# The Font Thing
By Hummie

1) Open The Font Thing. If a folder does not appear when you open it, click the New button to open a folder. Click on the browse tab. This is where you can locate the folder on your hard drive where you have placed your fonts. Notice there is an annoying question mark. It's annoying because if it is your first time using this program, you would spend a great deal of time trying to figure out how to browse when you cannot see the directory tree of your hard drive. Yes, I went through it. Click on the Refresh button and you will be able to see the directory tree.
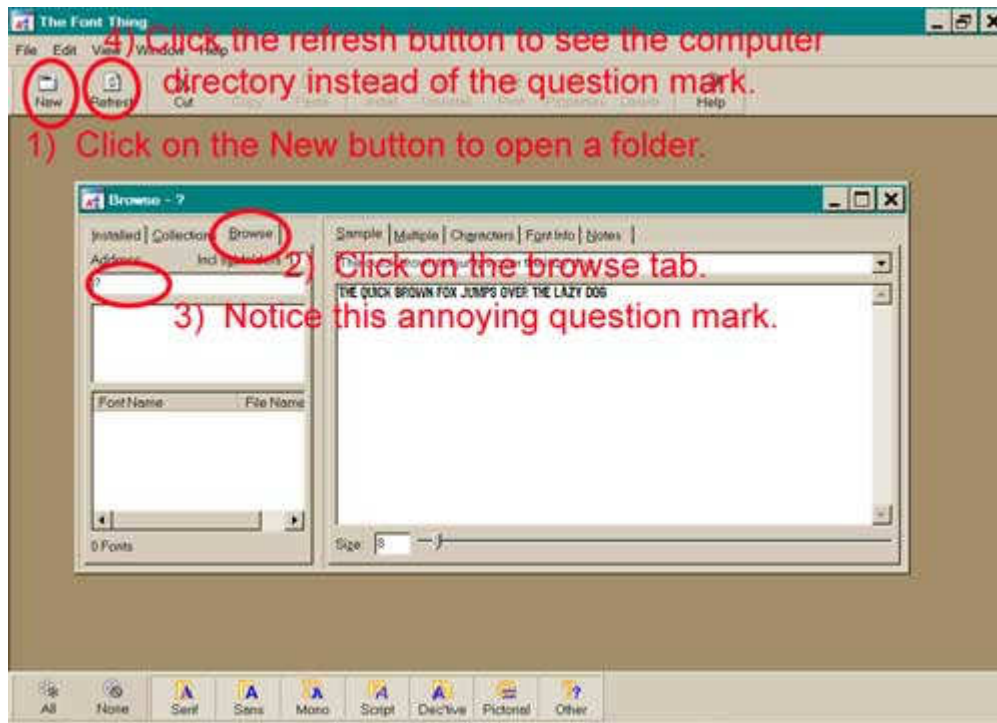

2) Resize your folder to fit your needs by grabbing the bar below where the font directory appears. It originally comes up with such a small window that it is difficult to navigate to where your font folder is located. Grab the bar with your mouse and drag it down to see a larger window in your folder. Also grab the edges of the folder to resize it.

Select your folder from the directory tree (double click on it) and it will begin reading the files in that folder. The more files you have in the folder, the longer it will take to read them. The less RAM you have on your computer, the longer it will take to read them. Sometimes this can be a problem. However, after it reads them, the program works smoothly thereafter.

Some people prefer subfolders within their font folder to organize the types of fonts further, but you may also utilize the Collections in The Font Thing. If you have subfolders, each time you go from one to another of them, it will take time to read the folders (although, it does read them much faster the second time).

Once the folder is read, you can grab the bar again and make the directory tree window smaller as you won't need to utilize it as much as the file name window below it now.
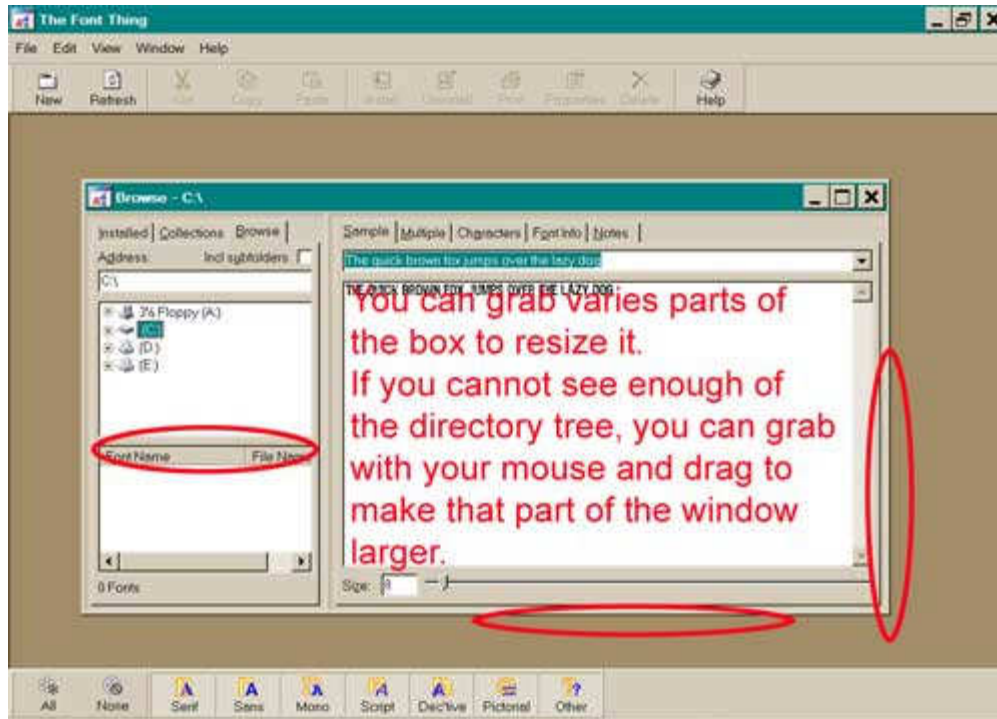

3) The next step is to change the view of your fonts. The tabs above the right window will give you various views of the fonts in order to choose a font to use. If you have a lot of fonts in your folder, be careful clicking on the "multiple" tab to create a view to see a sample in a long list of every font in that folder as it will take a long time. Trust me; just don't hit that tab unless you need a good excuse to go get a drink of your choice. And if you do wait patiently for it to load, do not try to change the font size slider or you will have to go get another cup.
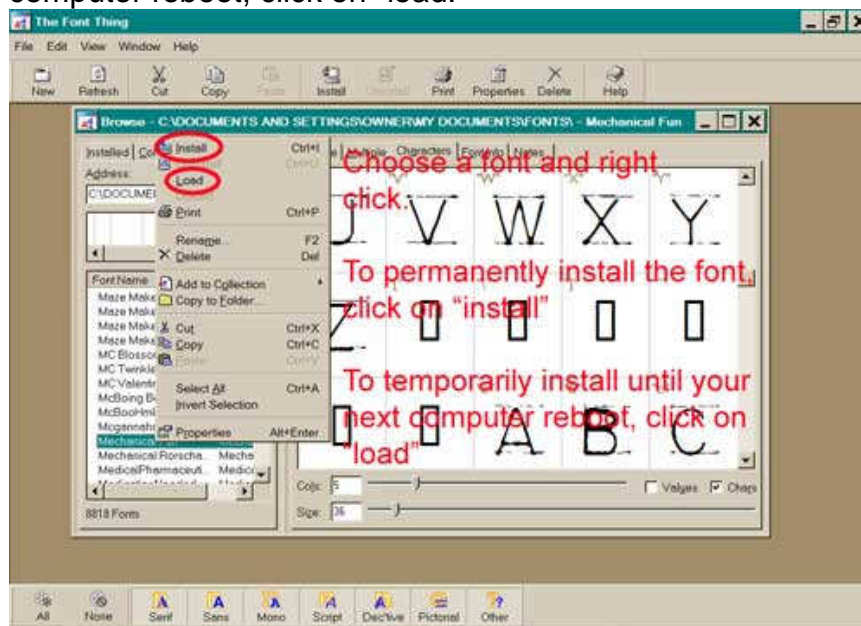
Click on the "Characters" tab. At the bottom right corner you will see a box next to "chars," put a checkmark in the box and uncheck "values." Notice that in the upper left corner of each sample letter box it indicates which key on the keyboard will have to be hit in order to type what you see in the sample letter box. This is especially useful when looking at dingbats so that you know what key to hit to get what dingbat.

Scroll down to where you can see the boxes for the upper case "Z" and the lower case "a" at the same time. Some fonts are only in capital letters and this will give you an idea of what both caps and lower case look like for each particular font.
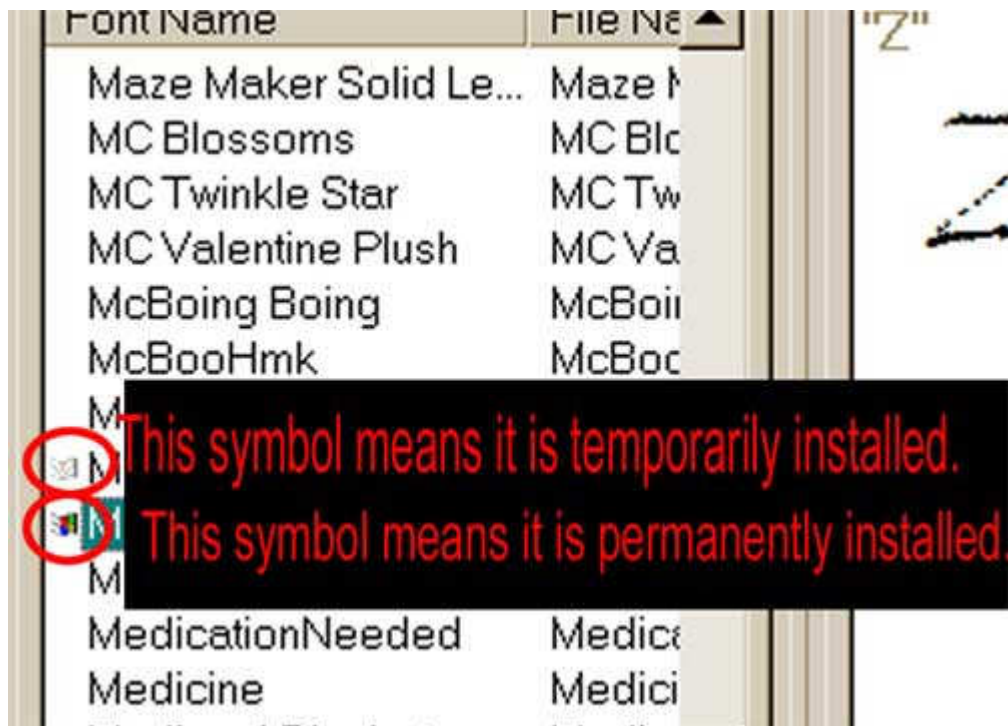
In the list of font names, you can now click on various fonts and scroll around to choose a font.
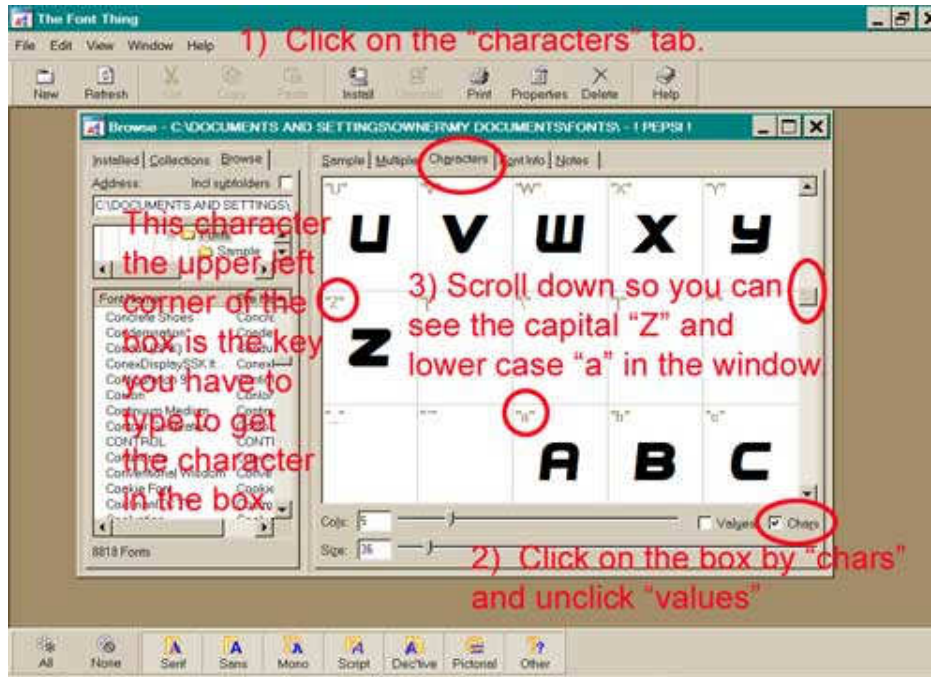
4) When you have your font chosen, right click on it (or go to the file drop down menu OR click on the button in the tool bar). If you want to permanently install the font, click on "install." If you want to temporarily install the font until your next computer reboot, click on "load."
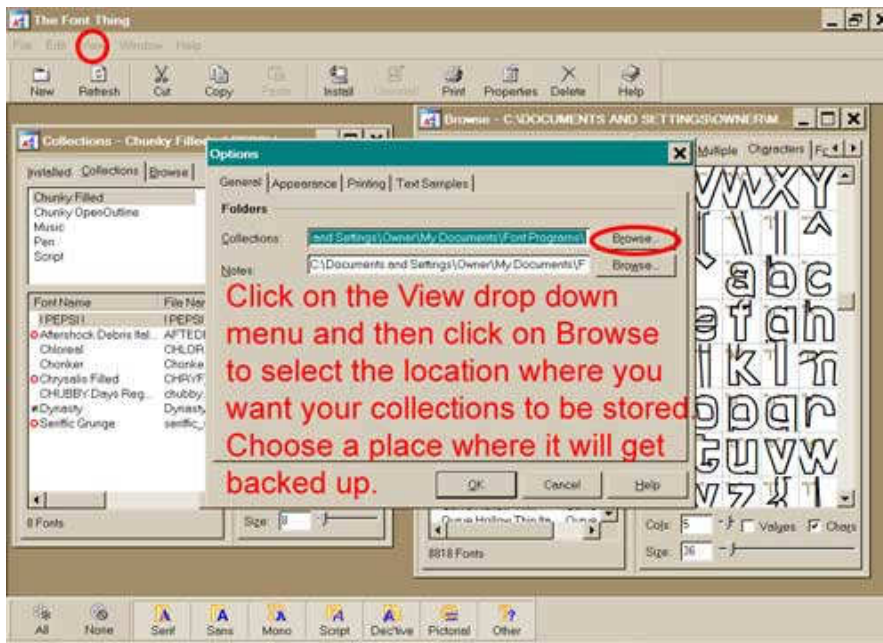
5) Notice the symbols that indicate how it is installed.

Font Name	File Na ▲	"Z"
Maze Maker Solid Le...	Maze N	
MC Blossoms	MC Blc	
MC Twinkle Star	MC Tw	
MC Valentine Plush	MC Va	
McBoing Boing	McBoii	
McBooHmk	McBoc	

This symbol means it is temporarily installed.
This symbol means it is permanently installed.

| MedicationNeeded | Medic< |
| Medicine | Medici |

7) Now let's make some collections!

First, click on the New button to open up a new window. Then click on the collections tab. Resize the two folders so you can see both of them on your desktop.

You will want to make sure your collections are stored on your computer in a place where they will get backed up. Click on the View drop down menu at the top of the page and then click on Options. Click on browse and choose a location to save your collections where you will remember to back them up occasionally.

Click on the View drop down
menu and then click on Browse
to select the location where you
want your collections to be stored
Choose a place where it will get
backed up.

8) Make a new collection. I am making one called "Favorites." Make collections
for the various types of fonts such as Chunky Filled, Chunky Open Outlined,
Music, Pen, holidays, and Script.

Right click on the area in the upper window and choose New, then type the name
of your collection.

Right click and
choose new. Type
the name of your
collection.
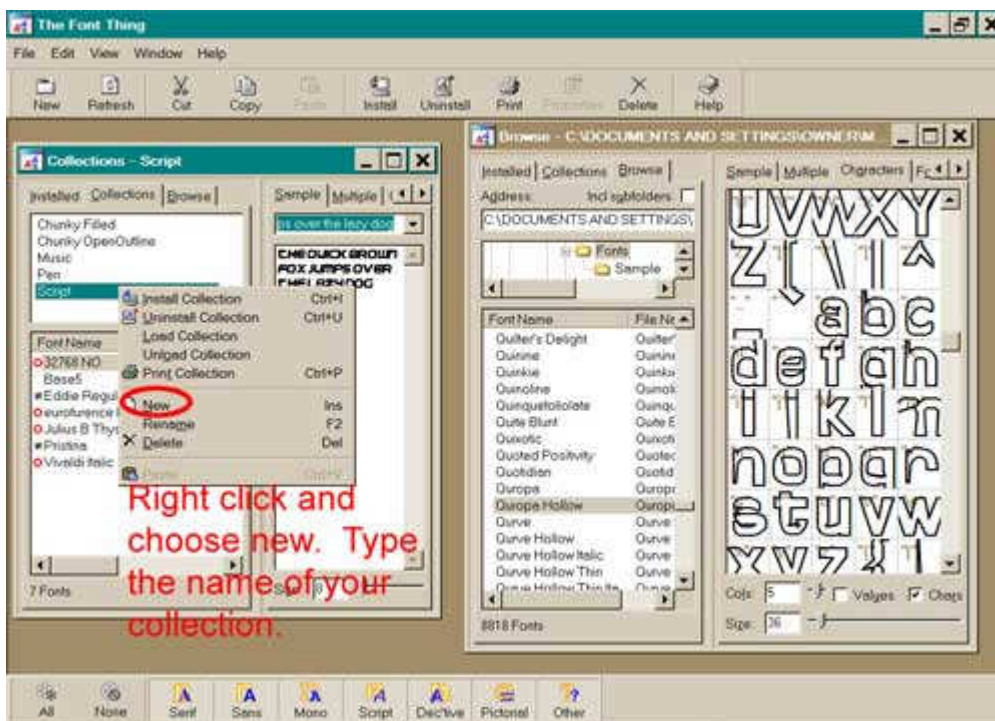
9) Add fonts to the collection. On the first window (the one on the right in the below sample), find the font you want to add to your collection. Drag the font with your mouse over to the collections window (the one on the left below). It's as easy at that!
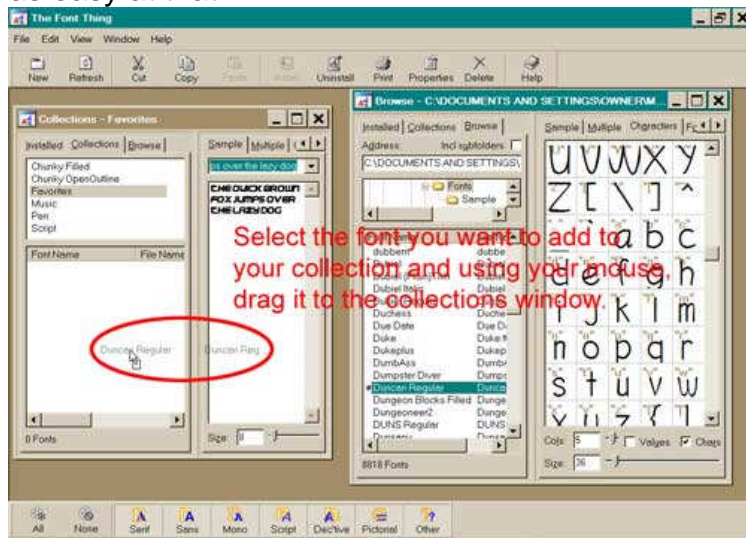
10) To uninstall a font, right click on the font and click on "uninstall."
Please remember that if you uninstall a font that is originally in your default
Windows font folder, that font will be gone, yep g-o-n-e, as in deleted from the folder.
Read the previous lesson find links to sites that show you which fonts are dangerous to delete. If you uninstall a font that is located in another folder, it will remain there safely.

11) You can also click on the icons at the bottom of the screen to filter the fonts.
      You can also print out samples.