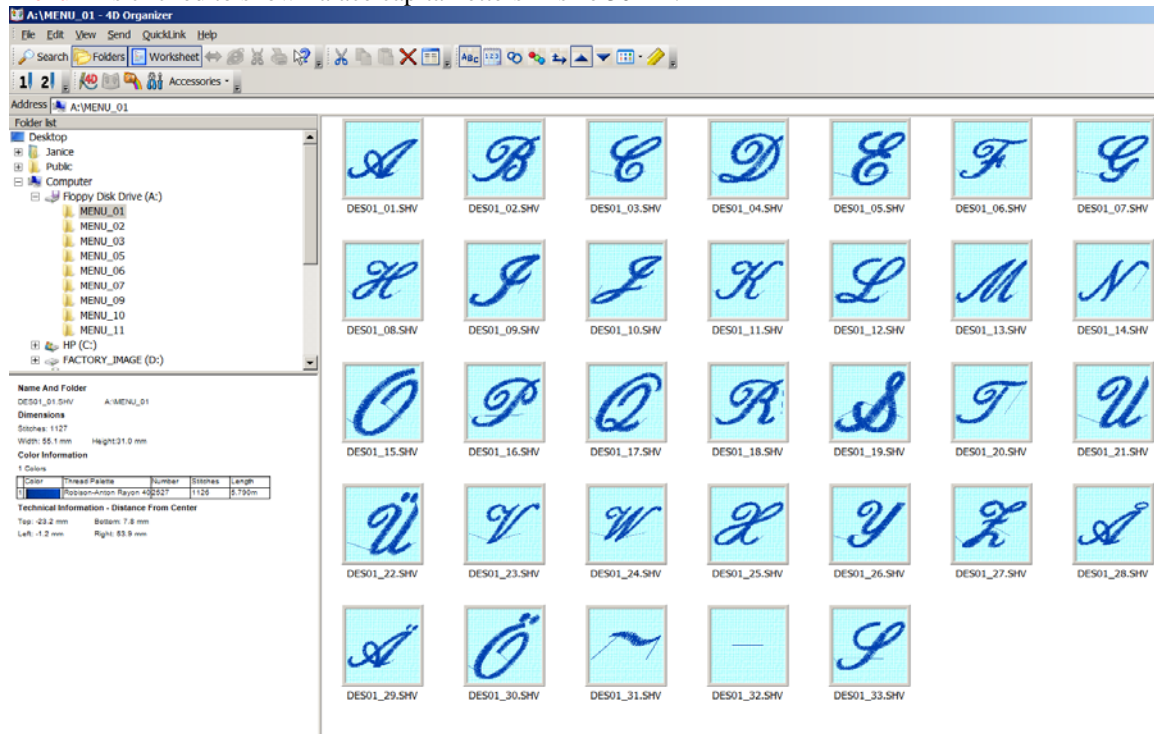


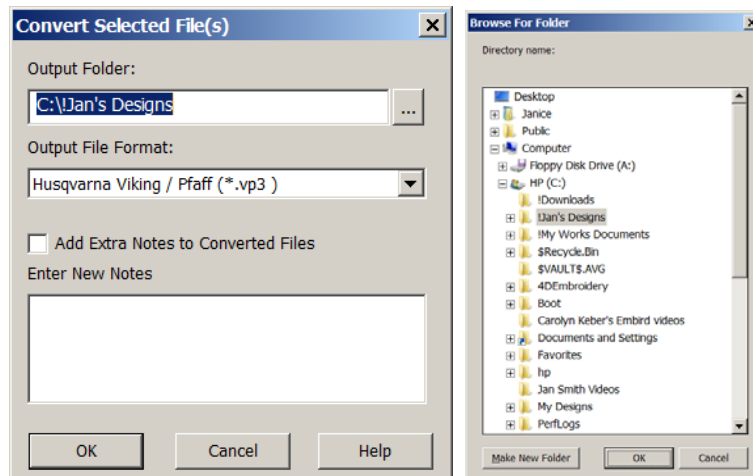
D1 Fonts disks saved as designs using Organizer *By Jan Henning*

Open the Organizer. Insert the Palace Fonts floppy disk in the external floppy drive or the drive on your computer. Click on the A drive to read the disk. **Menu 1 is the capital letters in size 30mm. Menu 2 is 30mm lower case. Menu 3 is 30mm #'s & accents.**

Menu 5, 6, 7 are 20MM in caps, lower case, #'s. **Menu 9, 10, 11 are 12mm.** There is no 4 or 8. **Menu 1** is clicked to show Palace capital letters in size 30mm.

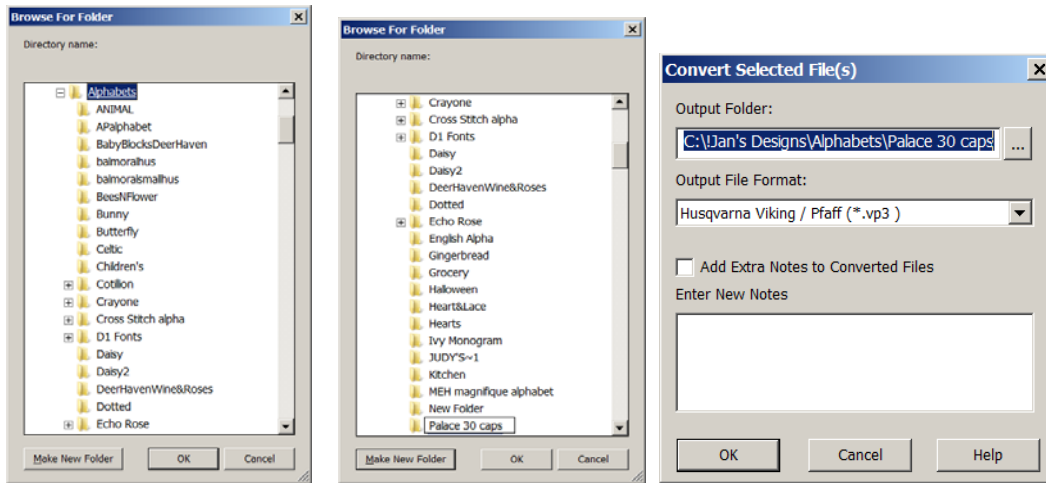


Hold down the “control and A” keys on your keyboard to highlight all of those letters. Then once they are highlighted the “convert” arrow will become active. Click on that double pointed arrow and you will see this popup. It is showing the output folder as **C:\Jan’s Designs**. I want to click on the **3 dots (browse buttons)** to change to the folder where I really want them. Then I see the next pop up.



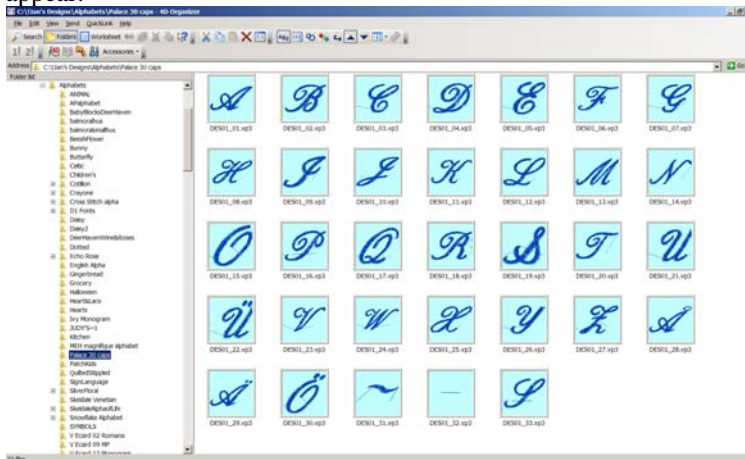
Notice that Jan’s designs are highlighted and notice that at the bottom, it says “make new folder”. If I want

a new folder under “Jan’s designs”, I can click on “make new folder” and make a folder for those designs. But, I want the new folder under my alphabets. I would click on the “browse buttons”, click on the Plus in front of Jan’s Designs to open it and find the “Alphabet folder” and click on it to make a sub folder under the “alphabets”. Then click on “new folder” and type “Palace 30 caps” as shown and click OK.

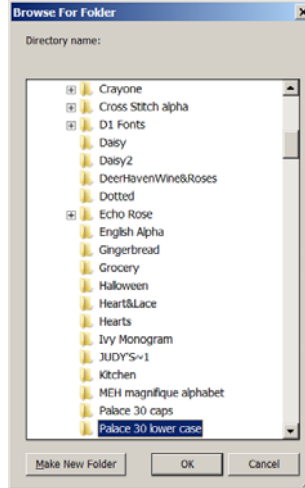
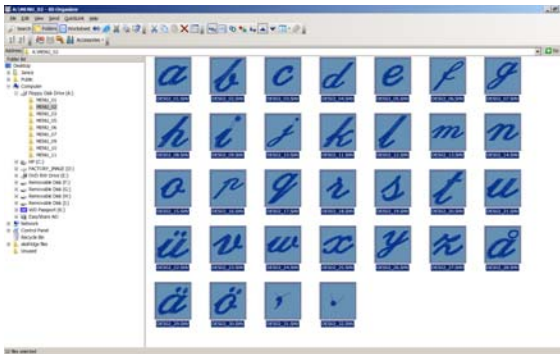


Now the pop up shows the actual path for the folder I just created and it’s going to save those designs in vp3 format. I could change the format to whatever I want by clicking on the down arrow. Click OK.

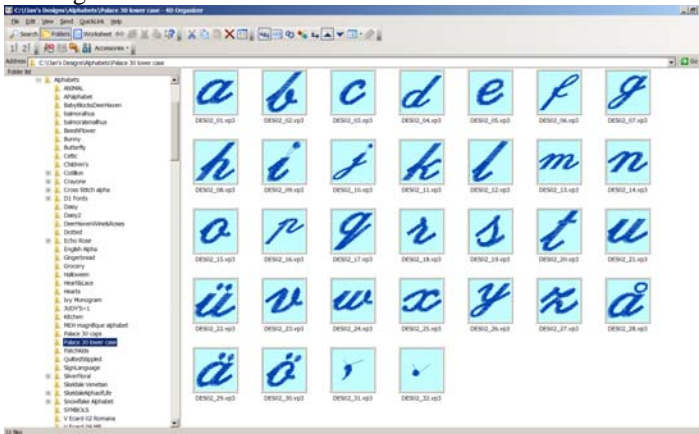
Let’s go to the left side of the screen and search for that file to make sure they are there. Click on the C drive and then Jan’s Designs and then Alphabets to find the **Palace** folder. I click on it and the designs appear.



We need to scroll to the A drive again, click on it to open it and click on **Menu 2** which is the **Palace 30mm lower case letters**. Hold the control key and the A key to highlight all of them and **click on the “convert arrow” on the toolbar**. Once again the pop up shows “Jan’s Designs”, so I click on the “browse to find the “alphabet” folder and then I click on “make new folder” and type “Palace 30 lower case” and click OK.



The next pop up shows the correct path and I just click on OK. Then I can scroll down to alphabets and once again I see the folder I created.



Just continue to read each menu and save as directed. Then you can do the Clarendon and Kaligraphia the same way.