

# FONTS and Graphics Galore!

The use of “special” fonts and graphics in your FormFusion templates

## I. Introduction

When creating a new form or template in FormFusion, it is easy to get in the rut of using the same standard fonts – Arial, Times New Roman, etc. In the haste of implementation, many sites simply add their logos and finishing details to our standard templates and take them straight into production. Take a moment, and think about how the use of different fonts and images can add style and extra meaning to what you are printing. Just a few of these touches can drastically increase communication and build a more professional appearance.

Use a different font to add a picture or icon quickly and easily!



Advertise your theatrical productions or



upcoming sporting events when

sending letters to the alumni.

Bring attention to important data -

Evisions Institute of Technology Accounts Receivable 18818 Teller Avenue Suite 250 Irvine, CA 92612 Phone: 888-533-5993	
<b>Due Date:</b>	Nov 27, 2001
<b>Amount Due:</b>	\$ 26,120.00

One half of balance is due by 10/6/00. VISA, Master Card, and Discover cards accepted. For bills paid by personal check, please include student's name and address. If you would like to review your bill between statements, please visit Mrs. Uoweme at (888) 533-5993; L - Z, contact Mrs. Uoweme at (888) 533-5993.

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*Make sure to visit the Bookstore early!*

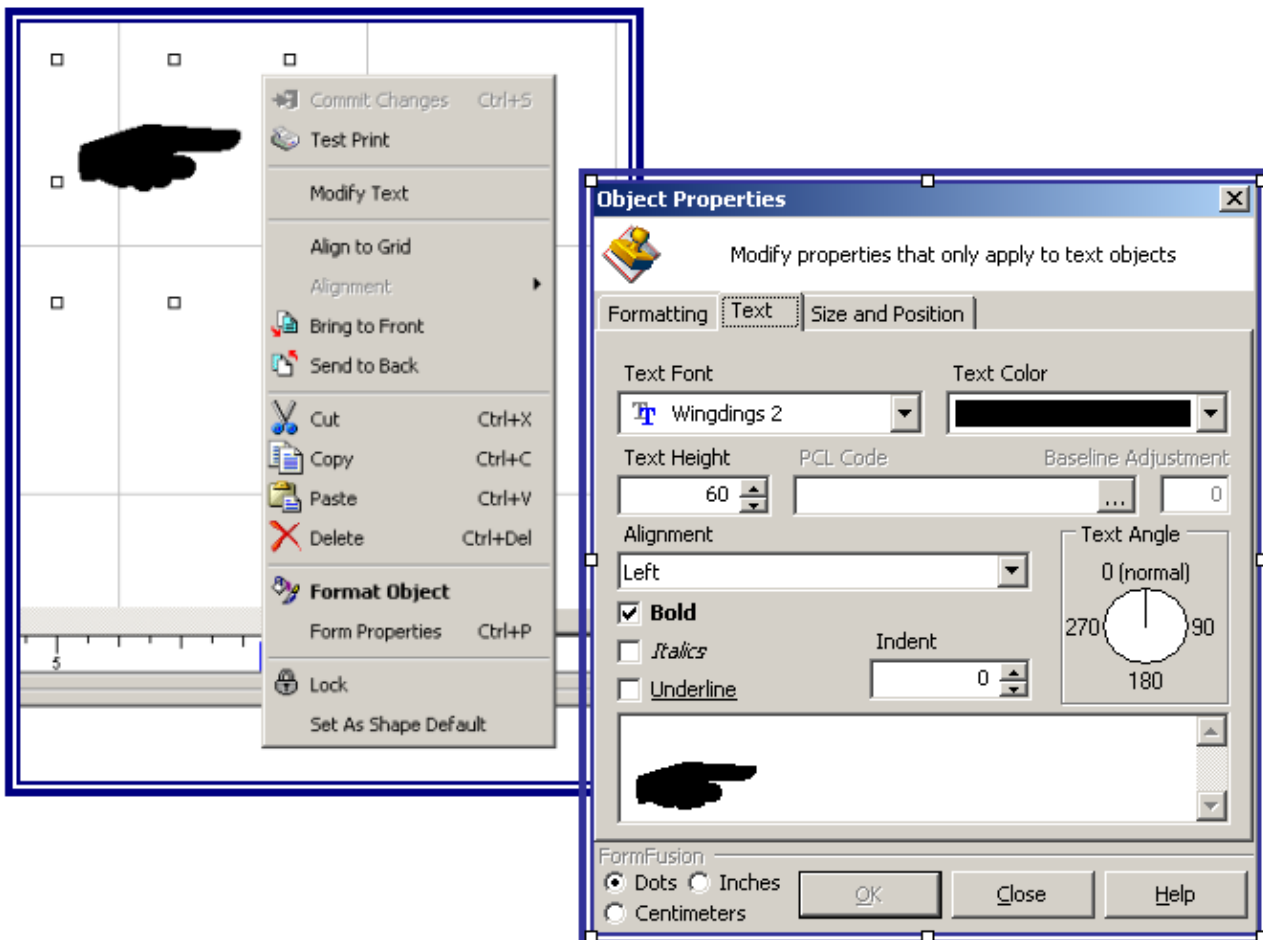
Like This? **This?** How about this? Prefer This?  
Need more attention? **STYLE?** **Emphasis?**  
**FUNKY?** **CREATIVE?** Fancy? PRACTICAL?  
*Classic?*

Don't underestimate the power of FONTS and graphics! They are a great way to effectively distinguish different areas of a document, enhance key concepts and draw attention to areas of special focus. FormFusion allows you the unlimited ability to enhance output from Banner®.

The following discusses how to modify your fonts for both text objects and data fields.

## II. Text Objects

To modify the properties of a text object, select the text field and "right click." From the displayed menu choose "Format Object" and go to the "Text" Tab:



- Text Font** Choose the font to render this text in. All True-Type™ and PCL fonts are displayed in this drop-down combo box. This means that ANY font on your PC is available to use.
- Text Height** This spin edit will only be enabled for True-Type™ fonts. This controls the height (point size) of the font.
- PCL Code** This edit box will only be enabled for PCL fonts. This contains the PCL code that will be sent to the printer before the text is printed. The PCL codes control the font and many formatting characteristics. To edit the height and/or pitch of the font click the ellipsis (...) button to the right of the edit box.
- Text Angle** This controls the angle that the text should display. 0 is normal (left to right) and is the default. Other choices are 90 degrees (bottom to top), 180 degrees (right to left), and 270 degrees (top to bottom).
- Indent** This controls the amount of indentation from the border before displaying any text.
- Text** The bottom edit box shows a sample of the printed text. You are also free to modify the text of your text object here.

**NOTE:** If you have made a modification to a template using a font that is installed on your PC only, and someone else makes a change afterwards, your font will be replaced by theirs. To rectify this, you will need to open, then re-commit or save the FormFusion template from your PC to restore the font style.

As mentioned, ANY font on your PC is available for your use. In addition to the fonts already on your system, you can add exciting new fonts from outside sources to further facilitate the enhancement of your documents. Font packs may be purchased on-line or from software stores. There are also websites that sell special fonts. If you can tolerate banner and pop-up ads, many websites offer fonts for free. Here are a few free sites we have used (this is no specific reference, and we cannot vouch for their content):

[www.1001freefonts.com](http://www.1001freefonts.com)  
[www.abstractfonts.com](http://www.abstractfonts.com)  
[www.fornsearchengine.com](http://www.fornsearchengine.com)  
[www.larabiefonts.com](http://www.larabiefonts.com)

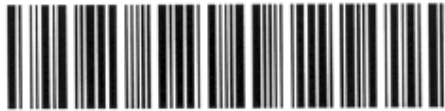
Let your imagination be your guide!

### III. Data Objects

The fonts available for your use with Data Objects (i.e. fields retrieved from Banner®) are a little more limited. Only the PCL fonts are listed and can be used when modifying the properties of a Data Object.

Evisions, Inc. ships FormFusion with some built-in PCL fonts for your use. These fonts include the following:

BAR 3/9 36pt 4.6 cpi



Human BAR 3/9 36pt 4.6 cpi




BAR 3/9 36pt 6.2cpi



Human BAR 3/9 36pt 6.2cpi



POSTNET 

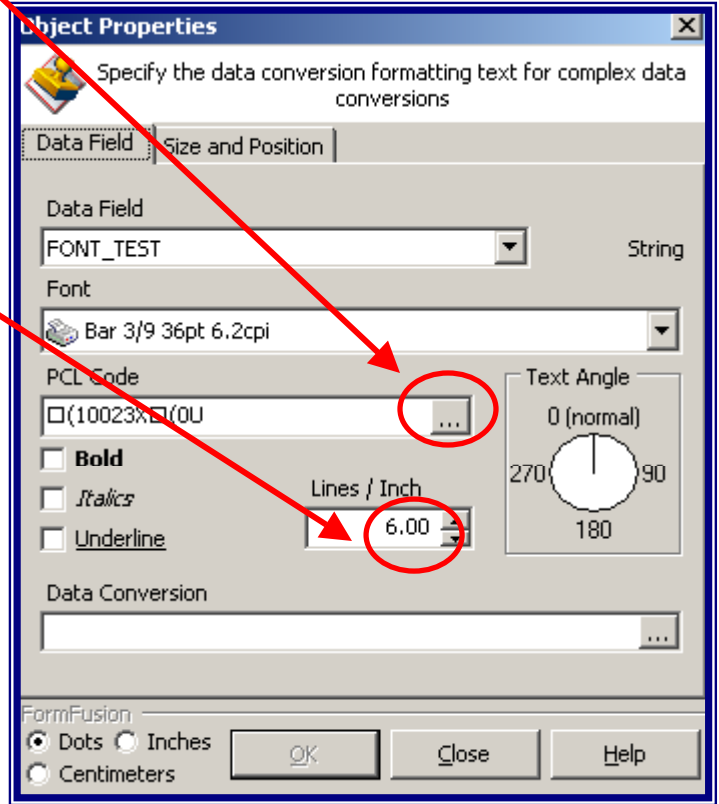
MICR 

In addition to the above utility fonts, we also ship FormFusion with Arial, Line Printer, Times New Roman, Symbol and Wingdings. To modify the properties of a data field: Select the data field you want to change. Open the "**Format Object**" dialog and select the "**Data Field**" tab.

To change the font, select the font name from the drop down list.

This edit box contains the PCL code that will be sent to the printer before the text of the data field is printed. The PCL codes control the font and many formatting characteristics. To edit the height and/or pitch of the font click the ellipsis (...) button to the right of the edit box.

You can also change the lines/inch for a data field. And don't be afraid to use fractions! If a column of data is too large at 6 lines per inch, maybe changing the spacing to 6.5 lines per inch is just enough to make the difference!



You can also use fonts that are resident in the laser printer(s) you will be printing to. FormFusion was designed to allow for the use of built-in printer fonts as well as custom fonts used by your institution. The default fonts that exist in the **fsfonts.ini** file are standardized fonts used by all PCL5 printers. There are many, many, more built-in printer fonts for higher-end printers but Evisions decided not to include those fonts to avoid potential confusion.

Adding custom fonts to the **fsfonts.ini** file is easy. If your printer, for some reason, does not support the custom font then the printer will default to Arial, Line Printer, or another font that closely resembles the font you expected. If more than one workstation needs to be able to edit a form that uses your custom font then the custom font must be installed in the **fsfonts.ini** file on all workstations.

### To add your fonts, please follow these steps:

1. Add a new section to the fsfonts.ini file. For example, to add a font named "Gorgon" add the following:

```
[Gorgon]
```

2. Beneath the newly created font section add one or more of the following arguments in the form of "*argument = value*":

Allow Formatting	Instructs FormFusion if the font parameters can be formatted. There are some fonts that need to be a specific pitch and height and will not work using any other setting. Valid values are 0 (do not allow formatting) and 1 (allow).
Built In	Instructs FormFusion to create different PCL codes to enable the font. A built-in font is one that exists in the printer. A non built-in font is one that must be sent to the printer for the font to print correctly. Valid values are 0 (not built-in) and 1 (built-in).
Display Font	This is the name of the Windows™ font that should be used to display the font from inside FormFusion. Currently FormFusion does not read PCL font files to correctly display the font while editing forms.
Filename	This value is the filename of your custom PCL font. Add this value only if using a non built-in font. The font must exist in the "Fonts" subdirectory and the value of this parameters must not contain any directory or path information.
Fixed	This value instructs FormFusion to treat the font as a "fixed-width" font (meaning all characters of the font are exactly the same width). Different rules apply for fixed-width versus proportional fonts. Valid values are 0 (proportional) and 1 (fixed-width).
Font Height	The default font height that will be displayed when the font is first selected.
Font Pitch	The default font pitch that will be displayed when the font is first selected.
ID	The PCL font ID for both built-in and non built-in fonts. This is the code that allows the printer to uniquely select a font. For custom fonts that make use of a font file please contact Evisions for assistance. The font Id for a font built into your printer is available by printing off the font list.

- Symbol Set This is an advanced setting that controls the regional symbol set to be used for the font.
- Use This value instructs FormFusion to create specific PCL codes to enable the font.
- Formatting Some fonts do not allow formatting parameters and will not work if any are used. Valid values are 0 (don't use formatting codes) and 1 (use formatting codes).

3. If your font is not a built-in font, the above steps have been taken and the font file exists in the "Fonts" subdirectory, FormFusion will automatically add the font to the EVIFONT table the next time FormFusion connects to your database.

If you plan on sending your form to either email or archiving using the PDF format, be aware that the application we licensed to perform the PCL to PDF conversion does not correctly translate certain fonts to the PDF format. Most fonts that we have tested have worked, however, some have not. You should be aware of this before implementing your new font. Test, before you go into production.

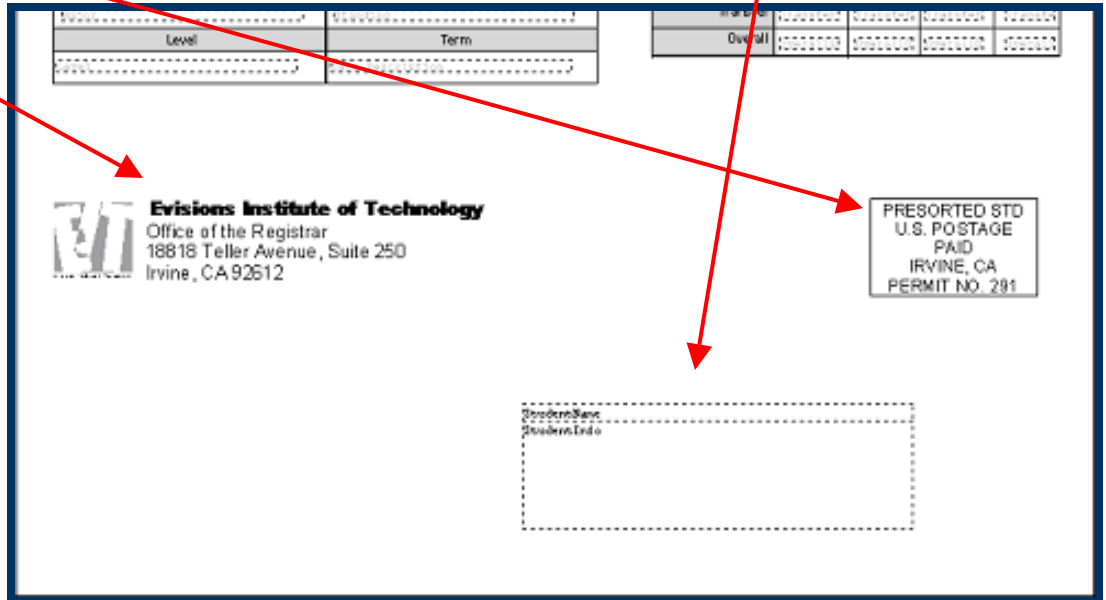
There are other PCL fonts available from the web. However, remember that only PCL or soft fonts can be used for data fields. One site that contains a variety of soft fonts for purchase is [www.elfring.com](http://www.elfring.com).

## IV. Graphics

The addition of graphics, such as maps, logos, and other attention grabbing images adds a lot to your output. All of this can be performed easily, and to great effect. Think not in terms of your forms being static printouts, like your old pre-printed forms, but rather dynamic digital documents that can be changed in seconds.

This example applies to any process... Suppose that after sending 35,000 grade mailers, the staff reports over 1000 calls with questions about a new grading feature that is confusing students. Rather than manually answering the same question time after time, use FormFusion to add a graphic to get attention, and type the phone number for an automated message line below. It takes 5 minutes, and saves your staff hours of time, while offering automatic 24-hour service to students.

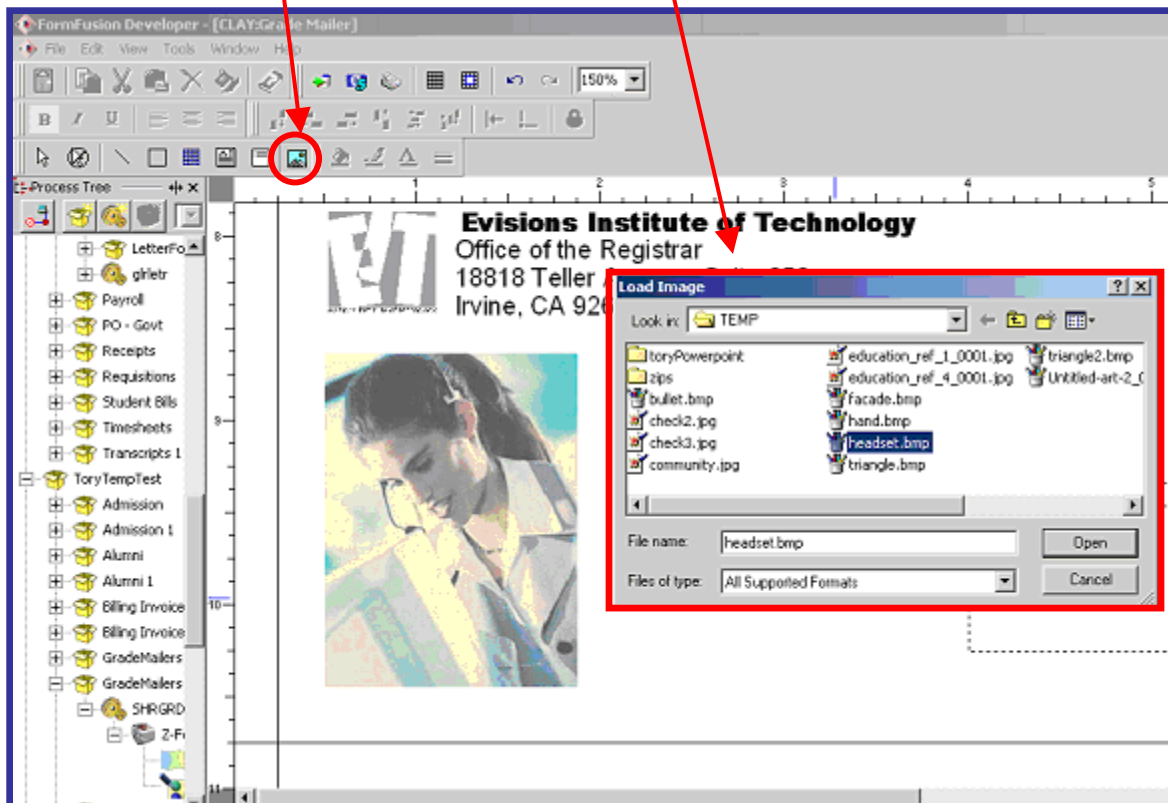
**Image 1**—Zooming in on bottom of “typical” 14” fold/seal grademailer. Showing student name/address fields, institution address, and postage. This is where we begin.



**Image 2**—We first take the image of the young lady below directly from our website. We right click on her, and save her on a local drive. (You can add any previously saved clip art or other image in the way we will soon discuss). In order to import the saved image we click on the icon below, and it launches the “load image” box to help locate the file. Add the file from wherever you have it located.

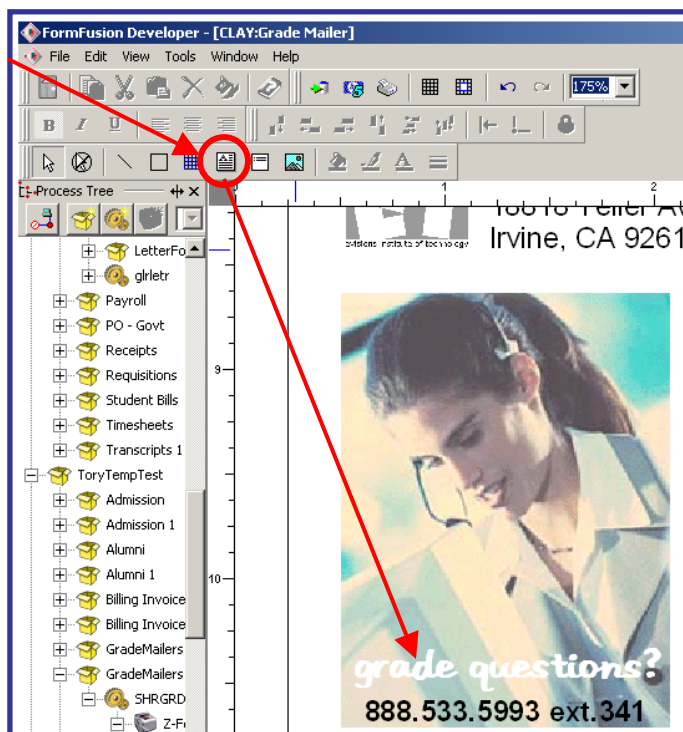
Resize the image as needed.

NOTE: You may also change brightness & contrast for better printing and/or to make a light watermark, if you wish. “Right click” on the image, and select “adjust.” Finish your settings from there.



**Image 3**— Add text in white and black on top of your image as discussed in earlier sections of this document. For review, however, click the button circled, then position the text box over the image, and type your text. Double click on the text box, and change font type, color, and size as you wish.

Now, you have the image to draw attention, and the fonts and Information to get the results you want.



## **V. Final words**

Be creative! Fonts and graphics can be fun and professional, and at the same time, add interest and clarity to your documents. Take a few moments, and make some amazing changes!