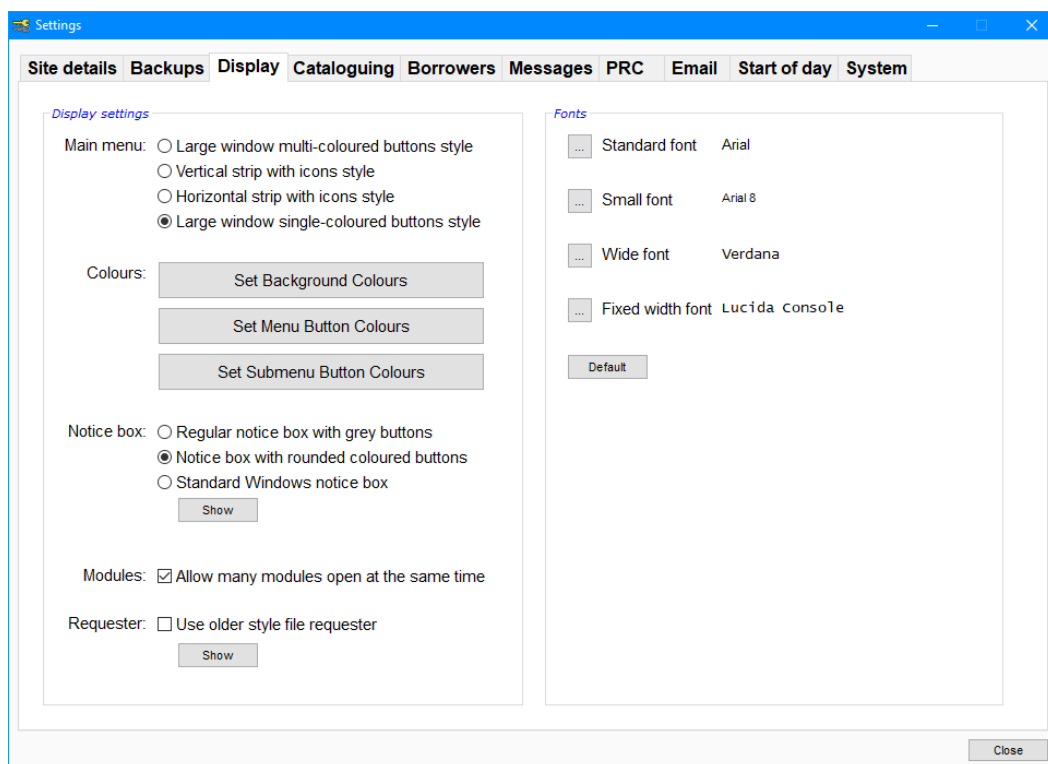<table>
<tr><td>

BOOKMARK FACT SHEET

Customizing Fonts

<div align="right">May 2022</div>

</td></tr>
</table>

Bookmark three basic fonts but in a variety of sizes and styles and colours. The font can be changed.

Controls > Settings > Display tab.

The standard font is used throughout but can appear in different sizes, usually 10pt, 11, 12 or larger. Cataloguing AddEdit Items, for example, uses the standard font set at 10pt.

Small font is used at the top of columns in listgrids, in pushbuttons like OK and Close, and other places. It is usually 8pt in size or smaller.
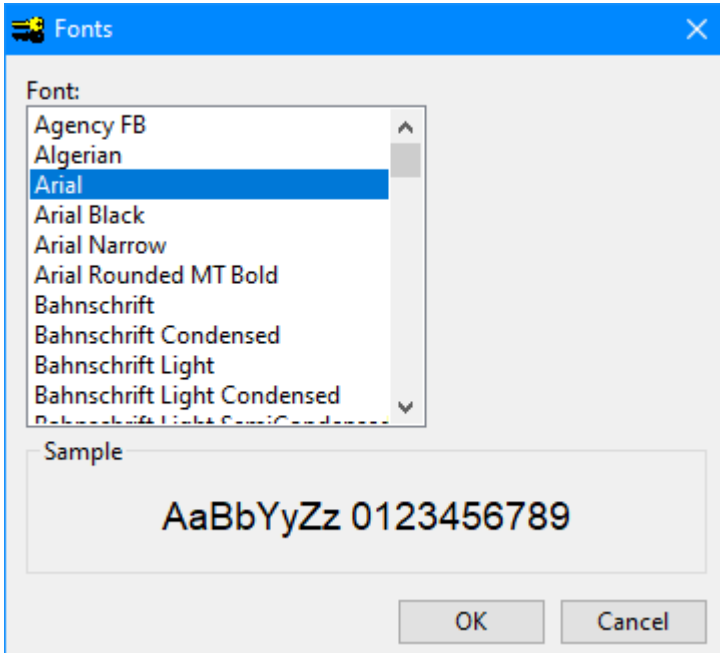
Wide font is used where the spacing between letters from the standard font needs to be greater. The font size varies over a range, depending on the task. Wide font is rarely used.

Fixed width font is used in a few places to have different text from the standard type. Example is Cataloguing > Labels > Print Barcodes > Manual Entry. The font used at the top for the template and the font in the list of barcodes to be printed is fixed-width 10 or 12 bold.

By default, Arial font is used for standard and small fonts. Verdana is used for wide font. Lucida Console is used for fixed-size proportional font.

Menu buttons use Arial in large size. This is fixed and cannot be changed.

To change a font, click on the elipsis button (3 dot).

Click on a font then OK to select.

There is no ability to set a size or font style like bold. This is automatically set within the system when needed.

The font only completely goes into effect when Controls and Bookmark is closed then re-opened.

Not all fonts are available in all versions of Windows. Not all fonts may be found on all computers. Only a few fonts are "universal".

Arial has been found to be the best general-purpose font. It has been used in Bookmark since version 10.1. It is common. All versions of Windows have it. Alternatives may be Tahoma, Helvetica, Segoe UI, Trebuchet MS and MS Sans Serif. "Heading fonts" like Comic Sans MS generally do well in large sizes like headings but not as well for normal 8pt or 10pt size. Standard font is used for headings as well.

Windows 11 introduces several new fonts.