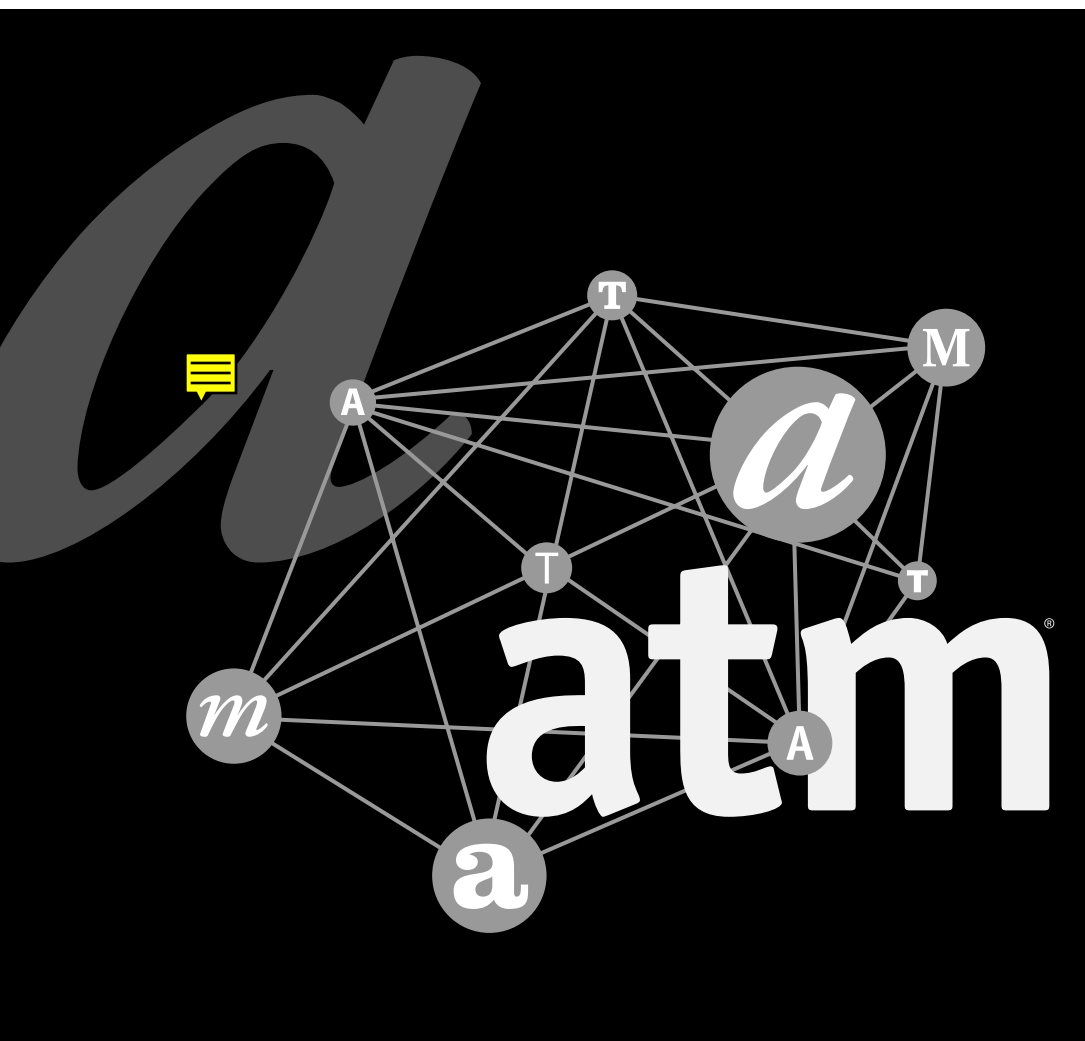




Adobe

User Guide

Adobe Type Manager®



NT

Windows NT® 4.0

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Adobe Type Manager® User Guide for Windows NT® 4.0

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Getting Started

Welcome to Adobe Type Manager® (ATM®), a tool for printing and displaying PostScript® Type 1 fonts. ATM improves on-screen font display. In addition, ATM lets you print PostScript fonts on non-PostScript printers. You can use ATM to add and remove PostScript fonts.

ABOUT THIS MANUAL

This guide will help you install and use Adobe Type Manager software for Microsoft® Windows NT® 4.0. For information on using PostScript fonts with applications, and for additional tips and troubleshooting information, see the Readme and ATM Technical Reference Guide files included with the software, or choose Help > Help Topics in ATM.

This manual assumes you have a working knowledge of your computer and its operating system. For information on starting applications, using fonts, and installing and selecting a printer, please see your Windows NT online Help and your application documentation.

SYSTEM REQUIREMENTS

ATM requires the following hardware and software:

- A personal computer running Windows NT 4.0
- Approximately 1.5 MB of hard-disk space

ATM is compatible with nearly all applications that run under Windows NT 4.0. In addition, ATM is compatible with all PostScript-language printers and most Windows-supported printers. See the ATM Read Me file for information on application and printer compatibility.

ABOUT ADOBE PRODUCTS AND SERVICES

More information about Adobe products and services is available through the following sources:

- Forums on CompuServe® (GO ADOBEAPP) and America Online™ (keyword: Adobe); forums and availability may vary by country
- The Adobe home page on the World Wide Web (<http://www.adobe.com>)
- Adobe's own technical support bulletin board system (206-623-6984)
- FaxYI, a free automated fax-back service that provides the latest technical information about Adobe products (206-628-5737)

UPGRADING TO ATM DELUXE

Adobe Type Manager Deluxe offers features that are not included with this version of ATM. With ATM Deluxe you can manage both PostScript and TrueType fonts by adding them to sets and activating them as you need them. For upgrade information please call 800-822-4451.

ABOUT CONVERTED FONTS

If you installed PostScript Type 1 fonts on your computer before installing ATM, Windows NT gave you the option of converting the fonts to TrueType, installing the fonts for use with a PostScript printer, or both. When you install ATM, the ATM installer scans the registry for PostScript fonts that were converted to TrueType. If it finds the original PostScript fonts installed on your system as well as the converted TrueType versions, the installer asks whether you want to use the PostScript versions instead of the converted TrueType equivalents. If you click Yes, the ATM installer makes the PostScript fonts available for use and moves the converted TrueType fonts to the TT_conv folder in the folder containing your PostScript fonts.

On the other hand, if you previously have allowed Windows NT to convert PostScript fonts to TrueType but did not also install the PostScript fonts themselves, the installer does not prompt you and the TrueType fonts remain available for use. If you want to use the PostScript fonts, you must install them manually after installing ATM. For more information, see “Adding fonts” on page 8.

INSTALLING ATM

The ATM installer program adds the Adobe Type Manager software to your hard disk and updates the system registry with program and font information. For more information on files ATM uses, see the ATM Technical Reference Guide file (included with ATM).

If you installed PostScript Type 1 fonts on your system before installing ATM, see the previous section, “About Converted Fonts.”

Note: *You must have administrator rights for Windows NT to install ATM.*

To install ATM:

- 1** Start Windows NT 4.0, and log on as the administrator.
- 2** If ATM is located on a CD-ROM, insert the disk into your CD-ROM drive.
- 3** If the installer window does not appear automatically, choose Start > Run, and then click Browse. Locate and select the setup application in the disk or folder containing ATM. Click Open, and then click OK.
- 4** Follow the on-screen prompts to complete the installation.

OPENING ATM

By default, ATM runs invisibly on your system to improve font display. However, to install and remove fonts, you need to open ATM.

To open ATM:

Choose Start > Programs > Adobe > Adobe Type Manager > Adobe Type Manager.

REMOVING THE ATM SOFTWARE

You can remove the ATM software from your system easily. Uninstalling ATM does not delete any font files from your system, but it may prevent fonts from displaying and printing properly. If you want to remove fonts from your hard disk, you should remove them using ATM before uninstalling ATM. For more information, see “Removing fonts” on page 9.

To remove Adobe Type Manager:

- 1** In Windows NT, choose Start > Settings > Control Panel.
- 2** Double-click Add/Remove Programs.
- 3** Make sure the Install/Uninstall tab is in front. In the list at the bottom, select Adobe Type Manager 4.0.
- 4** Click Add/Remove, and then click Yes to confirm the removal of ATM from your hard disk. Follow the remaining on-screen instructions.

Managing Fonts



Adobe Type Manager makes it easy to add and remove your PostScript fonts. In addition, ATM lets you see what a font looks like before you add it to your system.

PREVIEWING FONTS

Before you add a font, you may want to see what it looks like. You can preview a font in ATM. For information on changing the sample text and printing sample sheets, see “Customizing and printing sample sheets” on page 14.

To preview a font with ATM:

- 1 In ATM, click the Fonts tab.
- 2 Do one of the following:
 - Double-click a font name to preview a single font.



- Select up to 30 fonts. Right-click one font in the selection, and choose Show Sample. You can also choose File > Show Selected Samples.

3 When you are finished previewing the font, you can close the sample window(s) by using its menu bar: Choose Sample > Close, or Sample > Close All. In the ATM window, you can also choose File > Close All Sample Windows.

Tip: You can also preview a font by double-clicking a font file (any file with the extension *mmm*, *pfm*, or *psb*) in Windows NT Explorer or another file utility. This starts ATM and opens the font sample window for the font file you double-clicked.

ADDING FONTS

Installing fonts with ATM ensures the most trouble-free use of PostScript fonts.

Note: Adobe Type 1 outline fonts are licensed on a per-computer basis. If you use fonts on a network, be sure you're licensed for the number of computers using the fonts. Contact Adobe at 800-682-3623 for details on site licensing.

To add a font:

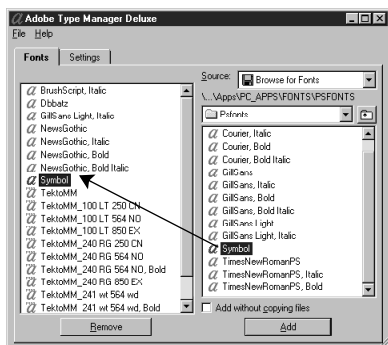
- 1 In ATM, click the Fonts tab.
- 2 Choose Browse for Fonts from the Source drop-down list to add fonts from a local hard disk, CD-ROM, floppy disk, or network drive. Locate the folder that contains the font files you want.

3 Select the fonts you want to add from the Source list.

4 If you want to add fonts without copying any font files to your hard disk, select Add without Copying Files. This is useful if you use fonts directly from a CD-ROM or network disk. If a network disk goes off line, or if you do not have the correct CD-ROM available, font names remain installed, but the fonts may not display or print correctly.

5 Do one of the following:

- Drag the selected fonts to the Destination list.



- Click the Add button.

REMOVING FONTS

You may want to remove a font you no longer use. You can remove the font files completely from your hard disk or just remove the font, leaving the font files on your hard disk. If you remove a font's files from your hard disk and later need that font again, you must reinstall it from the original disk.

To remove a font:

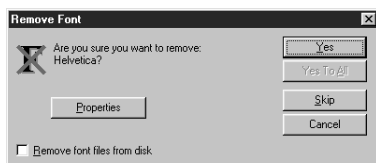
1 In ATM, click the Fonts tab.

2 Select the fonts you want to remove.

3 Click the Remove button. You can also right-click a font or a selection of fonts and choose Remove.

4 For each font in your selection, ATM prompts you. Choose one of the following options:

- To delete font files, select Remove Font Files from Disk.
- If you are not certain whether the font is on your hard disk or a network disk, click Properties to verify the location of the files that will be removed.



Note: If font files are on a network disk and other people may be using them, click Close to close the Properties dialog box and make sure Remove Font Files from Disk is deselected.

5 Choose one of the following options:

- Click Yes to confirm removal of the font named in the dialog box.
- Click Skip to leave the font installed and go to the next selected font.
- If you don't need to check the Properties of each font, click Yes To All to remove all selected fonts.

VIEWING FONT PROPERTIES

The Font Properties dialog box lets you verify the files that correspond to each font.

To view font properties:

- 1** In ATM, click the Fonts tab.
- 2** Right-click any font, and choose Properties. When you are finished, click Close.

Using Multiple Master Fonts

You can use multiple master fonts as you would any other PostScript Type 1 font. The main difference is that multiple master fonts let you create your own variations on the base design.

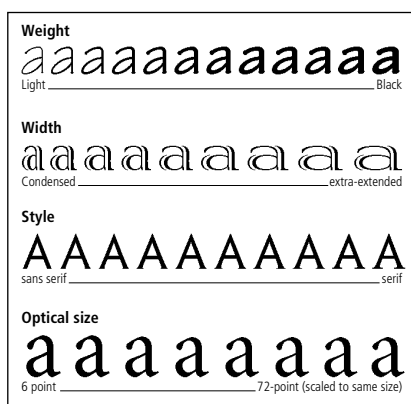
ABOUT MULTIPLE MASTER FONT DESIGNS

Each multiple master font consists of two parts: the multiple master font itself (called the *base font*) and one or more *instances* of the font. An instance is a particular rendition of the font that varies from other instances in one or more attributes, such as weight or width. Because the base font stores information required for printing, Adobe Type Manager automatically adds the base font when you add an instance.

Each multiple master font provides a collection of ready-to-use *primary instances* that constitute a complete typeface family. The typeface designer or manufacturer determines the selection of primary instances to provide a useful palette of fonts. One of the primary instances is designated the *default instance*. The default instance is the instance displayed when you select a multiple master base font.

Each multiple master includes one or more *design axes*. A design axis is a variable typeface attribute, such as weight, width, style, or optical size.

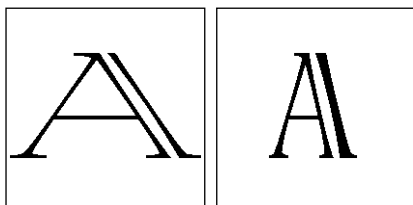
To find out which design axes are included with a given multiple master font, see your multiple master font package. If you have already installed the multiple master font, you can see the design axes available for that typeface in ATM. For information about modifying multiple master fonts, see “Creating custom instances” on page 12.



You can vary attributes within the range of each design axis.

Multiple master instances are named in the format *Family_design coordinates* where *Family* is the name of the typeface and *design coordinates* identifies a particular instance by a string of numbers and letters. For example, an instance of the Tekton® multiple master font is named TektoMM_240 RG 564 NO.

The design coordinates consist of alphanumeric combinations for each design axis in the font. If the font has a single design axis, there is a single alphanumeric combination (for example, 240 RG for regular weight). If there are two design axes, there will be two alphanumeric combinations, and so on.



Instance names, like *VivaMM_250 LT 1500 XE* (left) and *VivaMM_385 RG 400 CN* (right), indicate each font's design attributes.

Within the design coordinate name, the numbers indicate the position of the instance along the design axis. The letters indicate style (regular, bold, condensed) for a primary instance, or the design axis (weight, width, optical size) for a custom instance.

The labels for primary instances included in a multiple master font package use uppercase abbreviations (*XL* for extra-light), while custom instances use generic lowercase abbreviations (*wt* for weight and *wd* for width).

Note: Some font menus and lists in Windows NT applications are limited in width. Longer instance names may appear clipped.

CREATING CUSTOM INSTANCES

You create *custom instances* by selecting positions along each of the design axes in the multiple master font and clicking the Add button. After that, the custom instance name appears in ATM and in your applications' font menus and lists.

To install one of the primary instances that comes with a multiple master font, add it as you would any other font from its installation disk. See "Adding fonts" on page 8. You can also use the Primaries button as explained below.

To create a custom instance:

- 1** In ATM, click the Fonts tab.
- 2** From the Source drop-down list, choose Create Multiple Masters.
- 3** From the Multiple Master Base Font drop-down list, choose the multiple master font you want to work with.
- 4** If you want to start from one of the base font's primary instances, click Primaries. Make sure Show Primary Instances is selected. Double-click an instance to display a sample of it in ATM. When you're done, click Close.
- 5** If desired, adjust the size of the sample text by dragging the slider to the right of the sample. This only affects the sample display, not the instance itself.

Tip: You can edit the text by right-clicking in the sample and choosing Edit Sample Text. Type a new sample and press Enter.

6 Adjust the design axes values for the instance by dragging the sliders or by entering a new value in the box. Each design axis has its own slider.

7 Select Bold, Italic, or both. Not all styles are available for all multiple master fonts. View the results in the Sample box.

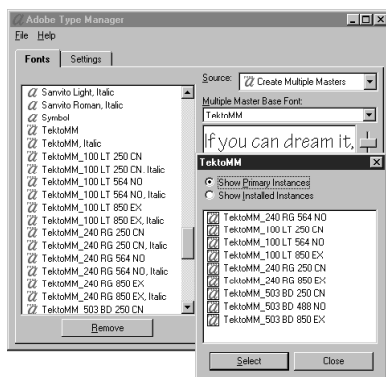
8 When you are satisfied with the design, drag the sample or the instance name under the slider to the Destination list.

Tip: You can also click **Add** to generate the new instance as you have specified it, or click **Add All Styles** to generate all available styles for the custom instance, such as bold, italic, or bold italic.

To see what instances have been added for a multiple master base font:

- 1** In ATM, click the Fonts tab.
- 2** From the Source drop-down list, choose **Create Multiple Masters**.
- 3** From the Multiple Master Base Font drop-down list, choose a multiple master base font.
- 4** Click **Primaries**.

5 Select **Show Installed Instances**.



6 If you want to modify one of the instances, select it and click **Select**, or double-click the instance name. Then either drag the window aside or click **Close** to modify the instance in ATM.

REMOVING MULTIPLE MASTER FONTS AND INSTANCES

To remove custom instances you no longer need, just remove them as you would any other Type 1 font. Follow the steps provided in “Removing fonts” on page 9.

Customizing Adobe Type Manager

ATM includes features that ensure you get the font you want on screen and from the printer. You can customize these and other features to suit your work style.

TURNING ATM ON AND OFF

By default ATM is turned on upon installation. However, you can turn it off at any time. For example, you might turn ATM off when trying to troubleshoot a system problem.

To turn ATM on and off:

- 1 In ATM, click the Settings tab.
- 2 For ATM System, click On or Off.
- 3 Click the close box to close ATM, and then click OK to acknowledge the prompt to restart Windows NT. You can restart Windows NT immediately and see the changes or wait to see your changes the next time you start Windows NT.

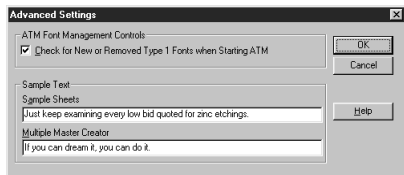
CUSTOMIZING AND PRINTING SAMPLE SHEETS

Previewing fonts on-screen can help you decide whether a font is appropriate for your current job. But you may find it faster to keep and refer to a collection of printed samples. Printed copies can also be given to others who get printed output from your system. The printed sample sheet has the same information as the on-screen version, plus a sample paragraph in 14-point type.

You can customize the sample text you see on-screen and in printed sample sheets. For information on previewing fonts on-screen, see “Previewing fonts” on page 8.

To change the sample text:

- 1 In ATM, click the Settings tab.
- 2 Click Advanced. For Sample Text, modify the text in the Sample Sheets box. Then click OK. The change takes effect the next time you display or print a sample sheet.



To print a sample sheet:

- 1 In ATM, click the Fonts tab.
- 2 Select one or more fonts for which you want to print sample sheets.
- 3 Right-click a selected font, and choose Print > Sample Sheets.
- 4 If necessary, adjust settings for your printer. Then click OK.

Tip: You can also print a sample sheet from the sample sheet window. Open a sample sheet window as described in “Previewing fonts” on page 8. Then choose Sample > Print, adjust printer settings as needed, and click OK. This is the way to print a sample sheet for a font you have not added to your system.

CHANGING THE LOCATION FOR NEW FONTS

When you add a font to your system, you can designate whether ATM copies the font files to your hard disk or leaves them on their source disk (see “Adding fonts” on page 8). If your ATM package includes fonts, the installer asks you to choose a default location for font files. You can change that location at any time using the Settings tab in ATM.

Note: If you change the location and then add a font already on your system, ATM will detect the duplicate and will ask you which copy to use.

To set a location for font files:

- 1 In ATM, click the Settings tab.
- 2 Under Target Folders for New Fonts, type a folder path for PostScript font outline files and PostScript font metrics files in the spaces provided. To locate an existing folder, click the appropriate Browse button, locate and open the folder, and click Select.

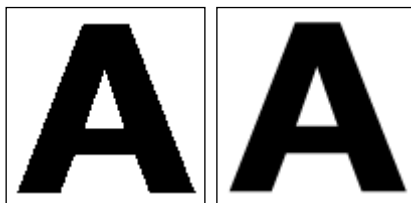
SMOOTHING ON-SCREEN FONTS

ATM improves the appearance of Type 1 fonts on-screen by smoothing out the jagged edges inherent in video displays. In addition, you can have ATM for Windows NT go a step further by using *anti-aliasing*—a technique for blending colors along an edge to provide a smoother, softer edge to your Type 1 fonts on-screen.

Note: Font smoothing is only possible on displays that use thousands of colors or more (16-bit or higher color displays).

To smooth PostScript and TrueType screen fonts:

- 1 In Windows NT, choose Start > Settings > Control Panel.
- 2 Double-click the Display icon.
- 3 Click the Plus! tab.
- 4 Make sure Smooth Edges of Screen Fonts is selected, and then click OK.



Smoothing off

Smoothing on

CHECKING FOR NEW OR REMOVED FONTS

You can have ATM check for PostScript fonts installed or removed by a program other than ATM. When you use this feature, ATM adds PostScript fonts installed by another program. The feature takes effect the next time you start ATM.

To have ATM check for added or removed fonts:

- 1 In ATM, click the Settings tab.
- 2 Click Advanced.
- 3 Select Check for New or Removed Type 1 Fonts When Starting ATM. Then click OK.

Printing



dobe Type Manager lets you control how fonts are sent from your system to the printer. If you want to print your documents on a system other than the one on which they were composed, you may have to take some additional steps in your application to ensure your document is printed with the correct fonts.

PRINTING FILES ON OTHER COMPUTERS

To print a document on another computer, you have two choices:

- Create a *print file* or *print-to-disk file*, which is a file created when an application sends printing information for a document to a file instead of to a printer.
- Ensure that both computers have the same fonts.

Printing to a file

When taking your file to another location for output, the new computer does not need to have ATM or the same fonts installed, providing you first create a print file. When printing to a non-PostScript printer, this is often as easy as selecting Print to File in your Print dialog box.

If the printer you will use is a PostScript printer, you need to make a PostScript print file and save the necessary fonts with that file. Most applications that can create a PostScript file also have an option for saving the fonts with the file. Consult your application documentation for creating PostScript print files with the fonts you need.

Once you have a print file, you can take that file to another system and use the DOS copy /b command to send it to a printer without opening it. For more information on copying a file to a printer, consult your DOS documentation.

Multiple master issues

If it's necessary to open a file in an application to print it, the system from which you print needs to have the same Type 1 fonts as are used in the document. In addition, if your document uses multiple master fonts, you should make sure that the system from which you print has the following software installed:

- The same version of the application that you used to create the document
- The multiple master base fonts corresponding to the multiple master instances used in the document
- The same custom instances as used in the document

Note: *While it is legal to give your service provider multiple master custom instance files, it is illegal to give them multiple master base fonts (or any other Type 1 font). Always make sure your service provider owns a license for the appropriate multiple master base font or any other fonts needed for your job. (See the license agreement included with your font.)*

Troubleshooting

This section contains solutions to problems with installing or using Adobe Type Manager. For more information, see the ATM Read Me file included with your software. Use any word processor or text editor to open and read the file.

Characters appear incorrect on-screen or when the document is printed.

Make sure of the following items:

- ATM is installed.
- The ATM program is turned on in the ATM Settings tab.
- You are using a PostScript Type 1 font that is installed in ATM.
- You restarted Windows NT after you installed the ATM program.
- Your printer is set for the highest resolution in its setup dialog box.

Characters appear incorrect on-screen, but print properly on a PostScript printer.

For each font that is *resident* or built into your printer, install the corresponding font in ATM. For more information, see “Adding fonts” on page 8.

Fonts don’t appear in the application font menu.

Try the following solutions:

- In ATM, make sure the fonts have been added. A font has been added if its name appears in the list in the Fonts tab. If you don’t see the names of your fonts, add the fonts again as explained in “Adding fonts” on page 8.
- Restart the application.
- Reselect your printer from within the application.

You add several fonts in the same typeface family, but you only see a few of them in your applications’ font menu.

Make sure the fonts are installed. For more information, see “Adding fonts” on page 8 and “Viewing font properties” on page 10. Next, see if the font names have a comma in them, indicating a *style link*—fonts in a typeface family that differ only in the style attributes bold, italic, and bold italic. Style-linked fonts don’t appear in font menus, but all fonts are available by applying the application’s bold and italic attributes.

Windows NT can apply only four styles (normal, bold, italic, and bold italic). As a result, typeface families that have many variations (such as semibold or black) may consist of multiple style-linked fonts.

In addition, Type 1 fonts have PostScript names, which may not be the same as the names that appear in ATM, nor in your font menus.

Tip: To see a font's PostScript name, double-click the font to open its sample sheet, or right-click the font in ATM and choose *Properties*.

For example, the Adobe Garamond® family has six fonts with the following PostScript names:

- AGaramond-Regular
- AGaramond-Semibold
- AGaramond-SemiboldItalic
- AGaramond-Italic
- AGaramond-Bold
- AGaramond-BoldItalic

The corresponding names in ATM are:

- AGaramond
- AGaramond, Bold
- AGaramond, Bold Italic
- AGaramond, Italic
- AGaramond Bold
- AGaramond Bold, Italic

Each font name with no comma appears in your font menus; the others do not. Consequently, the above fonts would appear on your font menus only as:

- AGaramond
- AGaramond Bold

To get AGaramond-Semibold, you must apply the bold attribute to text using AGaramond (this actually uses AGaramond, Bold—the font with a comma). To get AGaramond-Bold, you simply use AGaramond Bold (the font with no comma).

The On and Off options are dimmed in the Settings tab.

You must log on to Windows NT as an administrator or power user in order to use these options.

I have found two fonts on my computer that do not appear in ATM nor in my font menus.

The fonts AdobeSanMM (whose file-names begin with ZX_____) and AdobeSerMM (whose filenames begin with ZY_____) are special multiple master fonts used by Adobe Acrobat to simulate fonts not embedded in a Portable Document Format (PDF) file. You cannot apply these fonts in any application or preview them in ATM.

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STANDARD CHARACTER SET

Character access chart for Microsoft Windows applications

KEY CAP	CHAR	SHIFT CHAR	KEY CAP	CHAR	SHIFT CHAR	KEY CAP	CHAR	SHIFT CHAR
A	a	A	Q	q	Q	7	7	&
B	b	B	R	r	R	8	8	*
C	c	C	S	s	S	9	9	(
D	d	D	T	t	T	0	0)
E	e	E	U	u	U	`	`	~
F	f	F	V	v	V	-	-	_
G	g	G	W	w	W	=	=	+
H	h	H	X	x	X	[[{
I	i	I	Y	y	Y]]	}
J	j	J	Z	z	Z	\	\	
K	k	K	1	1	!	;	;	:
L	l	L	2	2	@	'	'	"
M	m	M	3	3	#	,	,	<
N	n	N	4	4	\$.	.	>
O	o	O	5	5	%	/	/	?
P	p	P	6	6	^	SPACE BAR		

To access the characters on this page only, hold down the Alt key and use the numeric keypad to type a zero followed by the ASCII Character Code.

CHAR	ASCII CHAR CODE	CHAR	ASCII CHAR CODE	CHAR	ASCII CHAR CODE	CHAR	ASCII CHAR CODE
,	130	..	168	Æ	198	ä	228
<i>f</i>	131	©	169	Ç	199	å	229
„	132	ª	170	È	200	æ	230
...	133	«	171	É	201	ç	231
†	134	¬	172	Ê	202	è	232
‡	135	›	173	Ë	203	é	233
^	136	®	174	Ì	204	ê	234
% _o	137	¯	175	Í	205	ë	235
Š	138	°	176	Î	206	ì	236
<	139	±	177	Ï	207	í	237
Œ	140	²	178	Ð	208	î	238
‘	145	³	179	Ñ	209	ï	239
,’	146	´	180	Ò	210	ð	240
“	147	µ	181	Ó	211	ñ	241
”	148	¶	182	Ô	212	ò	242
—	150	·	183	Õ	213	ó	243
—	151	¸	184	Ö	214	ô	244
~	152	¹	185	×	215	õ	245
™	153	º	186	Ø	216	ö	246
š	154	»	187	Ù	217	÷	247
>	155	¼	188	Ú	218	ø	248
œ	156	½	189	Û	219	ù	249
ÿ	159	¾	190	Ü	220	ú	250
ı	161	¿	191	Ý	221	û	251
¢	162	À	192	Þ	222	ü	252
£	163	Á	193	ß	223	ý	253
¤	164	Â	194	à	224	þ	254
¥	165	Ã	195	á	225	ÿ	255
¦	166	Ä	196	â	226		
§	167	Å	197	ã	227		



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