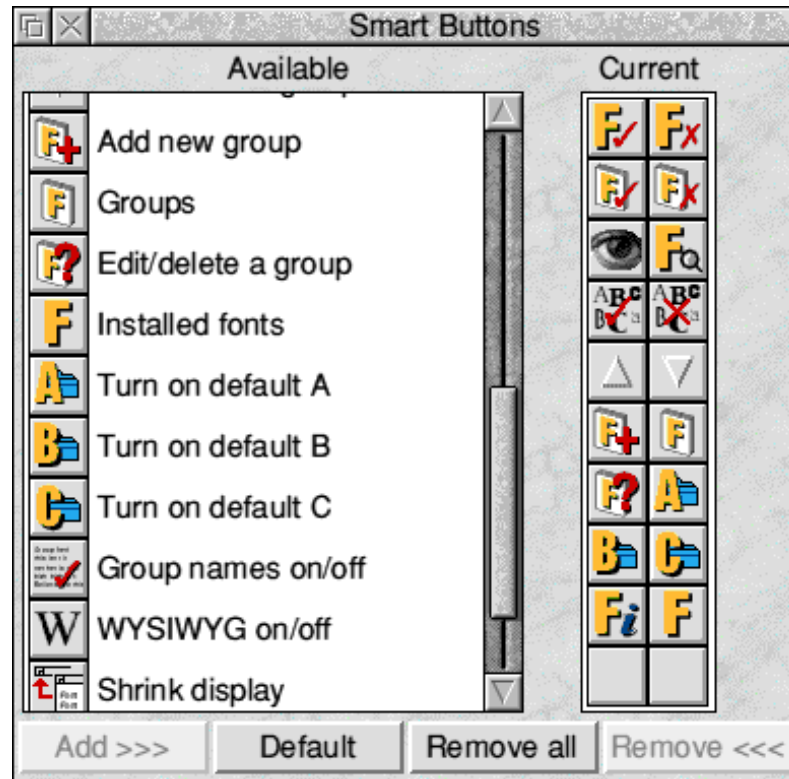
Default

This sets the options in the Choices window back to the standard choices set during an EasyFont install.



Button Bar choices

To open this window select **Buttons...** from the icon bar menu, or click the button bar choices button from the top toolbar.



To add a button to the button bar select the button on the left and select **"Add >>>"**. If you wish to remove a button select a button on the right and select **"Remove <<<"**.

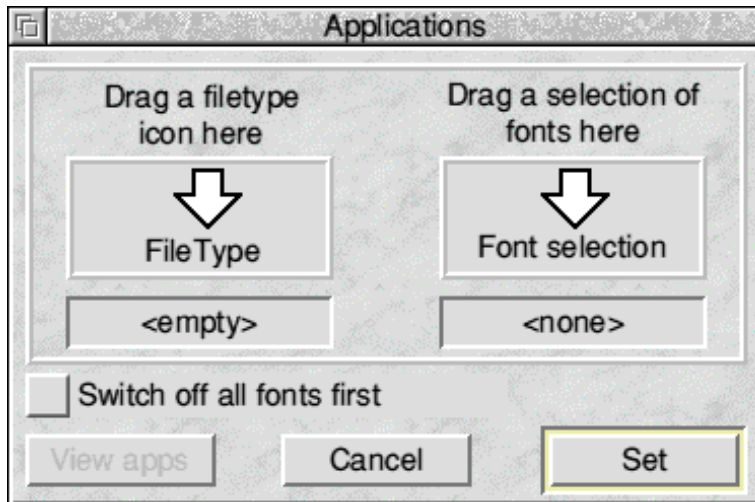
Select **Default** if you wish to use the recommended setup for the button bar.

Remove all enables you to remove all the buttons.

If you wish to change the positions of buttons then you need to simply drag the buttons with **ADJUST** over the button that you wish to change its position with. This only works from the actual button bar and not from the **Smart Buttons** window.

Applications choices

This option enables you to configure which fonts are installed when a particular application or filetype is run. To open this window select **Apps...** from the icon bar menu or click on the **Apps** button on the top tool bar.



Drag a filetype into the window and drag a selection of fonts from the EasyFont main window into the window. Click **Set**. When you run that filetype the selected fonts will be installed. However note that for this feature to work EasyFont must be loaded on the iconbar. If you are using the *"Access fonts without running EasyFont"* option from choices then this function will not operate.

Switch off all fonts first

With this options enabled, when a file is run that is recognised by EasyFont then all fonts will be turned off before the required fonts are turned on.

View current apps

Selecting this shows you the filetypes that have already been setup.

Advanced features

Booting EasyFont

You must ensure EasyFont has been 'booted'. Set the **"Access fonts without running EasyFont"** option and add a line to your Desktop Boot manually. It should be early in the boot file, before you run any application. You must put the path of where EasyFont is on your drive;

Filer_Boot <path to EasyFont>.!EasyPro

Run EasyFont

If you wish to run EasyFont from the Desktop Boot file you must first 'boot' EasyFont and then use;

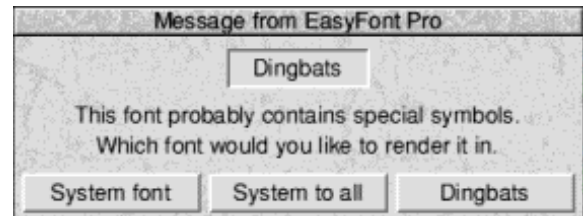
Filer_Run <path to EasyFont>.!EasyPro

in your desktop boot file.

Note that the automatic installer supplied with EasyFont V5.01 or later can automatically add the lines required to run EasyFont every time the computer is used.

Dingbats

Inside !EasyPro.Choices there is a file called 'Dings'. This defines fonts that should use a text display rather than WYSIWYG. This is especially useful for fonts such as 'Dingbats' that do not have normal characters. To add to the 'Dings' files, load the file into a text editor and add a new line in the file with the name of the font. Save the file. Next time you try to add the fonts you will be prompted with a window similar to this.



We have tried to find as many fonts as possible that use non-standard characters to add to this list, but if you find a font that should be on it please let us know.

Ignore

Inside !EasyPro.Choices there is a file called 'Ignore'. This file defines the applications that do not use fonts and so therefore stops the window being redrawn if any fonts are installed in EasyFont. To add to the 'Ignore' file, load the file in to a text editor and add a new line with the name of the application. Save the file.

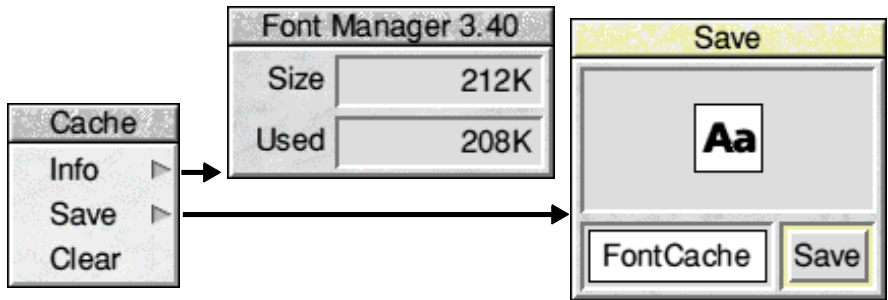
We have tried to include as many applications as possible that normally force a redraw but not use fonts. If you find an application that should be included please let us know.

Font cache



The font cache menu lets you see how much of the cache is used and **Save** and **Clear** the cache. These features help improve system performance when using a lot of fonts. Before you can load a font cache file you must clear the current font cache

When clearing the font cache the screen will be redrawn and there may be a small delay while any applications find the fonts they require.



Remove Folder



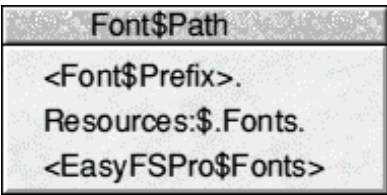
This lets you check if other programs have been altering the font path to add their own fonts. Click on any item to remove it from the path. EasyFont will confirm you are sure before removing items. Only remove items if you are sure what they are.

Changing the font weight of selected text

The font of selected text within an application may be changed to any font simply by dragging the required font name from EasyFont to a designated location within the application.

At present only the **Impression** family and **Artworks.** are directly supported. To use this feature Drag the font name from EasyFont to the Font Menu icon on the toolbar of Impression or Artworks.

For example, with Impression Publisher highlight a piece of text then drag a font name from the EasyFont Pro window to the icon on the Impression toolbar that displays which font is currently selected.



Font Integrity Check



EasyFont can check a font family for errors. This is done using the **Integrity check** button on the top toolbar. Simply select the font you want to check and click on the button.

EasyFont will then check every character in every weight for errors. While this is happening the hourglass will show progress. A status window will also appear showing which weight of the font is being checked.

Checking an entire family may take a couple of minutes, but if you do get problems with a font this tool can be very useful.



The font Boldar is selected and will be checked

Additional Utilities

This section details the other programs supplied with EasyFont.



!EasyBack

This program, prompts you to drag out an application called '!EasyData' that backs up the fonts inside EasyFont. The font structure used by EasyFont is still retained by EasyData and so this option is only useful for quickly restoring fonts back into EasyFont. If EasyFont is ever reset then the backup can be used to restore EasyFont exactly how it was before the reset. To save space we recommend that you compress !EasyData using SparkFS or some some similar application. This is the recommended way of making a backup of all your fonts within EasyFont.

!EasyFix

If EasyFont crashes and you are unable to use all the features in EasyFont, this program tries to repair the fault. When the program is run you are faced with to three different options. If fonts appear to be still accessible but the WYSIWYG display is corrupted then choose Recreate all the WYSIWYG data. If the the fault appears to be more serious than this then try Recreate all the data. If EasyFont is still not operational then select Reset and empty EasyFont Pro. All fonts will be lost if this is selected.

!EasyStart

If Repair will not run then Restart will repair EasyFont. When EasyFont is next run only ISVSans will appear but running Repair again will re-install all your old fonts. !EasyStart does not delete your old fonts.

!Easyrip

This programs extracts all your fonts from EasyFont and resets them to their original state in a directory called *Extracted* located in the same filer window as the !Easyrip application.

Troubleshooting

This section tries to answer any questions which you could encounter during the use of EasyFont. If you do have a problem or question about any aspect of EasyFont then please write to us and we will endeavour to help. The more common questions that have we have been asked by users of earlier versions of EasyFont are covered in the section below.

- Q. When I am using a particular application and I change my selection of fonts in EasyFont, the font menu in the application doesn't change to show the new selection. Why is this ?
- A. When you change your selection of fonts EasyFont sends messages to all applications running to tell them the font selection has changed. They should then update any menus or lists. These messages are set out by Acorn and are well documented in the Programmer's Reference Manuals. Some applications however fail to acknowledge these messages and leave their font menus unchanged. This is unfortunately beyond our control. You should contact the supplier of the problem application to see if any upgrade is available.
- Q. When I print out a document containing text in a weight created from EasyFont, it is not as it appears on screen. Why is this ?
- A. You are probably using a Computer Concepts *Turbo Driver*. You should turn off the *Halftone* text option, See the Turbo Driver manual for more information.
- Q. What do I do about my Resources fonts on my RiscPC?
- A. Nothing! EasyFont will quite happily act alongside !Fonts. We also recommend that you store the font that you use for the Desktop font inside the Resources !Fonts directory.
- Q. I turn some fonts on but when the machine is switched off and then back on again all the fonts are off. Why?
- A. You need to save the fonts that you want EasyPro to start up with as your default fonts. Do this from the menu over the main window. Go through *Fonts=> Save as default=> Save as 'A'*.

Keyboard shortcuts

EasyFont Pro now supports the following keyboard shortcuts

- | | |
|------------------|--|
| CTRL F | - Toggle between normal and WYSIWYG display. |
| CTRL G | - Toggle display of group titles. |
| CTRL I | - Install group under mouse pointer. |
| CTRL U | - Uninstall group under mouse pointer. |
| CTRL A | - Install all fonts and groups. |
| CTRL S | - Show all weights/styles |
| CTRL V | - Open viewer with font under mouse pointer. |
| Page Up | - Scroll up main window |
| Page Down | - Scroll down main window |

Here are just a few of the other products you will be able to
download from RISCOS.com free of charge
(You can make a donation to help support future product releases but this is entirely voluntary)



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Some of the products shown above might not be available immediately.
Not all products will run on all versions of RISC OS, check the product information page for details.

Other Products list last updated 29/2/26