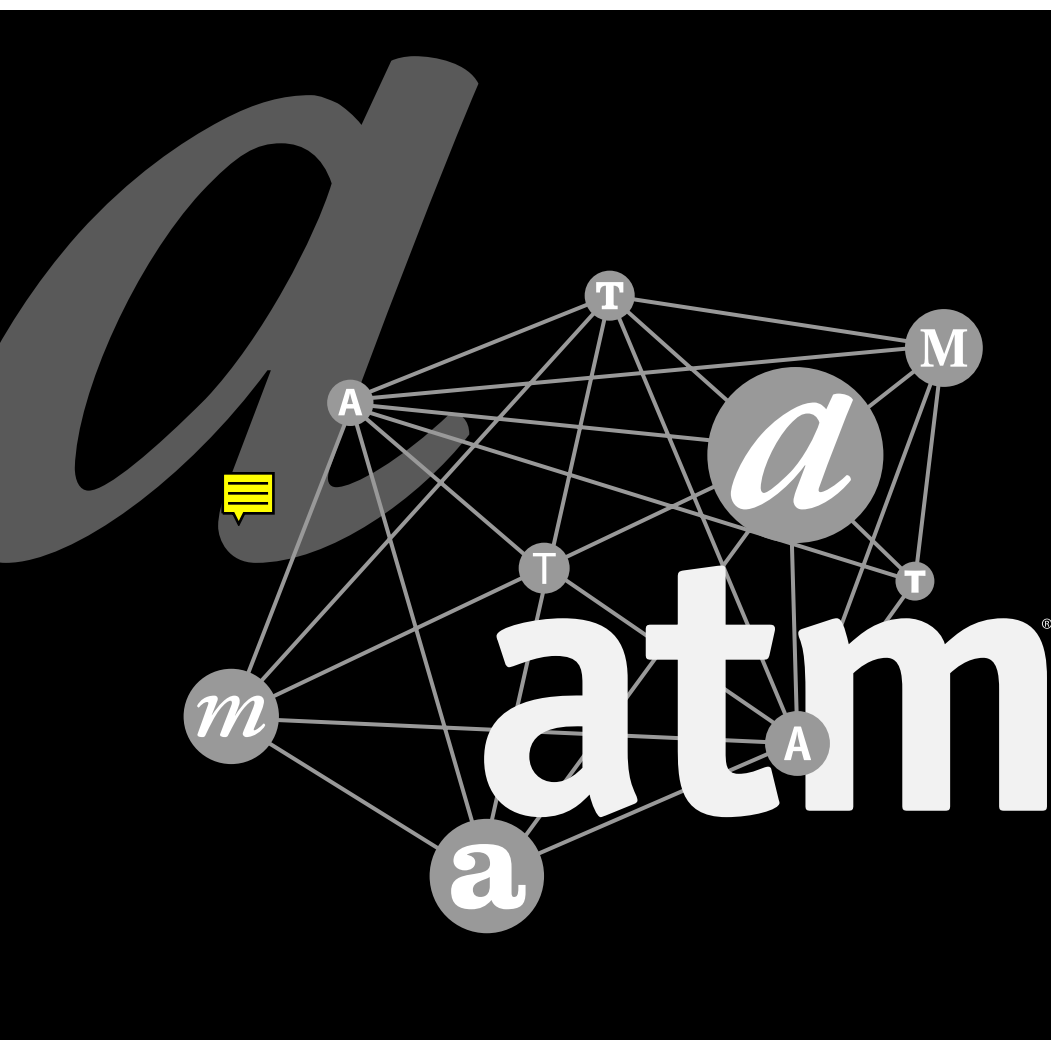




Adobe

User Guide

Adobe Type Manager® Deluxe



Windows NT® 4.0

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Adobe Type Manager Deluxe User Guide for Windows NT 4.0

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Getting Started

Welcome to Adobe Type Manager Deluxe® (ATM®), a tool for managing, 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, remove, and organize both PostScript and TrueType 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 ATM Read Me 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 Deluxe requires the following hardware and software:

- A personal computer running Windows NT 4.0
- Approximately 1.5 MB of hard-disk space
- Approximately 50K of hard-disk space for each Type 1 font
- Approximately 115K of hard-disk space for each multiple master font and an additional 3K for each active multiple master instance

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.

REGISTRATION

To continue receiving the highest quality software, technical support, and information about new ATM developments, please return the enclosed warranty registration card or follow the on-screen instructions during installation to register online. If you have a modem, please register online.

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)

THE ATM DELUXE CD-ROM CONTENTS

The ATM Deluxe CD-ROM includes the following applications and files:

- The Adobe Type Manager Deluxe program
- 30 Adobe original bonus fonts, including Tekton® multiple master
- Adobe Acrobat® Reader
- Tryout versions of Adobe applications

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 6.

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 the ATM software on your system:

- 1 Start Windows NT 4.0 and log on as the administrator.
- 2 Insert the ATM Deluxe CD-ROM into your CD-ROM drive.
- 3 If the installer window does not appear automatically, choose Start > Run. Type **x:\english\setup** (where x is the letter of the drive containing the ATM disk), and 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 and perform other font management tasks, you need to open ATM Deluxe.

The first time you open ATM Deluxe, a welcome message explains that ATM has added installed PostScript and TrueType fonts to a set called Starter Set. You can rename, modify, or even remove this set at any time to suit your font management scheme. For more information, see “About sets” on page 4.

To open ATM Deluxe:

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

REMOVING THE ATM SOFTWARE

You can remove the ATM program 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 8.

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 Deluxe 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 Deluxe is the only program you need to add, remove, and organize your fonts. In addition, ATM lets you see what a font looks like before you add it to your system.

ABOUT SETS

ATM Deluxe lets you organize your fonts into groups known as *sets*. When you create a set, you are not actually moving font files; instead you are grouping representations of those files (similar to Windows NT shortcuts) into arrangements that work best for you. That means a single font can appear in several sets without duplicate font files taking up hard-disk space.

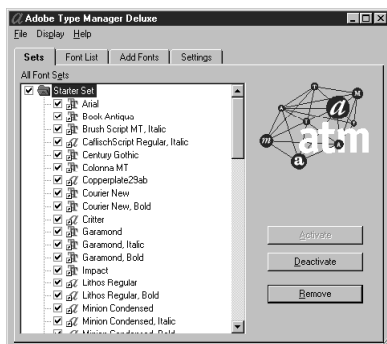
In addition, you can improve the performance of Windows NT and your Windows NT applications by turning off or deactivating entire sets or individual fonts you don't need. Deactivating sets or fonts removes fonts from the font menus and lists in your applications but does not remove font files from your hard disk. For more information, see "Activating and deactivating fonts and sets" on page 8.

VIEWING SETS

In ATM, sets appear as folder icons; you can see the fonts in each set displayed in a tree diagram similar to the one in Windows NT Explorer. You can have ATM show or hide the fonts in each set. ATM can also show you all the different sets to which a font has been assigned.

To view the fonts in a set:

- 1 In ATM, click the Sets tab.
- 2 Double-click a closed folder icon to display the fonts in that set.



Tip: You can also view sets in the *Destination* list of the *Add Fonts* tab. To see sets in the *Source* list, choose *Add from Font Sets* from the *Source* drop-down list.

To hide the fonts in a set or all sets:

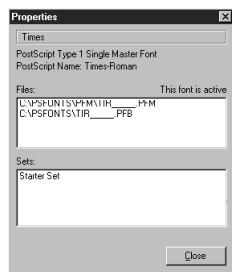
- 1 In ATM, click the Sets tab.
- 2 Double-click an open folder icon to hide the fonts in that set, or choose *Display > Close All Open Sets* to hide fonts in all sets.

Tip: To hide the fonts in all sets in the *Add Fonts* tab, choose *Set > Close All Open Sets*.

To view which sets a font belongs to:

- 1 In ATM, click any tab that shows individual fonts.

2 Right-click any font and choose Properties. Note the sets (if any) listed for the font. Then click Cancel.



PREVIEWING FONTS

Before you add a font to a set, 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 16.

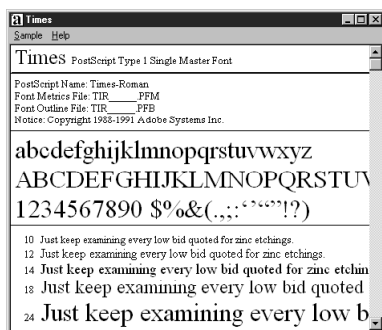
To preview a font with ATM:

1 In ATM, click any tab that shows individual fonts.

Note: You cannot preview a font in an export set. For more information, see “Exporting sets” on page 9.

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.

3 When you are finished previewing the font, choose Sample > Close, or Sample > Close All to close sample windows. In the Sets or Font List tabs, you can also choose Display > Close All Sample Windows.

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

CREATING SETS

You'll get more out of ATM if you organize your fonts into useful sets. For example, you might group fonts by project, by name, or by function (display fonts, body text fonts, symbol fonts) and turn on as many sets as you need for your current work. If multiple users use the same computer, you could create sets for each user.

A set that contains a multiple master instance (either a primary instance or a custom instance) always contains the base font for that instance. This also holds true for multiple master instances added outside any set. ATM automatically adds the multiple master base font as needed when you add an instance to a set or outside any set. For information on these terms, see “About multiple master font designs” on page 12.

To create a set:

- 1 In ATM, click the Add Fonts tab.
- 2 If you want your new set to be active as soon as you create it select the checkbox next to [New Set]. For additional information on active and inactive sets, see “Activating and deactivating fonts and sets” on page 8.
- 3 Choose Set > New or double-click [New Set] in the Destination list.
- 4 Type a name for the set and click OK. To add fonts to this set or to create a set and add fonts in a single step, see the next section.

ADDING FONTS

With ATM, the steps for installing new fonts from a floppy disk or CD-ROM are the same as adding existing fonts to a set. The only difference is the source you select from which to add the fonts.

For trouble-free use of PostScript and TrueType fonts, get into the habit of using ATM to add and remove fonts.

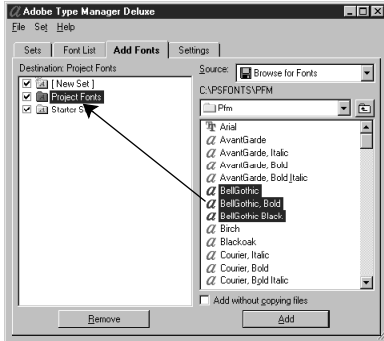
Note: *Adobe Type 1 outline fonts are licensed on a per-computer basis. If you use fonts on a network, be sure you're licensed for the number of computers using the fonts. Contact Adobe at 800-682-3623 for details on site licensing.*

To add a font:

- 1 In ATM, click the Add Fonts tab.
- 2 Using the Source drop-down list, specify a source for the fonts you want to add:
 - Choose Browse for Fonts 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.
 - Choose Add from Font Sets to add fonts from font sets on your system.
 - Choose Add from Master Font List to add fonts from those on your system.
- 3 Select the fonts you want to add from the Source list.
- 4 If you chose Browse for Fonts in step 2 and 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 drive. If a network drive 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 and drop the selected fonts on a set, [New Set], or outside any set in the Destination list. For a new set, type a name and click OK.



- Select a set, select [New Set], or click outside any set in the Destination list. Then click Add. If you selected [New Set], type a name and click OK.

Tip: If you choose *Add from Font Sets* from the Source drop-down list, you can drag one or more sets and drop them on a set in the Destination list. All the fonts in the dragged sets will be added to the set in the Destination list.

SEARCHING FOR FONTS

If you normally keep your font files in a number of different folders on your hard disk or you want to install fonts from multiple folders on a CD-ROM or network, use the Search command to simplify the process of adding fonts.

The Search command tells ATM to look for fonts that are not installed on your system and add them to a new set called Search Results. After that, you can copy the fonts to any set you want. ATM skips any fonts that are already added to your system. If the Search command finds duplicate font files that have not been installed, only the first one found will be added.

To search for and add uninstalled fonts:

- 1 In ATM, click the Add Fonts tab.
- 2 If you already have an active set named Search Results, either rename it or deactivate it. ATM cannot search for fonts with the Search Results set active. For more information, see “Activating and deactivating fonts and sets” on page 8 and “Renaming a set” on page 11.
- 3 Choose File > Search.
- 4 Click Browse to specify a disk drive or folder from which to start the search. ATM will look for fonts in all folders within the starting place you designate. You can only search one disk at a time.
- 5 During a search, ATM defaults to adding fonts without copying any font files to your hard disk. However, if you want ATM to copy the files it finds to your target font folders, deselect this option. For more information about target folders, see “Changing the location for new fonts” on page 17.
- 6 Click Begin Search.

7 Click OK to confirm the number of fonts, if any, that the Search command found and added. To begin a new search (on another drive, for example), go back to step 4. Otherwise, click Cancel.

8 Rename the Search Results set, or copy the newly found fonts into other sets and then delete the empty Search Results set. For additional information, see “Adding fonts” on page 6 and “Renaming a set” on page 11.

REMOVING FONTS

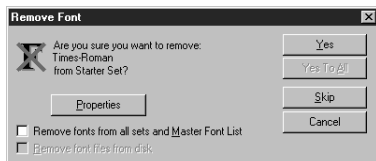
You may want to remove a font you no longer use. You can remove the font files completely from your hard disk or just remove the font from one set or all sets, leaving the font files on your hard disk. If you remove a font's files from your hard disk and later need that font again, you must reinstall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

To remove a font:

- 1 In ATM, click any tab that shows individual fonts.
- 2 Select the fonts you want to remove. If you are using the Add Fonts tab, select fonts in the Destination list.
- 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 with a number of options:
 - To remove the font from every set and from the font list, select Remove Fonts from All Sets and Master Font List. To remove the font from the current set only, leave this option deselected. This option is not available in the Font List tab; removing fonts from that tab automatically removes them from all sets and from the master font list.

- To delete font files, select Remove Font Files from Disk. To use this option, you must first select the previous option.

- If you are not certain whether the font is on your hard disk or a network drive, click Properties to verify the location of the files that will be removed.



Note: If you are about to remove files from a network drive and other people may be using them, click Cancel 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.

ACTIVATING AND DEACTIVATING FONTS AND SETS

The ability to activate or deactivate sets lets you simplify font menus and speed up your system. Because inactive fonts do not appear on the font menus of your Windows NT applications or take up any system resources, you can improve system performance by activating only the fonts you need.

You can activate and deactivate an entire set or individual fonts within a set. If a font exists in more than one set, it will appear in the font menus of your Windows NT applications any time it is activated in at least one set.

Because each multiple master font instance uses its corresponding base font, ATM makes sure the base font is in the same set (or outside any set) and has the same active or inactive status as the instance. For example, if you deactivate a multiple master base font outside any set, instances of that font in the same location will become inactive as well. And if you activate a multiple master instance that is outside any set, its base font will become active as well (if it isn't already). For more information on multiple master fonts, see "Using Multiple Master Fonts" on page 12.

To activate or deactivate a font or a set:

- 1 In ATM, click the Sets tab.
- 2 Select the check box of any set or font you want to activate. Deselect a checkbox to deactivate a set or font. A gray checkbox indicates a set in which at least one font is inactive.

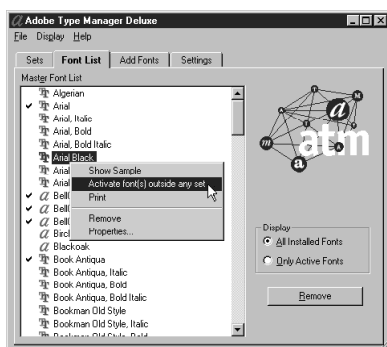
Tip: You can also use this method in the Add Fonts tab. Either use the Destination list or choose Add from Font Sets from the Source drop-down list.

Activating a font from the Font List tab

If you want to activate an inactive font and you don't know what set or sets it is in, you can activate it from the Font List tab. This procedure makes a copy of the font representation outside any set.

To activate a font from the Font List tab:

- 1 In ATM, click the Font List tab.
- 2 Select individual fonts in one or more sets that you want copied outside any set. To copy a single font, skip this step.
- 3 Right-click a font or one font in a selection and choose Activate Font(s) outside Any Set.



Tip: You can also use this method in the Add Fonts tab. Choose Add from Master Font List from the Source drop-down list. Then right-click a font in the Source list to copy a font outside any set as described in the steps above.

MANAGING SETS

ATM Deluxe lets you export, import, and rename sets as well as print a list of fonts in a set.

Exporting sets

Once you've created sets, you can export these sets for use on other computers that run ATM Deluxe, including Windows 95 and Macintosh® systems. Exporting a set does not copy fonts for moving to other computers, but it simplifies creating sets on other computers that have the same fonts as those sets.

If you use the export feature with multiple sets selected, ATM combines those sets into a single export file. However, upon importing them, ATM displays each set in the export file separately. This lets you selectively import one or more sets from the export file. If you want to export each set as a separate export file, repeat the procedure below once for each set.

The names of exported sets are stored in the export file and are not affected by renaming the export file.

Tip: *Exporting sets is a good way to store a backup of your font sets. If your sets are ever deleted accidentally, you can restore them by importing the exported sets.*

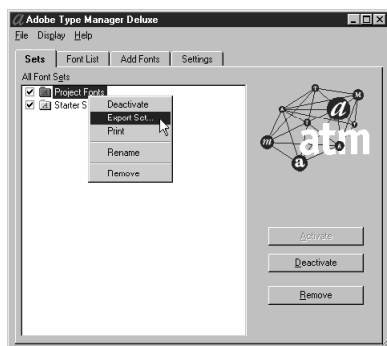
To export a set:

- 1 In ATM, click the Sets tab.
- 2 Select one or more sets you want to export.

Note: *If you select individual fonts in a set or fonts outside any set (which can't be exported), ATM does not include these fonts in the export file.*

- 3 Do one of the following:

- Choose File > Export Set.
- Right-click a set or one set in a selection and choose Export Set.



- 4 Locate the folder in which to store the export file, type a name for the file, and click Save.

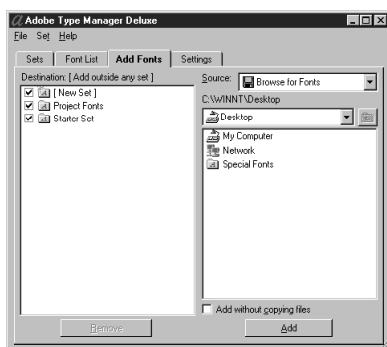
Tip: *You can also use this method in the Add Fonts tab. Right-click a selection in either the Destination list or the Source list after choosing Add from Font Sets from the Source drop-down list.*

Importing sets

When importing sets, you can add the imported sets as new, separate sets, or you can combine the fonts in the imported sets into a new or existing set.

To import a set:

- 1 In ATM, click the Add Fonts tab.
- 2 Choose Browse for Fonts from the Source drop-down list and locate the export file. If the file contains more than one set, you will see multiple sets in the Source list.



- 3 Select one or more sets and do one of the following:

- Drag and drop one or more imported sets onto an empty part of the list to add each imported set as a separate new set.
- Drag and drop two or more imported sets onto [New Set] to combine them into a single new set.

- Drag and drop imported sets onto an existing set to add all the fonts from the imported sets to the existing set.
- 4 If ATM cannot locate matching fonts on the destination system, ATM prompts you. Locate the missing font files or click Skip.
 - 5 If you import a set that has the same name as an existing set, ATM asks whether to add the fonts in the imported set to the set of the same name. If that's not what you want, click Cancel, rename the existing set, then import the set again. See "Renaming a set" below.

Renaming a set

Although you name a set at the time you create it, you can change it at any time.

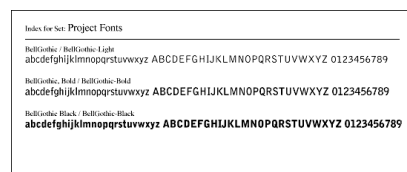
To rename a set:

- 1 In ATM, click the Sets tab.
- 2 Right-click a set and choose Rename.
- 3 Change the set name and click OK.

Tip: You can also use this method in the Add Fonts tab. Either use the Destination list or choose Add from Font Sets from the Source drop-down list. In the Destination list, you can either right-click or choose Set > Rename.

Printing a set index

If you want a paper copy showing all the fonts in a given set, you can print a set index. The index lists the name of each font. Below each name is a sample of the font that shows as many letters of the alphabet and numerals 0 through 9 as will fit on a single line in 14-point type. The name of the set appears at the top of each page with page numbers at the bottom.



A set index gives you a paper record of all the fonts in a set complete with type samples.

To print a set index:

- 1 In ATM, click the Sets tab.
- 2 Right-click a set and choose Print > Set Index.
- 3 If necessary, adjust settings for your printer and click OK.

Tip: You can also use this method in the Add Fonts tab. Either use the Destination list or choose Add from Font Sets from the Source drop-down list.

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.

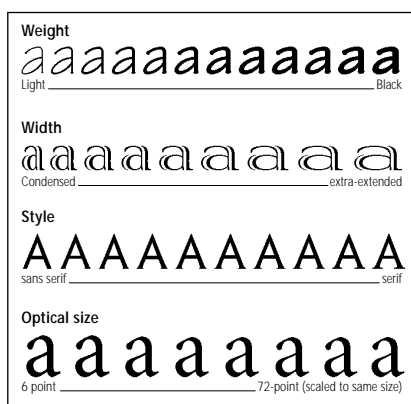
ABOUT MULTIPLE MASTER FONT DESIGNS

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 copies the base font to any set to which 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.

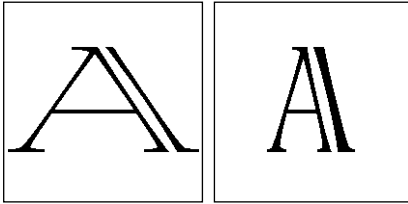
To find out which design axes are included with a given multiple master font, see your multiple master font package. If you have already installed the multiple master font, you can see the design axes available for that typeface in ATM. For information about modifying multiple master fonts, see “Creating custom instances” on page 13.



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, one of the Tekton multiple master instances included with ATM 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, adding the instance to a font set on your system, and activating it. 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 6. You can also use the Primaries button as explained below.

To create a custom instance:

- 1 In ATM, click the Add 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 numeric field. 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 Compare different effects side by side by clicking New Window and adjusting different settings. You can open up to five Create Multiple Masters windows. Drag the Create Multiple Masters window to one side so you can compare the samples. To designate a destination set in the new window, select it from the list at the bottom of the window.

When you are satisfied with the design, drag the sample or the instance name under the slider and drop the instance on a set, on [New Set], or outside any set in the Destination list. For a new set, type a name and click Save. If the destination to

which you add an instance does not contain the multiple master base font, ATM automatically adds the base font for you.

Tip: You can also select a destination in the Destination list and 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.

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 8.

Note: If you remove a multiple master base font from a set, ATM also removes all of its primary and custom instances.

Customizing Adobe Type Manager

As your font collection grows, so does your need to organize fonts into sets and have access to information about these fonts. Adobe Type Manager Deluxe not only lets you print font samples and font lists but also provides some statistical information about the sets and fonts you have.

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. Even when ATM is off, you can still use it to manage TrueType fonts.

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.

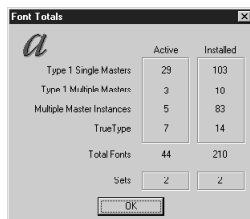
VIEWING FONT INFORMATION

ATM keeps track of the number of fonts that are active and can show you these totals for each font type: Type 1, Type 1 multiple master base font, multiple master instance, and TrueType. The Font Totals dialog box also shows the number of active sets. For information on sets, see “About sets” on page 4.

In addition to font totals, ATM can show you a list of every instance that has been added to your system for a particular multiple master base font. You can use this list to select an installed instance, and, if desired, modify it to add a new instance.

To view font totals:

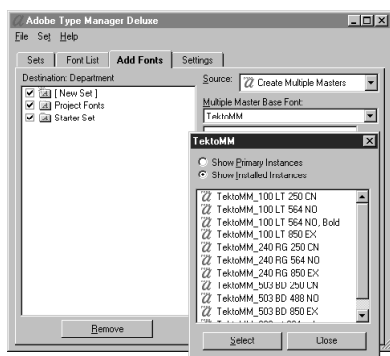
- 1 In ATM, click the Sets tab or click the Font List tab.
- 2 Choose Display > Show Font Totals.



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

- 1 In ATM, click the Add 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. For more information, see “Creating custom instances” on page 13.

CUSTOMIZING THE INFORMATION ATM DISPLAYS

If you want to see at a glance what fonts are active on your system, you can hide inactive fonts and sets on lists in the **Sets** and **Font List** tabs in ATM.

To change the display for the Font List tab:

- 1 In ATM, click the **Font List** tab.
- 2 For **Display**, click **Only Active Fonts** to see only fonts that are active. Click **Display All Installed Fonts** to display all font sets and fonts outside any set.

To change the display for the Sets tab:

- 1 In ATM, click the **Sets** tab.
- 2 Choose **Display > Display Active Fonts** to see only sets that have at least one active font, as well as active fonts outside any set. Choose **Display > Display Font Sets** to display all font sets and fonts outside any set.

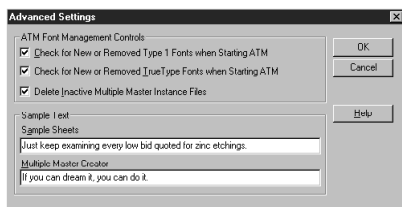
CUSTOMIZING AND PRINTING SAMPLE SHEETS

Previewing fonts on-screen can help you decide whether a font is appropriate for your current job or for a set you’re creating. 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 5.

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 any tab that shows individual fonts.
- 2 Select one or more fonts or sets (except fonts in an export set) 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 5. 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 6). When you first installed ATM, you chose a default location for font files. You can change that location at any time using the Settings tab in ATM. You can also set a location for TrueType font files.

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, PostScript font metrics files, and TrueType font 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.

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

CUSTOMIZING FONT HANDLING

ATM can manage fonts even if they were installed without using ATM. It also lets you decide how to handle inactive multiple master instance files.

To customize font handling settings:

- 1 In ATM, click the Settings tab.
- 2 Click Advanced.
- 3 Select or deselect the options described below and click OK.

Check for New or Removed Type 1 Fonts When Starting ATM. Tells ATM to manage PostScript fonts installed or removed by a program other than ATM. When this setting is selected, the next time you start ATM, it adds PostScript fonts installed by another program as active fonts outside any set.

Check for New or Removed TrueType Fonts When Starting ATM. Tells ATM to manage TrueType fonts installed or removed by a program other than ATM. When this setting is selected, the next time you start ATM, it adds TrueType fonts installed by another program as active fonts outside any set.

Delete Inactive Multiple Master Instance Files. Deletes instances when they are inactive and recreates them later when you activate the font. The instance name is still visible in all ATM lists, but if you right-click a font and choose Properties, ATM reports that the files are missing. Deselecting this option speeds up font and set activation and deactivation but takes up more hard-disk space.

Printing

Adobe 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

If ATM Deluxe is installed on the computer from which the file will be printed, you can transfer custom instance information using the export feature in ATM.

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.)*

To move custom instances to another computer with ATM Deluxe:

- 1 On the first computer, create a set that contains the custom instances you want to take to another computer. See “Creating sets” on page 5 and “Adding fonts” on page 6.
- 2 Export the set with custom instances. See “Exporting sets” on page 9.
- 3 Copy the exported set to a floppy disk or network server and transfer it to the second computer.
- 4 On the second computer, start ATM and import the set. See “Importing sets” on page 10.

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.
- None of your activated TrueType fonts has the same name as any of your activated PostScript fonts. If you have two fonts with exactly the same name, deactivate one of the fonts. See “Activating and deactivating fonts and sets” on page 8.
- 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 6.

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 List tab. If you don’t see the names of your fonts, add the fonts again as explained in “Adding fonts” on page 6.
- If the fonts are listed but have no checkmark, click Sets and activate the fonts as explained in “Activating and deactivating fonts and sets” on page 8.
- If the fonts have been added and are active, deactivate the fonts and then activate them again. See “Activating and deactivating fonts and sets” 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 and active. For more information, see “Adding fonts” on page 6 and “Activating and deactivating fonts and sets” on page 8. 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 only apply 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) to text.

A font you deactivated (or a font in a set you deactivated) still appears in font lists and menus.

The font may be active in another set. If a font is in any active set or is active outside of any set, it will appear in font lists and menus. To see a list of only active fonts, click the Font List tab and choose Display > Display Only Active Fonts. To see what sets a font is in, locate the font in the Font List tab in ATM. Then right-click the font and choose *Properties*. For more information on activating and deactivating fonts and sets, see “Activating and deactivating fonts and sets” on page 8.

One or more fonts in ATM appear with a red x in their checkbox.

The red x indicates a possible problem with a font. Try the following:

- Click the Settings tab and make sure ATM is turned on in the ATM System box.
- Right-click the font and choose *Properties*. In the Files box, check the location of the font files. If the font files are stored on a network drive or CD-ROM, you may need to reconnect to the proper network drive or insert the CD-ROM.

- Deactivate the font and then activate it again. If prompted, locate and select the requested font file. See “Activating and deactivating fonts and sets” on page 8.
- Reinstall the font. See “Adding fonts” on page 6.
- If none of the solutions above remove the red *x*, there may be a problem with the font. For example, some TrueType fonts lack font information that ATM uses when activating a font. If you can see the font in your application's font menus, you can still use the font despite the red *x*.

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 filenames 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
‰	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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<input type="text"/>			<input type="text"/>	<input type="text"/>		
First Name			MI	Last Name		
<input type="text"/>						
Company Name						
<input type="text"/>						
Title						
<input type="text"/>						
Address						
<input type="text"/>						
Address (continued)						
<input type="text"/>						
City						
<input type="text"/>	<input type="text"/>		<input type="text"/>			
State/Prov.	ZIP/Postal Code		Country			
<input type="text"/>		<input type="text"/>				
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-

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