

# Font Management System

Font Management System Help file

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*by Summitsoft Corporation*

# Font Management System

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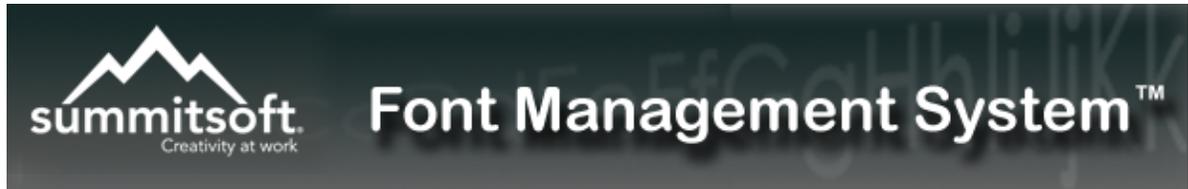
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# 1 Introduction

## 1.1 Welcome



### Welcome to Summitsoft's Font Management System!

Thank you for choosing **Summitsoft's Font Management System!** - the easiest and most efficient Font Manager. When it comes to designing Online or Print Projects, using the right set of Fonts can create the desired visual impact. However, managing Fonts is not an easy task when you work with hundreds, if not thousands of them. "How do I install them?", "How do I preview all of my fonts at one place?", "Where can I store them?" - The **Font Management System** from Summitsoft Corporation answers these common questions and more with easy options to install, preview, organize and manage the fonts in your computer. Font Management System is the essential software to organize and be in control of your fonts. Here are some of the key things that you can do with Font Management System.

- Easily manage your fonts.
- Protect system fonts from accidental deletion.
- Custom font preview allows you to type in your own text sample, and adjust its size and color.
- One-click installation & removal of fonts.
- Easy-to-use interface keeps you working quickly and efficiently.
- Backup and Restore Fonts.
- Preview Fonts before installing it.

## 1.2 License Agreement

**READ THE TERMS AND CONDITIONS OF THIS LICENSE AGREEMENT CAREFULLY BEFORE INSTALLING THIS SOFTWARE.**

SOFTWARE LICENSE AGREEMENT

READ THE TERMS AND CONDITIONS OF THIS LICENSE AGREEMENT CAREFULLY BEFORE INSTALLING THIS SOFTWARE.

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6. **Governing Law-** This Agreement shall be governed by and construed in accordance with the laws of the State of Nebraska. You consent to the exclusive jurisdiction of the state and federal courts located in Omaha, Douglas County, Nebraska, United States of America for any and all disputes related to this Agreement.

Summitsoft Corporation License Agreement

## 2 About Font Management System

### Why Font Management System?

If you intend to have more than just a handful of fonts that comes with Windows, You need Font Management System. Why? For various important reasons. It could seriously affect the system performance if you have more than 500 fonts in your Fonts Folder. Font Management System optimizes the performance of your computer by giving you the choice to activate fonts as per your usage. It also

helps you install, manage, organize and preview fonts effortlessly. Learn more about the features that let you take control of your Fonts.

### **Drive Performance**

Font Management System optimizes your computer performance by activating your fonts as per your requirement. Font Management System also prevents system failure due to corrupt, duplicate or incorrectly installed Fonts.

### **Organize**

You can organize your fonts based on your usage. Lets say you use a specific set of fonts for a particular project and another for a different project. You can easily group and organize fonts with Summitsoft's Font Management System - A great solution especially for designers and professionals.

### **Different formats - One Font Manager**

You can now manage different Font formats including Postscript, TrueType and OpenType with Font Management System.

### **Preview Fonts**

Font Management System lets you preview your fonts before you decide which one to use for your next project. And what's more - You can preview the fonts before you even install them!

### **Backup and Restore Fonts**

Font Management System helps you create a backup of your fonts and restore it whenever you want to. This is a great solution if you have rare fonts and you want to create a backup to protect them.

## **Learn More about**

- System Requirements
- Registering and Updating
- Getting Help
- Installing Font Management System
- Getting Started

## **2.1 System Requirements**

### **System Requirements**

For smooth functioning of Summitsoft's Font Management System, we recommend that your computer meets the following minimum system requirements.

**Hardware:** PC with Pentium 233 MHz or higher processor

**Operating System:** Microsoft Windows® 98SE, Windows ME, Windows 2000, or Windows XP.

**Memory:** 256 MB of RAM

**Hard Disk:** 4 MB of available hard-disk space for Font Management System

**CD-ROM or DVD-ROM:** CD-ROM drive

## 2.2 Registering and Updating

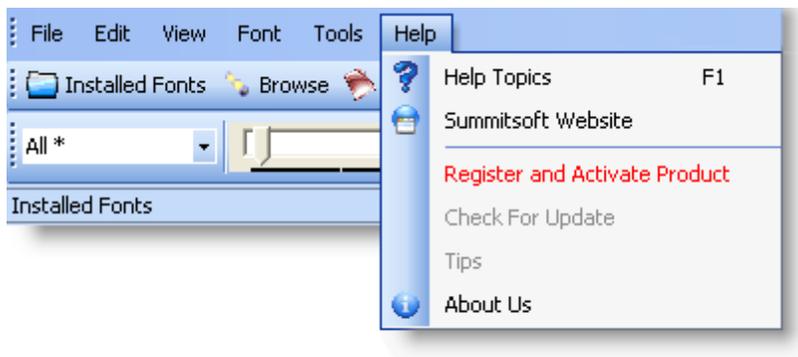
### Register Online

You can Register and Activate your Summitsoft's Font Management System by visiting our Website. Once you Register and Activate your product you can have access to the information about our latest products and updates.

You can register online by visiting the following URL:

<http://www.summitsoft.com/register.asp>

Alternatively you can register from the Help Menu on the Menu Bar located at the top of the Font Management System window.



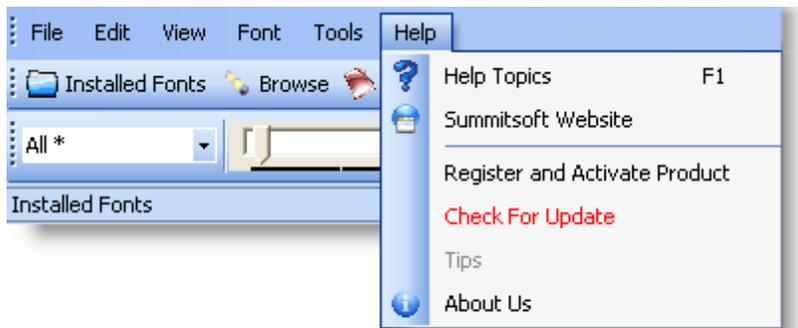
### Updates

You can check for the latest updates available for our products by visiting our Website. If listed you can download the latest updates for your Summitsoft products from here.

Visit the following URL to Check for Updates:

<http://www.summitsoft.com/updates.asp>

Another way to Update your Font Management System is to Click the '**Check for Updates**' option on the Help Menu.



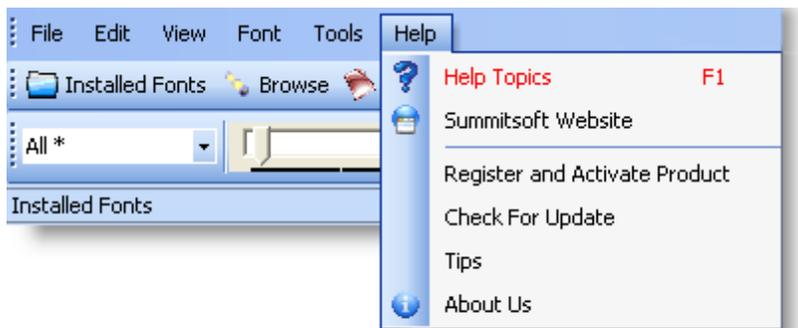
## 2.3 Getting Help

### How to Get Help

To learn more about Summitssoft's Font Management System, click on any of the help file topics in the list of topics at the left. Click on any of the book (📖) icons to see the topics listed below it; click on any of the page (📄) icons to display the topic associated with that page in this window. You can also select one of the browse sequences from the drop down list above and move through the topics by clicking the Previous and Next buttons or by clicking one of the topics in the graphic browse sequence in the upper right

### Accessing the Help File

You can access the Font Management System Help through the Help Menu on top of the Font Management System Main Window or by pressing F1 shortcut key.



## 3 Installation and Setup

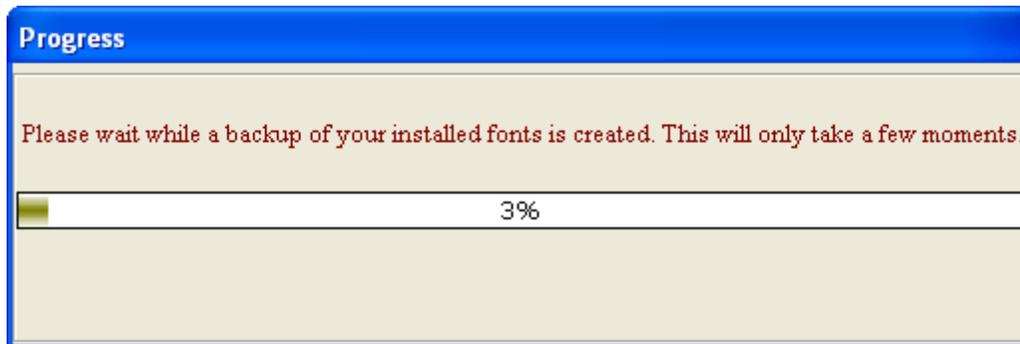
### 3.1 Installing

#### Installing and Setting up Summitssoft's Font Management System

1. Insert the CD-ROM in the drive and wait for Auto-Run to come up. If you have auto-run disabled, then you can go to My Computer and Double-click on your CD-ROM drive icon. Depending on how your computer is configured, the auto-run may start. If the auto-run does not start, then the CD-

ROM will open and you can double-click on Auto-Run.exe icon to start the Auto-Run program.

2. Once the Auto-Run dialog opens, you can click on the Install button to start the installation.
3. Once the installation is completed, click Finish at the end and double-click the Font Installer icon on your Desktop to start the program.
4. Before starting, the Font Management System automatically backs up your existing fonts installed on your computer.



## 3.2 Uninstalling

### Uninstalling

If you wish to uninstall Font Management System from your computer you can perform the uninstall operation from the Add/Remove Programs option in Windows Control Panel.

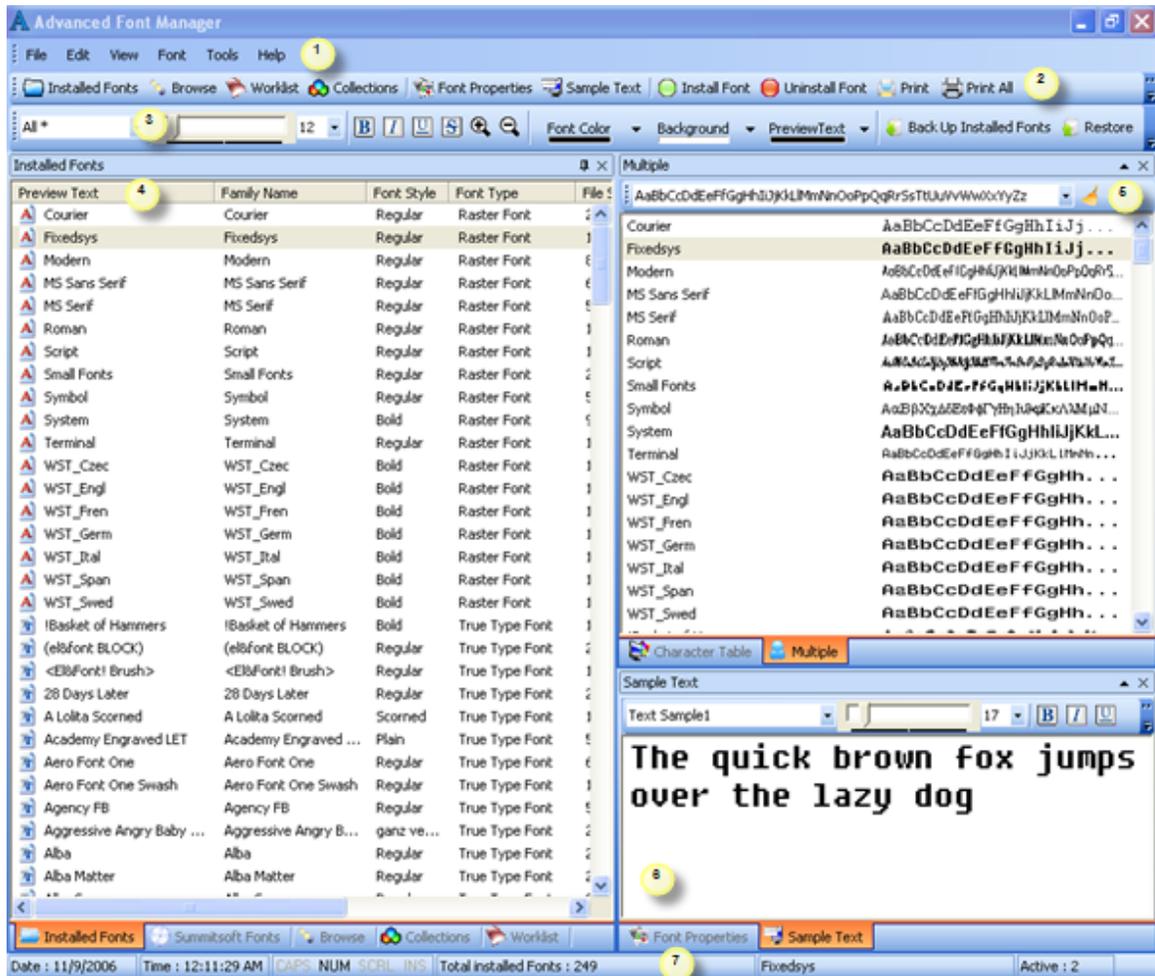
1. Go to **Start Menu**
2. Select **Settings -> Control Panel -> Add/Remove Programs**
3. Select **Font Management System** from the list of Programs
4. Click on **Remove** button
5. Follow the onscreen uninstall instructions

## 4 Interface Overview

### The Interface

Font Management System truly excels with its intuitive interface design. Font preview and Navigation is extremely user-friendly and efficient. The Main Window is divided in to three Panes - Fonts, Multiple Preview and Sample Text pane. These three panes feature tabs like Installed Fonts, Browse, Collections and Worklist that let you easily navigate the options for managing your Fonts. Font Management System features excellent On Screen Preview for the fonts stored in different folders

including your default font folder.



- 1 Menu Bar
- 2 Main Toolbar
- 3 Character Table Toolbar
- 4 Fonts Pane
- 5 Multiple Preview Pane
- 6 Sample Text Pane
- 7 Status Bar

## Learn More about

- Launching and Exiting Font Management System
- Menubar Options
- Main Toolbar
- Character Table Toolbar
- Status Bar
- Preview Panes and Tabs

## 4.1 Launching and Exiting

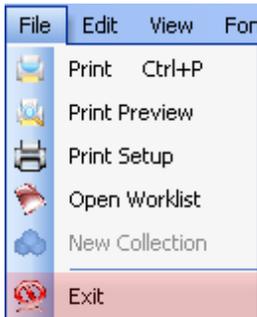
### Launching Font Management System

Once you install Summitsoft's Font Management System you can find the shortcut icon on your desktop. You can start the program by double-clicking this icon.



### Exiting Font Management System

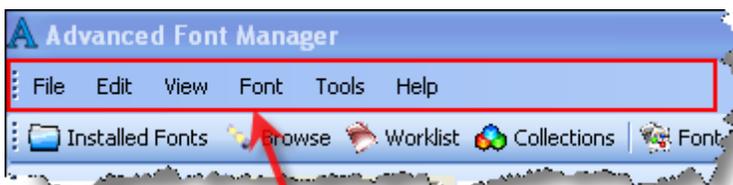
Click the Red X at top of the main application window to close the application. You can also exit Font Management System by clicking the File menu and selecting Exit.



## 4.2 Menubar Options

### Menubar

The menu bar displays commands for performing tasks. Menus are organized by topic and include File, Edit, View, Font, Tools and Help.



**Advanced Font Manager Menu Bar**

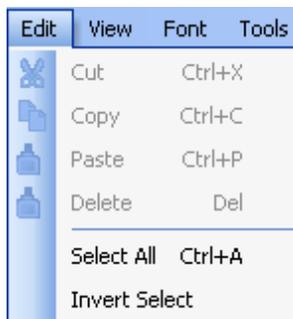
## File Menu

File menu allows you to setup your printer, preview and print fonts. You can open a previously saved Worklist and add a New Collection of fonts to the Collections folder from here.



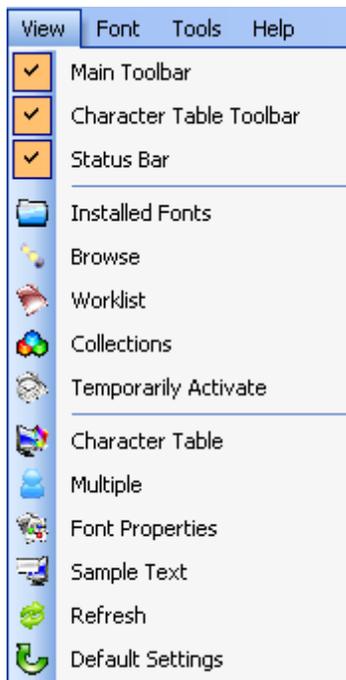
## Edit Menu

Edit menu features all the editing options like Cut, Copy, Paste, Delete, Select All and Invert Select options for editing your fonts.



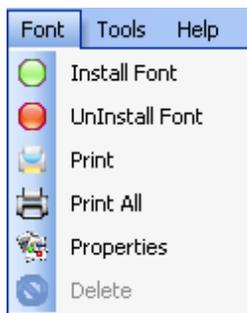
## View Menu

The View Menu gives you options to display the toolbars like Main Toolbar, Character Table Toolbar and Status Bar. It allows you to display the tabs like Installed Fonts, Browse, Worklist, Collections, Character Table, Multiple, Font Properties and Sample Font Text. In addition, you can Temporarily Activate fonts, Refresh or Apply the Default settings from the View Menu.



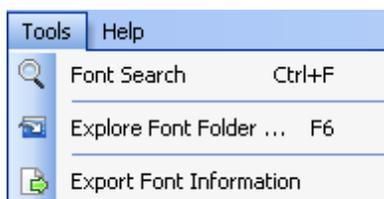
### Font Menu

Font menu lets you Install/Uninstall Font(s), Print the Font(s), View Font Properties and Delete the Font(s) from the folder.



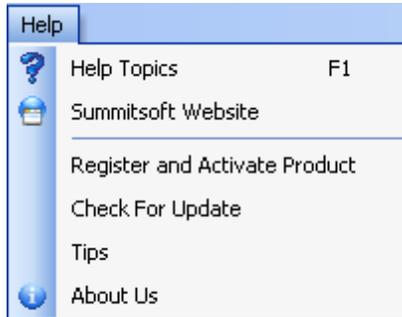
### Tools Menu

Tools menu contains options to Search for Fonts, Explore the Fonts Folder and Export Font Information to an output folder.



## Help Menu

You can access resources like Help Topics, Summitsoft Website, Online Registration, Updates, Tips and More information about Font Management System from the Help menu.



## 4.3 Main Toolbar

### The Main Toolbar

The Main Toolbar is located just below the Menubar in the Font Management System Interface. It features buttons including Installed Fonts, Browse, Worklist, Collections, Font Properties, Sample Text, Install Font, Uninstall Font, Print, Print All and Temporarily Activate. The function of each button is outlined below.



 Installed Fonts	Click on the Installed Fonts menu on the Main Toolbar to view the Fonts installed in your computer.
 Browse	Click on Browse to locate the Fonts stored in different Folders in your Hard drive.
 Worklist	Click on Worklist to open the Worklist window where you can work with Fonts, Edit them and Save your Worklist for future use.
 Collections	'Collections' lets you display the Font Collections organized in to different groups.
 Font Properties	Click on 'Font properties' to open the properties of the selected Font.
 Sample Text	Click on 'Sample Text' to Preview, Edit or Copy the Sample Text for the Selected Font in the Font Pane.
 Install Font	Click on the Install Font button to Install a new font.
 Uninstall Font	Click on the Uninstall Font button to Uninstall an existing font from the computer.
 Print	Click on Print button to take a printout of the selected Font.
 Print All	Click on Print All to take a printout of all the Fonts.
 Temporarily Activate	Temporarily Activate button when clicked temporarily activates the Fonts and makes it ready to use.

## 4.4 Character Table Toolbar

### Character Table Toolbar

The Character Table Toolbar features options to modify Font display settings for the Character Table located on the Multiple Preview Pane. Make sure you click on the Character table tab on the Multiple Preview Pane and open Character table before you use this toolbar. Also, the Character Table Toolbar includes additional buttons for Backing up and Restoring the installed fonts. There are three sets of tools in the Character table used for specific purposes discussed below.



The first set of tools in the Character Table Toolbar gives you options to modify the basic attributes of the Fonts listed inside the Character Table. Using these tools you can select specific set of Fonts, Change the Size of the Fonts, Change its attributes (Bold, Italics, Underline, Superscript), Zoom in and Zoom out and preview it in the Character Table Window.



The second set of tools are meant for changing the display settings of the Fonts in the Character Table. You can change the Font Color, Background Color and Preview Text Color from here.

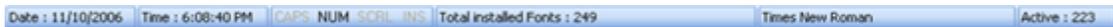


The third set of tools let you Backup your Installed Fonts or Restore it from a previously created backup.



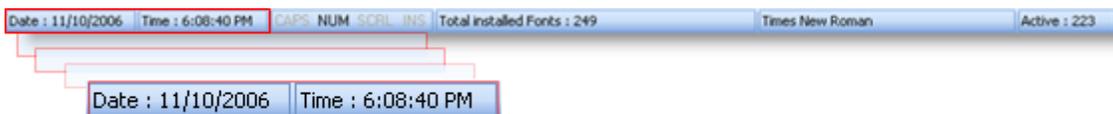
## 4.5 Status Bar

### The Status Bar



The Status Bar located at the extreme bottom of the Font Management System Window displays general settings like Date and Time, Keyboard Preferences (CAPS Lock On/Off, Number Lock On/Off, Scroll Lock On/Off and Insert Lock On/Off) and status details - Total number of Installed Fonts, Font Selected and Total number of Active Fonts.

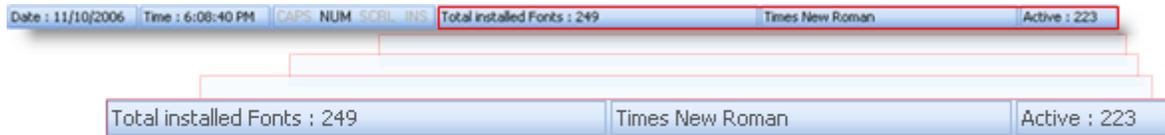
### Date and Time



### Keyboard Preferences



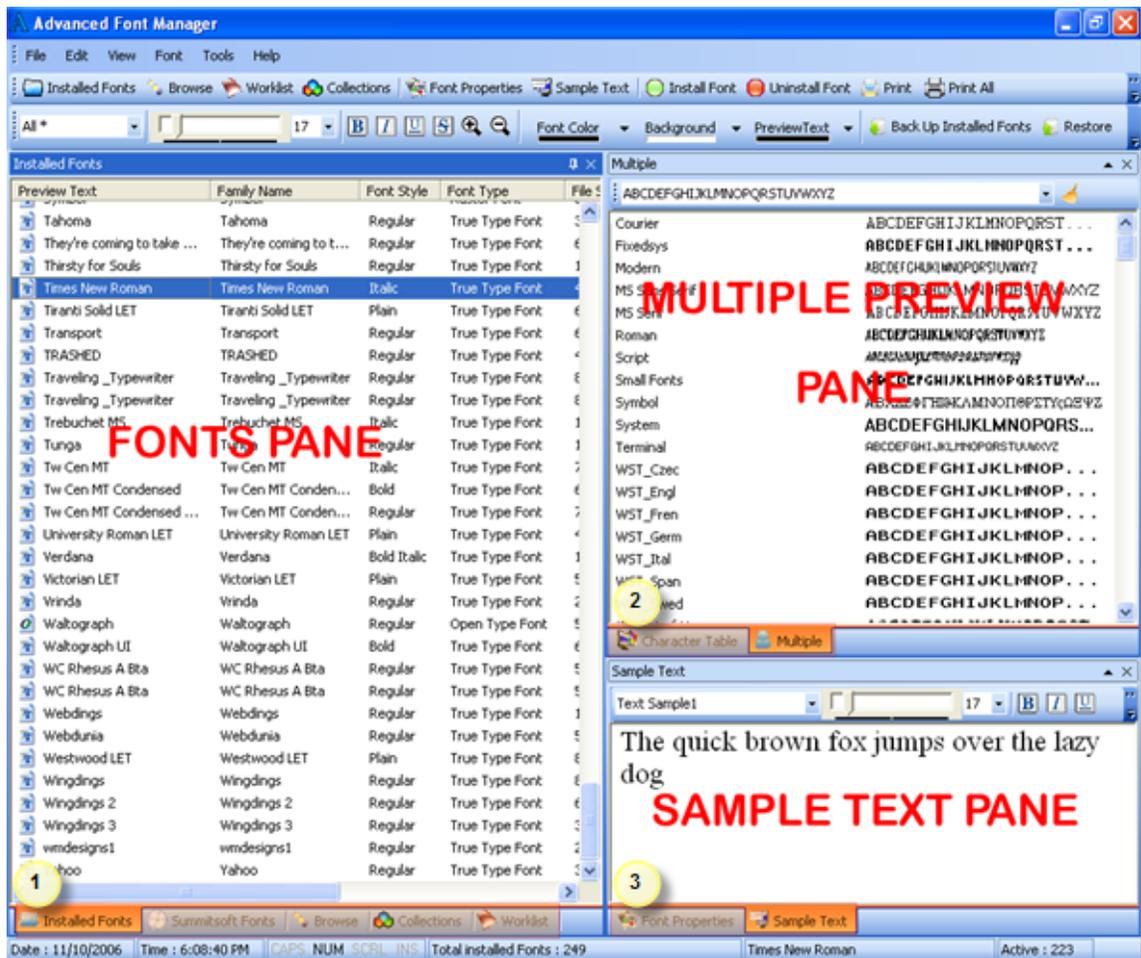
## Font Status



## 4.6 Preview Panes and Tabs

### More about Panes and Tabs

The Panes and Tabs play an important role to maximize effective navigation inside the Font Management System. There are three Panes and nine different tabs in the Font Management System which are shown in the screenshot below. Navigation through these Panes and tabs and their common functions are explained in detail in the upcoming topics.



- 1 Fonts Pane Tabs
- 2 Multiple Preview Pane Tabs
- 3 Sample Text Pane Tabs

### Title bar icons on Fonts, Multiple Preview, Sample Text Panes

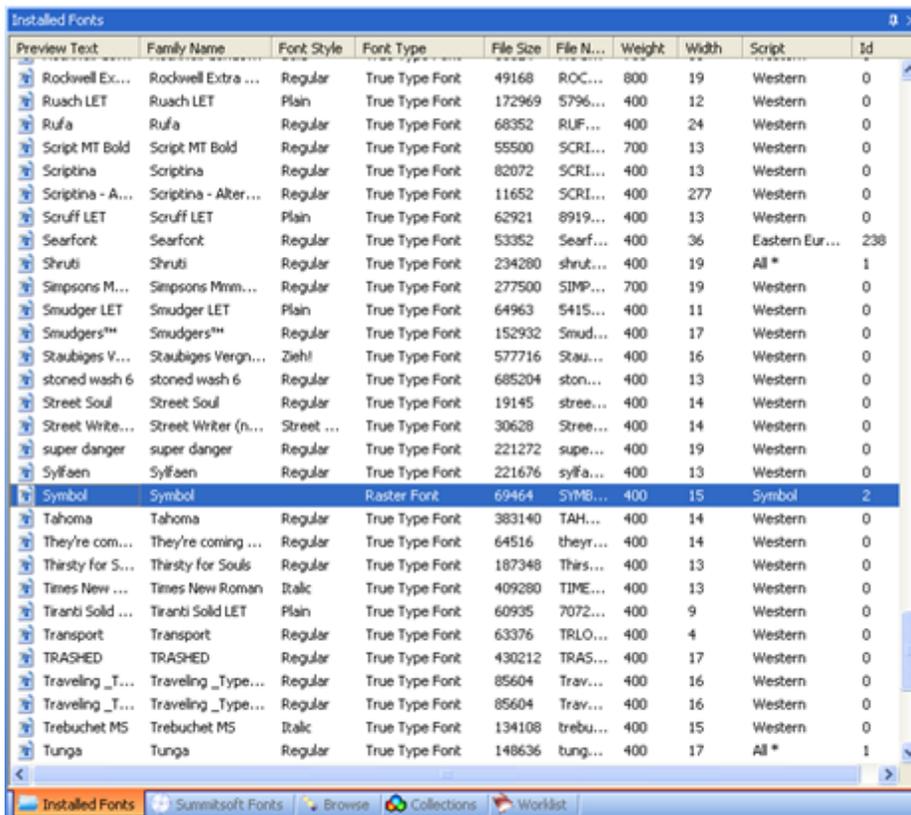
-  A stick pin button when upright, the pane is fixed and will not move. When they are laying down you can expand the pane. The Font pane opens up in Sticky mode and will be fixed unless you toggle the stick pin button to non-sticky mode.
-  A Collapse/Expand button lets you to collapse or expand the Panes.
-  The Close button lets you close the pane.

## Related Topics

- Fonts Pane
- Multiple Preview Pane
- Sample Text Pane
- Working with Fonts

## 4.6.1 Fonts Pane

The Fonts Pane is located on the Left side of the Font Management System Interface. This pane features five different tabs - Installed Fonts, Summitsoft CD, Browse, Collections and Worklist. Each of these tabs provide options to locate and preview fonts stored in different folders in your computer.



Preview Text	Family Name	Font Style	Font Type	File Size	File N...	Weight	Width	Script	Id
Rockwell Ex...	Rockwell Extra ...	Regular	True Type Font	49168	ROC...	800	19	Western	0
Ruach LET	Ruach LET	Plain	True Type Font	172969	5796...	400	12	Western	0
Rufa	Rufa	Regular	True Type Font	68352	RUF...	400	24	Western	0
Script MT Bold	Script MT Bold	Regular	True Type Font	55500	SCRI...	700	13	Western	0
Scriptina	Scriptina	Regular	True Type Font	82072	SCRI...	400	13	Western	0
Scriptina - A...	Scriptina - Alter...	Regular	True Type Font	11652	SCRI...	400	277	Western	0
Scruff LET	Scruff LET	Plain	True Type Font	62921	8919...	400	13	Western	0
Searfont	Searfont	Regular	True Type Font	53352	Sear...	400	36	Eastern Eur ...	238
Shruti	Shruti	Regular	True Type Font	234280	shrut...	400	19	All *	1
Simpsons M...	Simpsons Mmm...	Regular	True Type Font	277500	SIMP...	700	19	Western	0
Smudger LET	Smudger LET	Plain	True Type Font	64963	5415...	400	11	Western	0
Smudgers™	Smudgers™	Regular	True Type Font	152932	Smud...	400	17	Western	0
Staubiges V...	Staubiges Vergn...	Ziehl	True Type Font	577716	Stau...	400	16	Western	0
stoned wash 6	stoned wash 6	Regular	True Type Font	685204	ston...	400	13	Western	0
Street Soul	Street Soul	Regular	True Type Font	19145	stree...	400	14	Western	0
Street Write...	Street Writer (n...	Street ...	True Type Font	30628	Stree...	400	14	Western	0
super danger	super danger	Regular	True Type Font	221272	supe...	400	19	Western	0
Sylfaen	Sylfaen	Regular	True Type Font	221676	syf...	400	13	Western	0
Symbol	Symbol		Raster Font	69464	SYMB...	400	15	Symbol	2
Tahoma	Tahoma	Regular	True Type Font	383140	TAH...	400	14	Western	0
They're com...	They're coming ...	Regular	True Type Font	64516	theyr...	400	14	Western	0
Thirsty for S...	Thirsty for Souls	Regular	True Type Font	187348	Thirs...	400	13	Western	0
Times New ...	Times New Roman	Italic	True Type Font	409280	TIME...	400	13	Western	0
Tiranti Solid ...	Tiranti Solid LET	Plain	True Type Font	60935	7072...	400	9	Western	0
Transport	Transport	Regular	True Type Font	63376	TRLO...	400	4	Western	0
TRASHED	TRASHED	Regular	True Type Font	430212	TRAS...	400	17	Western	0
Traveling _T...	Traveling _Type...	Regular	True Type Font	85604	Trav...	400	16	Western	0
Traveling _T...	Traveling _Type...	Regular	True Type Font	85604	Trav...	400	16	Western	0
Trebuchet MS	Trebuchet MS	Italic	True Type Font	134108	trebu...	400	15	Western	0
Tungs	Tungs	Regular	True Type Font	148636	tung...	400	17	All *	1

### Installed Fonts Tab

Click on the Installed Fonts tab to display the list of Installed Fonts in the Fonts pane. It lists down the Fonts with its basic properties in alphabetic order.

### Summitsoft CD Tab

This tab will only be active if you have inserted any of the Summitsoft Font collection CDs in the CD Drive. Once you click on this tab it displays the entire set of Fonts available in the Summitsoft CD listed in alphabetic order.

### Browse Tab

This Tab is used to browse for Fonts that are stored in a particular folder or a location on your hard

drive. Once you locate the Fonts folder click on it to display the Fonts inside the Fonts Pane.

### Collections Tab

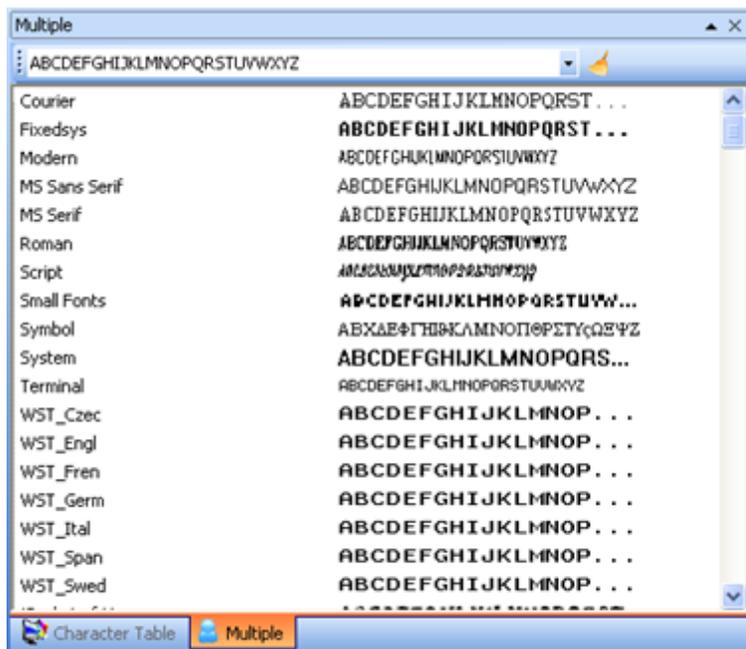
Collections Tab opens the tree view of different font folders organized in to groups containing specific fonts. This is usually useful if you wish to use a particular set of fonts for one project and a different set for the other. You can organize them in to different group folders under the My Font Collection Folder.

### Worklist Tab

The Worklist tab features the basic options add and edit fonts to a Worklist before you install or use them. You can preview the fonts, save the Worklist or you can install/uninstall the fonts from here.

## 4.6.2 Multiple Preview Pane

Multiple Pane is located on the right side of the Font Management System Interface. It provides two important options for previewing Fonts - Multiple tab and the Character Table tab.

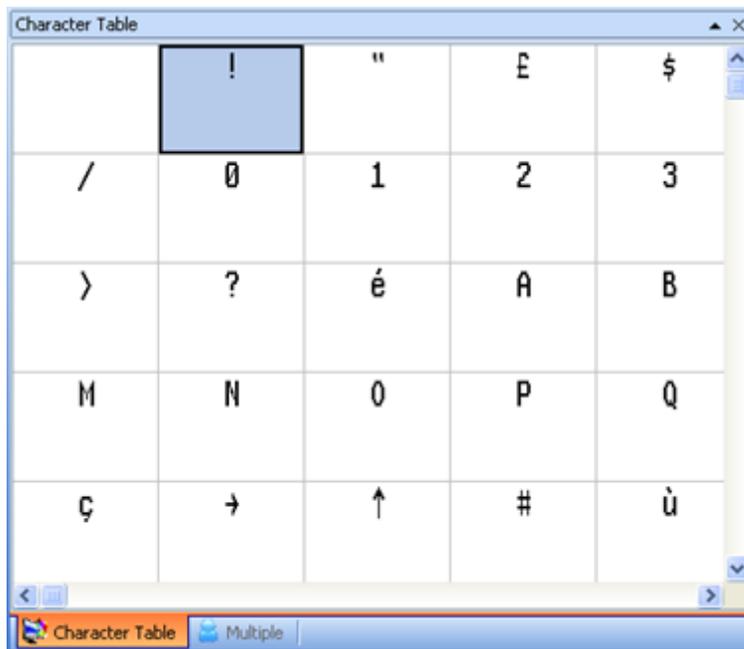


### Multiple Tab

The Multiple Tab lists the Name of the Font and a quick preview of the alphabet in Uppercase, Lowercase or both. Once you select a particular font in the Font Pane, the Multiple tabbed pane automatically highlights the corresponding font which makes it the quickest method to preview fonts.

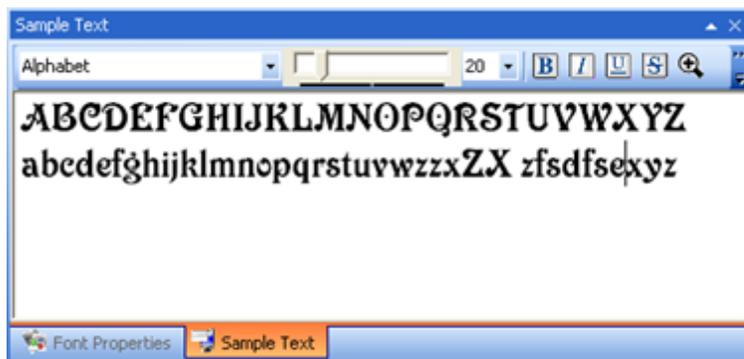
### Character Table Tab

Character Table shows the entire list of Characters available for the selected font from the Fonts Pane. You can click on the character and hold the mouse button down to get a larger display and to get more details about it.



### 4.6.3 Sample Text Pane

Sample Text Pane is located at the bottom right corner just below the Multiple Pane in the Font Management System Interface. The Sample text Pane contains two tabs - Sample Text and Font Properties.



#### Sample Text Tab

As the name suggests Sample Text Tab displays a Sample text of the selected Font and provides options to format it. It features a list of text samples included for your convenience to have a better Preview of the Font. Additionally you have the Zoom In button to zoom the text and have a closer look at it.

#### Font Properties Tab

The Font Properties Tab opens and lists the advanced properties for the selected Font inside the Sample Text Pane. You can view the properties that is organized in to four categories - Name,

Properties, Metrics and Advanced.

## 5 Working with Fonts

### Managing Fonts

Fonts are one of the major components that you cant live without, be it for any project. As ever, many users have identified the fact that they can double their creativity using a bigger font collection. However if you don't have a Font Manager, saving too many fonts to your system folder can slow your computer down drastically. With Font Management System you can Install and Organize your Fonts the right way. Font Management System is an effective solution for Managing Fonts in your computer with options to Install, Uninstall, Backup and Restore your Fonts.

### Installing Fonts

To install a font first locate it using the Browse Tab or the Worklist Tab in the Fonts Pane. Once you locate the font there are many ways to Install it. [Learn more](#)

### Uninstalling Fonts

To uninstall a font first locate it using the Browse Tab or the Worklist Tab in the Fonts Pane. Once you locate the font there are many ways to Uninstall it. [Learn more](#)

### Backing Up Fonts

When you install Font Management System it takes an automatic backup of your installed Fonts. You can take a backup of your Fonts any time using the Backup Installed Fonts option on the Character Table Toolbar. [Learn more](#)

### Restoring Fonts

You can restore Fonts from a previous backup using the Restore button located on the Character Table Toolbar. [Learn more](#)

## 5.1 Installing Fonts

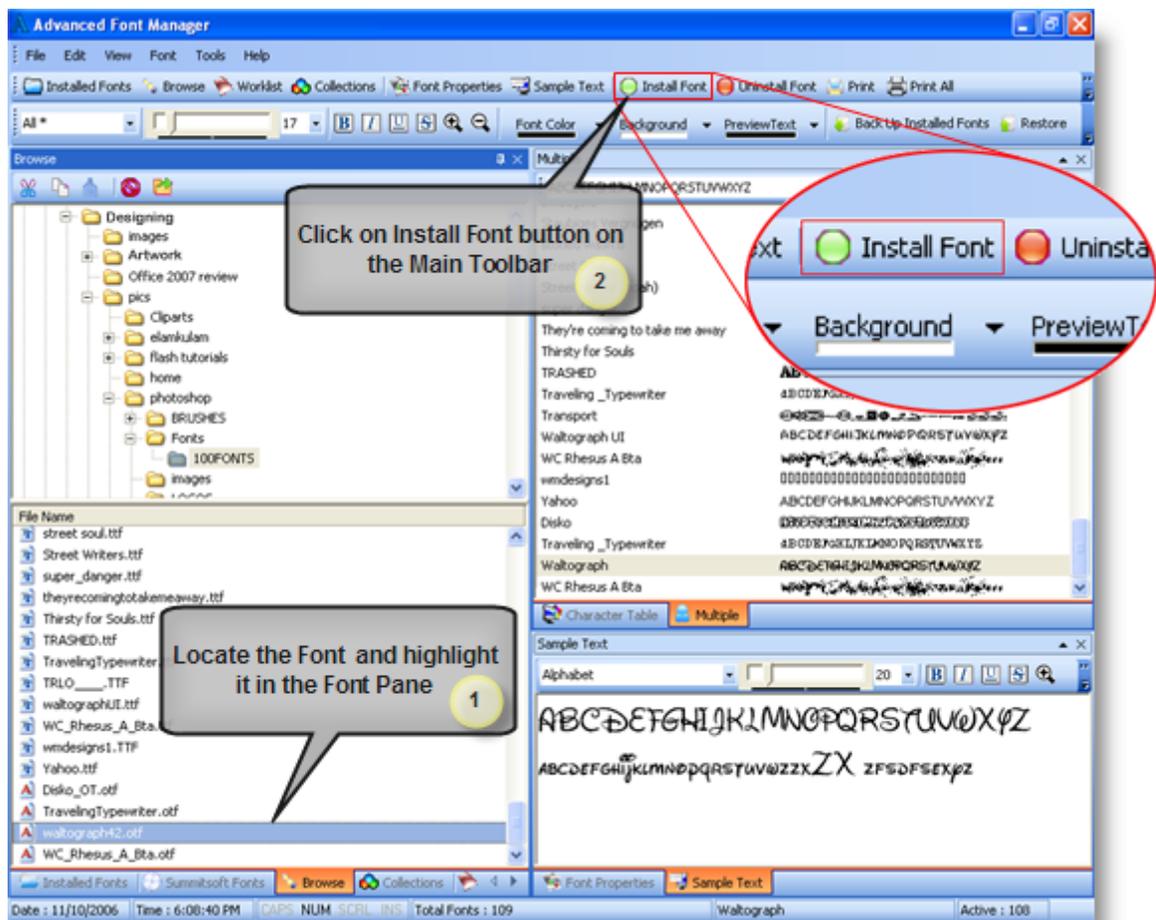
### Install a Font

Before you install a font you have to locate it in the Fonts Pane. You can browse for Fonts that needs to be installed from two different tabs on the Fonts Pane - Browse Tab and Worklist Tab. These Tabs offer different options to Install the Fonts.

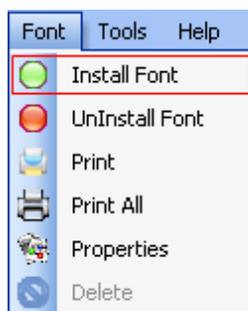
### Installing the Fonts using Browse Tab

Browse Tab gives you a tree view of your windows folders and allows you to locate the Fonts stored inside any of them. Once you locate the Font using the Browse Tab you can install it in many ways:

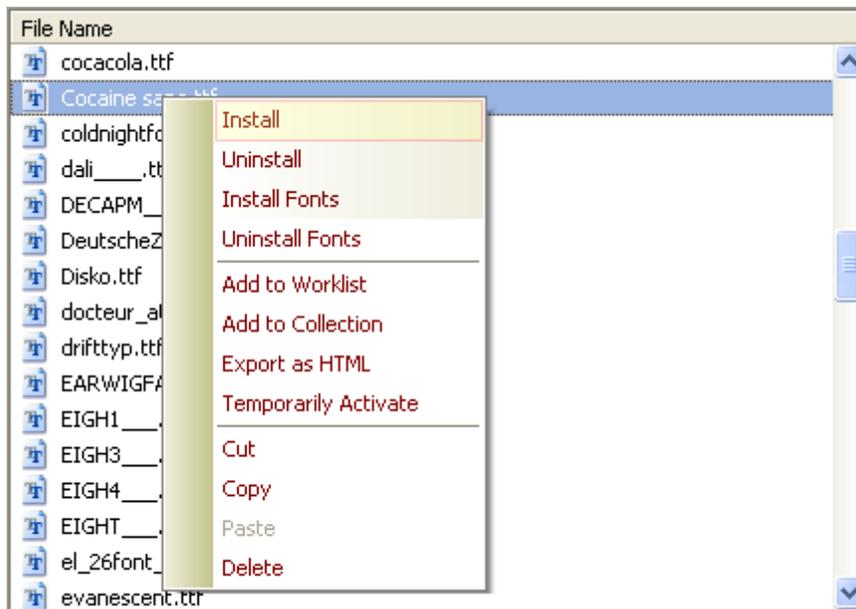
1. **Highlight the Font that you wish to Install and Click on Install Font Button on the Main Toolbar**



2. Highlight the Font that you wish to Install and Click on Install Font option through the Font Menu on the Menubar.



3. Right-click the Font that you wish to Install and Click on Install.

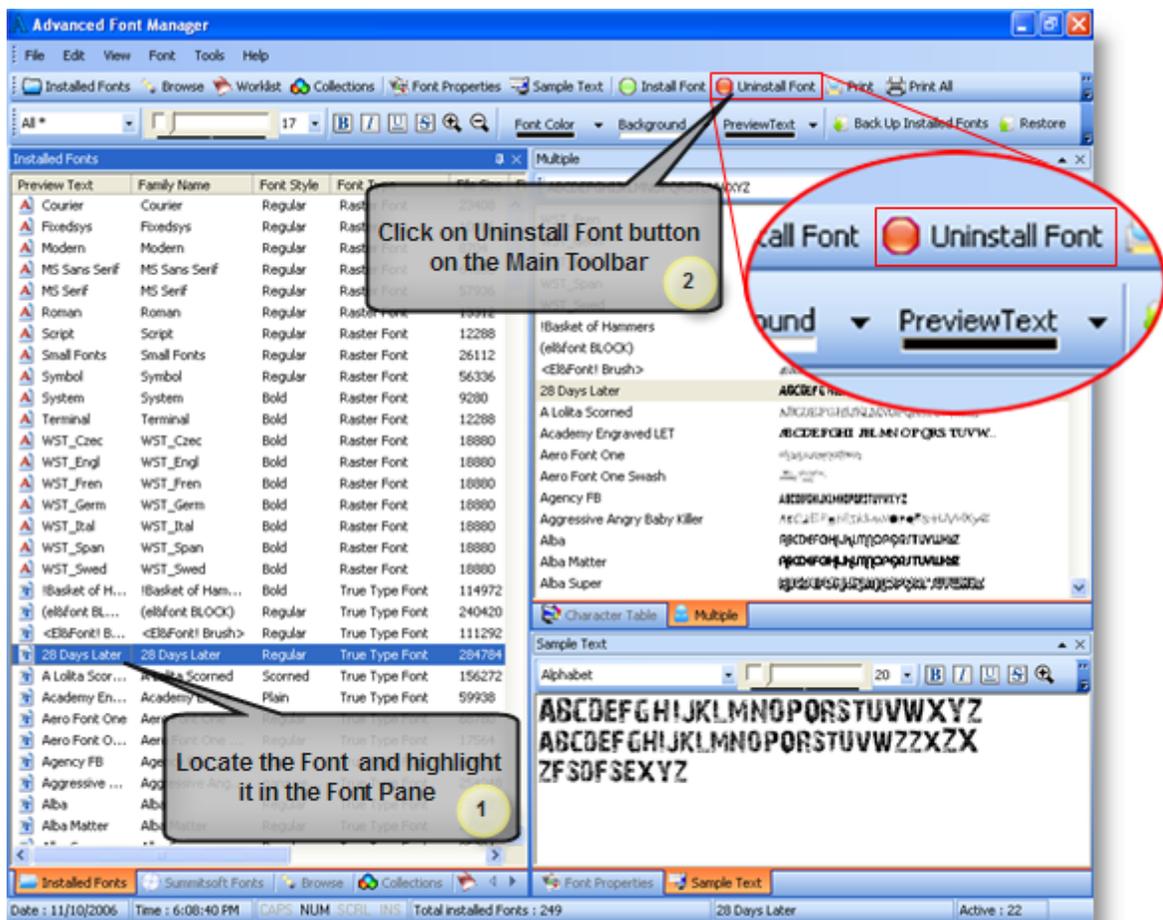


## 5.2 Uninstalling Fonts

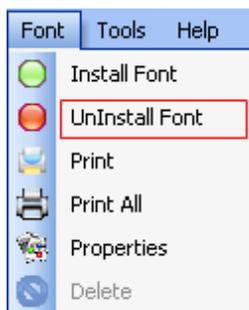
### Uninstalling Fonts from the Fonts Folder

To uninstall fonts make sure you click on the Installed Fonts Tab on the Font Pane to list down the Installed Fonts. Once you locate the Font you wish to uninstall you can uninstall it in many ways:

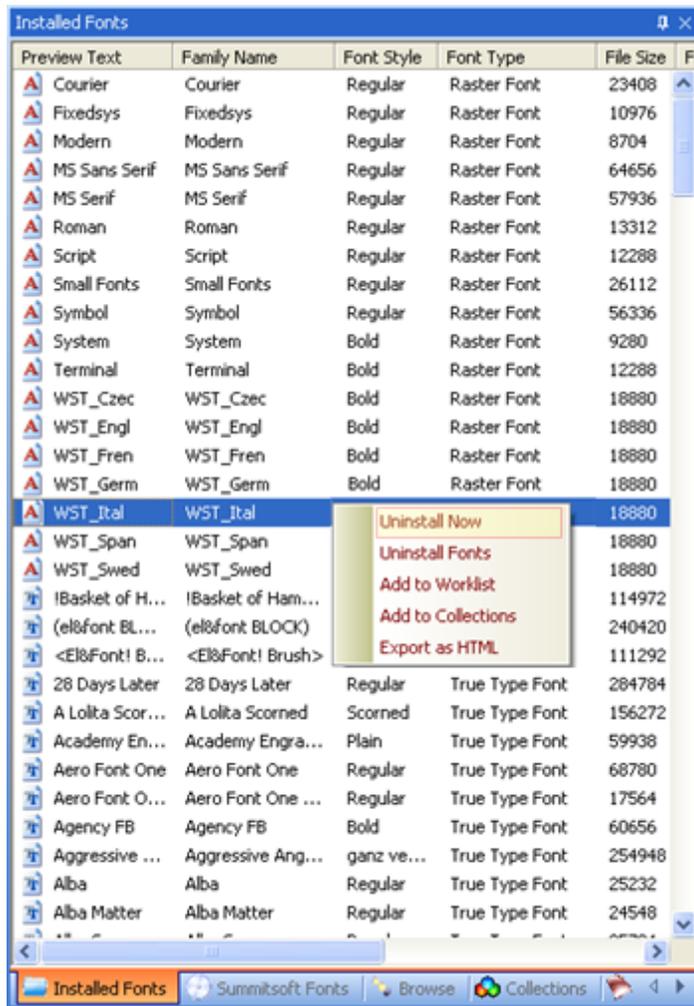
1. **Highlight the Font that you wish to Uninstall and Click on 'Uninstall Font' button on the Main Toolbar.**



2. Highlight the Font that you wish to Uninstall and Click on 'Uninstall Font' option through the Font Menu on the Menubar.



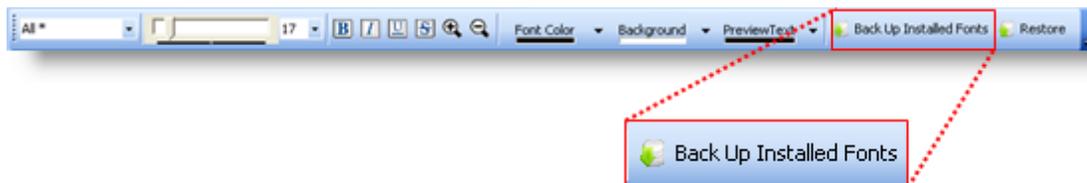
3. Right-click the Font that you wish to Uninstall and Click on 'Uninstall'.



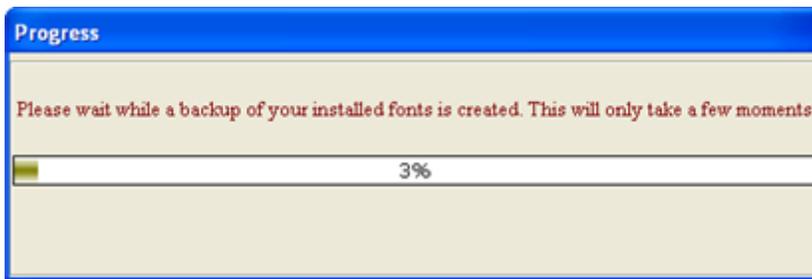
## 5.3 Backing up and Restoring

### Backing up Fonts

Font Management System allows you to create Backups of your installed Fonts. Click on the Backup Installed Fonts button on the Character Table Toolbar to create a backup.



The backed up fonts will be saved in the 'Backup Folder' under the Font Management System program folder.

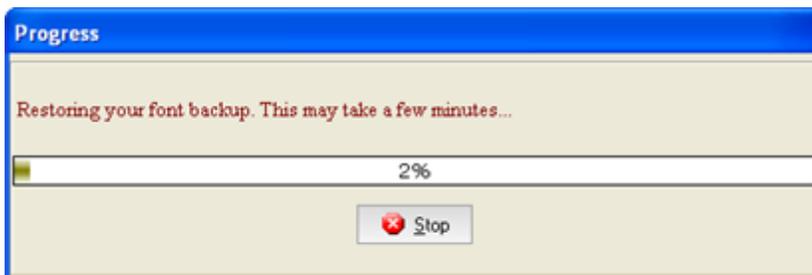


## Restoring Fonts

To restore fonts from a previously created backup click on the 'Restore Font' button on the Character Table Toolbar.



The Fonts will be restored from the Backup to the default Fonts Folder in your hard drive.



## 5.4 Browsing Fonts

### Browsing Fonts

As discussed in the previous chapters installing more than 500 fonts in to the default Windows Fonts Folder would seriously affect your system performance. Therefore, it is always recommended to organize your fonts in a different location using the Font Management System. Font Management System gives you preferences to browse and locate Fonts stored in your computer. If you have purchased the Summitsoft Font Collection CD you can access up to 2500 Fonts in the Font Management System without consuming high system resources. In addition, the Worklist option is integrated to the software to allow you to preview, format fonts and save it for future use.

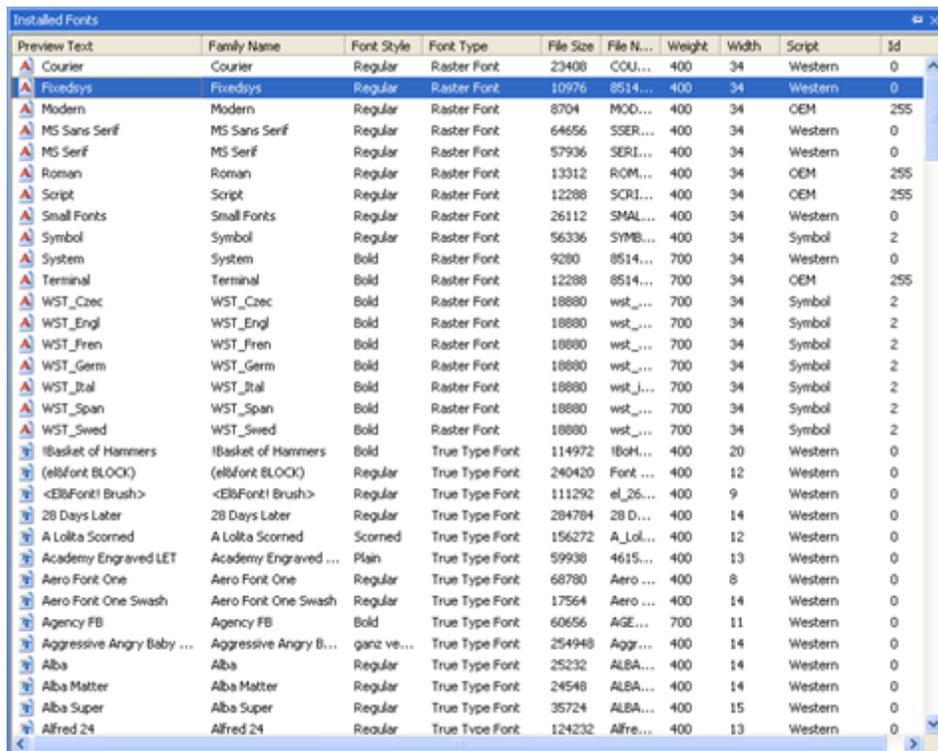
#### Learn More about browsing:

- Installed Fonts

- Summitsoft Fonts
- Other Windows Folders
- Font Collections
- Worklist

### 5.4.1 Installed Fonts

Click on the Installed Fonts tab to display the list of Fonts installed in your computer. Once you have it open, you can view different details like Font Name, Family Name, Font Style, Font Type, File Size, File Name, Weight, Width, Script and the ID.



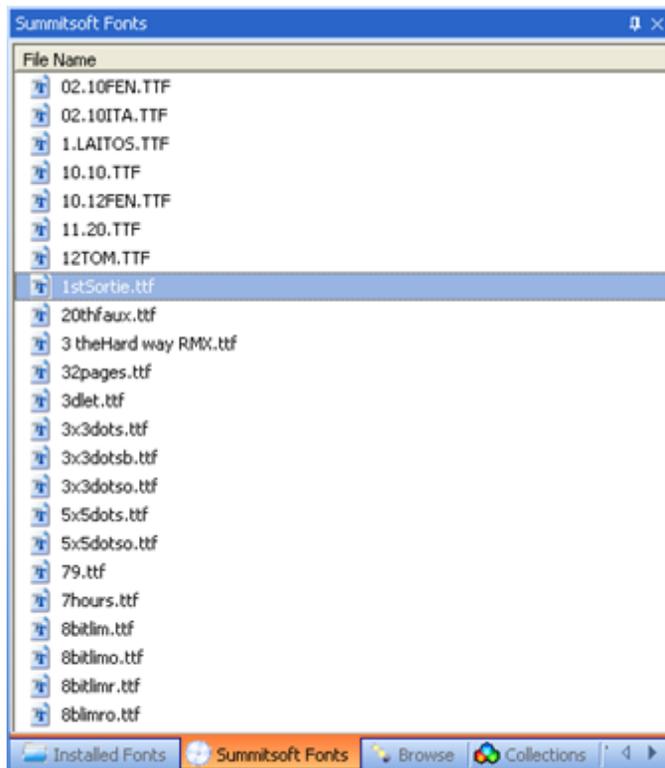
Preview Text	Family Name	Font Style	Font Type	File Size	File N...	Weight	Width	Script	Id
Courier	Courier	Regular	Raster Font	23408	COU...	400	34	Western	0
Fixedsys	Fixedsys	Regular	Raster Font	10976	FS14...	400	34	Western	0
Modern	Modern	Regular	Raster Font	8704	MOD...	400	34	OEM	255
MS Sans Serif	MS Sans Serif	Regular	Raster Font	64656	SSER...	400	34	Western	0
MS Serif	MS Serif	Regular	Raster Font	57936	SERI...	400	34	Western	0
Roman	Roman	Regular	Raster Font	13312	ROM...	400	34	OEM	255
Script	Script	Regular	Raster Font	12288	SCRI...	400	34	OEM	255
Small Fonts	Small Fonts	Regular	Raster Font	26112	SMAL...	400	34	Western	0
Symbol	Symbol	Regular	Raster Font	56336	SYMB...	400	34	Symbol	2
System	System	Bold	Raster Font	9280	8514...	700	34	Western	0
Terminal	Terminal	Bold	Raster Font	12288	8514...	700	34	OEM	255
WST_Czec	WST_Czec	Bold	Raster Font	18880	wst_...	700	34	Symbol	2
WST_Engl	WST_Engl	Bold	Raster Font	18880	wst_...	700	34	Symbol	2
WST_Fren	WST_Fren	Bold	Raster Font	18880	wst_...	700	34	Symbol	2
WST_Germ	WST_Germ	Bold	Raster Font	18880	wst_...	700	34	Symbol	2
WST_Ital	WST_Ital	Bold	Raster Font	18880	wst_...	700	34	Symbol	2
WST_Span	WST_Span	Bold	Raster Font	18880	wst_...	700	34	Symbol	2
WST_Swed	WST_Swed	Bold	Raster Font	18880	wst_...	700	34	Symbol	2
!Basket of Hammers	!Basket of Hammers	Bold	True Type Font	114972	!BoH...	400	20	Western	0
(eBFont BLOCK)	(eBFont BLOCK)	Regular	True Type Font	240420	Font ...	400	12	Western	0
<EBFont! Brush>	<EBFont! Brush>	Regular	True Type Font	111292	eL_26...	400	9	Western	0
28 Days Later	28 Days Later	Regular	True Type Font	284784	28 D...	400	14	Western	0
A Lolita Scorned	A Lolita Scorned	Scorned	True Type Font	156272	A_Lol...	400	12	Western	0
Academy Engraved LET	Academy Engraved ...	Plain	True Type Font	59938	4615...	400	13	Western	0
Aero Font One	Aero Font One	Regular	True Type Font	68780	Aero ...	400	8	Western	0
Aero Font One Swash	Aero Font One Swash	Regular	True Type Font	17564	Aero ...	400	14	Western	0
Agency FB	Agency FB	Bold	True Type Font	60656	AGE...	700	11	Western	0
Aggressive Angry Baby ...	Aggressive Angry B...	ganz ve...	True Type Font	254948	Aggr...	400	14	Western	0
Alba	Alba	Regular	True Type Font	25232	ALBA...	400	14	Western	0
Alba Matter	Alba Matter	Regular	True Type Font	24548	ALBA...	400	14	Western	0
Alba Super	Alba Super	Regular	True Type Font	35724	ALBA...	400	15	Western	0
Alfred 24	Alfred 24	Regular	True Type Font	124232	Alfre...	400	13	Western	0

You can select the font(s) listed here and right click on them for more options. It is the best way to perform an Uninstall, or to Add them to the Worklist/Font Collections or even Export Font Information as an HTML file.

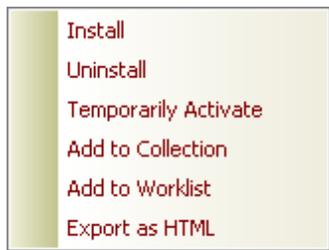


## 5.4.2 Summitsoft Fonts

The Summitsoft Tab will only be active if you insert a Font Collection CD that comes from Summitsoft. The Summitsoft Font Collection CD is a great solution for using more fonts while ensuring your computer performance is unaffected.

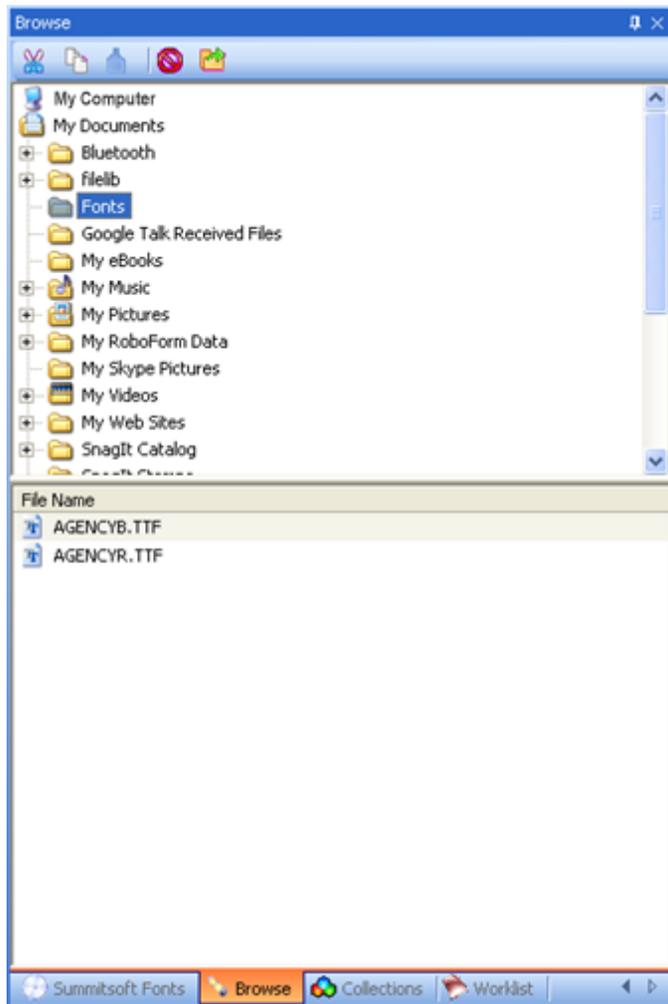


Apart from general preferences like Install/Uninstall and Add to Worklist/Collection options it also allows you to temporarily activate font(s).



### 5.4.3 Windows Folders

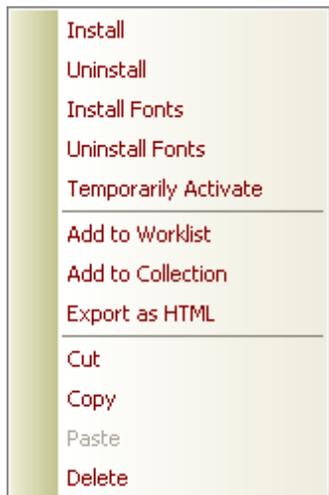
Using the Browse Tab, you can access external fonts like the ones that were downloaded from the internet and saved in to your local windows folders. Browse Tab gives you a tree view of the folders in your local hard drive and the window below displays the Fonts inside those folders.





- Click on **Cut** button to move a Font
- Click on **Copy** button to copy a Font
- Click on **Paste** button to paste a Font in to the Worklist
- Click on **Delete** button to delete a Font from the Worklist
- Click on **Go back** button to go back to Uninstalled Folder

Once you locate the fonts here you can right click them to perform a variety of tasks like:



### **Install/Uninstall**

You can Install and Uninstall a particular Font using this option.

### **Install/Uninstall Fonts**

This option allows you Install or Uninstall multiple fonts. Please make sure you select all the fonts you wish to Install/Uninstall before you perform this task.

### **Temporarily Activate**

This option will help you to activate font(s) temporarily. This is useful if you wish to use a particular font for your project without installing them on to your computer.

### **Add to Worklist**

This is the best option to hand pick certain fonts from a huge list of downloaded fonts. You can add them to a Worklist add more, delete or save them for future use.

### **Add to Collection**

You can select and add fonts to an existing group under your Font Collection.

### Export as HTML

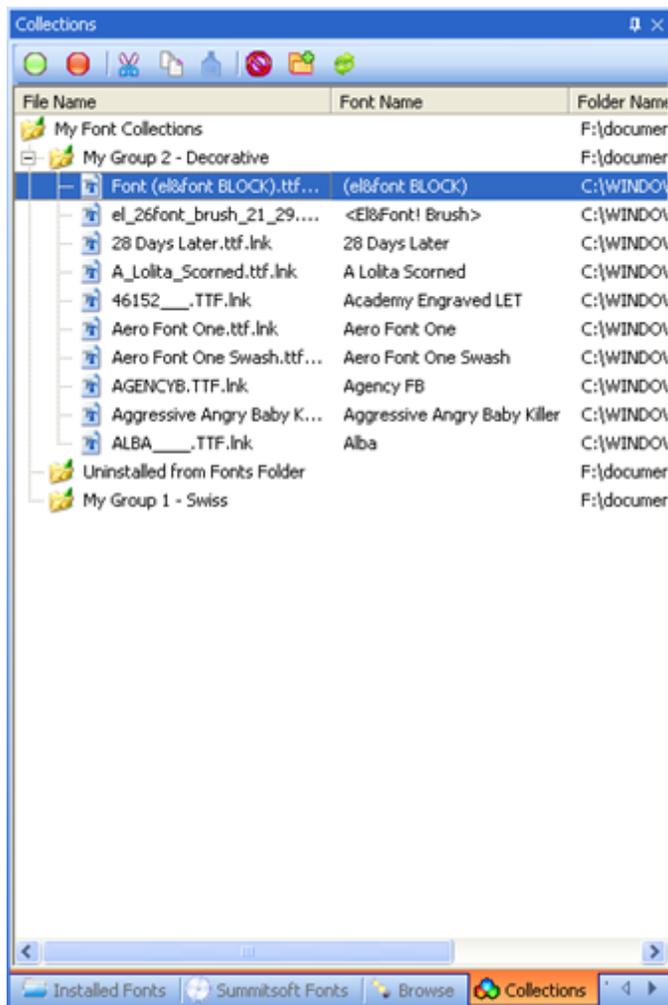
This option lets you export system fonts or selected fonts as a Webpage (HTML), Rich Text Format (RTF) or as a Text (TXT) file.

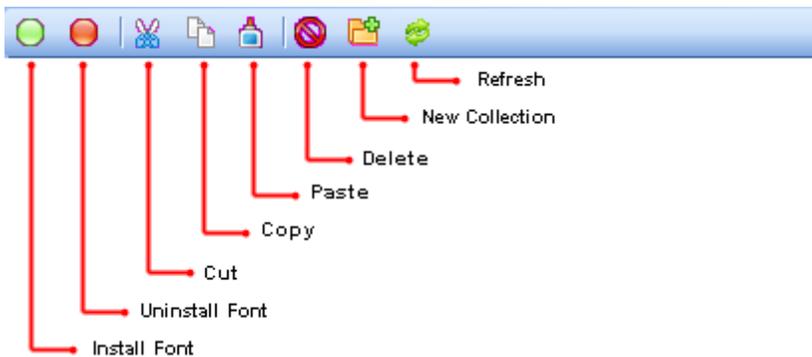
### Standard Options

Apart from the above mentioned options you can Cut, Copy, Paste or Delete Fonts.

## 5.4.4 Font Collections

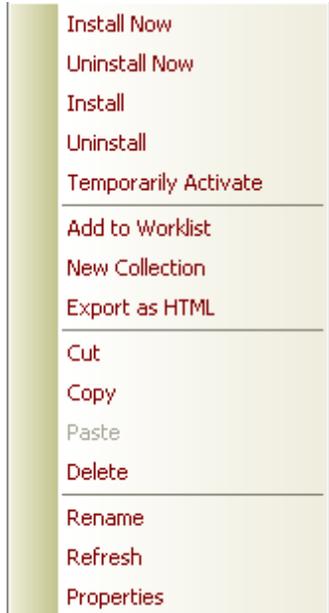
Most of us have a hard time remembering the fonts used in our previous projects. Moreover, searching for them in the huge list of fonts might be a cumbersome process. That's where the Font Collections option comes for your help. Font collections option can organize your Fonts in to different directories that easily accessible. You can create folders and name them based on the project you are working on. The Font Collections Tabbed Pane gives you a tree view of your Font directories which makes your work easier with a great preview option.





- To install Fonts click on the **Install** button
- To uninstall Fonts click on the **Uninstall** button
- Click on **Cut** button to move a Font
- Click on **Copy** button to copy a Font
- Click on **Paste** button to paste a Font in to the Worklist
- Click on **Delete** button to delete a Font from the Worklist
- Click on **New Collection** button to create a New Collection
- Click on **Refresh** button to refresh the window

**Once you have added the fonts here you can right click them to perform a variety of tasks like:**



### **Install/Uninstall**

You can Install and Uninstall a particular Font using this option.

### **Install/Uninstall Fonts**

This option allows you Install or Uninstall multiple fonts. Please make sure you select all the fonts you wish to Install/Uninstall before you perform this task.

**Temporarily Activate**

This option will help you to activate font(s) temporarily. This is useful if you wish to use a particular font for your project without installing them on to your computer.

**Add to Worklist**

This is the best option to hand pick certain fonts from a huge list of downloaded fonts. You can add them to a Worklist add more, delete or save them for future use.

**Add to Collection**

You can select and add fonts to an existing group under your Font Collection.

**Export as HTML**

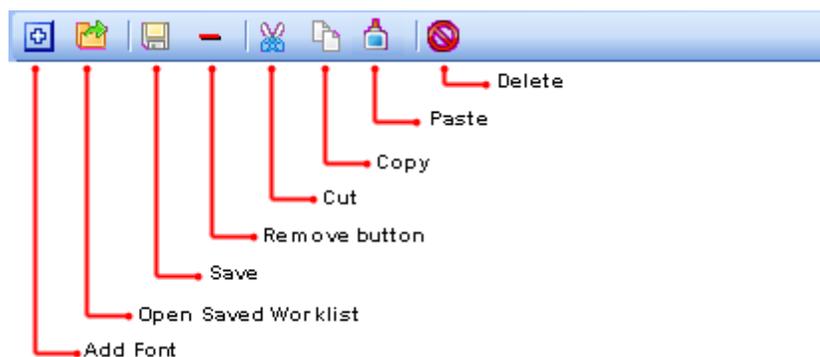
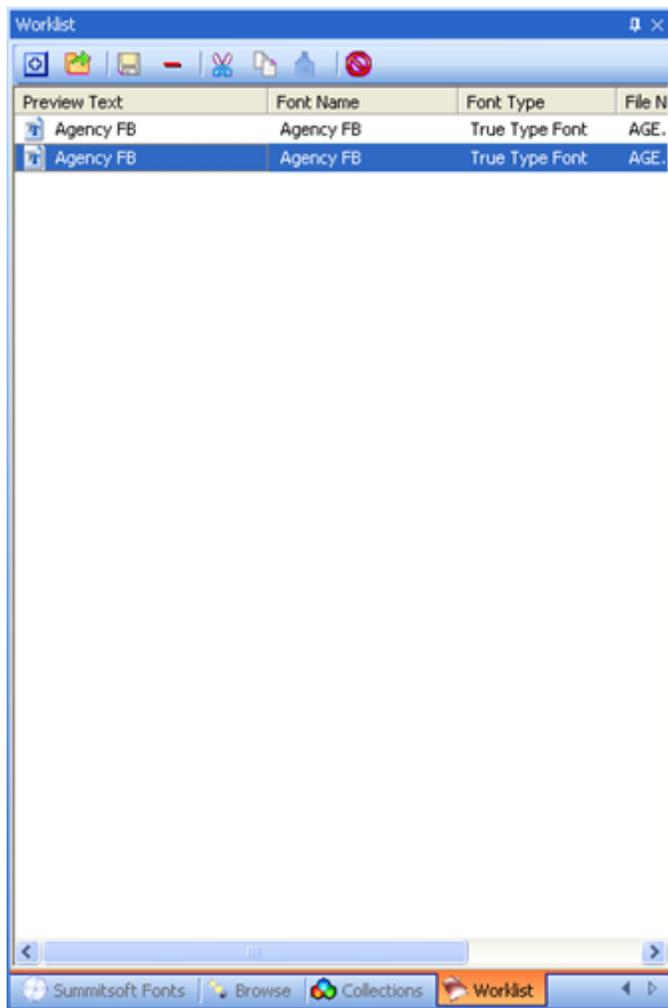
This option lets you export system fonts or selected fonts as a Webpage (HTML), Rich Text Format (RTF) or as a Text (TXT) file.

**Standard Options**

Apart from the above mentioned options you can Cut, Copy, Paste, Delete Fonts. You can also Rename, Refresh the Font Collection folders and view the Properties from here.

## 5.4.5 Worklist

Worklist is a great solution to work with fonts before you save, install or organize them in your Computer. The Worklist lets you to add fonts, preview them and decide if you wish to keep them or not. If you would like to install them you can do so or you can activate it temporarily. It is always recommended to use this option to preview fonts before you install them. You can create multiple worklists save them and use it later.



- To add Font(s) to the Worklist click on the **Add** button
- To open a saved Worklist Click on the **Open Worklist** button
- To save a Worklist, Click on the **Save** button
- To remove a Font from the Worklist, Click **Remove** button
- Click on **Cut** button to move a Font
- Click on **Copy** button to copy a Font
- Click on **Paste** button to paste a Font in to the Worklist

Click on **Delete** button to delete a Font from the Worklist

**Once you have added the fonts here you can right click them to perform a variety of tasks like:**



#### **Install/Uninstall**

You can Install and Uninstall a particular Font using this option.

#### **Install/Uninstall Fonts**

This option allows you Install or Uninstall multiple fonts. Please make sure you select all the fonts you wish to Install/Uninstall before you perform this task.

#### **Temporarily Activate**

This option will help you to activate font(s) temporarily. This is useful if you wish to use a particular font for your project without installing them on to your computer.

#### **Add to Worklist**

This is the best option to hand pick certain fonts from a huge list of downloaded fonts. You can add them to a Worklist add more, delete or save them for future use.

#### **Add to Collection**

You can select and add fonts to an existing group under your Font Collection.

#### **Export as HTML**

This option lets you export system fonts or selected fonts as a Webpage (HTML), Rich Text Format (RTF) or as a Text (TXT) file.

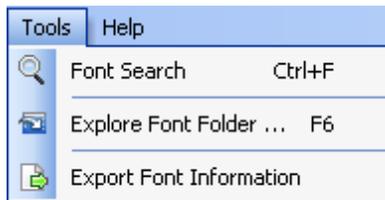
#### **Standard Options**

Apart from the above mentioned options you can Cut, Copy, Paste or Delete Fonts.

## 6 Tools

### Useful Tools

Imagine having a huge list of fonts in your computer and you want to locate a particular font in it. Font Management System gives you useful tools like Search Fonts, Explore Fonts Folder and Export Font Information. Using these tools, you can search for a font or open your Fonts Folder with just a click of a button or using shortcut keys. You can even export your font information to a Webpage (HTML), Rich Text Format (RTF) or Text (TXT) file.

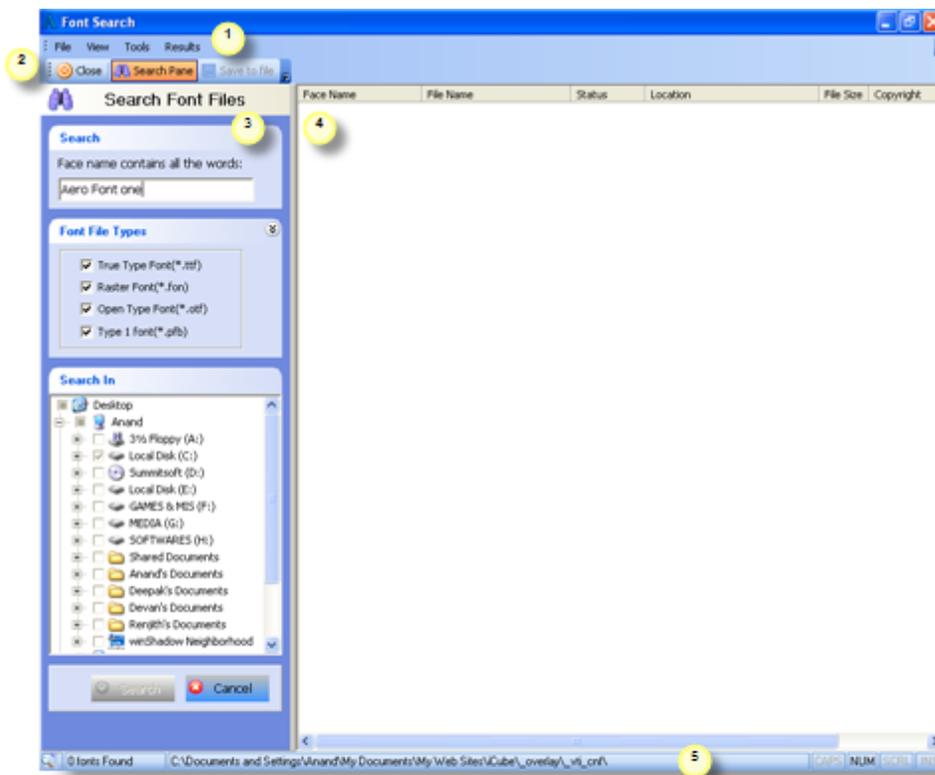


### Related Topics

- Searching for Fonts
- Exploring Fonts Folder
- Exporting Font Information
- Printing Fonts

### 6.1 Search Fonts

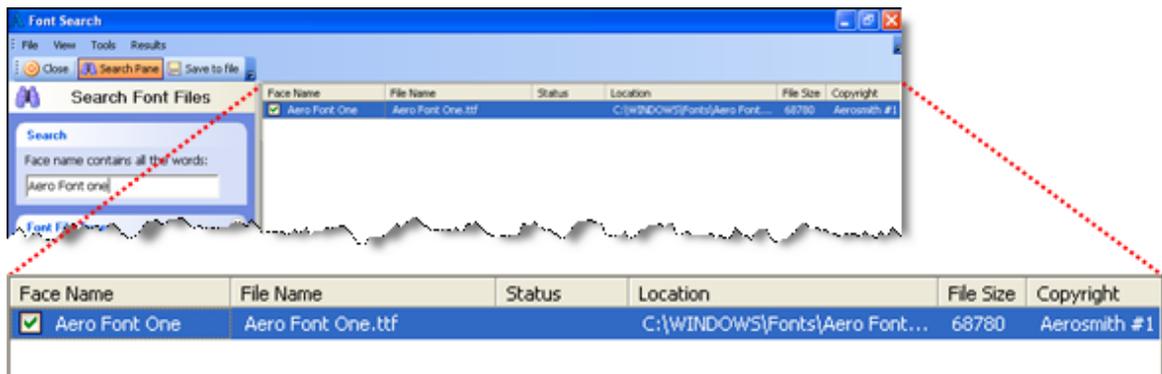
To Search for fonts click on the Search Fonts option under the Tools Menu. The Shortcut Key for Font Search is Ctrl + F. You can search for any particular font that is installed or saved in your computer. Search Window features a Search Pane that lets you search for Fonts by specifying its name and type.



- 1 Search Menubar      3 Search Pane      5 Search Statusbar  
 2 Search Toolbar      4 Search Result Window

### Search Results

Once the Search is complete the Results are displayed on the right side.



### Save to File

Once the results are displayed you have the option to save them to a file to view them later. To save the search file click on Save to File button on the Search Toolbar.



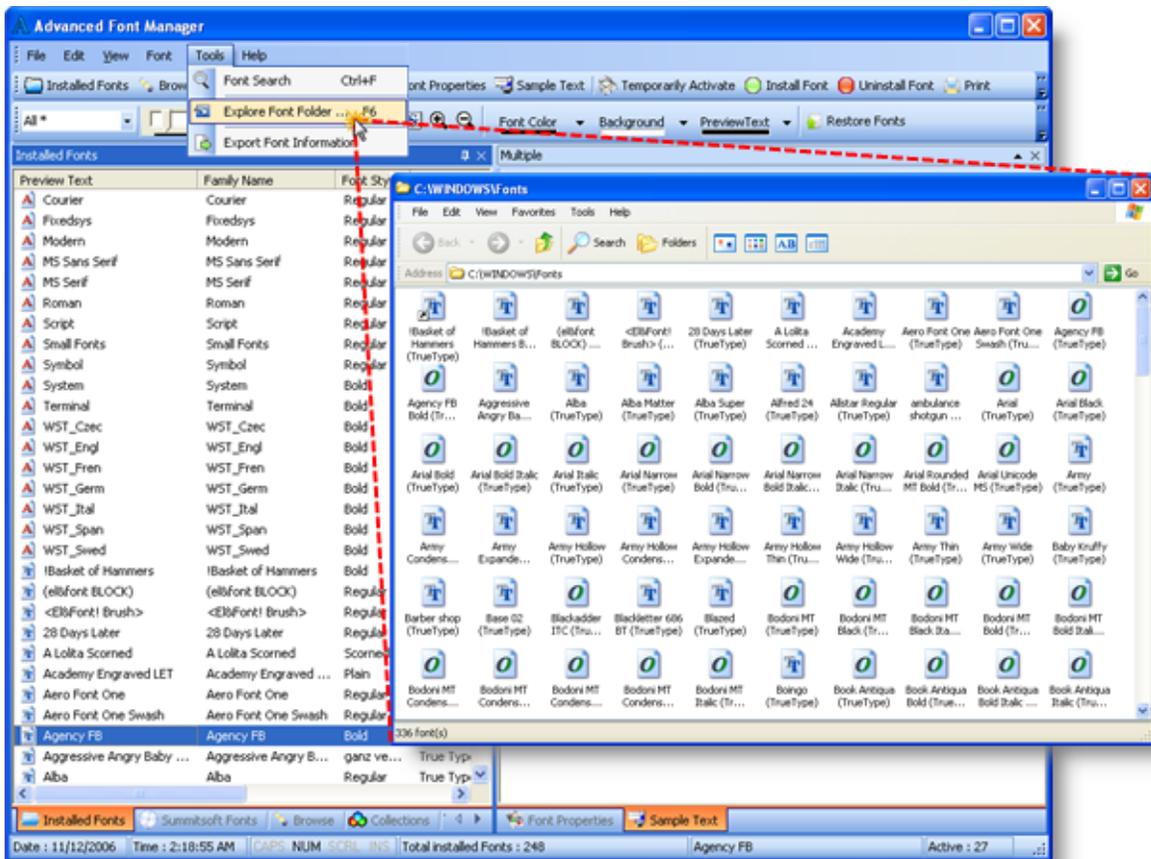
### Status Bar

The search status is displayed on the status bar located at the extreme bottom of the window



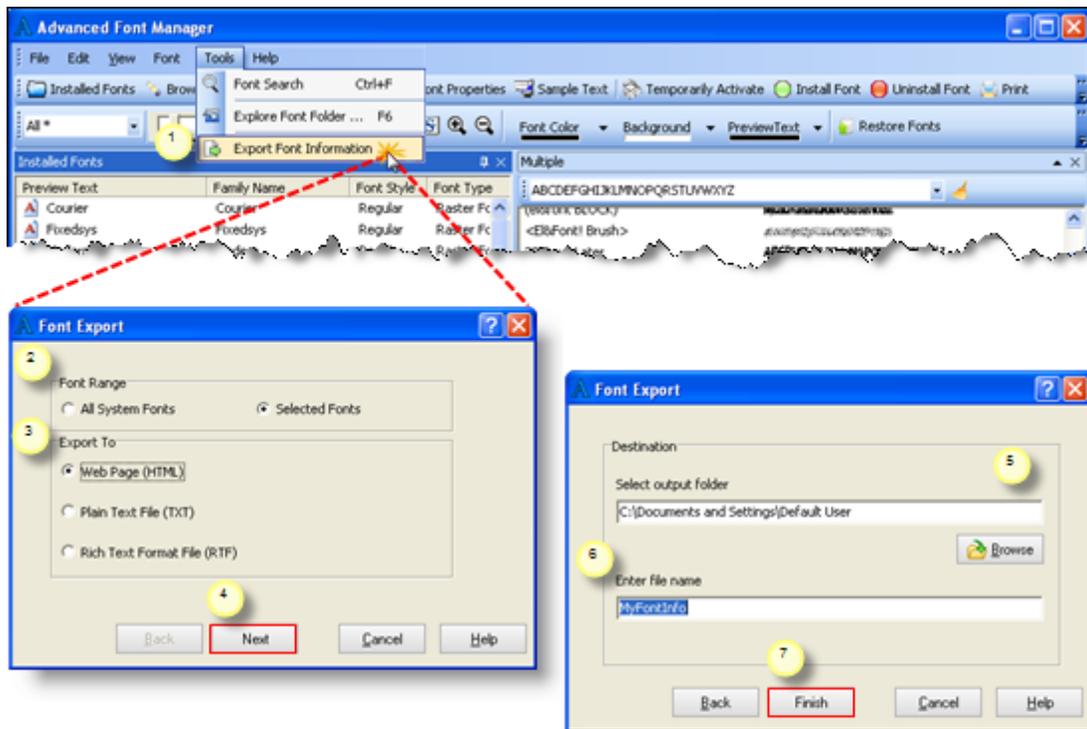
## 6.2 Explore Fonts Folder

Explore Fonts Folder option is an excellent alternative to the traditional approach of opening and exploring your default windows Fonts Folder. Explore Fonts Folder displays the Windows Font Folder with just a click of a button. The Shortcut Key for this function is F6.



## 6.3 Export Font Information

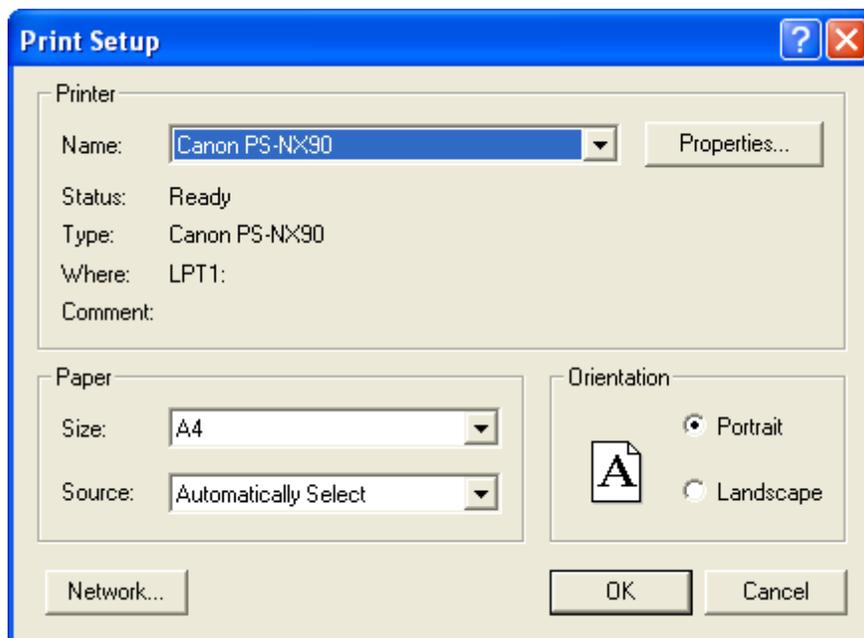
This option lets you export all system fonts or selected fonts as a Webpage (HTML), Rich Text Format (RTF) or as a Text (TXT) file. The following graphic gives you more details on how to perform this task.



- 1 Click on Export Font Information under Tools Menu
- 2 Select the Font Range
- 3 Select the Format
- 4 Click Next
- 5 Select Output folder
- 6 Enter a file name
- 7 Click Finish

## 6.4 Print Options

You can print your font(s) using the Print option, which is easily accessible from the File Menu. Font Management System gives you options to print a selected font or all the fonts. Before you can start the print job make sure you have the right settings in the Print Setup. Click on the Print Setup option in the Font Menu to configure your print settings.

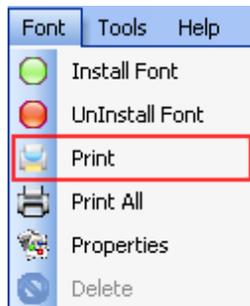


To Print a selected font click on the Print Font option under the File/Font menu. The Shortcut Key for this function is Ctrl + P.

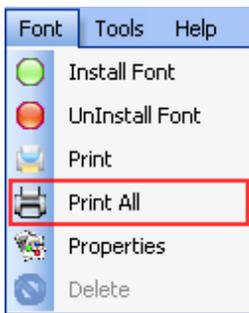
#### *Print from File Menu*



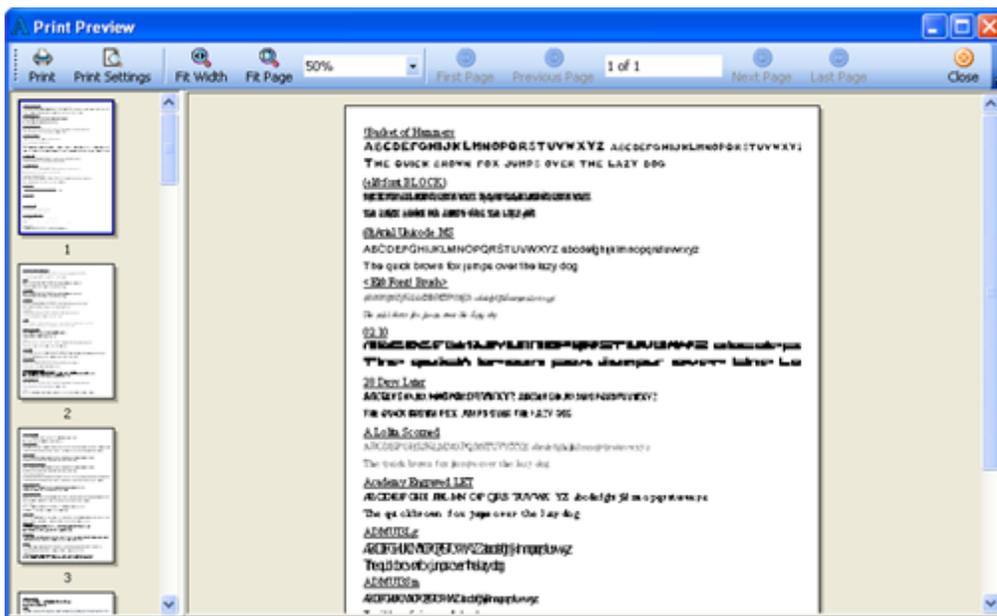
#### *Print from Font Menu*



To Print all the fonts click on the Print All option under the Font menu.



You can also preview your print by accessing the Print Preview option under the File menu.



## 7 Getting Support

### Support Information

Visit Summitsoft Support Center to get answers to any questions, suggestions or comments related to our Company and its Products. More information regarding the latest downloads, product updates or tech support related issues are made available for you through the Support Menu on our Corporate Website.

#### Also see

- Technical Support
- Related Products

## 7.1 Technical Support

Avail personalized Technical Support for your product from the Summitsoft Support Center website. You can Open tickets for assistance, Browse Knowledge-base, Check your ticket history and Manage your account preferences from Support Center. The Knowledge-base is a best place to find answers to your questions and get articles for various topics.

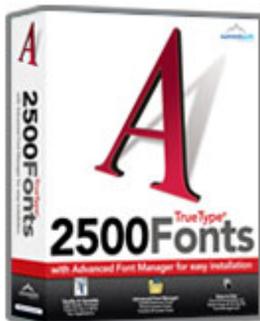
Visit Summitsoft Support Center Now

You can also email us for any support related queries, suggestions or feedback to:

Support@SummitsoftCorp.com

## 7.2 Related Products

### 2500 TrueType Fonts



2500 TrueType Fonts lets you add creative style to scrapbooks, logos, greeting cards, brochures, invitations & other eye-catching print projects...

### Logo Design Studio



Logo Design Studio gives you the power to create professional logos without paying for a limited number of concepts from an overpriced design firm.

## Ultimate 3D Fonts



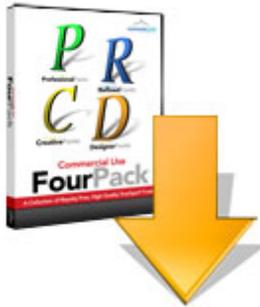
Ultimate Fonts is the perfect tool to give your creative projects an eye-catching look. Use any of the 1500 high quality TrueType fonts to easily turn them into three-dimensional works of art!

## Essential Office Font Pack 2



Essential Office Font Pack 2 offers you the widest collection of the most eye-catching fonts. Its an invaluable asset in both your professional applications and creative pursuits. Select from 1000 of the most varied fonts used by professionals or 1000 creative fonts artistically designed to add sparkle to your creative endeavors.

## Commercial Use Font Four Pack



The Commercial Use Font Four Pack offers everything creative users need to enhance the visual impact of their text with commercial use fonts that are royalty free. This collection bundles all four highly successful individual font packs into one convenient download.

## Stationery Design Studio



Gain confidence by placing a professionally printed identity into the hands of others using matching business stationery. Carefully designed stationery templates, that include business cards, business templates, letterheads and envelopes, send the right message to others and help develop your business image and build professional relationships.

## 8 System Fonts

System Fonts are critical components of your computer used by different Programs including the Windows Operating System. You should be extremely cautious while working with them. Removing or uninstalling them might make the system unstable. It is always a good practice to backup the system fonts for easy recovery in case of an accidental deletion. The upcoming topics outline the important system fonts used by specific operating systems for your reference. It is highly recommended **NOT TO UNINSTALL** any of the fonts listed here.

### List of System Fonts for Windows

- Windows 3.11
- Windows 95
- Windows 98
- Windows NT
- Windows 2000/XP
- Other System Fonts

## 8.1 Windows 3.11

### System Fonts for Windows 3.11

**DO NOT REMOVE these System Fonts** from your computer. These fonts are in use by different programs and the Operating System. You might also have Other System Fonts that are not listed here but in use by specific programs and should not be removed. To get more details about Other System Fonts used by specific programs visit <http://www.microsoft.com/typography/fonts/default.aspx>



**DO NOT REMOVE**

Arial  
Arial Bold  
Arial Bold Italic  
Arial Italic  
Courier New  
Courier New Bold  
Courier New Bold Italic  
Courier New Italic  
Symbol  
Times New Roman  
Times New Roman Bold  
Times New Roman Bold Italic  
Times New Roman Italic  
Wingdings

## 8.2 Windows 95

### System Fonts for Windows 95

**DO NOT REMOVE these System Fonts** from your computer. These fonts are in use by different programs and the Operating System. You might also have Other System Fonts that are not listed here but in use by specific programs and should not be removed. To get more details about Other System

Fonts used by specific programs visit <http://www.microsoft.com/typography/fonts/default.aspx>



## DO NOT REMOVE

Arial  
 Arial Bold  
 Arial Bold Italic  
 Arial Italic  
 Comic Sans MS  
 Comic Sans MS Bold  
 Courier New  
 Courier New Bold  
 Courier New Bold Italic  
 Courier New Italic  
 Marlett  
 Symbol  
 Times New Roman  
 Times New Roman Bold  
 Times New Roman Bold Italic  
 Times New Roman Italic  
 Wingdings

## 8.3 Windows 98

### System Fonts for Windows 98

**DO NOT REMOVE these System Fonts** from your computer. These fonts are in use by different programs and the Operating System. You might also have Other System Fonts that are not listed here but in use by specific programs and should not be removed. To get more details about Other System Fonts used by specific programs visit <http://www.microsoft.com/typography/fonts/default.aspx>



## DO NOT REMOVE

Abadi MT Cond Light  
 Arial  
 Arial Black  
 Arial Bold  
 Arial Bold Italic  
 Arial Italic  
 Book Antiqua  
 Book Antiqua Bold  
 Book Antiqua Bold Italic  
 Book Antiqua Italic  
 Calisto MT  
 Century Gothic

Comic Sans MS  
 Comic Sans MS Bold  
 Copperplate Gothic Bold  
 Copperplate Gothic Light  
 Courier New  
 Courier New Bold  
 Courier New Bold Italic  
 Courier New Italic  
 Impact  
 Lucida Console  
 Lucida Handwriting Italic  
 Lucida Sans Italic

News Gothic MT Bold  
 News Gothic MT Italic  
 OCR A Extended  
 Symbol  
 Tahoma  
 Tahoma Bold  
 Times New Roman  
 Times New Roman Bold  
 Times New Roman Italic  
 Verdana  
 Verdana Bold  
 Verdana Bold Italic

Century Gothic Bold  
Century Gothic Bold Italic  
Century Gothic Italic

Lucida Sans Unicode  
Marlett  
News Gothic MT

Verdana Italic  
Webdings  
Westminster  
Wingdings

## 8.4 Windows NT

### System Fonts for Windows NT

**DO NOT REMOVE these System Fonts** from your computer. These fonts are in use by different programs and the Operating System. You might also have Other System Fonts that are not listed here but in use by specific programs and should not be removed. To get more details about Other System Fonts used by specific programs visit <http://www.microsoft.com/typography/fonts/default.aspx>



**DO NOT REMOVE**

Arial  
Arial Bold  
Arial Bold Italic  
Arial Italic  
Courier New  
Courier New Bold  
Courier New Bold Italic  
Courier New Italic  
Lucida Console  
Lucida Sans Unicode  
Marlett  
Symbol  
Times New Roman  
Times New Roman Bold  
Times New Roman Bold Italic  
Times New Roman Italic  
Verdana  
Verdana Bold  
Verdana Bold Italic  
Verdana Italic  
Wingdings

## 8.5 Windows 2000/XP

### System Fonts for Windows 2000/XP

**DO NOT REMOVE these System Fonts** from your computer. These fonts are in use by different programs and the Operating System. You might also have Other System Fonts that are not listed here but in use by specific programs and should not be removed. To get more details about Other System Fonts used by specific programs visit <http://www.microsoft.com/typography/fonts/default.aspx>



#### DO NOT REMOVE

Aharoni Bold	DilleniaUPC Bold Italic	Marlett
Andalus	DilleniaUPC Italic	Microsoft Sans Serif
Angsana New	Estrangelo Edessa (XP)	MingLiu
Angsana New Bold	EucrosiaUPC	Miriam
Angsana New Bold Italic	EucrosiaUPC Bold	Miriam Fixed
Angsana New Italic	EucrosiaUPC Bold Italic	Miriam Transparent
AngsanaUPC	EucrosiaUPC Italic	MS Gothic
AngsanaUPC Bold	FangSong_GB2312 (XP)	MS Mincho
AngsanaUPC Bold Italic	Fixed Miriam Transparent	MV Boli (XP)
AngsanaUPC Italic	Franklin Gothic Medium (XP)	Narkisim
Arabic Transparent	Franklin Gothic Medium (XP)	Palatino Linotype
Arabic Transparent Bold	FrankRuehl	Palatino Linotype Bold
Arial	FreesiaUPC	Palatino Linotype Bold Italic
Arial Black	FreesiaUPC Bold	Palatino Linotype Italic
Arial Bold	FreesiaUPC Bold Italic	Raavi (XP)
Arial Bold Italic	FreesiaUPC Italic	Rod
Arial Italic	Gautami (XP)	Rod Transparent
Batang	Georgia	Shruti (XP)
Browallia New	Georgia Bold	SimHei
Browallia New Bold	Georgia Bold Italic	Simplified Arabic
Browallia New Bold Italic	Georgia Italic	Simplified Arabic Bold
Browallia New Italic	Gulim	Simplified Arabic Fixed
BrowalliaUPC	Impact	SimSun
BrowalliaUPC Bold	IrisUPC	Sylfaen
BrowalliaUPC Bold Italic	IrisUPC Bold	Symbol
BrowalliaUPC Italic	IrisUPC Bold Italic	Tahoma
Comic Sans MS	IrisUPC Italic	Tahoma Bold
Comic Sans MS Bold	JasmineUPC	Times New Roman
Cordia New	JasmineUPC Bold	Times New Roman Bold
Cordia New Bold	JasmineUPC Bold Italic	Times New Roman Bold Italic
Cordia New Bold Italic	JasmineUPC Italic	Times New Roman Italic
Cordia New Italic	KaiTi_GB2312 (XP)	Traditional Arabic
CordiaUPC	KodchiangUPC	Traditional Arabic Bold
CordiaUPC Bold	KodchiangUPC Bold	Trebuchet MS
CordiaUPC Bold Italic	KodchiangUPC Bold Italic	Trebuchet MS Bold
CordiaUPC Italic	KodchiangUPC Italic	Trebuchet MS Bold Italic
Courier New	Latha	Trebuchet MS Italic
Courier New Bold	Levenim MT	Tunga (XP)
Courier New Bold Italic	Levenim MT Bold	Verdana
Courier New Italic	LilyUPC	Verdana Bold
DFKai-SB (XP)	LilyUPC Bold	Verdana Bold Italic
David	LilyUPC Bold Italic	Verdana Italic
David Bold	LilyUPC Italic	Webdings
David Transparent	Lucida Console	Wingdings
DilleniaUPC	Lucida Sans Unicode	
DilleniaUPC Bold	Mangal	

## 8.6 Other Fonts

You might have Other System Fonts used by specific programs and should not be removed either. If you remove them the program might become unstable. You can check the list of Other Fonts used by a particular program at:

<http://www.microsoft.com/typography/fonts/default.aspx>

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