

Letter-join 

# FONT GUIDE

.....  
The six Letter-join fonts  
.....

Choosing fonts for your  
classroom account  
.....

Install fonts to use in  
MS Word  
.....

.....

<b>The six Letter-join fonts</b>	<b>Page 3</b>
.....	
<b>Choosing Letter-join fonts for a Classroom account</b>	<b>Page 4</b>
.....	
<b>Classroom activity examples</b>	<b>Page 5</b>
.....	
<b>Installing the Letter-join fonts for use in MS Word</b>	<b>Page 6</b>
.....	
<b>Installing fonts on to a school network</b>	<b>Page 7</b>
.....	
<b>Set-up Letter-join fonts for use in Microsoft Word</b>	<b>Page 8</b>
.....	
<b>Create a Word Template to keep Letter-join's font preferences</b>	<b>Page 9</b>
.....	
<b>Using Letter-join fonts in programmes other than MS Word</b>	<b>Page 10</b>
.....	
<b>Terms and Conditions</b>	<b>Page 11</b>
.....	

# Using Letter-join fonts

## The six Letter-join fonts

### DOWNLOADING FONTS

The six 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 Information panel for use on Magic Words, Worksheet Generator and Word Animator.

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.

Fonts will use the alternative letterforms that have been chosen by a school for the letters f, k, w, x and z.

#### Letter-join Plus

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

the dog ran

#### 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.

the dog ran

#### Letter-join Air Plus

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

the dog ran

#### Letter-join Air No-lead

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

the dog ran

#### Letter-join Print Plus

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

the dog ran

#### Letter-join Print

Letter-join Print is a 'ball and stick' font which matches the letter style used in Letter-join to teach printed letters.

the dog ran

#### Letter-join Basic

Letter-join Basic is designed for use with PowerPoint and Smart Notebook. It is based on Letter-join Plus.

the dog ran

# Choosing Letter-join fonts for a Classroom account

Each classroom account of a school subscription can now choose between the different Letter-join fonts for 3 Letter-join activities: **Magic Words, Worksheet Generator and Word Animator.**

These handwriting activities work online through your internet browser and the fonts do not need to be downloaded onto your computer.

## Changing the font using the 'Classroom Options' button

Fonts can only be changed by logging in to a Classroom account and cannot be changed by children on their log-in.

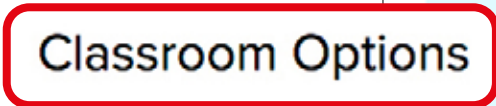
To change the font for a Letter-join activity click on 'Info' button at the bottom left of each page. Choose Classroom Options and select the Letter-join font you wish to use.



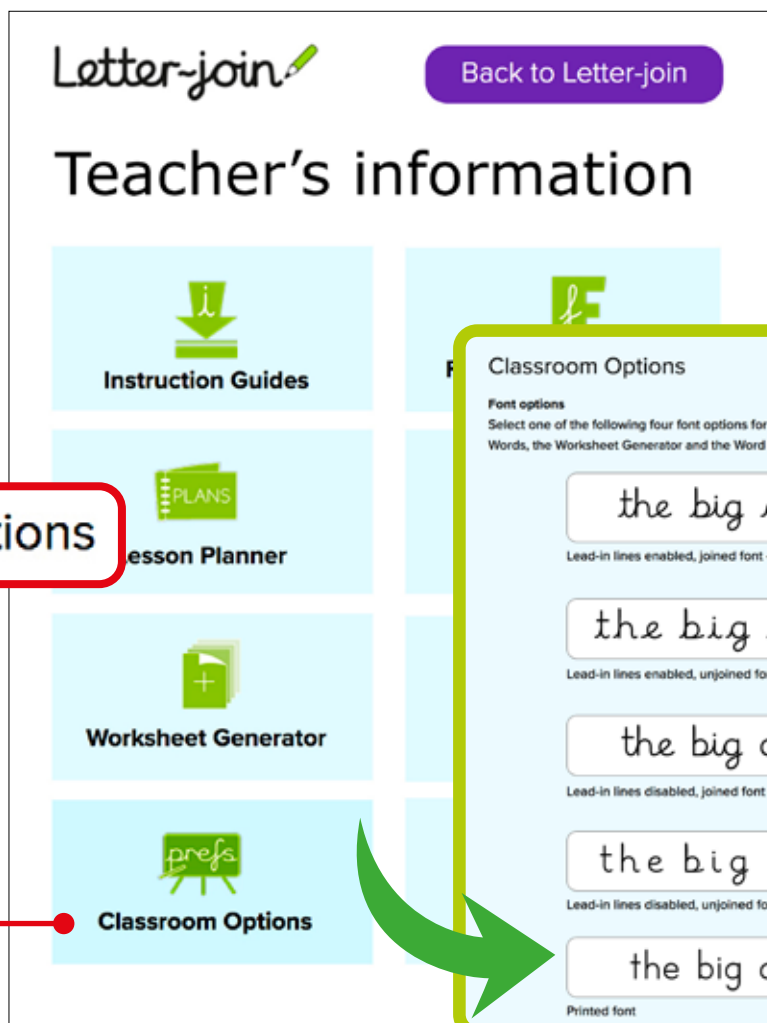
1



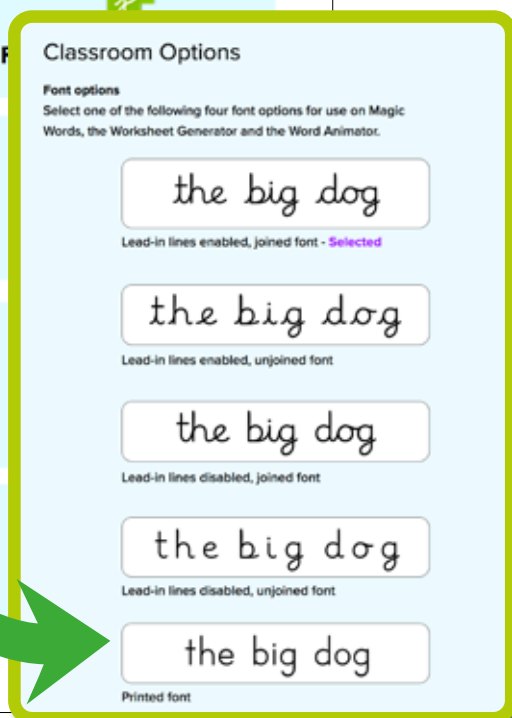
2



Font options for: **Magic Words, Worksheet Generator and Word Animator.**



3



# Classroom Activity examples

When a font has been selected on a classroom account it will be used on the Word Animator, Magic Words and the Worksheet Generator.

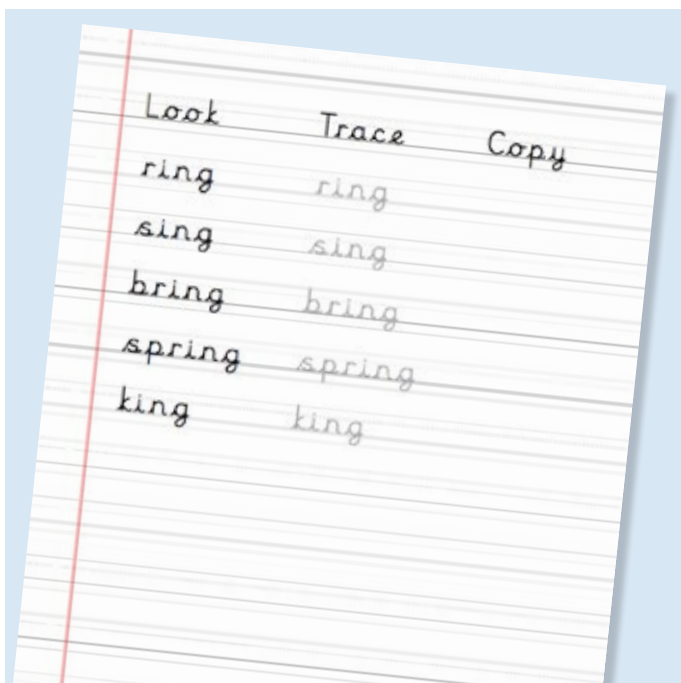
## Magic Words

Children can trace over words entered into Magic Words either on the classroom whiteboards or on iPads and tablets, to help them become familiar with the letter shapes.



## Worksheet Generator

Spelling lists and sentence sheets can be printed using the selected font for homework and practice sheets.



## Word Animator

The Word Animator can be used to demonstrate how words are written using your chosen font.



Letter-join Plus



Letter-join Air Plus



Letter-join No-lead



Letter-join Air No-lead



Letter-join Print

# Installing the Letter-join fonts for use in MS Word

## Where to download fonts

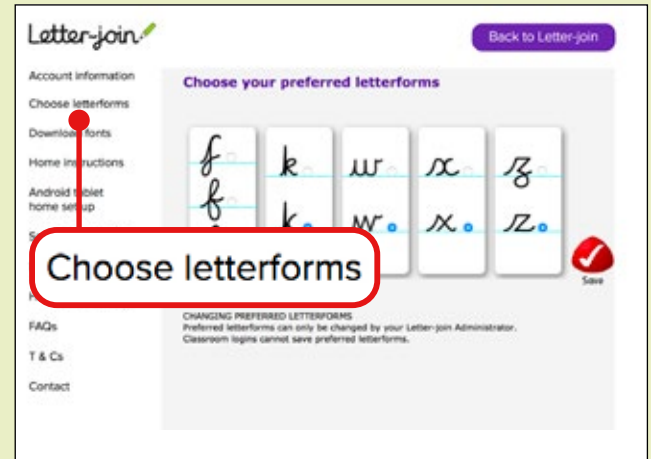


The Letter-join fonts can be downloaded by subscribing schools by logging in to Letter-join as Administrator and selecting the 'Download fonts' button from the left hand menu.

You must make sure that your school has chosen the preferred letterforms before downloading the fonts.



## Installing Letter-join fonts on individual PCs



Please make your choices for alternative letterforms before downloading the fonts

## Installing the font from your school's Admin page

Select the Download fonts option and follow the instructions.

Where indicated please accept the terms and conditions.

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

Locate where the fonts have been downloaded on your PC. The fonts are named Letter-join Plus, Letter-join Air Plus, Letter-join No-lead, Letter-join Air No-lead and Letter-join Print Plus and Letter-join Print, each followed by a number relating to your choice of letterforms.

Right-click the file and choose the 'Install' option.

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

## 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.

# Installing fonts through a Network installation

For network installations Letter-join fonts are packaged as a single MSI file that installs all Letter-join fonts. As this type of file is not commonly downloaded your firewall may ask you to confirm its authenticity. Your network manager may need to download and install the font if using the MSI Installer\*.

\*Please note that the MSI Installer is a third party piece of software and we cannot offer any technical support on it's use.

## Download and install Letter-join fonts

You must make sure that your school has chosen the preferred letterforms before downloading the fonts.

Click on the 'MSI Installer' link and follow the on-screen instructions, allowing any permissions to run a new application.

Locate the MSI file (usually in your 'Downloads' folder) and double-click to execute. Again, you may be prompted to 'allow' this file 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 and Letter-join Print, each followed by a number.

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

The screenshot shows the Letter-join website interface. On the left is a navigation menu with items: Account information, Choose letterforms, Download fonts, Home instructions, Android tablet home set-up, School tablet set-up, FAQs, T & Cs, and Contact. The main content area is titled 'Installing Letter-join fonts' and includes a purple 'Back to Letter-join' button. The text instructs users to make choices of alternative letterforms before downloading. It lists five font options: Letter-join Plus, Letter-join Air Plus, Letter-join No-lead, Letter-join Air No-lead, and Letter-join Print. A link for 'network installation' is provided. Below, instructions for installing on individual PCs are shown, including a step to click a box to accept terms and conditions. A red box on the left highlights the text 'Network Installation'. A red box on the right highlights a 'Network download' section containing a blue 'MSI INSTALLER' button and a list of the five font names. A green arrow points from the 'Network Installation' box to the 'Network download' box.

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

Letter-join cursive fonts have hundreds of uses from school newsletters to posters and practice worksheets

Letter-join school subscriptions include six fonts for use with Microsoft Word. Our cursive fonts incorporate the very latest typographical features to produce the look and feel of true cursive handwriting,



## 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 reproduce 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* ✅

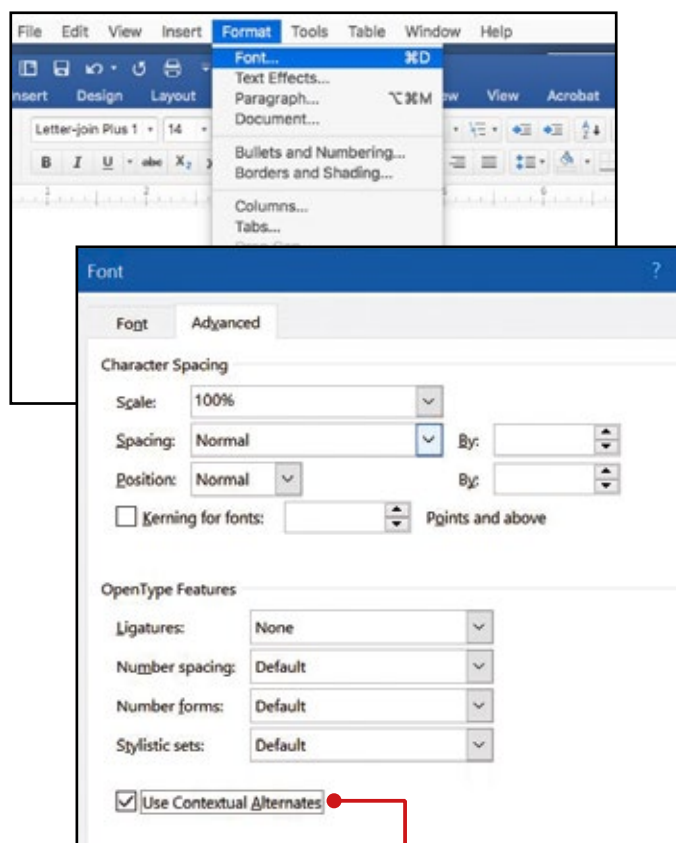
Lead-in lines and joins are formed correctly

### How to switch on Contextual Alternates

With the Letter-join fonts installed on your computer the Letter-join fonts 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.



Contextual Alternates



# 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. Choose the Letter-Join font. Select the Advanced tab and enable 'Use Contextual Alternates' 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.

Enter file name here

Word Document (\*.docx)

Word Document (\*.docx)

Word Macro-Enabled Document (\*.docm)

Word 97-2003 Document (\*.doc)

Word Template (\*.dotx)

Word Template

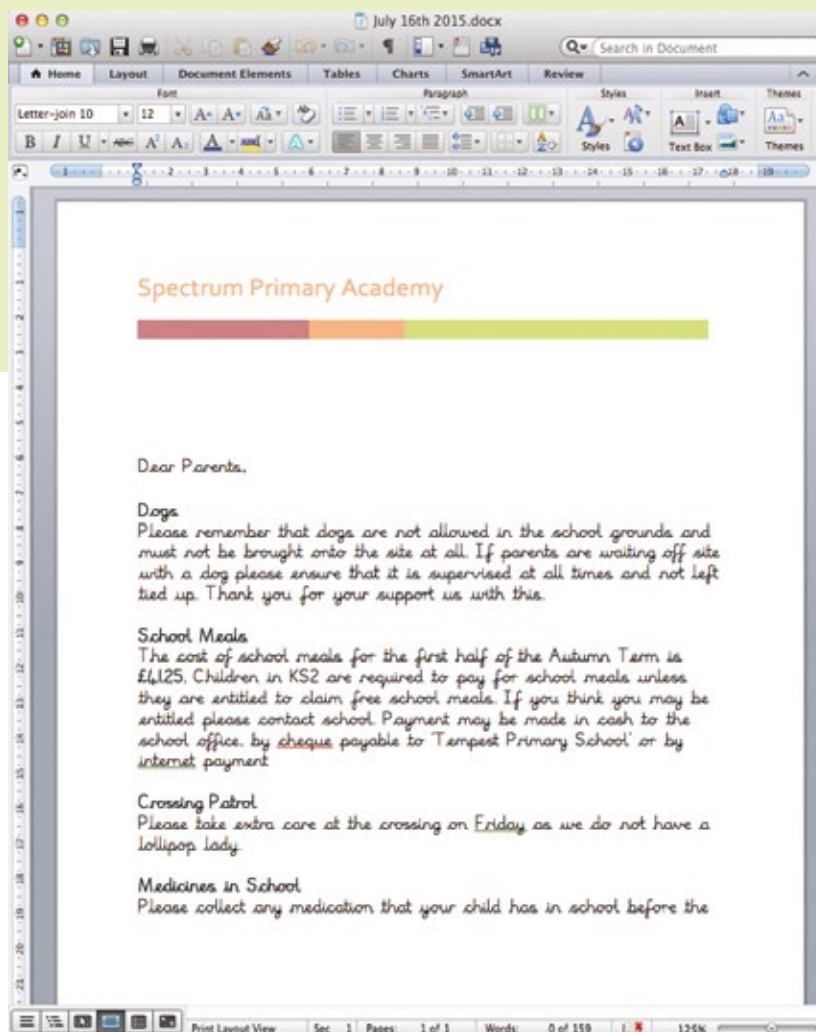
Word Macro-Enabled Template (\*.dotm)

Word 97-2003 Template (\*.dot)

PDF (\*.pdf)

XPS Document (\*.xps)

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.



# Using Letter-join fonts in programmes other than MS Word

## Contextual Alternates

The shape of the letters used for continuous cursive fonts change shape depending on the letters that go before and after each them. For example there are two different shapes for the letter 'e' in green:

green red purple blue yellow

**Letter-join Plus WITH Contextual Alternates**

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

If a programme does not support contextual alternates the words would look like this:

green red purple blue yellow

**Letter-join Plus WITHOUT Contextual Alternates**

Note that the letter 'e' is the same shape throughout, the lead-in lines have disappeared and the lead-out lines are too long.

## PowerPoint, Publisher, Smart Notebook

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

green red purple blue yellow

**Letter-join Basic**

Letter-join Basic can be downloaded by logging in to the Admin page of your Letter-join School subscription and selecting the Download Fonts button. It is not part of the MSI so will need to be downloaded and installed onto each individual computer.

**Programmes that do not have Contextual Alternates facility include:**

MS PowerPoint

MS Publisher

Smart Notebook v. 15+

## Chromebooks

Chromebooks are set up to use Google Docs, an on-line, cloud-based word processor. Google Docs contains a limited selection of fonts as part of the software. Third party fonts cannot easily be added.

However, if you know how to switch your Chromebook to Developer Mode, Letter-join has created a selection of True Type Fonts (TTF) that can be downloaded and installed for using on Google Docs with Chromebooks.

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.

The available Letter-join TTF fonts are:

green red purple blue yellow

**Letter-join Basic**

green red purple yellow

**Letter-join Air No-lead**

green red purple blue yellow

**Letter-join Print Plus**

## Programmes that can use TTF fonts

MS PowerPoint

MS Publisher

Smart Notebook v. 15+

Chromebook/Google Docs

# Terms and Conditions for use of Letter-join fonts

The Letter-join fonts are available for use in Microsoft Word and other applications that support Contextual Alternates, by staff at any school that has a current, valid subscription to the School Edition of Letter-join.

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

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.