

There's software that makes font management easier—and makes font selection a breeze

Get your fonts under control

by Doug Downey

There are more fonts available than ever, and most sign people never seem to have enough fonts

on their system. That's great, but as your list of fonts grows, you soon reach the point that

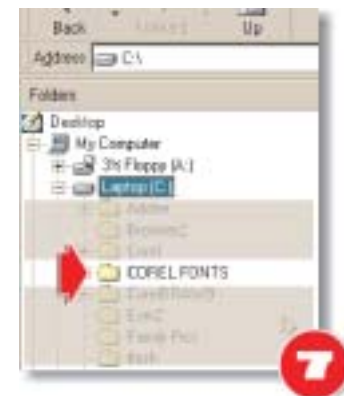
just remembering what you have is a problem. Worse than that, if you load over 400 fonts in Windows, it begins to decrease your system's performance.

So, the goal is to keep a basic group of commonly used fonts loaded, and load other fonts as needed—unloading them when not in use. That's where font management software comes in.

There are several such programs available, including Adobe Type Manager and Bitstream Font Navigator. If you have a recent version of CorelDraw, you may not realize that Bitstream Font Navigator was included when you bought it. I use Font Navigator and find it really saves me time several ways:

- It makes it easy to choose the font you need for a situation. This may be the best feature. I often launch Font Navigator, enter the text I need for my layout, then click on different fonts to see how that text would look in each of them. That's a real time-saver.

- When you open a file, Font Navigator automatically loads the fonts that the file uses, as long as they are on your system. If the fonts aren't active, it asks if you want to load them. If they aren't



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on your system, it will warn you that you need it. This comes in handy when you're opening a customer's file.

- You can view all fonts, or view them by format (such as TrueType, PostScript, etc.), or by style. For example, if you click "sans serif" it will show you only the sans serif fonts. This is another time-saver during the design process.

- You can print a sample so that you have a hard copy of an entire font.

- You can find the actual font name and location so that you can track down and delete fonts you don't want on your system.

Installing Font Navigator

As I mentioned earlier, Font Navigator is there when you buy CorelDraw, but it can be a little hard to find. It doesn't load when you do the typical, initial installation of CorelDraw. There are two ways to install Font Navigator. If you're installing Corel for the first time, don't install any of the fonts. After CorelDraw installation is complete, go back into the installation program and install Font

Navigator and the fonts at that time.

If you already have CorelDraw 9 installed, put your installation CD in. The Setup Wizard will load. Choose Install CorelDraw, PhotoPaint, and Utilities (Figure 1). At the Setup screen, choose Custom Setup (Figure 2). At the Setup Options screen, choose Custom Setup, again (Figure 3). At the next screen, Corel 9 Components, you'll see a list of the components that are available, with checkmarks in front of the ones you have currently installed (Figure 4).

Uncheck everything except the Productivity Tools folder, then double-click that. Several folders will appear below it. Uncheck all except Bitstream Font Navigator (Figure 5). Skip the next screens that cover language tools, monitor profiles, and input profiles. You can uncheck these items so that you don't reinstall them. The next screen is Digital Camera Support, which lets you install drivers for your digital camera if you're using one now (Figure 6).

The next screen lists the fonts. It's already installed the 50 or so

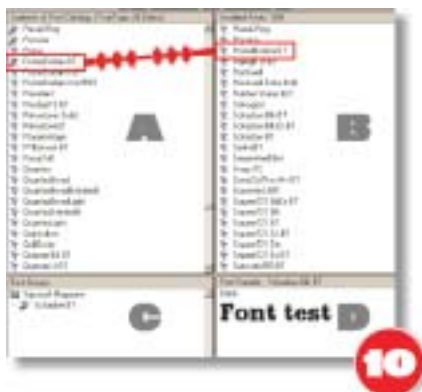
default fonts. Uncheck those, since you don't need to reinstall them. The destination folder is set, so click Next and your customer information screen comes up. Click OK to complete the installation. Once installed, Font Navigator is a stand-alone program.

Moving your fonts

I find it's easiest to create a new folder and keep all of my fonts there. To create a new folder, load Windows Explorer, and select your C drive in the left pane. Go up to the menu bar and click File/New/Folder. A new folder appears in the right pane. Enter the name for the folder. I suggest a unique name like your shop name plus the word *fonts*. Don't use just Fonts, since Windows already uses that name for a folder and that can be confusing. I called mine *Corel Fonts* (Figure 7).

Corel comes with well over 1000 fonts. Move those fonts from the CD to the new folder. Locate the Fonts folder on the Corel CD (Figure 8). Double click on it and a list of folders will appear in the right pane. Drag the TTF, Symbols, Type 1, and Win95 folders to the new folder you created on drive C in the left pane (Figure 9). For sign work, those are the only folders you'll need.

In the future, any new fonts can be copied to this folder. You can buy fonts on the Internet, and



much of the graphics software you buy comes with fonts. When you add them to this folder, Font Navigator takes care of the rest.

Using Font Navigator

On your desktop, create a shortcut for Font Navigator. Right click anywhere on the open desktop, and choose New, then Shortcut on the drop-down menu. At the Create Shortcut screen, choose Browse. Find the CorelDraw folder, which is called Graphics9 on your hard drive. Under that you'll see a folder called Fontnav. In that, you'll find a file called fontnav.exe. Double click that, then Next, and then Finish. You'll have an icon on your desktop.

Double click this icon and load Font Navigator. You'll see four panes (Figure 10). Click File, then Find Fonts. Check C, then OK (Figure 11). It will search your hard drive for all fonts.

The top left window (A in Fig. 10) shows a list of fonts installed on your hard drive. The top right window (B in Fig. 10) shows the installed fonts. The lower right (D in Fig. 10) shows a sample of the font. Click View, then Change Sample Text, and enter some sign copy. Now you can click on any font in the top left pane to see how that text would look in that font (Figure 12).

You can click on other fonts on the list to preview your copy in other styles. It's fast and easy. It's a great way to see how different typestyles work with your copy, which will help you get the right font for the job.□



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