

The Electronic Desktop

Econographix Digital Document Support

News and information to help you work more efficiently on your desktop computer

How to copy fonts for printing (WINDOWS)



How to copy TrueType and Type 1 fonts in Windows 98

Previous versions of Windows stored the TrueType font files in the \Windows\System directory. This was a terrible place, as it mixed them with all the rest of the Windows files. By default, Windows 98 stores TrueType fonts in their own folder, the \Windows\Fonts folder. This makes managing fonts much easier.

1. To copy TrueType fonts. Open My Computer. Open the Control Panel and double-click on the Fonts folder. Select the fonts you want to copy, click and drag them to the A: drive.

2. To copy Type 1 fonts. (Unfortunately, copying Type 1 fonts to a floppy disk is the same as it was in previous version of Windows except for one difference, instead of using File Manager, you will use Explorer). Go to the Start button\Programs\Explorer. Locate the directory where the Type 1 font utility program is located (for example, Adobe Type Manager creates a directory named c:\psfonts. Within this directory you will find the various screen fonts and a subdirectory called pfm containing the printer fonts you will need to copy and send to us--they will have file extension names ending in *.pfb and *.pfm). Select your fonts and copy to A:\ (floppy disk).

How to find and copy TrueType and Type 1 fonts in Windows 3.11.

Output of files will go smoothly if you provide fonts with your job. PostScript Type 1 fonts have two associated files. One file is the screen font and the other is the printer font. You need to find both parts and copy them to a disk. TrueType fonts have one part.

The first step is to identify all of the fonts used in your document. Most desktop publishing applications have a utility to display font usage. Write down the names of all the fonts used in the document.

TIP

- Send in your font installation disk you used to install the fonts on your computer.
- Print the file to disk which will encapsulate all the TrueType and Type 1 fonts used in a document.

Tools of the Trade

A D O B E P A G E M A K E R 6.5
Save for Service Provider plug-in
 Using the *Save for Service Provider* plug-in, you can copy your document, all linked images, fonts, and files required to print your document. *Save for Service Provider* also helps you resolve broken links by prompting you to locate the folder containing linked files.

You can create a report of the information in your files for output. The report includes details about the fonts, linked graphics, a summary of your print settings. To save files and generate a report using *Save for Service Provider*: Choose Utilities > Plug-ins > Save for Service Provider. If this option is not available you will need to install the plug-in first. To include the fonts Click include - copy fonts - all.

Techhelp

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