

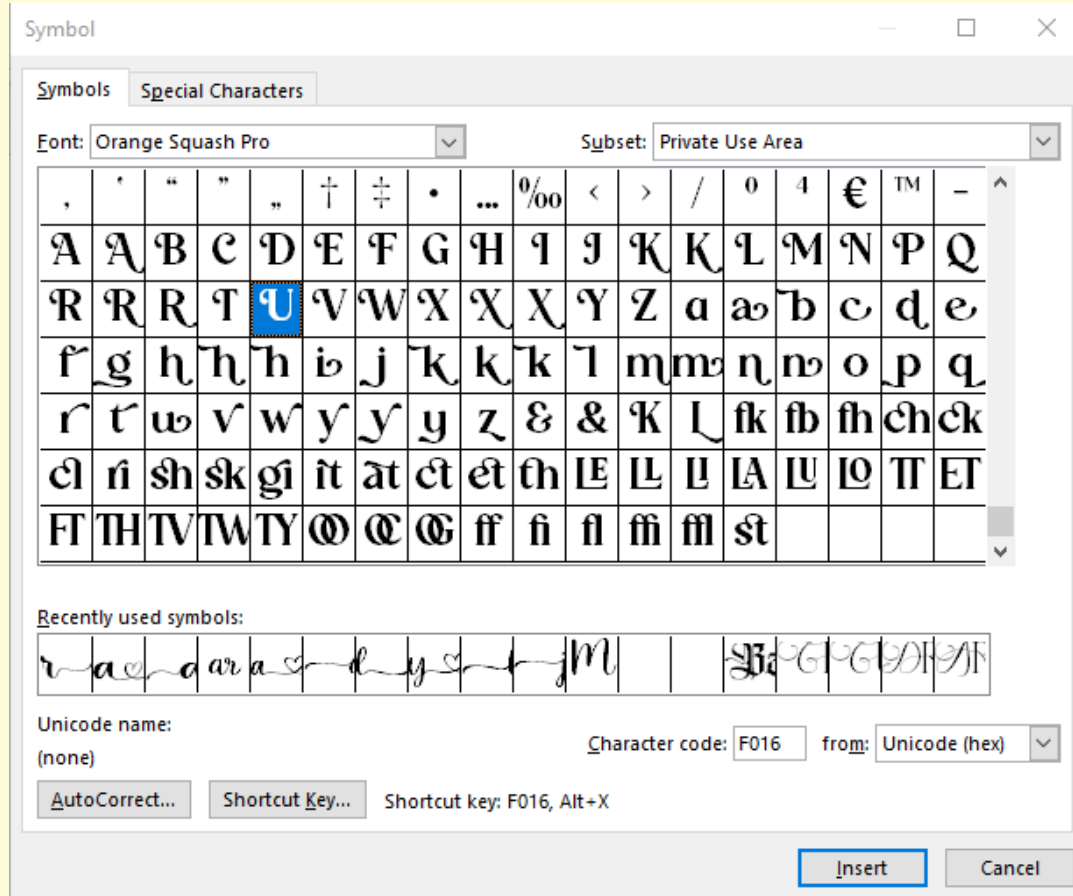
HELP FILE

HOW TO ACCESS OPENTYPE FEATURES

By Pixesia Studio

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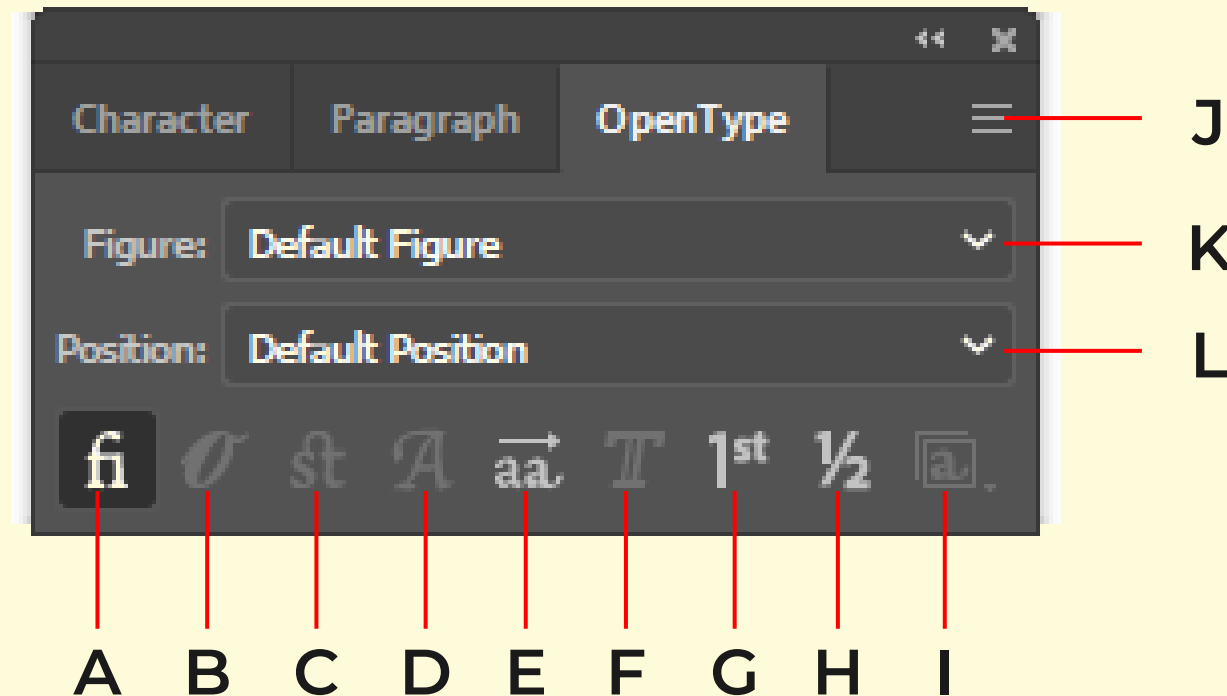
HOW TO USE ALTERNATES GLYPHS



To access alternate characters in **Microsoft Word** or **Powerpoints** follow these steps:

- Step 1:** **Select the text** where you want to use alternate characters.
- Step 2:** **Open the "Insert" tab** on the ribbon at the top.
- Step 3:** Click on **Symbol** on the far right, then choose **More Symbols**.
- Step 4:** In the **Symbol dialog box**, select the **Font** you're using (e.g., Orange Squash Pro)
- Step 5:** Look for the alternate characters, such as ligatures or special symbols, and select the one you want.
- Step 6:** Click **Insert** to add it to your text.

OPENTYPE PANEL OVERVIEW



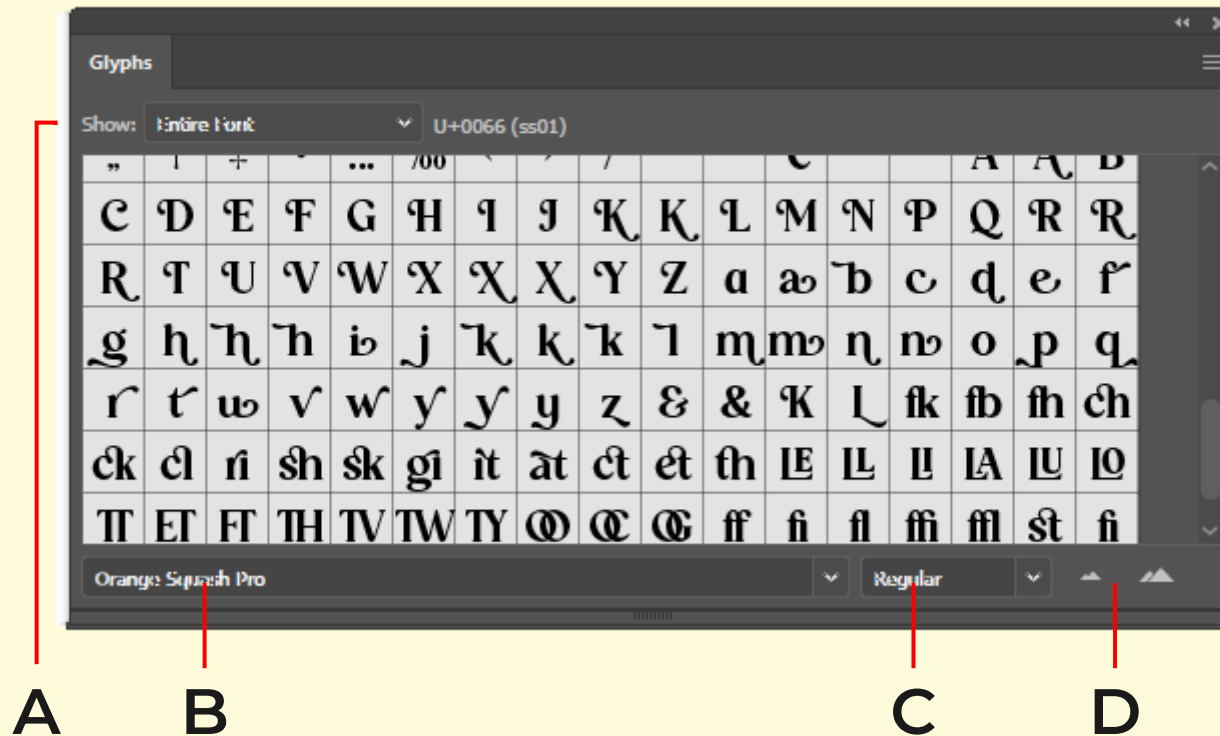
In **Adobe Illustrator**, go to **Window > Type > OpenType** to choose how you want to use alternate characters in OpenType fonts, like turning on **standard ligatures** for new or existing text.

In **Adobe Photoshop**, you can use the **Character Panel** (go to **Type > Panel > Character Panel**).

Note that **OpenType fonts** offer different features, so not every option will be available in all fonts. You can check the available characters using the **Glyphs panel**.

A. Standard Ligatures **B.** Contextual Alternates **C.** Discretionary Ligatures
D. Swash **E.** Stylistic Alternates **F.** Titling Alternates **G.** Ordinals **H.** Fractions
I. Stylistic Sets **J.** Panel menu **K.** Figure type **L.** Character position

GLYPHS PANEL OVERVIEW



A. Show menu **B.** Font Family **C.** Font Style **D.** Zoom Buttons

To view and insert special characters in a font, use the **Glyphs panel (Window > Type > Glyphs)**.

By default, it shows all the glyphs for the font you're using. You can change the font by selecting a different one at the bottom of the panel. If you have text selected in your document, you can see alternate characters by choosing **Alternates For Current Selection** from the **Show** menu at the top.

When you select an **OpenType font** in the **Glyphs panel**, you can filter the glyphs by choosing a category from the **Show** menu. To see alternate glyphs, click the small triangle in the lower right corner of the glyph box, if available.

THANK YOU

We hope it meets your expectations and enhances your design projects.
Should you have any questions or need further assistance,
please do not hesitate to contact us at:

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