

## Penticton Seniors' Computer Club Having Fun with Fonts

### Introduction

It is easy to find new and useful fonts on the web then download and install them on your own computer. These fonts can then be used in *Word* or other word processing programs to make great looking documents. It is especially nice to use fancy fonts such as scripts for greeting cards. Some fonts actually include pictures and artistic scrolling instead of letters.

### Finding and Installing New Fonts

To access a large number of fonts one can go to the web site <http://www.fontsquirrel.com>

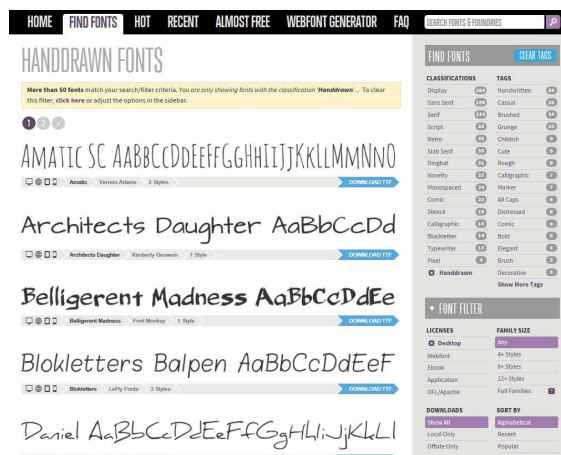
On the right side of the home page (bottom, right in the picture shown on the right) is a list entitled *Find Fonts*. It includes such font classifications as *Blackletter*, *Caligraphic*, *Comic*, *Dingbat*, *Display*, *Grunge*, *Handdrawn*, and so forth. Clicking on any one of these causes the web page to display the first page of the selected font type. If there is more than one web page needed to list the fonts of this type, a series of page numbers will be shown at the left at the top and at the bottom of the page. Clicking on any one of these will cause the selected page of fonts to be shown.

On any page listing fonts, double click somewhere on the line of sample characters to show a full page of just that font.

After browsing to find a font that you would like to use, simply click on the blue download arrow at the right underneath the displayed font. At the bottom of the screen you will be asked whether you wish to open or save a .zip file. Click on *Open*. The contents of the .zip file will show and should include one or more font files. They will have extensions such as .ttf, .otf, .svg or .woff. If available select the .ttf file or the .otf file. To install this font on your computer, double click on the file name. A display showing how the font looks will appear. Click on the *Install* button to install this font on your computer.

### Using Picture Fonts

It is useful to use picture fonts to put decorations on a page. However, it is awkward figuring out what letter of the alphabet (viz, which key on the keyboard) is used for what picture since each letter represents a different picture. The following is how to make up a page to make the use of picture fonts much easier. It shows how to use the font called *Nymphette*. (Note that picture fonts are in the fonts classified as *Dingbats*.)



1. Start up your word processing program (eg, Word).
2. Set the printing size to be quite large, say 20, and the font to be a standard one such as *Times New Roman*.
3. Hold the shift key down and depress each of the keys along the top row of keys. You will get a line such as

~!@#\$\$%^&\*()\_+

~!@#\$\$%^&\*()\_+  
~!@#\$\$%^&\*()\_+

`1234567890=  
`1234567890=

QWERTYUIOP{}|  
QWERTYUIOP{}|

4. Depress the *Enter* key to go to a new line and repeat the above to get another line with the same characters.
5. Depress the *Enter* key twice to leave a blank line then repeat steps 3 and 4 but without using the *Shift* key.
6. Now repeat steps 3, 4 and 5 for the next row of keys (QWERTYUIOP{}|).
7. And repeat steps 3, 4 and 5 for the next row of keys (ASDFGHJKL:").
8. And finally repeat steps 3, 4 and 5 for the last row of keys (ZXCVBNM<>?).
9. The page you typed should look similar to what is shown on the right although some keys on your keyboard may be in different places.

qwertyuiop[]\  
qwertyuiop[]\

ASDFGHJKL:."  
ASDFGHJKL:."

asdfghjkl:."  
asdfghjkl:."

ZXCVBNM<>?  
ZXCVBNM<>?

10. Now we will convert the second line of characters into the pictures corresponding to each character in the line.

zxcvbnm./  
zxcvbnm./

11. Highlight the second line (~!@#\$\$%^&\*()\_+) then click on the down arrow on the right of the font box in the menu at the top of the window. Select the picture font from the list (in the example it will be *Nymphette*). The second line characters will be replaced by the pictures each character represents.

12. Repeat for all the other second, duplicate lines. You should get a page that looks somewhat like the picture at the right.

~!@#\$\$%^&\*()\_+  
~ ! @ # \$ % ^ & \* ( ) \_ +

13. Save and/or print this page. It is your reference page for the picture font.

`1234567890=  
` 1 2 3 4 5 6 7 8 9 0 =

Let us say that you wish to print the fancy decoration shown below.



You would look through all the pictures shown in your reference sheet to discover that these two pictures are represented by the letters *o* and *p*, respectively (the characters 9 and 10 from the left of the line). So to print these figures you would simply type an *o* and a *p* then highlight them and set their font to *Nymphette*. Of course, like any other "text" the size and colour of these can be changed as needed.

QWERTYUIOP{}|  
QWERTYUIOP{}|

qwertyuiop[]\  
qwertyuiop[]\

ASDFGHJKL:."  
ASDFGHJKL:."

asdfghjkl:."  
asdfghjkl:."

ZXCVBNM<>?  
ZXCVBNM<>?

zxcvbnm./  
zxcvbnm./

Notice that in the *Font Squirrel* web pages that the picture fonts are all classified as *Dingbats*. There are fonts that have pictures of flowers, several with various fancy scrolling, some with snowflakes, and so forth.

Such fancy fonts are very useful when creating greeting cards, certificates and other documents.