



Saves printing costs and the environment

Ecofont Software Manual

Ecofont Software enables you to **save up to 50%** on ink or toner when printing text and even more when you use the printing without images option. You can print in a sustainable way with only one single click.

Demoverision

The demoverision of Ecofont Software will enable you to print ecofriendly with Arial, Calibri, Verdana, Times New Roman and Trebuchet MS from Ms Word and Ms Outlook for 14 days.

- 1 Check your system
- 2 Install Ecofont Software
- 3 Print ecofriendly!



1 Check your system

Work station

Most work stations will meet the required specifications for Ecofont Software:

| | | |
|---------------------|---|---------|
| Processor speed | Windows XP | 0.8 GHz |
| | Windows Vista | 1.0 GHz |
| | Windows 7 | 1.0 GHz |
| Harddisk free space | 80 Mb | |
| Memory | Windows XP | 512 Mb |
| | Windows Vista | 1 Gb |
| | Windows 7 | 1 Gb |
| Minimum resolution | 1024 x 768 pixels | |
| Ms Office versions | Ms Office 2003 Professional Ms Office 2007 All versions Ms Office 2010 All versions | |
| Other | Ms Office installed locally .NET Framework 2.0 Administrator rights | |

Windows updates and .NET

All Windows OS, Ms Office updates and the .NET Framework must have been installed. If .NET is not installed the Ecofont installer will guide you through an installation of .NET.

Backup

It is not possible to load backups of Ecofont Software on a system while working with the demo license. Your demo license will cease to work in this case. Only a full license allows using backups or ghost scripts on a system.

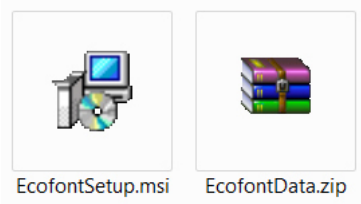
Installation files

Place the **EcofontSetup.zip** archive in temporary folder on your local harddisk and unzip the content to an installation directory.

2 Install Ecofont Software

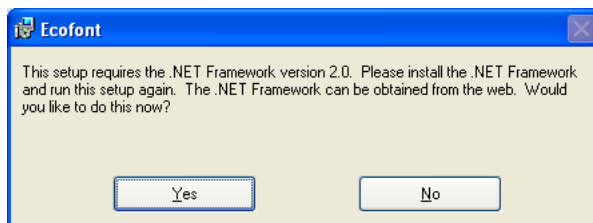
Start installing

Close all Ms Office applications and double click the unzipped **EcofontSetup.msi** file. The full version contains an EcofontData.zip file which needs to be placed in the same folder as the EcofontSetup.msi file.



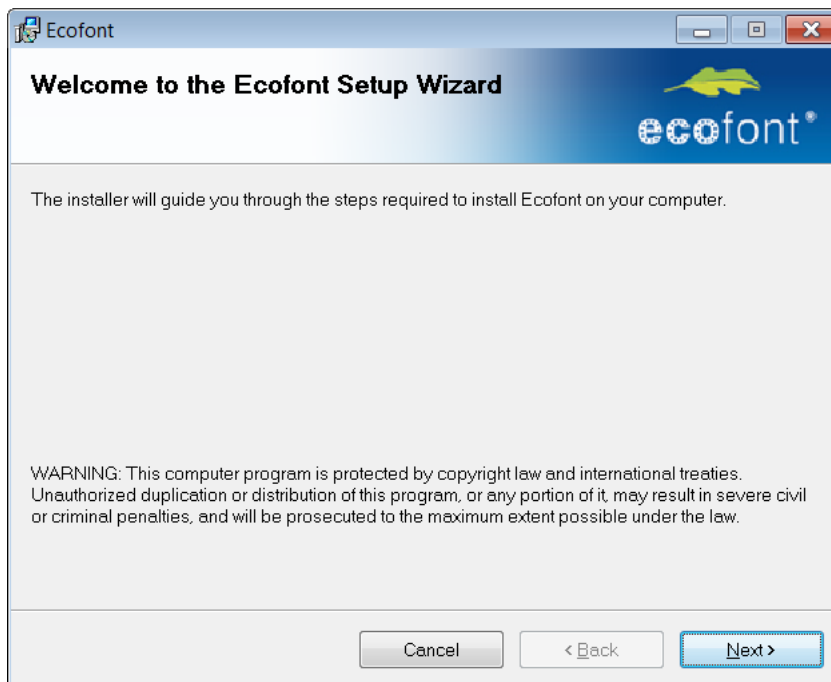
Checking for .NET

If .NET Framework 2.0 or higher is not installed, a warning will be shown. Cancel the installation and install .Net framework 2.0 or higher.



Publisher

The system might ask whether you trust Ecofont as a software publisher, click 'Execute'. Click 'Next' to enter the setup program.



2 Install Ecofont Software

License agreement

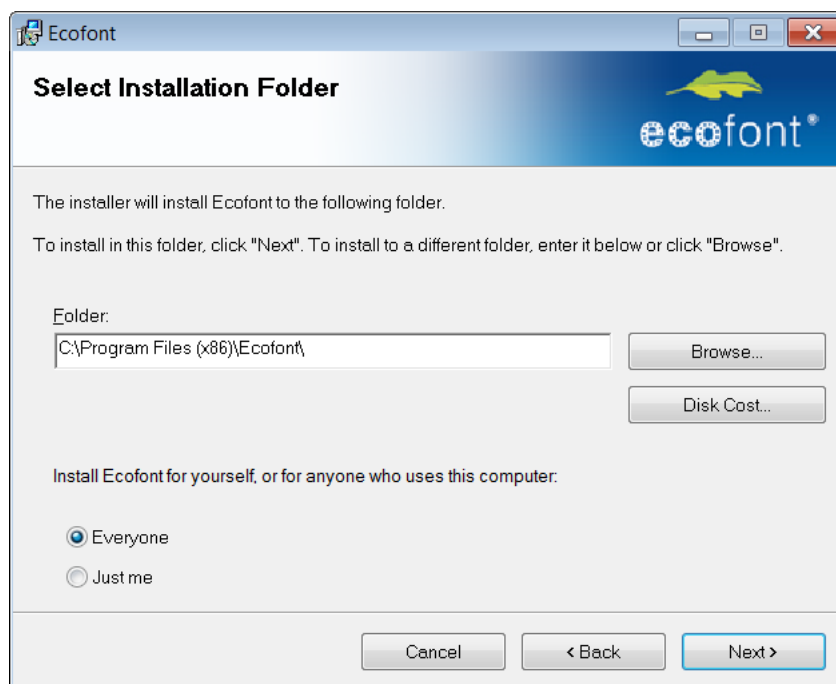
Read the license agreement and select 'I Agree' to accept. Click 'Next' to continue.



Select installation folder

Choose the folder for installing the Ecofont Software. The default installation folder is selected automatically. In this screen you choose to install the software for yourself or for every user on the computer.

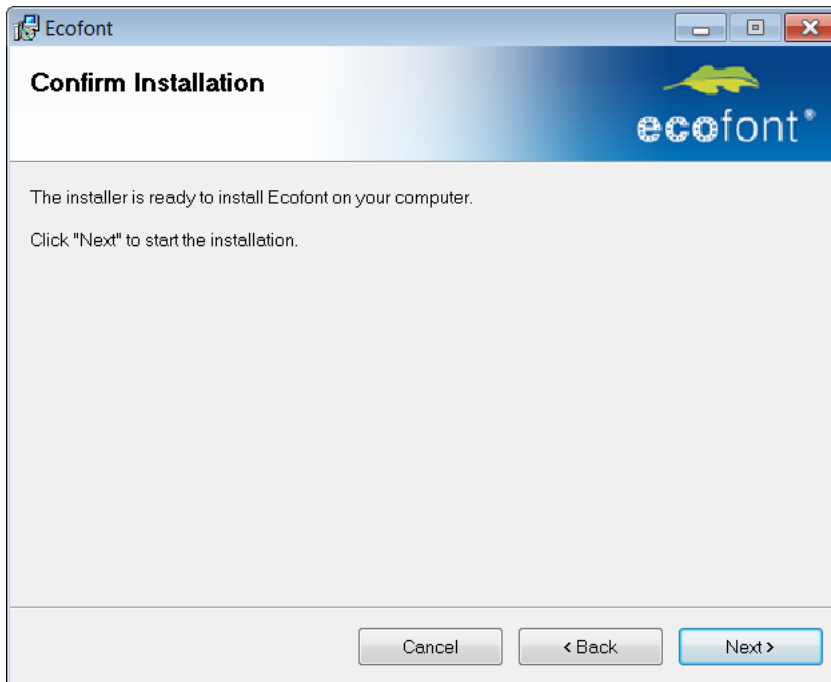
Click 'Next' to continue.



2 Install Ecofont Software

Confirm installation

Confirm the installation of the Ecofont software by clicking 'Next'.



Ecofont Software being installed

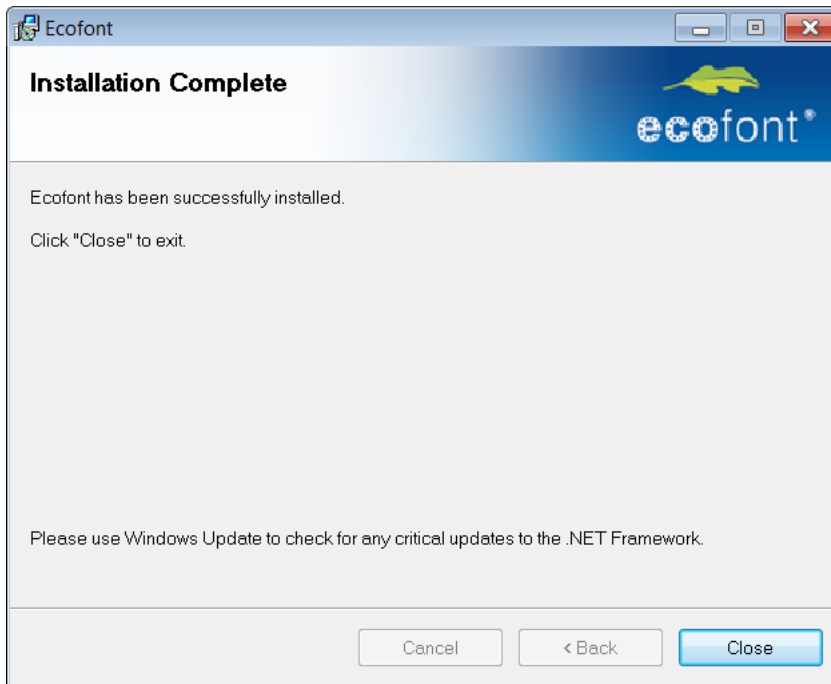
The software is now being installed.



2 Install Ecofont Software

Installation complete

A confirmation screen will be shown when the software is installed successfully.



3 Print ecofriendly

Ms Word and Ms Outlook 2007 or 2010

You will find the following Ecofont buttons in the ribbon in Ms Word or when you open an email in Ms Outlook.



Ms Word and Ms Outlook 2003 Professional

You will find the following Ecofont buttons in the ribbon in Ms Word or when you open an email in Ms Outlook.



Print

Click this button to print directly to your default printer.

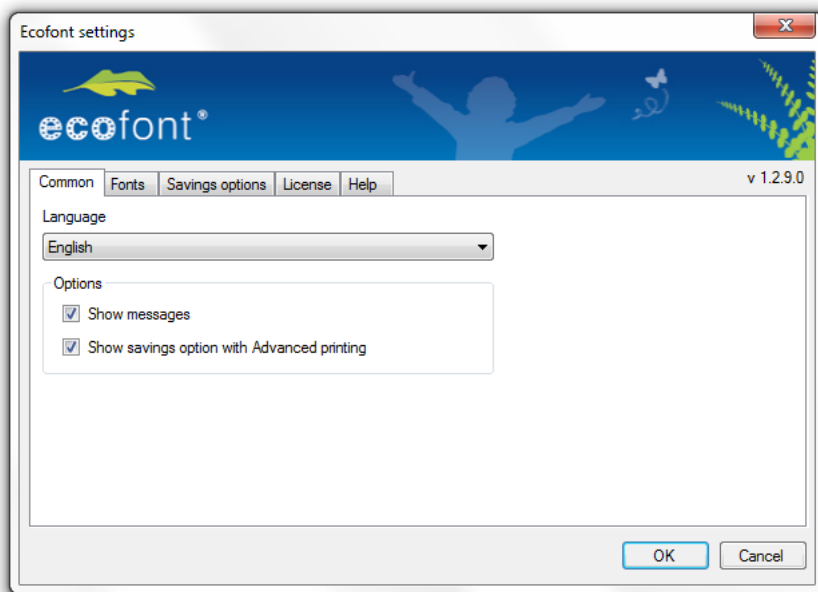
Advanced

Click this button to choose your printer and configure other printersettings before printing.

Settings

Click this button to configure the Ecofont software.

3 Print ecofriendly



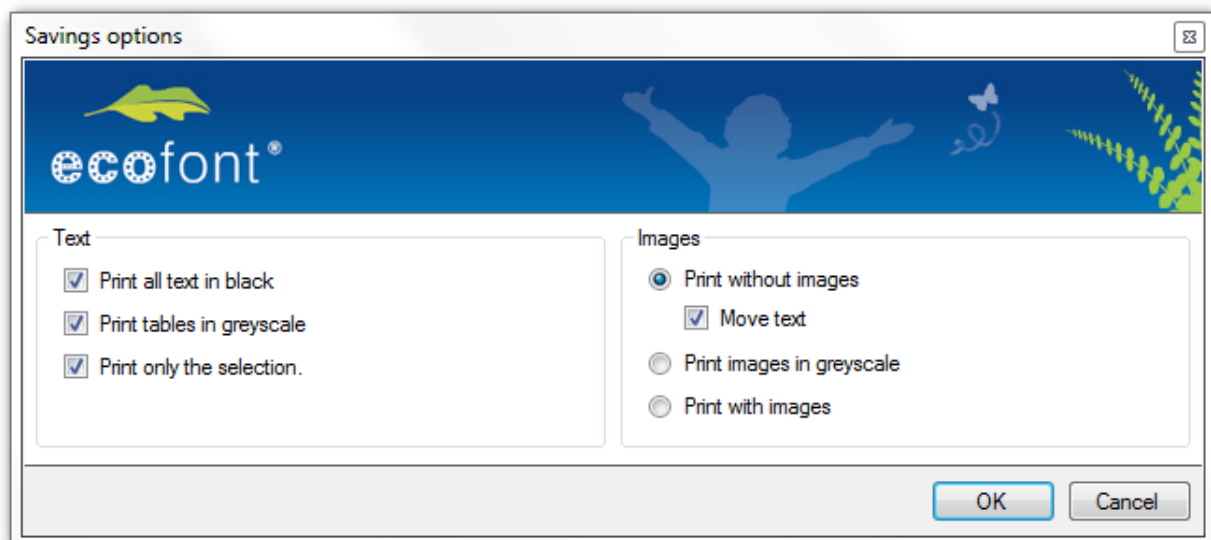
Common tab

Configure the following settings and options:

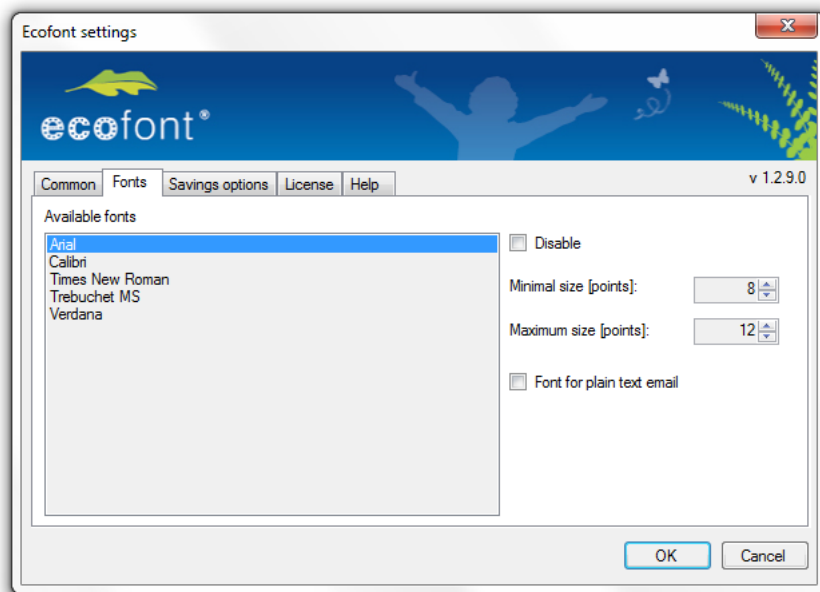
- Language
- Show general messages (option for system administrators)
- Show savings options with Advanced printing.

Show savings options with Advanced printing

If you select this option you can choose which savings options you want to use for every single Advanced printing job. For example printing without images or printing with images in greyscale. If you deselect this option the software will use your standard savings options for Advanced printing jobs. You can set your standard savings options at the Savings options tab.



3 Print ecofriendly



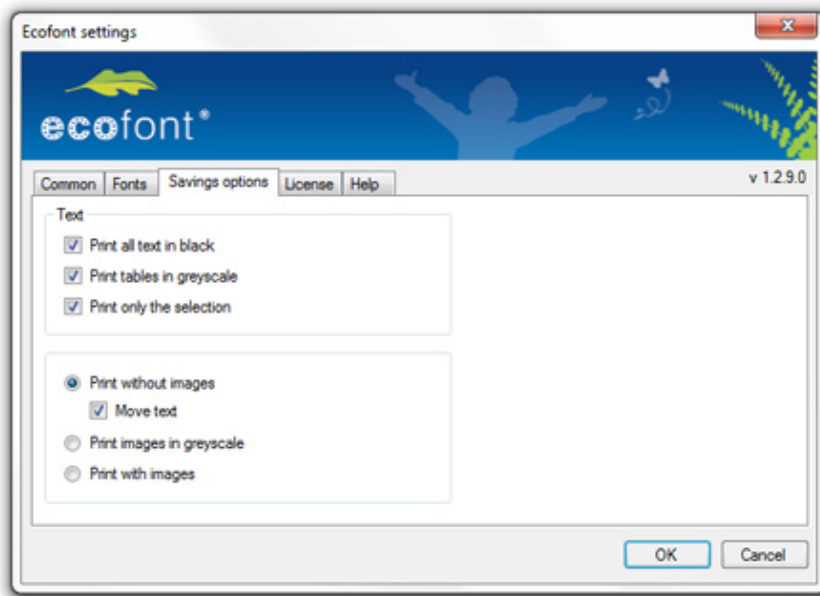
Fonts tab

You will see which Ecofonts are installed on your system. You can set the pointrange between which the normal fonts have to be printed in Ecofonts. This way it is possible to prevent the holes to become visible in larger headertexts.

Font for plain text email

Choose which Ecofont you want to use for printing plain text emails in Ms Outlook.

3 Print ecofriendly



Savings options tab

Configure your standard savings options.

Print all text in black

Converts colored text into black

Print tables in greyscale

Converts colored tables into black and white

Print only the selection

Only prints the selected part of your document or richtext email to save ink or toner and paper.

Print without images

Prints the document without images.

Move text

When printing without images you can leave the layout of the document intact or choose to move the text to the empty space where there were images before. The latter option saves on paper too.

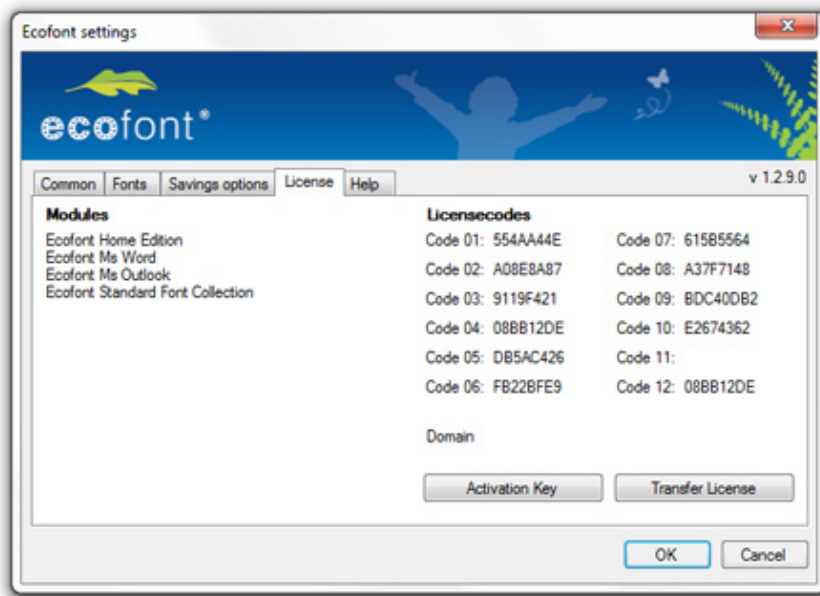
Print images in greyscale

Print the document with the images in greyscale.

Print with images

Use this option to only save on printed text with Ecofonts.

3 Print ecofriendly



License tab

Details about your license are shown here.

Modules

You can see which version of the software is installed (Home Edition, Small Business Edition or Enterprise Edition).

Licensecodes

These codes are necessary when you order the Ecofont Enterprise Edition.

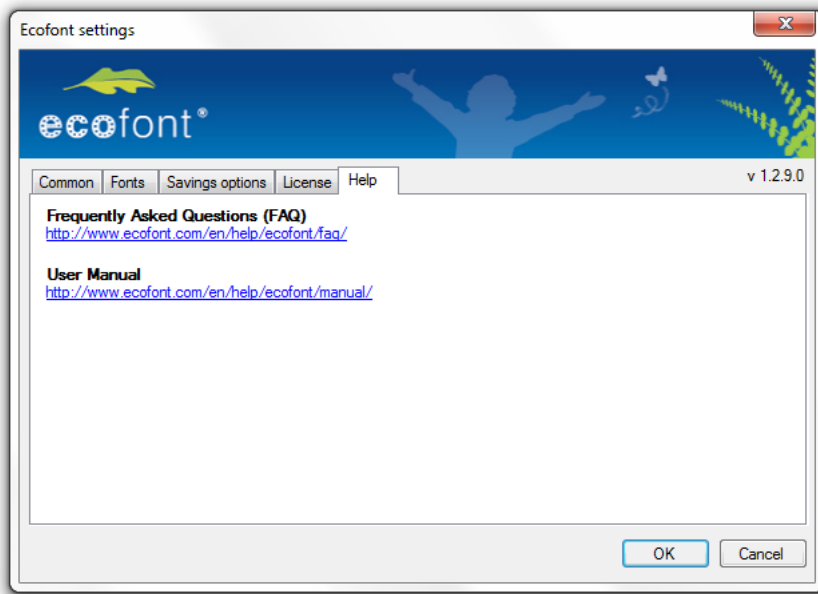
Activation Key

If you buy additional modules for the Ecofont Software you can activate these with the activationkey you have been given.

Transfer License

When you are buying a new computer you can transfer the license to your new computer with this button. The software on the old computer is deactivated and will not work anymore. After a succesful license transfer you are able to use your serial number to activate the Ecofont Software on your new computer.

3 Print ecofriendly



Help

Links to our FAQ section and User Manual are shown here.

4 Troubleshooting

Visit our FAQ section online

On our website you will find instructions in case installation of the software was not successful.

<http://www.ecofont.com/en/help/ecofont/faq/>

If you cannot find the answer to your question in our FAQ, you can ask for support here:

<http://www.ecofont.com/en/general/contact/support/>

5 Get a license for Ecofont software

Enterprise Edition

If your company has a Windows Domain you can order the software by requesting a quotation:

<http://www.ecofont.com/en/general/contact/order.html>

Home Edition

Available from our webshop: <http://webshop.ecofont.com/>

Small Business Edition

Available from our webshop: <http://webshopsb.ecofont.com/>