

Types of Fonts, Installing Fonts, and Font Programs

By Hummie

WHICH IS THE BEST FONT TO USE?

Serif fonts have little hooks at the end of the strokes. New Times Roman is a Serif font; take a look at it in a Word document.

Sanserif fonts end bluntly and are clean and easy to read. Arial is a sanserif font; take a look at it.

Are you always confused about which is which? Me too! It is helpful to remember that “sans” is a French word for “without.”

Serif fonts are considered an “old” font. Newspapers generally use serif fonts, as well as text books. It was the general rule of old to use serif fonts for straight text. However, with the use of the web, the need for cleaner fonts has developed and sanserif is becoming the more popular choice for text.

For me, personally, anything goes for a title, but in journaling, for readability, I stick with the sanserif fonts. Others would disagree.

Also, pay attention to how much space is between the letters in a font. Those fonts that have more space between letters are also easier to read. Of course, keeping your text color a contrasting color also is important for readability in layouts.

There are other categories of fonts too. Script fonts are generally not good for journaling, but better for titles, as well as grungy fonts.

This is a nice website that compares some common default Windows fonts.

<http://www.comfsm.fm/~dleeling/cis/fontdescriptions.html>

This is a great site that also tests fonts and allows you to compare them.

http://store.adobe.com/type/browser/browser_C.html

The web page http://shark.comfsm.fm/~dleeling/cis/dropdown_style.html allows you try out a wide variety of fonts. You will need to change the background box to white.

WHERE DO I PUT MY FONTS ON MY COMPUTER HARDRIVE?

You can put your fonts in the Windows font folder, but it is not recommended.

When you have too many fonts in the Windows font folder, it will bog down the opening of your programs. In addition, if you decide to delete some unused fonts from this folder and accidentally delete an important font, it can really mess things up.

I recommend that you simply create a new folder under My Documents where you can put your fonts. You can even create subfolders for various types of fonts.

WHAT FONTS NEED TO STAY IN MY WINDOWS FONT FOLDER?

There are fonts which absolutely need to stay in the default Windows font folder. Be very careful when deleting fonts from that folder. Below is a list of links where you can find which fonts need to stay in the default Windows font folder according to which Windows version you use.

Windows 3.0

<http://www.microsoft.com/typography/fonts/Product.asp?PID=112>

Windows 95

<http://www.microsoft.com/typography/fonts/Product.asp?PID=83>

Windows 95 Version Upgrade

<http://www.microsoft.com/typography/fonts/Product.asp?PID=84>

Windows 98

<http://www.microsoft.com/typography/fonts/Product.asp?PID=85>

Windows 98 Second Edition - ME

<http://www.microsoft.com/typography/fonts/Product.asp?PID=86>

Windows 2000

<http://www.microsoft.com/typography/fonts/win2000.htm>

Windows XP Fonts:

<http://www.microsoft.com/typography/fonts/winxp.htm>

ALSO, there are fonts installed by software programs that are necessary for those software programs to work. Find that list here:

http://graphicssoft.about.com/od/aboutgraphics/a/fontoverload_3.htm

HOW DO I INSTALL FONTS?

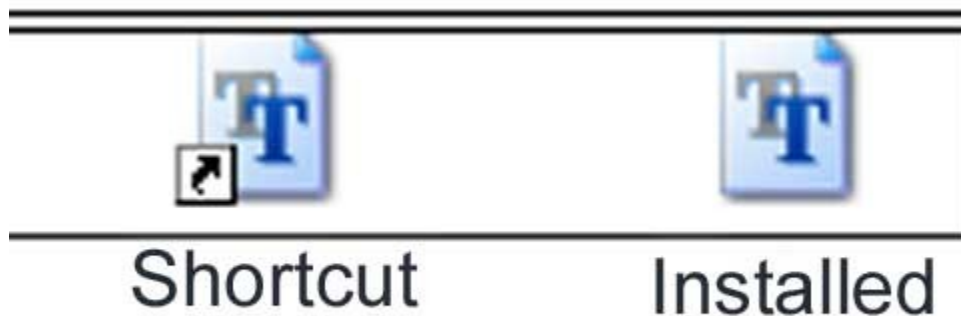
Permanent Installation

It is better to install and uninstall your fonts through a font manager program. However, if you do choose to permanently put them in the Windows font folder, simply click on Start, Settings, Control Panel. Open the folder called "Fonts." Click on the double box icon in the top right hand corner of the folder (between the minimize and close icons) to make the window smaller on your screen. Drag your (unzipped) font into the folder.

Windows XP provides an additional method of installing fonts. Click on Start, Settings, Control Panel. Open the folder called "Fonts." Click on the File drop down menu and choose "install new font." Navigate to the folder where you have your fonts placed and choose the fonts you want to install. Uncheck the box called "copy fonts to font folder" in order to leave them in a separate folder so that you can keep separate the necessary Windows fonts from the extra fonts.

Please remember that no matter which folder it is in, if it is installed, it will still bog down your program when it opens up. The Font Thing does a similar thing with temporarily or permanently installing the fonts. If it is permanently installed, it is just like placing it in the folder.

You can see which fonts are copies from another folder by looking for the little arrow in the left hand corner of the icons. This actually indicates that the file is a shortcut.



You can also go to where you have your fonts placed on your computer, right click on a font and choose "create shortcut." It will make a shortcut in the folder you are currently working in. Simply cut and paste that shortcut into the Windows font folder as explained in the top paragraph above. This is nice as it renames the shortcut to begin with the word "shortcut" and can easily be found that way and uninstalled.

To uninstall any fonts from the folder, simply delete the file as you would any other file.

You can also install your fonts to only be recognized by Photoshop (and not Windows or Word, etc.) by placing them in the folder located at: C:\Program Files\Common Files\Adobe\Fonts

Temporary Installation

A great way to temporarily install a font is to simply double-click on the font file to open it and leave it open (I like to minimize mine). As long as the window remains open, the font will be temporarily installed. However, you will need to do this before you open your program. This can be a pain if you are in the middle of a layout when you are ready to choose a font. You will have to close your program and then reopen it after you have the font opened and minimized. Once you open the program, you should see it in the dropdown font list. If it is not there, you can also just type in the name of the font and it should recognize it. Once you close the minimized font window, it will be taken out of the dropdown font list within your program. Using a font manager program to temporarily install is less of a pain as you can install the font while your program is still open.

HOW DO I DEAL WITH RENAMING FONTS TO THEIR ORIGINAL NAME AND DELETING DUPLICATES?

While cruising through The Font Thing, I often notice that there are fonts that are the same, but named differently. This is probably due to me picking up some illegal copies somewhere. All fonts appear to have two names, the name of the file and the name in the properties, the real name of the font. A Font Renamer program is a great tool to weed those out rather than doing it manually.

Download True Type Renamer, from

http://www.simtel.net/product.php?url_fb_product_page=5496

Unzip the program to your harddrive and double-click on it to open it up. Select the folder where you have your fonts placed and then click "OK." The program will stop at any corrupt font and you must click on it to continue the renaming. It will rename any duplicate files and then close, giving you a count. Open the folder where you have stored your fonts and observe that any two files that were duplicates have been renamed and (2) is added to the name of the second duplicate font, and (3) is added to the name of the third duplicate font, etc. These are now very easy to delete by simply doing a search for (2) or (3) and so on to find the duplicates and delete them as you would delete any file.

WHAT ABOUT FONT MANAGER PROGRAMS?

The Font Thing is the most popular program among digiscrappers. You can download it from the official site at:

<http://members.ozemail.com.au/~scef/tft.html>

Or download it from Download.com

<http://www.download.com/3000-2316-1519711.html>

Here are a few other font manager programs:

Amp Font Viewer

<http://www.ampsoft.net/utilities/FontViewer.php>

Font Lister

<http://fontlister.com>

See the tutorial on Hummie's World (Lesson 7b) for using The Font Thing!

Other Font Thing tutorials

<http://www.digitalscrapbookplace.com/university/tutorials/fontthing.shtml>

<http://graphicsgazette.net/fontthing.html>