

# Elegant Blackletter Fonts

## How to install and use

Dear SoftMaker customer:

Thank you for purchasing the SoftMaker font collection **Elegant Blackletter Fonts**. This document describes how to install and use the fonts.

### 1. Installing the fonts

Your CD-ROM or download contains TrueType fonts for your PC or Mac in the \TrueType folder.

If you purchased a webfont license, there will also be a \WebFonts folder with webfonts for use on typographically rich web pages. A how-to on using webfonts is included in the webfont package as a separate PDF file. The document you are reading right now discusses how to install the fonts on your PC or Mac desktop.

#### 1a. Installation using the font installer in this package

Users of Windows starting with Windows XP can install the fonts using the font installer included in this package.

When you run the application **fontman.exe**, you will immediately see an overview of all fonts in the collection. Navigate through the fonts using your mouse or keyboard. If you find an interesting font, click on the **Install** button.

#### 1b. Manual installation

You can also install the fonts using the font manager of your operating system:

**Windows 95, 98, ME, NT:** Launch Windows Control Panel, double-click on the **Fonts** icon and choose the command **Install new font** from the **File** menu. Then choose the fonts to install from the TrueType folder.

**Windows 2000 and XP:** Launch Windows Control Panel, double-click on the **Fonts** icon and choose the command **Install new font** from the **File** menu. Then choose the fonts to install from the TrueType folder.

**Windows Vista, Windows 7, Windows 8, Windows 8.1:** In Windows Explorer, open the folder TrueType. Select the fonts you wish to install using keyboard or mouse. Then press the right mouse button. A popup menu will appear, from which you choose the **Install** command.

**Linux, BSD and Unix users** install the fonts from the folder TrueType using their distribution's font installer.

**Apple Mac OS X:** Open the folder TrueType and double-click on the font you wish to install. A preview window opens now; click on the **Install** button in this window.

### 3. Using ligatures

You use these fonts like you would use any other font. Instead of choosing Arial or Times New Roman, you select "Wilhelm Gotisch Pro" or "Fraktur Pro" from the font menu of your application, and then simply type in the text.

However, with blackletter fonts it is imperative to use ligatures. Ligatures are two or three letters that are combined to form just one design. For example, if you wish to type "tz" or "ch", many blackletter fonts come with tz and ch ligatures that space these letters more closely together and adapt their design:

Normal tz and ch:

Atze Schröder

tz and ch ligature:

Atze Schröder

You can access ligatures in two different ways:

- By manually replacing groups of letters with the character that represents the ligature
- In OpenType-enabled applications, by switching on the automatic ligature feature

### 3a. Automatically with OpenType-enabled applications

If you use Adobe Illustrator, InDesign, Photoshop, or Microsoft Word 2010, you can tell them to automatically select appropriate ligatures when you type text:

#### Adobe Photoshop (described here using version CS5):

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While you are inserting text, press `Ctrl+T` to open the popup window "Text formatting". Click on the downward-pointing triangle in the top-right corner of this window. A menu will open, from which you choose the "OpenType" option. Now turn on "Standard ligatures" to get automatic ligatures.

#### Adobe InDesign (described here using version CS5):

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While you are inserting text, press `Ctrl+T` to open the popup window "Text formatting". Click on the downward-pointing triangle in the top-right corner of this window. A menu will open from which you can choose the "Ligatures" option to get automatic ligatures.

#### Adobe Illustrator (described here using version CS5):

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While you are inserting text, press `Ctrl+T` to open the popup window "Text formatting". In this window, switch to the "OpenType" tab which offers the OpenType features of the font. Click on the "fi" icon to turn on automatic ligatures.

#### Microsoft Word 2010 and higher:

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In the ribbon at the top border of the Microsoft Word window, click on the "Start" tab to view and change the current character formatting. Then click on the little arrow in the bottom-right corner of the "Font" area. The character formatting dialog box will open now.

In this dialog box, click on the "Advanced" tab. This dialog tab contains, among other things, options for activating OpenType features. Choose one of the options from the "Ligatures" dropdown list to cause Microsoft Word to automatically apply ligatures.

Please note that Microsoft Word offers OpenType features only when you work with DOCX documents. If you work with a different file format (such as DOC), OpenType support is not available. In this case, use the manual method described in the next section.

### 3b. Manually with all other applications

When you use applications without OpenType functionality (which is the majority of applications), you need to insert ligatures manually.

You do this by deleting the individual characters from the document and inserting a ligature character in their stead.

The following table lists all character codes for pre-made ligatures and other special characters:

<b>Ligatures</b>	In Microsoft Word, enter this: *	In SoftMaker Office and others, enter this: †
ch ligature:	Alt+61883	F1BB and then press Ctrl+Alt+Shift+F12
ck ligature:	Alt+61124	EEC4 and then press Ctrl+Alt+Shift+F12
ff ligature:	Alt+64256	FB00 and then press Ctrl+Alt+Shift+F12
ffl ligature:	Alt+64260	FB04 and then press Ctrl+Alt+Shift+F12
fft ligature:	Alt+61134	EECE and then press Ctrl+Alt+Shift+F12
fi ligature:	Alt+64257	FB01 and then press Ctrl+Alt+Shift+F12
fl ligature:	Alt+64258	FB02 and then press Ctrl+Alt+Shift+F12
ft ligature:	Alt+61131	EECB and then press Ctrl+Alt+Shift+F12
ſch ligature	Alt+62714	F4FA and then press Ctrl+Alt+Shift+F12
ſp ligature:	Alt+60325	EBA5 and then press Ctrl+Alt+Shift+F12
ſſ ligature:	Alt+60326	EBA6 and then press Ctrl+Alt+Shift+F12
ſt ligature:	Alt+64261	FB05 and then press Ctrl+Alt+Shift+F12
tt ligature:	Alt+61145	EED9 and then press Ctrl+Alt+Shift+F12
tz ligature:	Alt+61148	EEDC and then press Ctrl+Alt+Shift+F12

<b>Other special characters</b>	In Microsoft Word, enter this: *	In SoftMaker Office and others, enter this: †
ſ (long s):	Alt+383	017F and then press Ctrl+Alt+Shift+F12
ſ (alternative Ä)	Alt+57388	E02C and then press Ctrl+Alt+Shift+F12
ä (alternative ä)	Alt+58412	E42C and then press Ctrl+Alt+Shift+F12
ö (alternative Ö)	Alt+57924	E244 and then press Ctrl+Alt+Shift+F12
ö (alternative ö)	Alt+58948	E644 and then press Ctrl+Alt+Shift+F12
ü (alternative Ü)	Alt+58155	E32B and then press Ctrl+Alt+Shift+F12

\* To insert the character, press the left Alt key, keep it pressed and enter the numeric code using the numeric keypad of your keyboard.


† Several Windows applications (SoftMaker Office, Microsoft Office, WordPad) let you insert the hex value in a document and convert this to the matching Unicode character as soon as you press Ctrl+Alt+Shift+F12.


Please note that not all fonts come with all of the above-mentioned ligatures. However, the long s is available everywhere.

If your applications support none of the input methods described above, you can run the Windows Character Map tool (charmap.exe) or the Mac application "Character Palette" and copying the desired characters to the clipboard.

## 4. Using the long s

When using blackletter fonts for German text, it is important to distinguish between the round s and the long s:

Round s: 

Long s: 

We won't go into the details with the exact rules (which are complicated for German), but here is a Wikipedia article on the long s:

[http://en.wikipedia.org/wiki/Long\\_s](http://en.wikipedia.org/wiki/Long_s)

You insert the long s by entering its character code. The procedure is described on this page.