

# Sutton True Type Fonts For Windows How To Install and Type Documents



# **Sutton True Type Fonts**

How To Install in Windows

1. Download the Sutton Font on the web: http://www.SignWriting.org/catalog/sw214.html



2. Once downloaded, you will need to "de-compress" the file. Once the file is "de-compressed", you will have these four files:



### 3. Open the Control Panel.



### 4. Open the Fonts folder.



5. The Fonts folder opens showing fonts that are already installed:



#### 6. Under File, choose "Install Fonts".



#### 7. Find the name of the Sutton Font and select it. Click OK.

Add Fonts	×
List of <u>f</u> onts: Sutton US (TrueType)	OK Cancel
	<u>S</u> elect All <u>H</u> elp
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#### 8. The Sutton Font is now in the Fonts folder.



# **Sutton True Type Fonts**

How To Type Documents in Windows

## 1. Open a word processing program:

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<u>File E</u> dit <u>V</u> iew <u>Insert</u> F <u>o</u> rmat <u>H</u> elp	
Times New Roman 🔹 10 💌	BZ
<u> </u>	· · · <u>·</u> ·

#### 2. Choose "Font".

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<u>F</u> ile <u>E</u> dit <u>V</u> iew <u>I</u> nsert	Format <u>H</u> elp	
	<u>F</u> ont Bullet Style	
Times New Roman	Paragraph Tabs	

Font			? ×
Eont: Sutton US Small Fonts Sutton US T Symbol System T Times New Roman T Verdana T Wingdings	Font style: Regular Italic Bold Bold Italic	Size: 24 14 ▲ 16 18 20 22 24 26 ▼	OK Cancel
Effects Strikeout Linderline Color: Black This is a TrueType font. This sa your screen and your printer.	Sample Script: Symbol me font will be used of	•-	

3. Choose the name of the font, and also the size. Click OK.

4. Place your cursor in the text area and start typing. The SignWriting symbols will appear on the screen:



5. Want to change the color? Select the type with your mouse:



### 6. Then under Fonts, change the color:

Font			? ×
Eont: Sutton US Small Fonts Sutton US T Symbol System T Times New Roman T Verdana T Verdana	Font style: Regular Italic Bold Bold Italic	Size: 24 22 ▲ 26 28 36 48 72 ▼	OK Cancel
Effects  Effects  Underline  Color:  Red  This is a TrueType font. This sat	Sample Script: Symbol me font will be used of	• •	

## 7. The fingerspelling symbols change color:



## 8. You can choose underlining your type:

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# 9. Or you can choose italics:

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Effects Stri <u>k</u> eout <u>U</u> nderline Color:	Sample	

# 10. And presto! The SignWriting symbols are on a slant....

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Sutton US 🔹 24 💌	BZ
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<b></b>	

# **Sutton True Type Fonts**

Converting Words in a Text To Fingerspelling

1. Open a word processing program. Type words using another font:



#### 2. Select the text with your mouse:





### 3. Under Fonts, choose the Sutton Fingerspelling Font:

#### 4. The text converts to SignWriting symbols:



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