

# TIPS FROM VS SOFTWARE

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## Using VS Fonts & Windows

### *With Windows Applications 3X*

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1. If you are using a Windows Application under Windows 3.0 or 3.1, follow the instructions listed below for installing any VS Soft Fonts. WinWord 6.0 user, please see the 'Tip' listed at the end.
2. Copy your fonts from the disk to a font directory on your hard drive. Make a note of the path and directory name for the location of your fonts.
3. If you are not already in Windows, start Windows.
4. Select Control Panel then Printer.
5. If you are using Windows 3.1, mark (click on) the printer you are using. If you are using Windows 3.0, mark your printer and select Configure.
6. Select Setup then Select Fonts. Your fonts will be scanned, and the ones that are already installed (if any) will be listed on the left side of the screen.
7. Select Add Fonts.
8. Type in the path and name of the directory where your new font files are located. All of the fonts in the directory you entered will be scanned and listed for you on the right side of the screen.
9. Mark (click on) the fonts from this list that you want to install. Mark one family at a time. (To un-mark a font, click on it again.)
10. Select Add. The next screen will ask where you want to copy the fonts to; enter your font directory again (the one you entered in step 9). You will then be given another screen to enter information about the font family you just marked.
11. Enter a typeface name for the font family you are installing. This will be the name you will see when you are choosing a font inside a Windows application.

12. Select the Family type that best fits your font. Roman is for serif fonts, Swiss is for sans serif fonts, Modern is for fixed pitch fonts, Decorative is for fancy fonts and Script is for script fonts.
13. Check (X) the box by "Changes apply to all unknown fonts." This means that the information you just entered will be applied to all the fonts in the family you marked.
14. Select OK. Repeat this process for each font family you wish to install.

### *With Windows Applications 9X*

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If you are using a Windows Application under Windows 95, follow the instructions listed below for installing any VS Soft Fonts. WinWord 6 and up user, please see the 'Tip' listed at the end.

1. Copy your fonts from the disk to a font directory on your hard drive. Make a note of the path and directory name for the location of your fonts.
2. Once the fonts are on your hard drive, click the Start button, Settings, and Printers.
3. Select your printer's icon. From the top menu, select Properties, Fonts, then Add Printer Fonts.
4. Your fonts will be scanned, and the ones that are already installed (if any) will be listed on the left side of the screen.
5. Select Add Fonts.
6. Type in the path and name of the directory where your new font files are located. All of the fonts in the directory you entered will be scanned and listed for you on the right side of the screen.
7. Mark (click on) the fonts from this list that you want to install. Mark one family at a time. (To un-mark a font, click on it again.)
8. Select Add. The next screen will ask where you want to copy the fonts to; enter your font directory again (the one you entered in step 9). You will then be given another screen to enter information about the font family you are adding.
9. Enter a typeface name for the font family. This will be the name you will see when you are choosing a font inside a Windows application.
10. Select the Family type that best fits your font. Roman is for serif fonts, Swiss is for sans serif fonts, Modern is for fixed pitch fonts, Decorative is for non-standard fonts and Script is for script fonts.

11. Check (X) the box by "Changes apply to all unknown fonts." This means that the information you just entered will be applied to all the fonts in the family you marked.
12. Select OK. Repeat this process for each font family you wish to install.

### *With Windows Applications NT*

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If you are using a Windows Application under Windows 9X/NT, follow the instructions listed below for installing any VS Soft Fonts. WinWord

1. Copy your fonts from the disk to a font directory on your hard drive. Make a note of the path and directory name for the location of your fonts.
2. Once the fonts are on your hard drive, click the Start button, Settings, and Printers.
3. Right-click your printer's icon and select Properties.
4. Then click the Device Settings, tab and select Soft Fonts from the tree list.
5. Click the Soft Fonts button. This will bring you to the Soft Font Installer window.
6. Type in the path of your Soft Fonts. All of the fonts in the directory you entered will be scanned and listed for you on the right side of the screen. (If you do not know the location of your soft fonts, use Find File from your Start menu.)
7. Mark (click on) the fonts from this list that you want to install. Mark one family at a time. (To un-mark a font, click on it again.)
8. Select Add. Your font has now been added to your drop-down font menu in Windows.

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Tip for WinWord 6 and up Users: If you are using a graphic font in WinWord 6.0, and your font uses the " character as part of the character pattern, go to Tools, AutoCorrect and unmark the line: "Change 'Straight' quotes to 'Smart' quotes." This will prevent WinWord from replacing the " character in your graphic font with its own " character.