

QUICK START GUIDE

PS METROGRAM MONOGRAM FONT

BY: PARA-SCOPE DESIGN & TYPE

**The font used in this guide may be different from your product, but no need to worry! The process for installing and editing it remains the same. So, big thanks for getting this product, and have a blast creating!*

STEP ONE

DOWNLOAD & INSTALL THE FONT/ FONTS TO YOUR COMPUTER

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INSTALLING ON MAC:

Locate the Font File: PSMETROGRAM...(OpenType Font)

Double-click on the Font File:

Double-clicking the font file will open it in the Font Book application.

Install the Font:

In the Font Book window, click the *"Install Font"* button.

Check Installed Fonts:

Open Adobe Illustrator or Photoshop to ensure that the new font is available.

INSTALLING ON PC (Windows):

Locate the Font File: PSMETROGRAM...(OpenType Font)

Right-click on the Font File:

Right-click on the font file and select *"Install"* from the context menu.

Check Installed Fonts:

Open Adobe Illustrator or Photoshop to ensure that the new font is available.

ADDITIONAL NOTES:

On both platforms, you can also manually copy the font files to the respective font directories if you prefer not to use the Font Book or Font Settings interface.

If you're installing fonts for specific applications (e.g., Adobe Creative Suite), you might need to restart those applications for the new fonts to be recognized.

STEP TWO

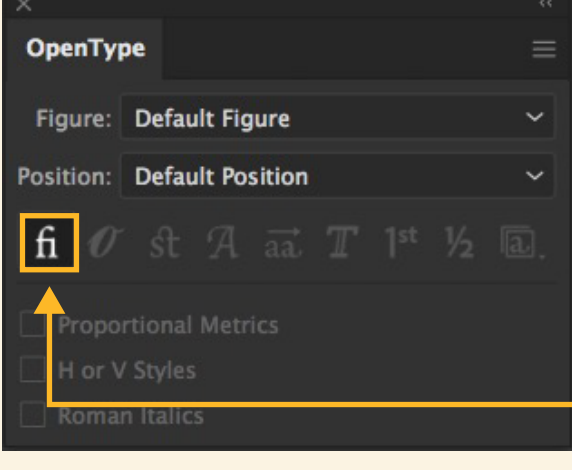
ENABLE STANDARD LIGATURES

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PS METROGRAM.OTF is designed to work in Adobe Illustrator or Photoshop and may not work as expected in other programs.

FIRST SEE IF LIGATURES ARE ENABLED ON YOUR SYSTEM:

When starting off in Illustrator or Photoshop first grab the Type Tool (T) then with the *PS METROGRAM* font type a capital letter followed by a lowercase letter. *If the two letters don't automatically change to a monogram ligature then you will need to make sure Standard Ligatures are enabled inside the program first.*

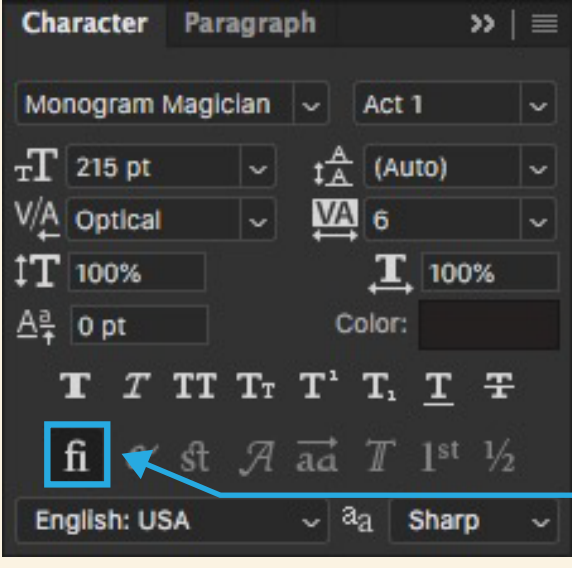


ENABLE LIGATURES IN ADOBE ILLUSTRATOR:

1. Open your Illustrator document.
2. Select the text you want to work with.
3. Go to the "Window" menu.
4. Choose "Type" and then "OpenType" to open the OpenType panel.

To quickly open the OpenType panel, use the following keyboard shortcut: Ctrl + Alt + Shift + T (Windows) or Cmd + Option + Shift + T (Mac).

Click this icon to enable Standard Ligatures.



ENABLE LIGATURES IN ADOBE PHOTOSHOP:

1. Launch Photoshop and open your document.
2. Select the text layer you want to modify.
3. Navigate to the "Window" menu.
4. Choose "Character" to open the Character panel.
5. In the Character panel, click on the small icon in the upper-right corner to access additional options, including the OpenType panel.

With text layer selected, use the following keyboard shortcut: Alt + Shift + Ctrl + T (Windows) or Option + Shift + Cmd + T (Mac).

Click this icon to enable Standard Ligatures.

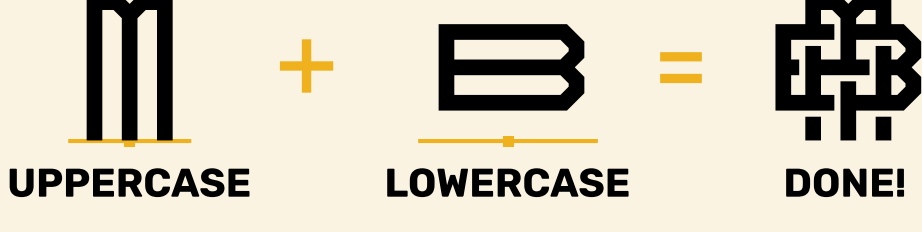
STEP THREE

HAVE FUN MAKING YOUR OWN MONOGRAMS

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CREATE A MONOGRAM FROM YOUR KEYBOARD:

Type out a capital letter followed by a lowercase letter.



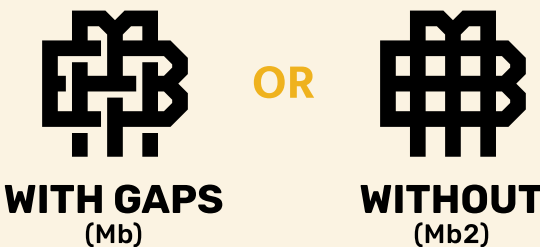
EXPLORE DIFFERENT MONOGRAM COMBOS:

Simply reverse the order of letters and see what looks best.



YOU CAN REMOVE THE GAPS WHERE THE LETTERS OVERLAP:

Just type a #2 after the lowercase letter to get a different ligature.



STEP FOUR

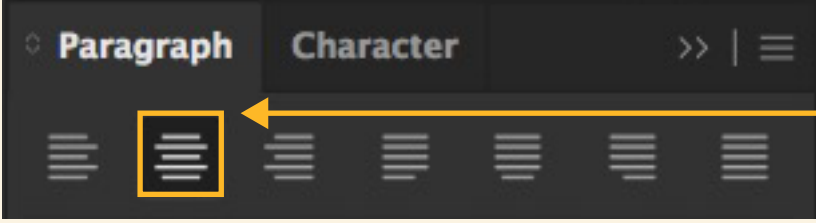
ADD SHAPE GLYPHS TO YOUR MONOGRAMS

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WANT TO ADD A SHAPE GLYPH TO YOUR MONOGRAM?

First make sure your monogram ligature is center aligned.

Find this tab in Illustrator under *Window/Type/Paragraph* or in Photoshop under *Window/Paragraph*.



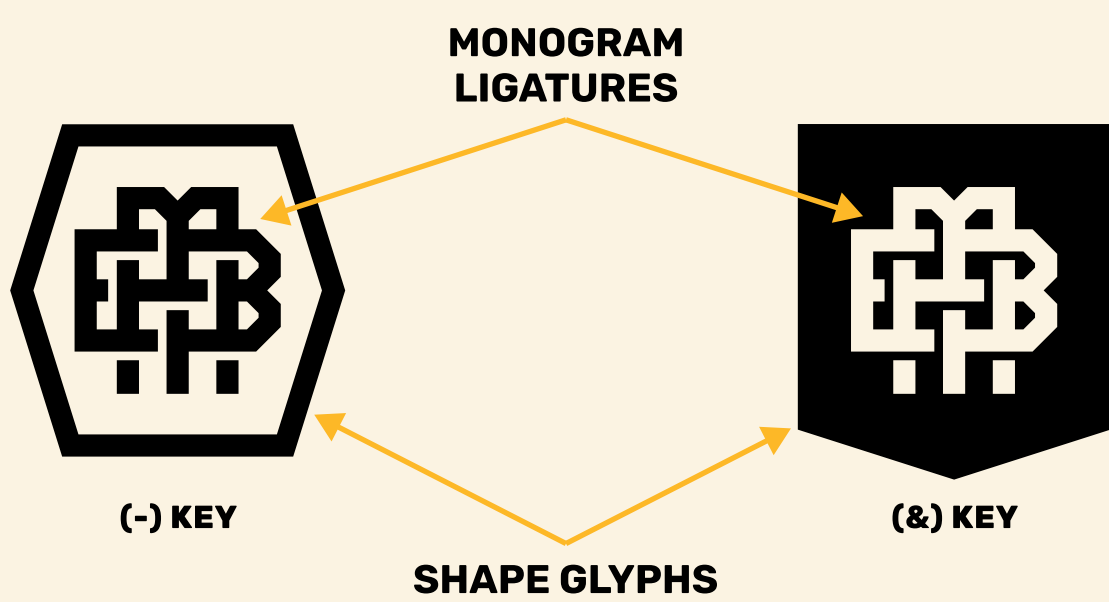
Click this icon to center align.

TO ADD A SHAPE GLYPH FOLLOW THESE STEPS:

1. Make sure your monogram is center aligned (detailed above).
2. Select your monogram ligature then copy it: **Ctrl/Cmd + C (copy)**.
3. Paste your copy on top of your existing ligature: **Ctrl/Cmd + Shift + V (paste in place)**.
4. Select the top ligature and change its color to help differentiate it from the ligature below it.
5. Using the type tool (T) double click on the top ligature to highlight it, with it selected type out any of the special keyboard characters on your keyboard other than A-Z and 1-0. (If you hold down Shift while typing you'll get solid shape glyphs)
6. After you've found the shape you want you can move it below the monogram ligature using: **Ctrl/Cmd + [(move behind)**.

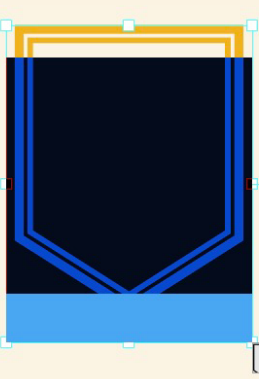


Experiment with different shapes and see what you can come up with!

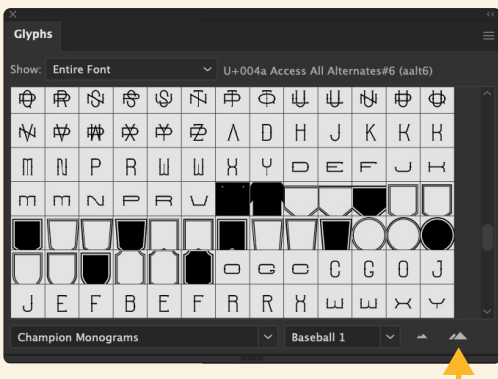


EXPLORE ALTERNATE SHAPE GLYPH OPTIONS:

Using the type tool (T) double click to highlight your shape glyph. Once highlighted you should see small variations in the bottom right corner which you can click on to change the shape glyph to an alternate. Additionally you can find all glyph variations in the *Glyphs Panel* located on the top menu bar under *Type - Glyphs*.



With glyph highlighted click these to explore different options.



All glyphs in the font can be found inside the **Glyphs Panel**.

Highlight the glyph you want to change, then double click on a glyph inside the glyphs panel to replace it.

Enlarge glyph view.

THAT'S IT
NOW YOU'RE READY TO DOMINATE THE MONOGRAM GAME!

THANK YOU!

PARA-SCOPE DESIGN & TYPE



IF YOU'RE ON **INSTAGRAM** SHARE YOUR DESIGNS WITH ME **@PARASCOPEDESIGN**