1. Choose text sample to process
2. Mark on Spreadsheet that it is ‘In Progress’ (to prevent repeats)
3. Download and open the pdf files in Adobe Acrobat Reader or something similar (Needs to go past 600% zoom)
4. Take a screenshot of each character in the Font set at the highest zoom possible (without the character going off the screen) using your tool of choice (800% zoom is ideal)
5. Crop screenshot to 2464x2464 pixels, making sure the character is as centered as possible (Once again, use your tool of choice)
6. Export the file as .jpg ONLY with the file name formatted per example: ‘3\_Arial.jpg’
7. Upload file to the corresponding folder in the drive (All 0’s to the 0 folder, 1’s to the 1 folder, etc.)
8. Once a set has been completed, please mark it as ‘Finished’ in the Spreadsheet