

TrueType Logo User Guide



Copyright

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of Formula Solutions.

Copyright © 1999 Formula Solutions.

All rights reserved.

Trademarks

TrueType is a registered trademark of Apple Computer, Incorporated. Microsoft and MS-DOS are registered trademarks and Windows is a trademark of Microsoft Corporation.

Sales

4 School House • Cranbrook Road • Ilford • Essex • IG1 4LX • UK

T: +44 (0)20 8554 2244 F: +44 (0)20 8518 5149 E: sales@formula.co.uk

Support

Sindles Farm • Aldsworth • Emsworth • Hants • PO10 8QS • UK

T: +44 (0)1243 372372 F: +44 (0)1243 370618 E: support@formula.co.uk

Web Site

www.formula.co.uk

Installation

The supplied TrueType fonts should be installed using the appropriate method for the operating system being used. For Windows users they should be installed using Control Panel / Fonts and for Macintosh users they should be added to the system / fonts folder. For more detailed installation instructions see the relevant appendix section.

- [Windows 3.1 / Windows 3.11 / Windows NT 3.51](#)
- [Windows 95 / Windows 98 / Windows NT 4.0](#)
- [Macintosh](#)

Using TrueType Logos

The TrueType logos are accessed in the same way as any TrueType font. Within the application select the required TrueType font, select the required size and then type the letter or letters associated with the required symbol or logo. The image will be displayed on the screen and can be printed to any Windows printer.

Like any TrueType font the logos or symbols may be scaled to any size that is available within the application.

See Appendix for information on different ways of [colouring a TrueType Logo](#).

TrueType Logo Contents

The following pages list the filename and the font name as listed in Windows along with the character map information for each logo supplied. NOTE: Any characters other than those listed on the following pages will display a square indicating that there is no character defined at that position.

Description

University of Surrey Crest Logo

Filename

FS_CR01.TTF

Windows name

University of Surrey Crest

Character Map

The logo can be accessed by using either the characters 'abcdefghijklm' or 'ABCDEFGHIJKLM'

Sample



Description

Unis University of Surrey Logo

Filename

FS_UNSO2.TTF

Windows name

Unis University of Surrey Logo

Character Map

Mono version = abc

Colourable version = defg

Colour Map

Main Part of Logo = dfg

'S' Text = e

Sample

Unis

University of Surrey

Description

Line extension

Filename

FS_UNSO2.TTF

Windows name

Unis University of Surrey Logo

Character Map

Various line lengths can be achieved using combinations of the numbers 1 to 7.

1 Unit Long	= 1
2 Units Long	= 2
4 Units Long	= 3
8 Units Long	= 4
16 Units Long	= 5
32 Units Long	= 6
64 Units Long	= 7

Sample



Shading/Colour Support

It is only possible using TrueType fonts to create symbols or logos, which are either black or white. However, as many applications support either shading or colour it can be possible to produce logos in the required colours. Therefore any character can be selected and its colour changed which even on non-colour devices such as standard laser printers may produce a degree of shading.

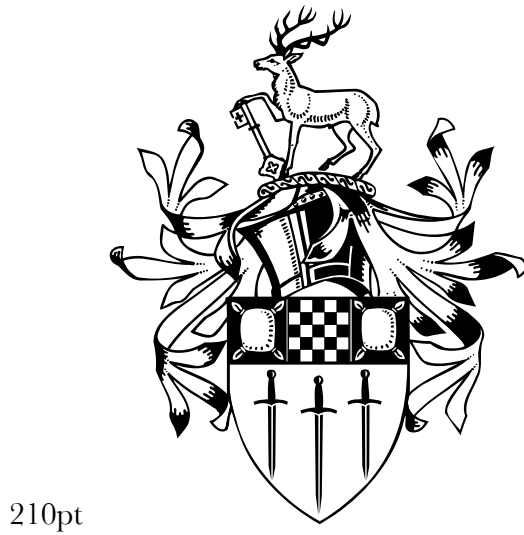


The above logo was created by typing 'defg' with the characters 'd', 'f' & 'g' set to black and the character 'e' set to blue.

Not all applications support colour fonts and even those that do may still produce printed logos that are black as this is a function of the printer driver. Therefore both the application and the printer driver must support this facility to produce colour/shaded output.

You will need to experiment with different colour combinations to produce the desired effect on specific printers.

The logos below have been created using the character ‘abcdefghijklm’ at different sizes.



The logos below have been created using the characters ‘abc’ at different sizes.

20pt Uni**S**
University of Surrey

30pt Uni**S**
University of Surrey

40pt Uni**S**
University of Surrey

50pt Uni**S**
University of Surrey

60pt Uni**S**
University of Surrey

70pt Uni**S**
University of Surrey

80pt Uni**S**
University of Surrey

The logos below have been created using the characters 'abc' & variation of the numbers 1 to 7 at different sizes.

20pt Uni**S**
 |
 | **University of Surrey**

30pt Uni**S**
 |
 | **University of Surrey**

40pt Uni**S**
 |
 | **University of Surrey**

50pt Uni**S**
 |
 | **University of Surrey**

60pt Uni**S**
 |
 | **University of Surrey**

70pt Uni**S**
 |
 | **University of Surrey**

80pt Uni**S**
 |
 | **University of Surrey**

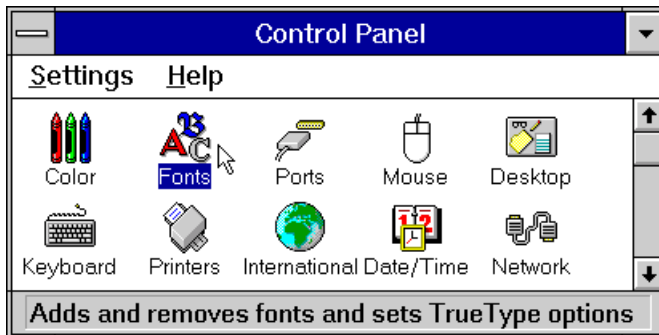
Appendix

Installation

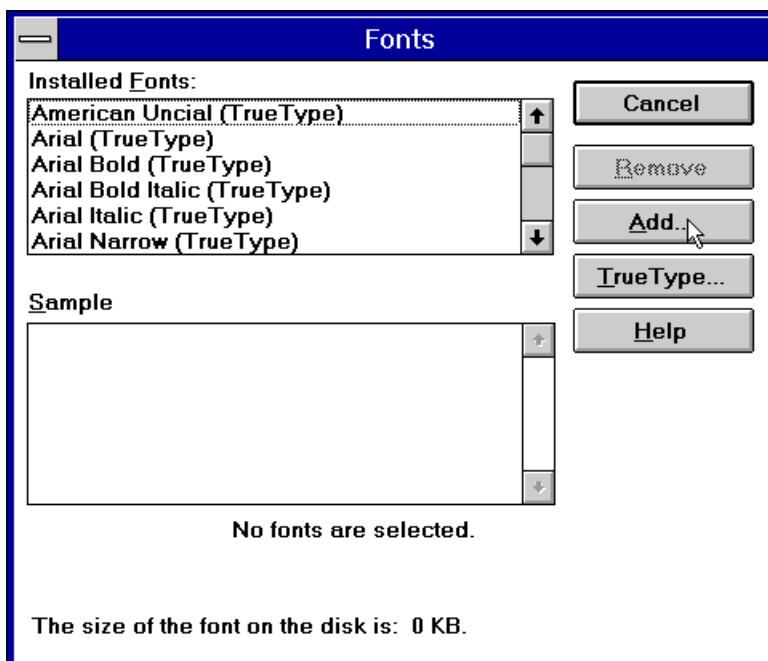
Installing a TrueType font in Windows 3.1 / Windows 3.11 & Windows NT 3.51

To install a TrueType font:

1. Run the Control Panel utility, which is usually found in the Main group.
2. Run the Fonts applet by double clicking the Fonts icon.



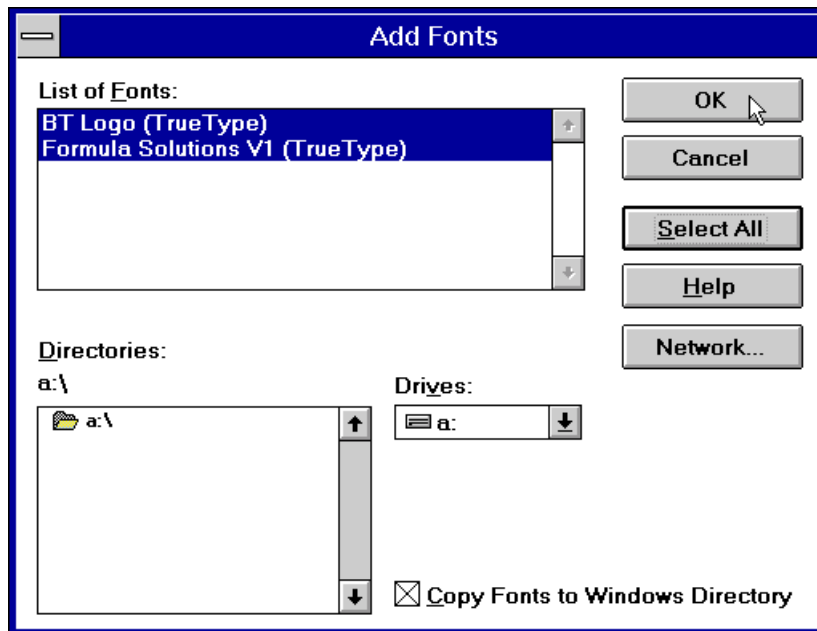
3. The Fonts applet will display a list of all the fonts already installed. Click the Add... button.



4. In the Add Fonts dialog box, select the drive and directory where the new font to be added is stored (i.e. for fonts on diskette, change the drive letter to a:). For fonts stored elsewhere on the network, select the Network... button. Once

you have selected the appropriate directory the available fonts will be listed and the required fonts can be selected. Individual fonts may be selected by holding down the Control key (CTRL) whilst clicking and all fonts may be selected by clicking the Select All button.

Ensure the Copy Fonts to Windows Directory is checked so that the fonts are correctly installed on the computer.



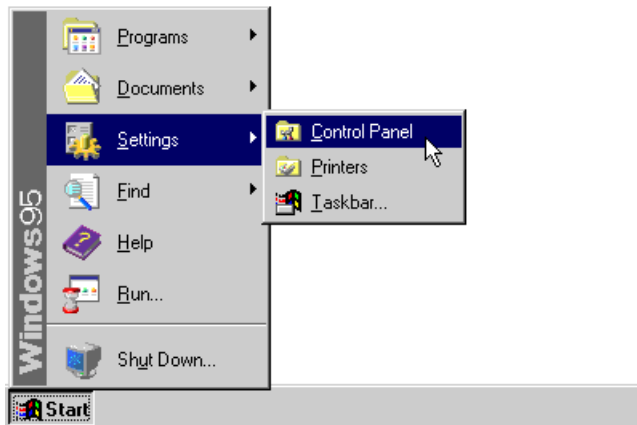
5. Click on the OK button.
6. In the Fonts dialog box, click the Cancel button.
7. Exit the Control Panel utility.

Once the font is installed it is ready for use in any application that supports TrueType fonts.

Installing a TrueType font in Windows 95 / Windows 98 & Windows NT 4.0

To install a TrueType font:

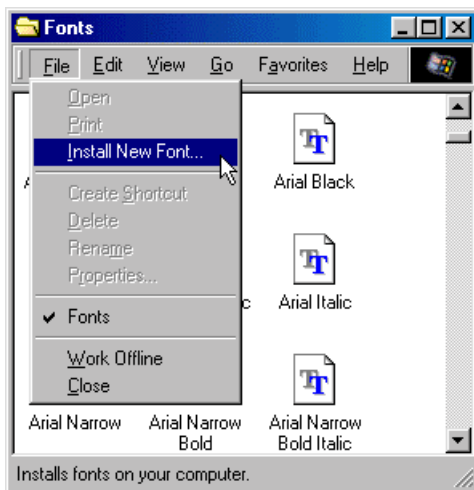
1. Press the Start button and select Control Panel, which is located in the Settings section.



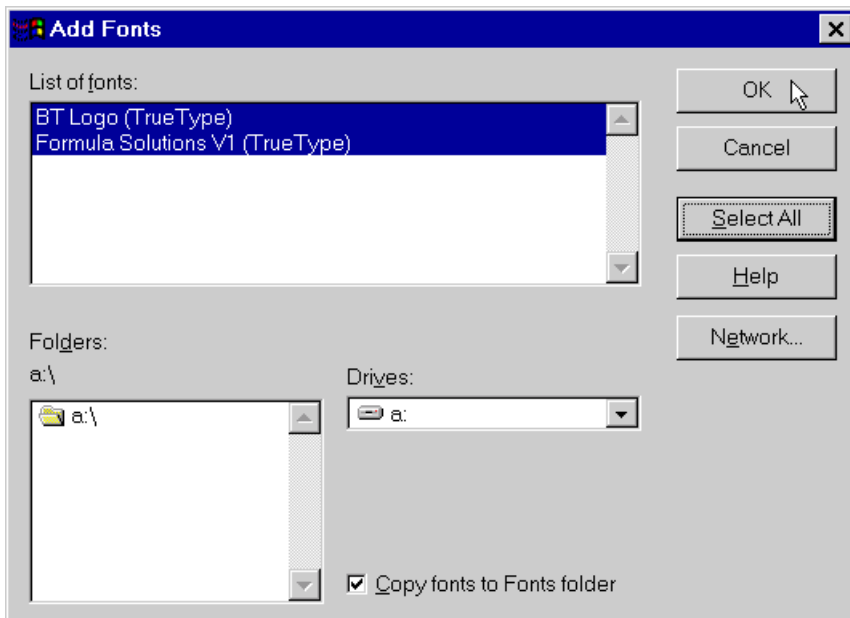
1. Run the Fonts applet by double clicking the Fonts icon.



2. The Fonts applet will display a list of all the fonts already installed. Select Install New Font... from the File menu.



3. In the Add Fonts dialog box, select the drive and directory where the new font to be added is stored (i.e. for fonts on diskette, change the drive letter to a:). For fonts stored elsewhere on the network, select the Network... button. Once you have selected the appropriate directory the available fonts will be listed and the required fonts can be selected. Individual fonts may be selected by holding down the Control key (CTRL) whilst clicking and all fonts may be selected by clicking the Select All button. Ensure the Copy fonts to Fonts folder is checked so that the fonts are correctly installed on the computer.



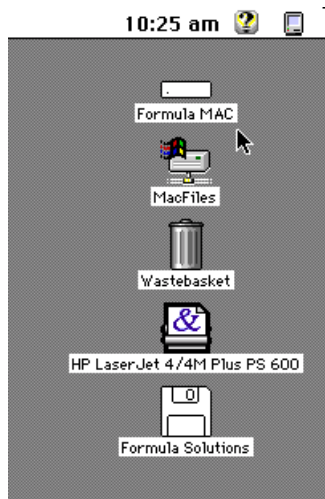
4. Click on the OK button.
5. Close the Fonts folder.
6. Close the Control Panel folder.

Once the font is installed it is ready for use in any application that supports TrueType fonts.

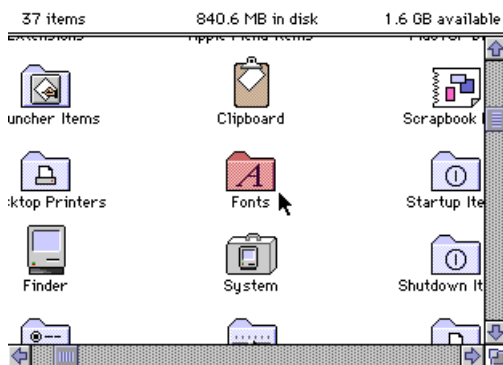
Installing a TrueType font on a Macintosh

To install a TrueType font:

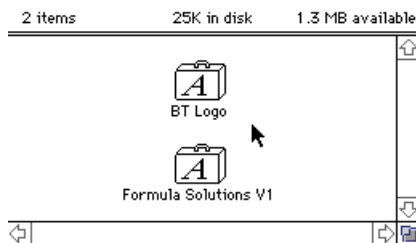
1. Locate the system start-up drive on the desktop (In this example it is called Formula MAC).



2. Open the system start-up drive by double clicking the icon. The drive will contain various folders including the System Folder.

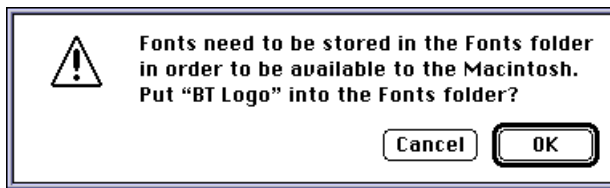


3. Insert the diskette and locate the "Formula Solutions" icon. Double click on the icon. The contents of the diskette will be listed.

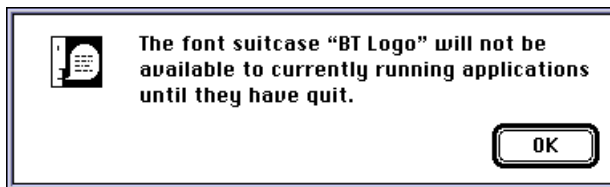


4. Reposition the windows, if required, so that the required TrueType fonts are visible together with the icon for the System Folder.

5. Drag the required TrueType Fonts onto the System Folder. A message will be displayed informing the user that the fonts need to be stored in the Fonts folder.



6. Select OK and the TrueType fonts will be transferred to the Fonts folder.
7. A message will then be displayed informing the user that the fonts will not be available to currently running applications until they are restarted.



8. Click OK. Restart any applications before attempting to use the newly installed TrueType fonts.

Once the font is installed it is ready for use in any application that supports TrueType fonts.

Methods of colouring a TrueType logo

Although there is no support for colour within the TrueType file format, it is possible to produce logos and symbols, which display and print in colour. When the font is manufactured the logo is effectively split into its various sections so that the application can apply the required colour to each area of the logo.

There are various methods available to colour a logo and although it can vary between applications, we have listed below three of the most common methods.

Method 1 - Changing the colour as you type

This method is usually the quickest, especially if the application allows a quick method for selecting the font colour, such as Microsoft Word 97.

1. Select the required font from the applications font list.
2. Select the required point size.
3. Select the font colour of the first section of the logo.
4. Type the characters associated with the first section of the logo. This may be one or more characters.
5. Select the font colour of the next section of the logo.
6. Type the characters associated with this section of the logo. This may be one or more characters.
7. Repeat steps 5 and 6 until the logo is complete.

Method 2 - Changing colour after you type the logo

This method is the slowest method but the most reliable. Logos that are very complex, that have multiple colours, can get confusing to type but this method means you can see if you have coloured the logo correctly straight away.

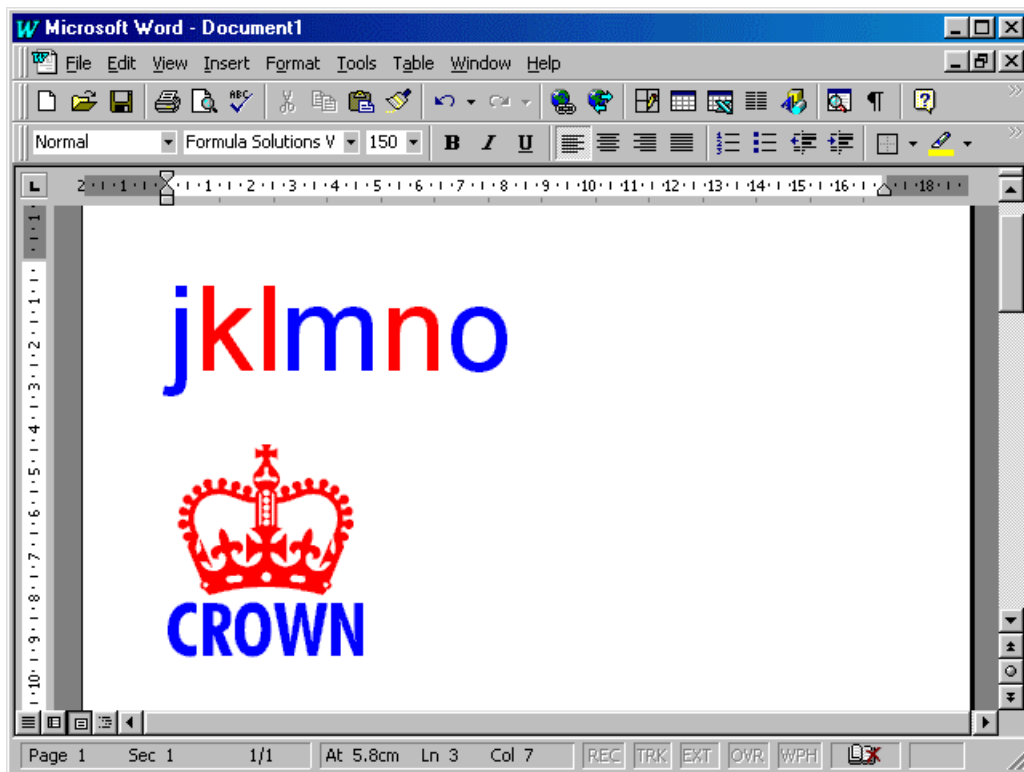
1. Select the required font from the applications font list.
2. Select the required point size.
3. Type all of the characters associated with the colourable logo.
4. Move the cursor to the beginning of the first character that makes up the logo.
5. Press and hold the shift key and press the right arrow key once for each character to be selected.
6. Select the font colour for this section of the logo.
7. Press the right arrow key. This de-selects the current highlighted characters.
8. Repeat steps 5 to 7 until the logo is complete.

Method 3 - Changing font after you type the logo

This method is usually the easiest and simplest, but unfortunately it doesn't work in all applications.

1. Select a standard typeface font such as Arial from the applications font list.

2. Select the required point size.
3. Select the font colour of the first section of the logo.
4. Type the characters associated with the first section of the logo. This may be one or more characters.
5. Select the font colour of the next section of the logo.
6. Type the characters associated with this section of the logo. This may be one or more characters.
7. Repeat steps 5 and 6 until the logo is complete.
8. Select the complete logo. (i.e. highlight all characters within the logo).
9. Change the typeface to the TrueType logo font. The logo should appear correctly coloured. If the logo appears in only one colour then your application can not use this method of colouring a TrueType logo.



The above example shows the letters 'jklmno' displayed and coloured using the 'Arial' typeface and below that the logo as it appears after the typeface has been changed from Arial to the required logo font. The Crown logo shown is one of the logos contained within the [Formula Solutions Demo TrueType font](#).

Support

For up to date Installation / Colouring / Troubleshooting and Printer drivers please visit [our web site](#) and view the [support pages](#). Alternatively we can be contacted via e-mail at support@formula.co.uk or by telephone on +44 (0)1243 372372