



FONT GUIDE

.....

The Letter-join fonts

.....

Choosing fonts for your
classroom account

.....

Installing fonts to
use in MS Word

.....

Using fonts for other
programmes and systems

.....

.....	
The Letter-join fonts	3
.....	
Installing the Letter-join fonts for use in MS Word	4
 Deploying fonts on to a school network	5
.....	
Set-up Letter-join fonts for use in Microsoft Word	6
.....	
Create a Word Template to keep Letter-join's font preferences	7
.....	
Choosing Letter-join fonts for classroom accounts	8
.....	
Word processor font issues	9
 Using Letter-join fonts in programmes other than MS Word	10
.....	
Terms and Conditions	12
.....	

The Letter-join fonts

Letter-join fonts for MS Word and online activities

DOWNLOADING FONTS

The Letter-join fonts included in school subscriptions can be downloaded from a school's Letter-join Administration page to use in MS Word.

USING FONTS IN MS WORD

When using any of the Letter-join fonts in MS Word, please ensure that you have switched on the Contextual Alternates option to ensure the correct joins are used between letters.

ON-LINE FONT USAGE

Class teachers can select a Letter-join font via the 'Info' button which will be used for online resources, worksheets and the Pupil Account.

Alternative letterforms for the letters f, k, w, x and z that have been chosen by a school administrator will be used.

Documents can be produced in the Letter-join fonts by using the Online Word Processor. The fonts do not need to be downloaded for this.

Letter-join Print Plus

Letter-join Print Plus has simple exit strokes for letters that end 'on the line'.

bright star

Letter-join Plus

Letter-join Plus is a continuous cursive font with lead-in and lead-out lines.

bright star

Letter-join No-lead

Letter-join No-lead has no lead-in line but has a lead-out line that joins to the following letter.

bright star

Letter-join Break

Letter-join Break is a cursive font which uses a combination of joined and unjoined letters.

bright star

Letter-join Air Plus

Letter-join Air Plus is used when wanting to teach continuous cursive letters that are not joined.

bright star

Letter-join Air No-lead

Letter-join Air No-lead does not include a lead-in line and the letters are not joined.

bright star

Letter-join Basic

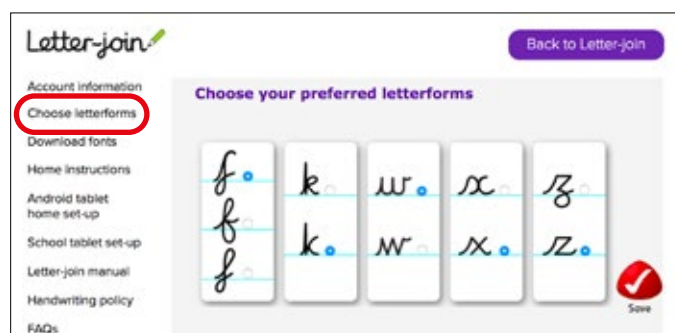
Letter-join Basic is designed for use with PowerPoint, Smart Notebook and other programmes that do not have the Contextual Alternates facility. It is based on Letter-join Plus.

bright star

Installing Letter-join fonts onto individual PCs for use in MS Word

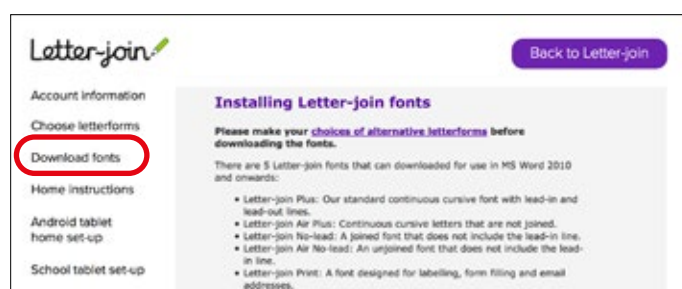
Choose letterforms first!

Log in to your Letter-join subscription as School Administrator. Choose your school's preferred alternative letterforms before downloading the fonts.



Download fonts

Select the 'Download fonts' button from the left hand menu.



Where indicated please accept the terms and conditions.

Choose 'PC downloads for Word' then click each of the buttons to download the fonts.

The fonts are named Letter-join Plus, Letter-join Air Plus, Letter-join No-lead, Letter-join Air No-lead, Letter-join Print Plus and Letter-join Break, each followed by a number relating to your choice of letterforms.

Install fonts

Locate where the fonts have been downloaded on your computer.

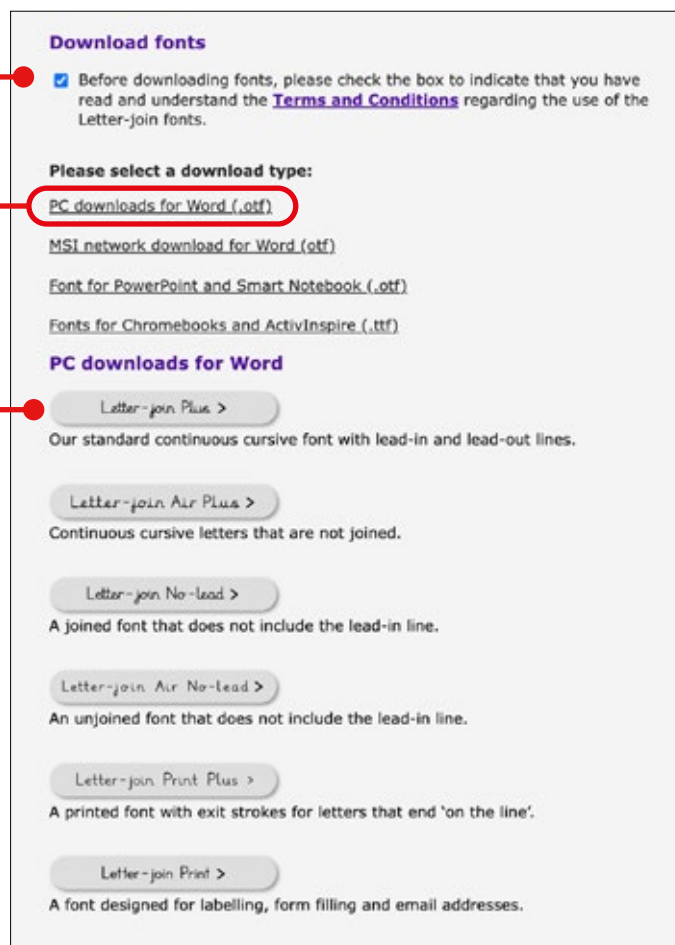
On PCs, right-click each font filename and choose the 'Install' option.

On Macs, double click each filename which will open 'Font Book'. Select the 'Install' button.

The font is now ready to use in Microsoft Word and other applications that support Contextual Alternates (see page 7). You will need to restart MS Word so that the font is recognised.

Copy on to other PCs

The font can be distributed and installed onto classroom PCs and teacher's laptops for all registered classroom accounts. You may need help from your IT technician to distribute the fonts.



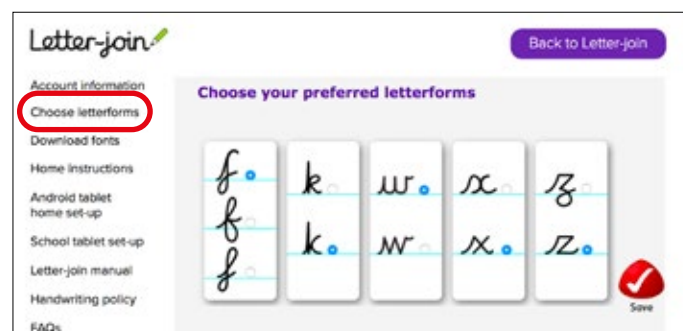
Deploying fonts across a network

For network installations, Letter-join fonts are packaged as MSI files to deploy across a network. As this type of file is not commonly downloaded, your

firewall may ask you to confirm its authenticity. Your IT department may need to download and install the font if using the MSI Installer*.

Choose letterforms first!

Log in to your Letter-join subscription as School Administrator. Choose your school's preferred alternative letterforms before downloading the fonts.



Download fonts

Select the 'Download fonts' button from the left hand menu.

Scroll to the bottom of the page or click 'network installation'.



Where indicated please accept the terms and conditions.

Click on 'MSI network download for Word'.

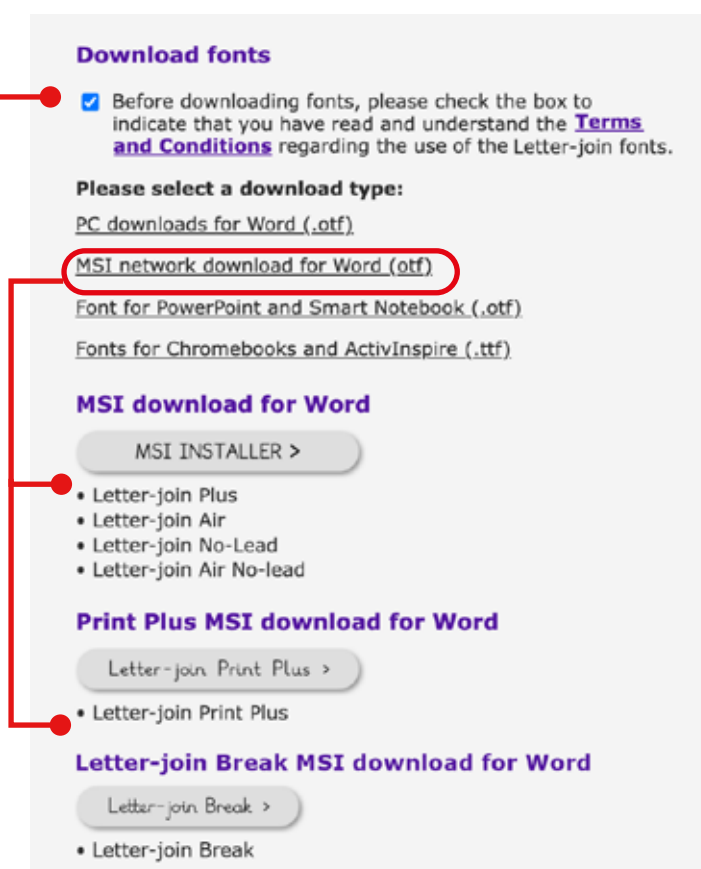
There are three installers, one for all of the cursive fonts, one for Letter-join Break and one for Letter-join Print Plus. Follow the on-screen instructions, verifying the publisher to run the software.

Locate the MSI files (usually in your 'Downloads' folder) and double-click each to execute. Again, you may be prompted to 'verify' the files to be accepted.

The fonts will now have been installed. They are named Letter-join Plus, Letter-join Air Plus, Letter-join No-lead, Letter-join Air No-lead, Letter-join Break and Letter-join Print Plus, each followed by a number.

You may need to restart each computer for the font to be recognised.

The font is now ready to use in Microsoft Word and other applications that support Contextual Alternates (see page 7). You will need to restart MS Word so that the font is recognised.



***Please note that the MSI Installer is a third party piece of software and Letter-join cannot offer any technical support on its use.**

Set-up Letter-join fonts for use in Microsoft Word

When using any of the Letter-join cursive fonts in MS Word it is important to select the Contextual

Alternates option to correctly reproduce the cursive letterforms and use the correct joining strokes.

Always use Contextual Alternates with MS Word

When using any of the Letter-join cursive fonts in MS Word it is important to select the Contextual Alternates option to correctly produce the cursive letterforms and use the correct joining strokes.

CONTEXTUAL ALTERNATES SWITCHED OFF

incorrectly 

Lead-in lines are missing and joins are incorrectly formed

CONTEXTUAL ALTERNATES SWITCHED ON

correctly 

Lead-in lines and joins are formed correctly

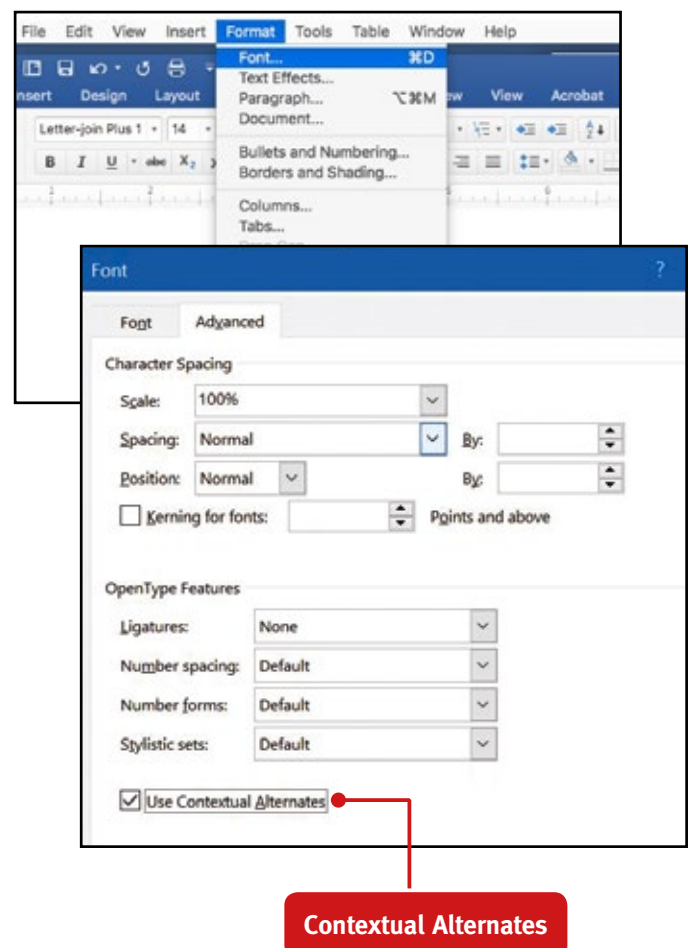
How to switch on Contextual Alternates

With the Letter-join fonts installed on your computer they will be displayed in the MS Word font list. If they are not showing, re-start MS Word for the fonts to show.

- Select text.
- In MS Word, select Format > Font (or Ctrl D).
- Select the 'Advanced' tab.
- Tick the 'Use Contextual Alternates' button.

This option has to be selected every time MS Word is re-opened or alternatively a Word template can be created with Contextual Alternates already selected, as shown on the right.

Ticking the 'Kerning for fonts' option may also improve the appearance of the Letter-join fonts.

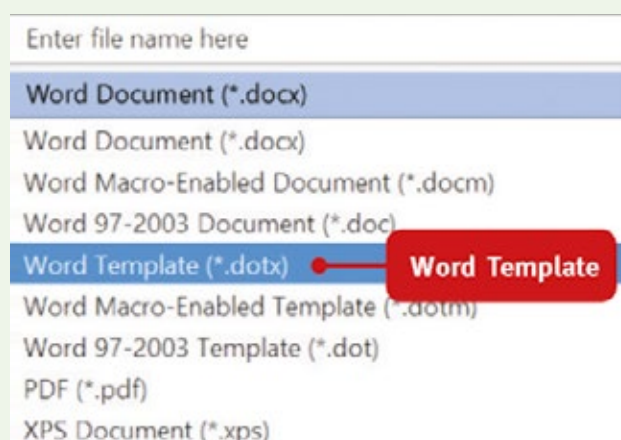


Create a Word Template to keep Letter-join's font preferences

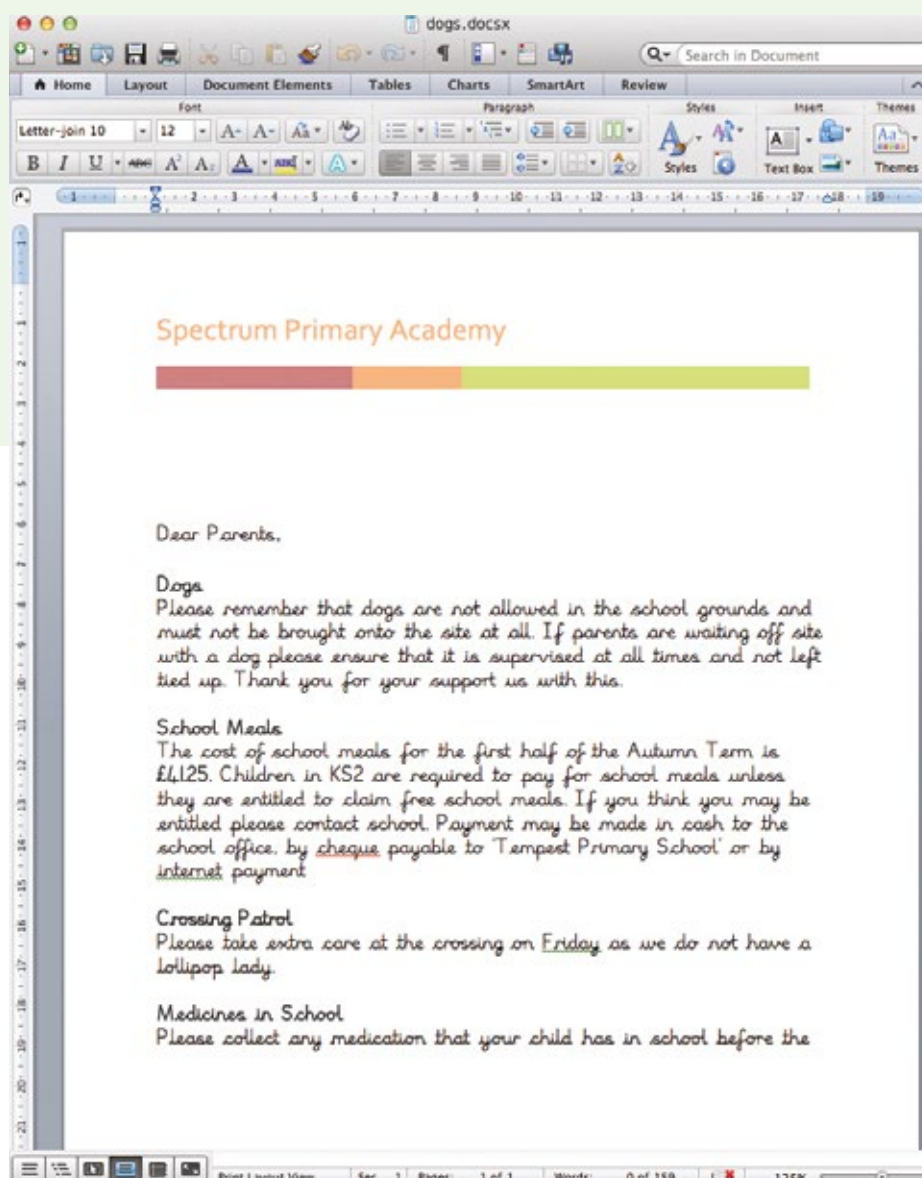
You can create a time-saving template to use that has the Letter-join font selected with Contextual Alternates enabled.

Open a new Word document and select Ctrl + D, or select the 'Format' tab and then choose 'Fonts'. Choose your Letter-Join font from the 'Font' pull-down menu. Then select the 'Advanced' tab, check the 'Use Contextual Alternates' option, then click OK.

Navigate to File > Save as. In the 'Save as type' field change from the default 'Word Document (*.docx)' to 'Word Template (*.dotx)' and name the file.



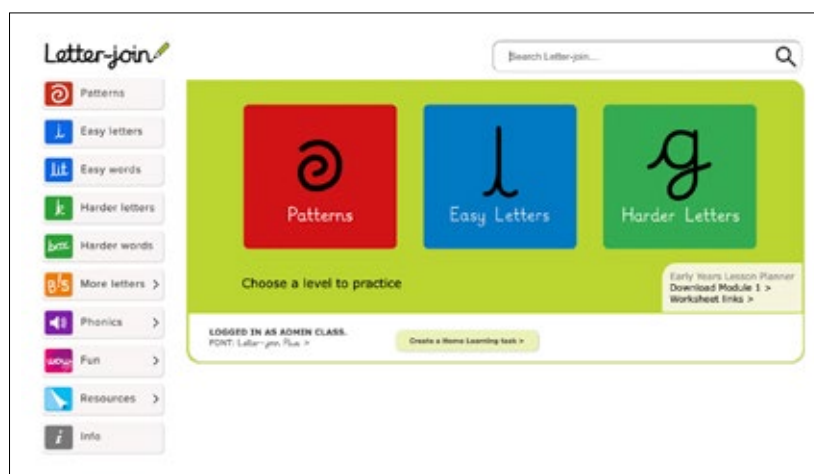
Distribute this file to all staff who will use the Letter-join fonts in MS Word. When the template file is opened both the correct font and the 'Use Contextual Alternates' option are automatically enabled.



Choosing Letter-join fonts for Classroom accounts

For school subscribers, each classroom account can choose which font to use for Letter-join's resources, online activities, printouts and the Pupil login.

These online activities and resources work through an internet browser and the fonts do not need to be downloaded onto computers.

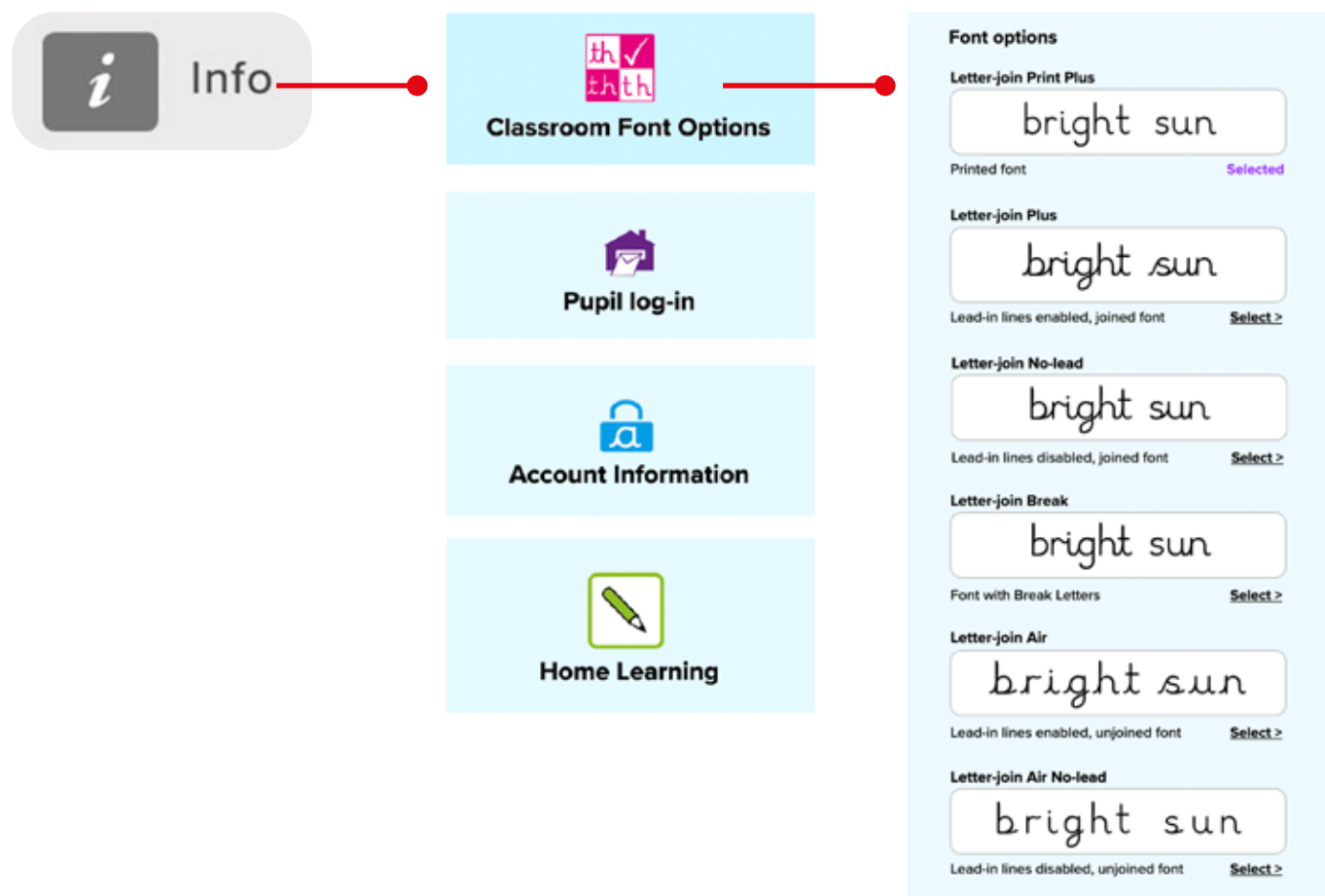


Changing the font using the 'Classroom Font Options' button

Click the 'Info' button

Choose 'Classroom Font Options'

Select the preferred font to use for your class.



Word processor font issues

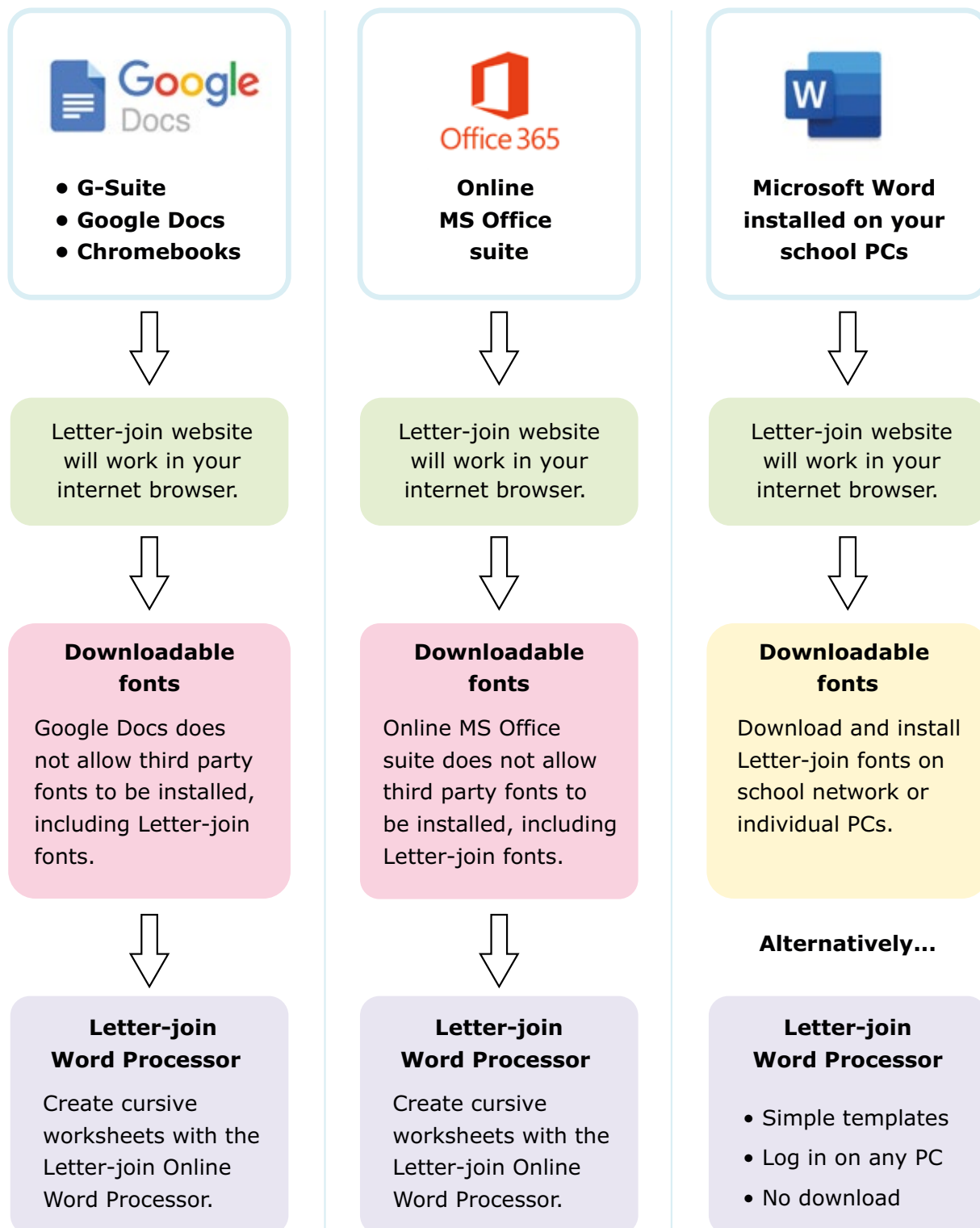
Many schools are updating to Google Docs and Online Microsoft Office software suites.

Whichever brand is chosen, the Letter-join website is fully optimised to run seamlessly in all latest browsers.

To date, the latest online word processors from both companies, have no function to use fonts from an external source. This means Letter-join fonts cannot be installed on their word processor packages.

The Letter-join Online Word Processor, included in your Letter-join subscription, is the perfect alternative!

The Online Word Processor can be found under the Resources tab. Any of the Letter-join fonts can be selected and your school's alternative letters for f, k, w, x and z will be automatically used.



Using Letter-join fonts in programmes other than MS Word

About Contextual Alternates

green red purple ✓

Letter-join Plus WITH Contextual Alternates

green red purple ✗

Letter-join Plus WITHOUT Contextual Alternates

The forms of the characters used for continuous cursive fonts change shape depending on the letters that precede and follow. For example there are two different shapes for the letter 'e' in green as shown, right.

Some programmes, such as MS Word, have the ability to use 'Contextual Alternates'; alternative letter shapes are automatically selected depending on the context in which they are used.

If a programme does not support Contextual Alternates, such as PowerPoint, Publisher, Smart Notebook v15+, and programmes that only use TrueType fonts (TTF), alternative letter shapes are not available and will not join correctly as shown, right.

TrueType fonts for Chromebooks/Google Docs and Active Inspire

green red purple

Letter-join Basic

green red purple

Letter-join Air No-lead

green red purple

Letter-join Print Plus

Some programmes/systems can only use TrueType fonts (TTF). The available Letter-join TTF fonts are shown right.

Fonts for Chromebooks

Chromebooks are set up to use Google Docs which contains a limited selection of fonts as part of the software. Third party fonts cannot easily be added.

However, if you switch your Chromebook to Developer Mode, Letter-join's True Type Fonts (TTF) can be downloaded and installed. Log in to the Admin page of your Letter-join School subscription, selecting the Download Fonts button then choose the 'Fonts for Chromebooks and ActiveInspire (.tff)' option.

It is a complicated process that should only be attempted by experts who are well-acquainted with the command line.

Please search for 'installing fonts on chromebooks' for the latest results. At time of publishing this link seemed useful:

<https://theserif.net/fonts/step-by-step-instructions-on-installing-fonts-on-chromebook/>

Please note that this method has not been tested by Letter-join and we cannot accept responsibility for any errors that may result.

Fonts for ActiveInspire

Download the Letter-join TTF fonts by logging in to the Admin page of your Letter-join School subscription and selecting the Download Fonts button then choosing the 'Fonts for Chromebooks and ActiveInspire (.tff)' option. Please follow the ActiveInspire instructions for installing fonts to your system.

Fonts for PowerPoint and SmartNotebook v15+

green red purple

Letter-join Basic

Letter-join has designed a cursive font that replicates, as much as is possible, the Letter-join Plus font for using in programmes that do not support contextual alternates.

Letter-join Basic (shown right) can be downloaded by logging in to the Admin page of your Letter-join School subscription and selecting the Download Fonts button then choosing the 'Font for PowerPoint and Smart Notebook (.otf)' option.

It is not part of the MSI so will need to be downloaded and installed onto each individual computer.

Fonts for Apple Mac

Download fonts for using on Macs by logging in to a School Admin page, clicking the Download Fonts button and selecting PC downloads for Word (.otf)

Locate where the font files have been downloaded then double click the file which will open 'Font Book'. Select the 'Install' button.

Whichever programme you are using, please enable Contextual Alternates to ensure the font renders correctly.

iPads

Letter-join fonts are not available for iPads. Only fonts from the Apple App Store can be downloaded and installed onto iPads.

Terms and Conditions for use of Letter-join fonts

The Letter-join fonts are available to use by and for any classroom account that has a current, valid subscription to the School Edition of Letter-join.

The fonts are designed to be used in Microsoft Word, and other applications that support Contextual Alternates, although Letter-join Basic is available for programmes that do not support Contextual Alternates.

The fonts are not to be distributed/copied or used by any other person, or used outside of a subscribing school for any purpose other than producing school documents.

The Letter-join fonts must not be used by any commercial enterprise for personal gain or otherwise.

When a School Subscription is terminated for any reason, the fonts must be deleted from any devices where they have been installed.

The Letter-join font is the copyright of Green and Tempest Ltd and must only be used as described in these Terms and Conditions.

Any disregard of these terms may result in breach of copyright.

Green and Tempest Ltd reserve the right to update the fonts without notice.



www.letterjoin.co.uk

info@letterjoin.co.uk

Download the Letter-join manual:
www.letterjoin.co.uk/manual.pdf

© Green and Tempest Ltd