

Letter-join 

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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 the font most widely used by Letter-join school subscribers. It is a continuous cursive font with lead-in and lead-out lines.

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 No-lead

Letter-join No-lead does not include the lead-in line at the start of each letter but has a lead-out line that joins to the following letter.

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

Letter-join Print matches the letter style used in Letter-join to teach printed letters.

the dog ran

NEW! Letter-join Basic

Letter-join Basic is designed for use with programmes that do not support contextual alternates such as Smart Notebook and Powerpoint. 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 Letterjoin 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.

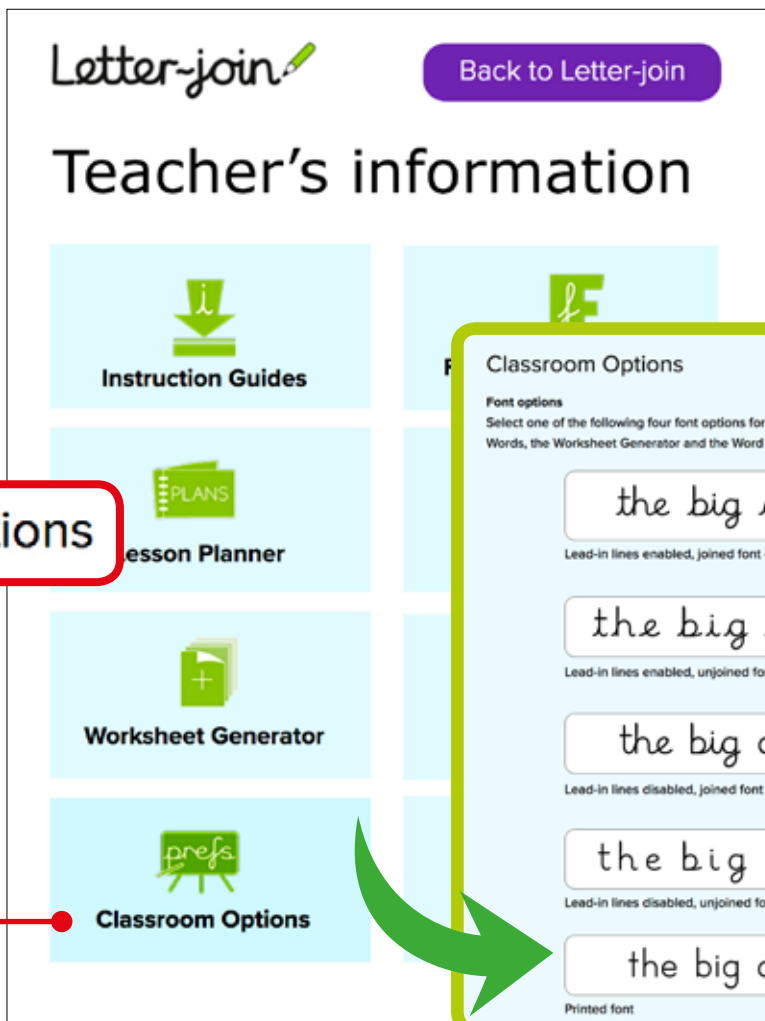
Changing the font using the 'Classroom Options' button

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.



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3

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Classroom Options

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



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.

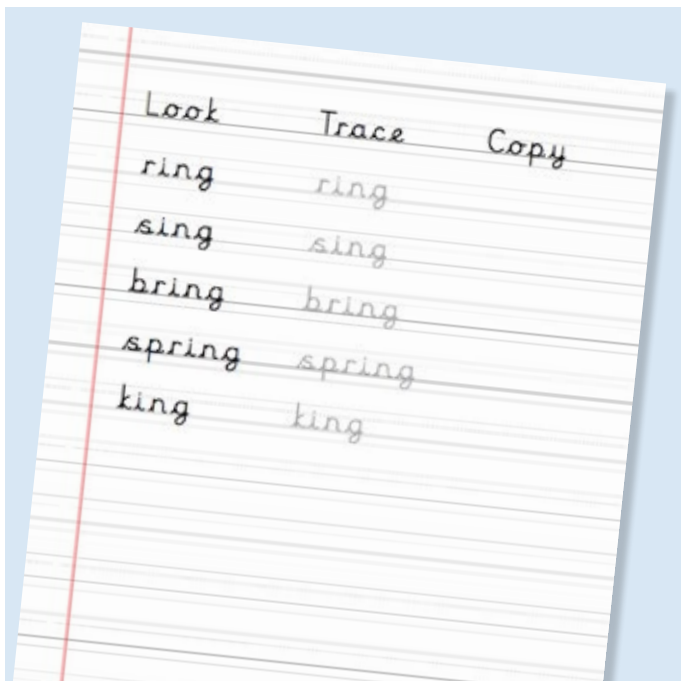
Magic Words

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



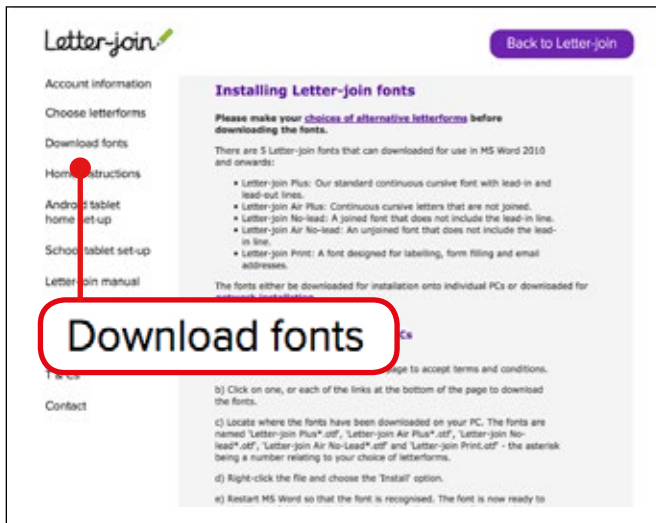
Letter-join Air No-lead



Letter-join Print

Installing the Letter-join fonts for use in MS Word

Where to download fonts

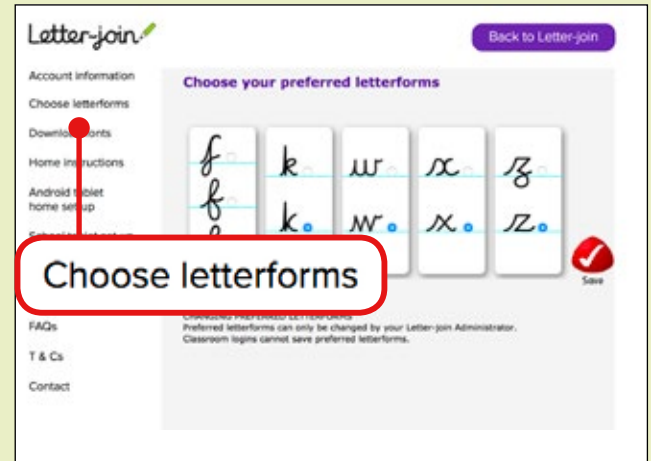


The Letter-join fonts can be downloaded by subscribing schools by logging in to Letter-join as Administrator and selecting the 'Download fonts' button from the left hand menu.

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

1. 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.

Click on one, or each of the links at the bottom of the page 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, 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 like '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 button 'Back to Letter-join'. Below the title, it says 'Please make your choices of alternative letterforms before downloading the fonts.' and 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 red box on the left highlights the text 'Network Installation'. A red box on the right highlights the 'Network download' section, which contains a blue button labeled 'MSI INSTALLER' and a list of the five font names. A green arrow points from the 'Network Installation' box to the 'MSI INSTALLER' button.

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 ✅

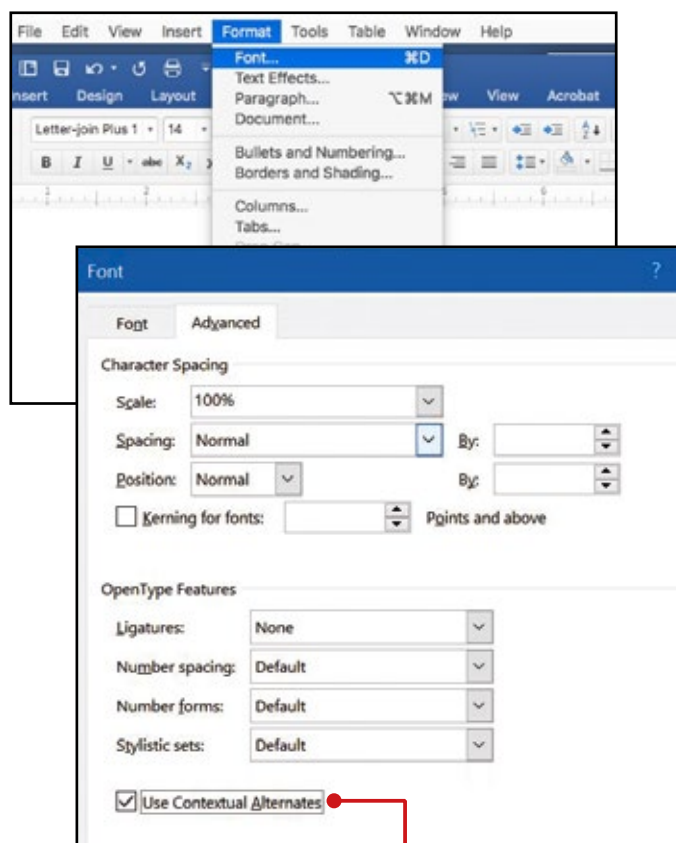
Lead-in lines and joins are formed correctly

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

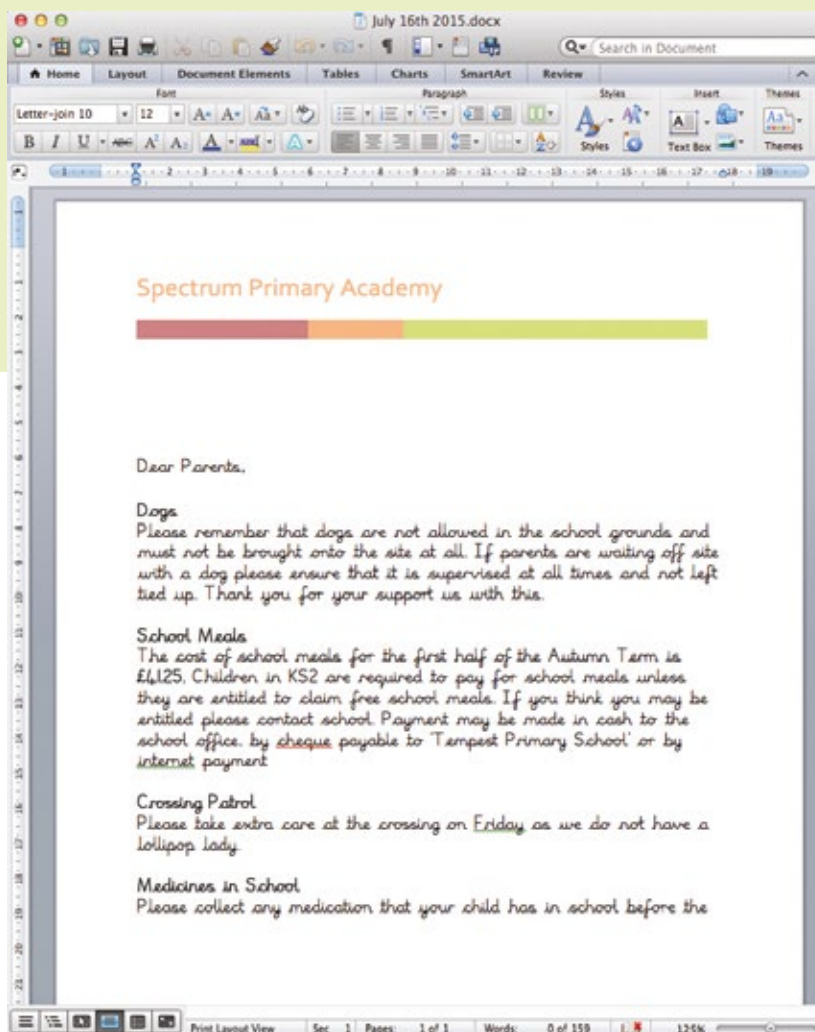
Word Macro-Enabled Template (*.dotm)

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.



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.