# FONT BOX

*Owner's Manual*
*Version 1.8*
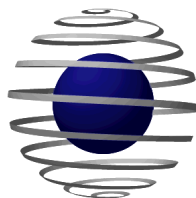
# Welcome

Organizing and managing fonts on the Macintosh is a tiresome and never-ending battle. That's because over time, fonts become disorganized, corrupted, orphaned, and duplicated. Solving font problems manually can confuse even the most experienced user – plus it's tedious, time consuming, and inaccurate.

Font Box™ eliminates System crashes due to corrupt fonts, duplicate fonts, and font ID conflicts. It ensures that all your fonts display and print faithfully and creates an organized font library to simplify font management. At the same time, Font Box increases your Mac's performance and minimizes the amount of RAM and disk space your font's require.

Now, with Font Box™, you can put font related problems behind you forever.

Click on underlined text to jump to that section.

FONT BOX

# Features

## 1 Probes Disk Drives for Fonts

Font Box scours an entire volume, or multiple volumes, and finds all the fonts located anywhere on any disk drive. This frees you from having to locate or open your fonts manually and eliminates the risk that you'll overlook any font files. Font Box can also analye multiple drives, including networked Macs, and create a complete, trouble-free set of fonts from all the fonts on all the drives.

## 2 Verifies Font Integrity

Corrupt fonts are a major cause of system and application crashes. When your Macintosh crashes, files that were open can become corrupted. Bitmapped font files, located in suitcases, are opened when the Macintosh starts up and are obvious targets for corruption. Unfortunately, a corrupt font leads to more crashes and more corrupt fonts. Furthermore, it is very difficult to track down the cause of the crashes.
Font Box performs several consistency checks to ensure the integrity of all your fonts. If it finds a problem, Font Box attempts to repair the font or alerts you to delete the problem font and re-install it. By repairing corrupt fonts, Font Box improves the stability of your Macintosh and your applications.

## 3 Fixes Duplicate Fonts

Duplicate fonts waste disk space and cause font ID conflicts that result in annoying error messages and inconsistent output. Fonts may be duplicated as they are added and removed from your hard drive. In fact, re-installing System software or applications can cause duplicates. Font duplication can also occur because the Macintosh supports both TrueType and Type 1 font formats. If an application uses a TrueType font one time and a Type 1 font another, the display and output may be inconsistent.
After identifying all duplicate TrueType, Type 1, and PostScript fonts, Font Box removes them, guaranteeing that your documents display and print faithfully. In the process, Font Box saves you memory and disk space, and also verifies that you have no font conflicts.

## 4 Fixes Unmatched Fonts

Type 1 PostScript fonts require both a bitmapped font and the PostScript font to display and print correctly. When fonts are moved, bitmapped fonts may become separated from their corresponding PostScript fonts. An unmatched bitmapped font displays correctly only in its installed sizes, but does not print properly. An unmatched PostScript font can never be referenced and only wastes disk space. Font Box identifies all these unmatched *orphaned* fonts and ensures that bitmapped fonts display correctly, ends unexpected font substitution, and saves disk space.

## 5 Removes Superfluous Sizes

Beginning with the MacOS System 7.1, Adobe Type Manager
renders all fonts on screen, so your Macintosh needs only one type size to generate any other point

size. Font Box optionally removes the other superfluous sizes resulting in reduced disk space and memory requirements.

## 6 Renumbers Font IDs

Font ID numbers are used internally by MacOS to uniquely identify all open fonts. Therefore, each font must have a unique ID number when it loads. Unfortunately, there are more fonts than ID numbers, resulting in unexpected and endless font conflicts.
Font Box renumbers Font IDs across an entire volume to ensure that all your fonts open without conflict. Because Font IDs are not unique to a particular font, modern applications refer to font names rather than font numbers so renumbering has no undesirable effects.

## 7 Creates New Suitcases

After Font Box identifies all your font problems, it creates a clean font library organized the way you want it. In your new font library, Font Box creates new suitcase files containing entire font families labeled with the font's name for easy identification. In addition, Font Box labels the font as TrueType or Type 1 and places loose bitmapped fonts into their proper suitcases.

## 8 Creates an Organized Library

Fonts should be logically organized so they can be recognized at a glance, so you can quickly add new fonts to your library, open existing fonts, and locate specific fonts for transmission to service bureaus.
Font Box gives you a variety of ways for organizing your new font library. Specifically, you can:
  • Place all fonts in a new *Fonts Folder* in the System Folder or in the *Font Box Folder* if you have a small font library.
  • Organize fonts by in alphabetical subfolders if you have a large font library and want to access fonts by their name.
  • Organize fonts by parent folder if you classify fonts by other than font name.
  • Organize fonts by current location if you are confident that all your font files are properly organized and that you want to maintain their current locations.

## 9 Cleans Up Old Fonts

Once the new, clean fonts are created, existing fonts may still be strewn across your hard drives. At your choice, Font Box moves all existing fonts into a *Nonessential Fonts* folder or, optionally, to the trash.

# Features

## 10 Reports Font Status

As a final step, Font Box generates reports that can be viewed on screen, saved to disk for importing into your Word Processor, or printed. The reports are:

- a font inventory before Font Box ran
- the specific font problems
- a font inventory after Font Box ran

Additionally, the inventory reports can be sorted alphabetically by font or by location.

With Font Box you no longer have to concern yourself with font management. You can put an end to font-related computer crashes, application errors, and unpredictable output while improving your system's performance and minimizing your fonts' memory and disk space requirements. In just a few minutes, Font Box's comprehensive features give you unprecedented control over your fonts.

Font Box takes you to "Font Utopia" in just three steps. First, set the options to begin the analysis. Second, set the options to Create and Move your existing fonts to a preferred Destination. Finally, configure your Font Management software, if any. Each step is detailed in the following sections.

# Precautions

## Check Disk Space ( Error -34 )

Font Box does not calculate the amount of disk space required to create the new font library. Please make sure you have enough space available. If you run out of space, Font Box displays a 'Fatal Error' with ID -34.

## Check RAM ( Error 25 )

The default memory setting of 2000k can analyze approximately 2000 fonts. If you have a significant number of fonts, increase Font Box memory partition by 1000k for every 1000 fonts. If Font Box runs out of memory, it displays a 'Fatal Error' with ID 25. In some situations, there may not be enough memory to display the error message and the System displays 'Font Box unexpectadly quit' with a Type 1 or Type 11 error.

To increase the memory size: select Font Box in the Finder and select Get Info from the File menu. Type a new size in the 'Preferred Size' field and close the Get Info window. Applications use the memory which is allocated to them, not all the memory you have installed.

## Turn Extensions Off

Some System Extensions require or use fonts while they are running. This can conflict with Font Box's analysis. If you experience any problems, run Font Box with Extensions Off.

To turn Extensions off: select Restart from the Special menu and hold down either Shift key on the keyboard until you see 'Extensions Off' under the 'Welcome to Macintosh' window.

## Check the Directory Structure

The Macintosh maintains a directory of all the files and folders on your hard disk. This directory can become damaged if the Mac restarts without shutting down properly. Since Font Box creates and moves hundreds or thousands of font files, it requires that the directory structure is correct.

To check the directory structure: there are several commercial disk utilities which provide this function, including Norton Utilities and MacTools. You should launch the utility and make sure to set the Prefence for this option. If you don't have a commercial utility, you can use Disk First Aid which is on the Disk Tools disk that came with your Mac. Be sure to fix any damage that the utilities report.

## Analyzing Networked Volumes

If you have the Professional Edition and want to analyze networked volumes, you have to take two extra steps. First, drag the entire Fonts folder out of the System folder on the networked Macs. You should also use an Extension Manager and set the networked Mac for the minimum Extensions to support networking. Secondly, mount the networked Macs that you want analyzed.

# Analysis Options

Be sure to read the Precautions before continuing!

After double-clicking Font Box to launch it, click the Start Button to open the Analysis Options window. This is where you specify the hard disk(s) to analyze and the tests to perform.
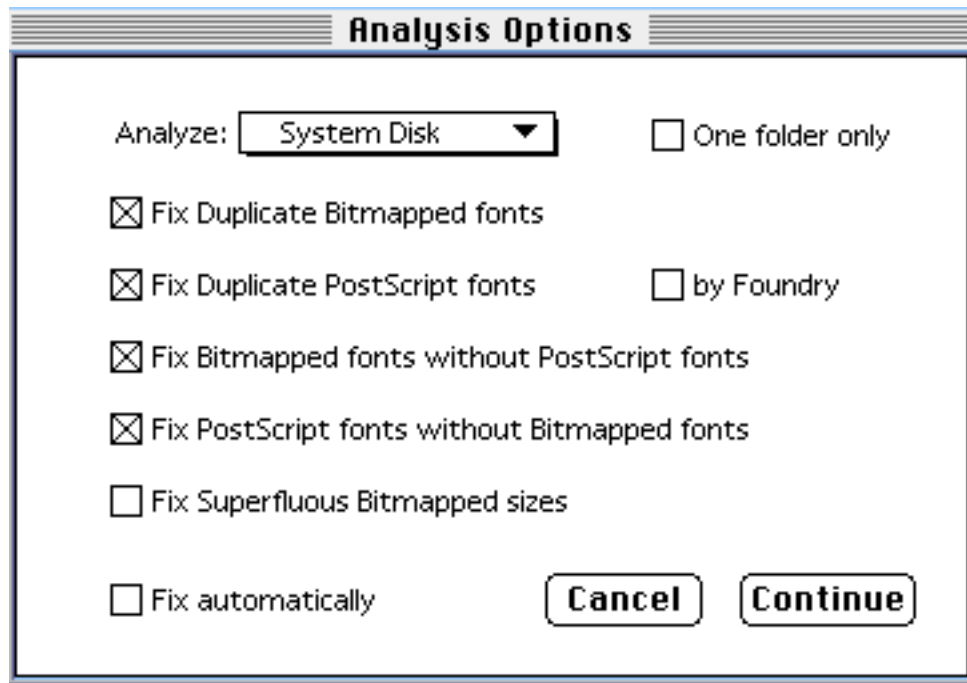


## Specify the Hard Disk(s) to Analyze

The 'Analyze' pop up at the top of the window contains a list of all the volumes (mounted hard drives) attached to your computer. To analyze one hard disk, select its name from the pop up list.

If you have more than one mounted hard disk, an option for 'All local volumes' is available. Select this option if you want to analyze all the fonts on all your hard drives.

If this is a Professional Edition and any networked volumes are mounted, an option for 'All volumes' is available. Select this option if you want to analyze all the mounted volumes.

## Specify a Folder to Analyze (optional)

Leave the 'One folder only' checkbox blank (not checked) to analyze the entire hard disk. If you want to analyze a particular folder and all its sub-folders, check the box. After clicking the 'Continue' button, a dialog opens asking you to select the folder to analyze. The folder must be on the same volume you specified in the 'Analyze' pop up.

# Analysis Options

## Specify the Analysis Tests

The tests for corrupt fonts are performed automatically and cannot be disabled.

The next four tests: Fixing duplicate Bitmapped fonts, duplicate PostScript fonts, Bitmapped fonts without PostScript fonts, and PostScript fonts without Bitmapped fonts should be left on. Otherwise, Font Box will attempt to copy or move duplicate or erroneous information which can cause unexpected performance and results.

If this is a Professional Edition, there is a 'by Foundry' checkbox. Use this setting if you want the same font from different Foundries to be considered a different font instead of a duplicate.

The fifth test, Fix superfluous Bitmapped sizes, removes all but the smallest font size from the screen font. Adobe Type Manager (ATM) only needs one size to generate every other point size. Removing the other sizes decreases hard disk and memory requirements and improves System and application performance. However, some fonts include extra information in the other sizes that improves their appearance on the screen. Do not select this option if you are not using ATM.

## Fix Automatically (optional)

If unchecked (off), Font Box displays a list of every problem it finds and provides the option of fixing the problem(s). If this option is checked, Font Box will fix each problem without prompting you for input.
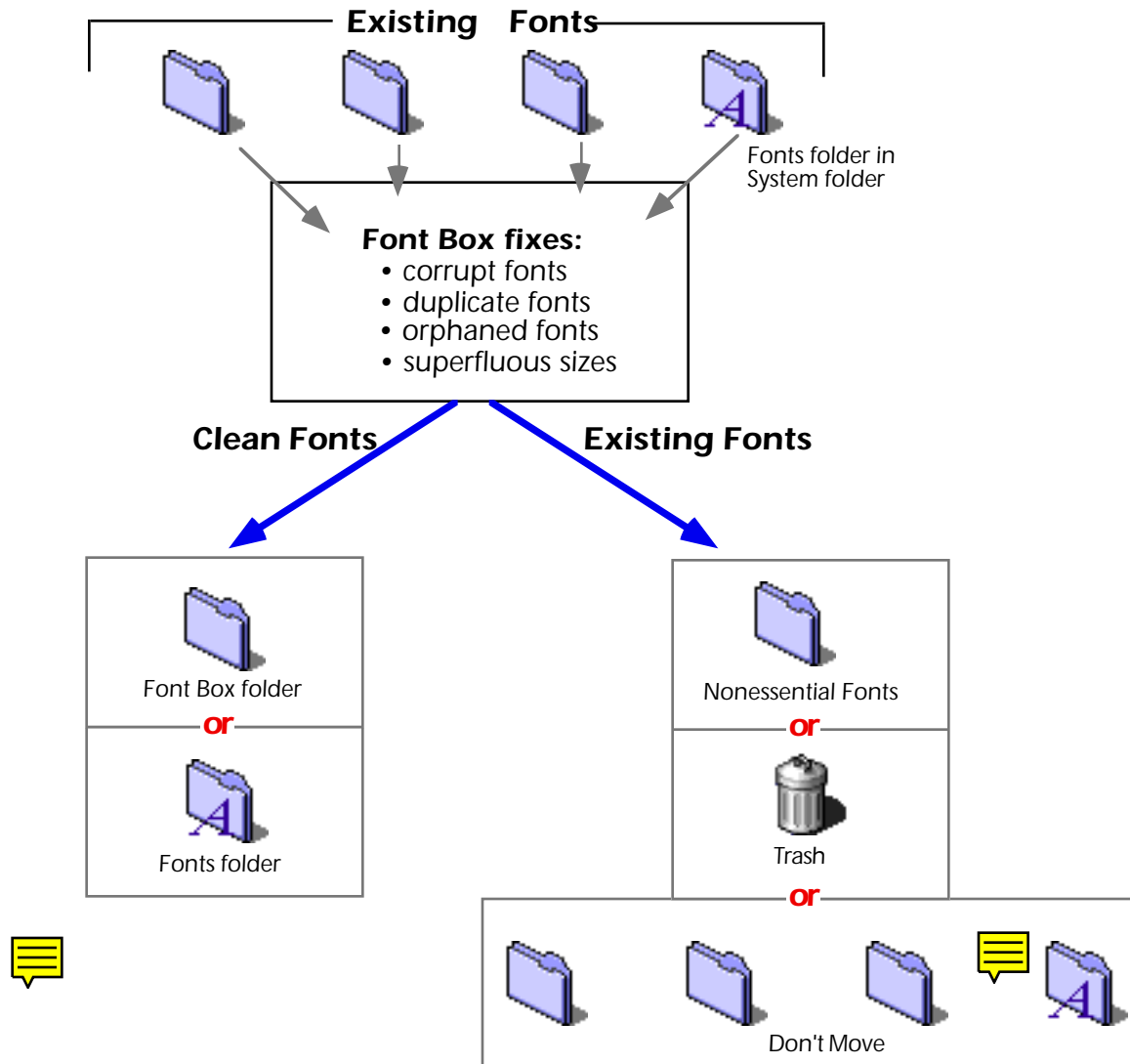
## Continue Button

After you have selected your options, click the Continue button. The Destination Options window appears. This is discussed on the next page.

# Creating Fonts

In order to properly 'clean' your fonts, Font Box creates new suitcases. This is necessary to properly group a font's entire family into one suitcase. The new fonts are 'created' by copying necessary information from your existing fonts. As the following diagram illustrates, Font Box reads all the fonts, performs the analysis, then creates the clean, processed fonts. Your existing or pre-processed fonts can be moved into a new folder titled 'Nonessential Fonts', moved to the Trash, or left where they are.



**Existing  Fonts**

Fonts folder in
System folder

**Font Box fixes:**
- corrupt fonts
- duplicate fonts
- orphaned fonts
- superfluous sizes

**Clean Fonts**              **Existing Fonts**

Font Box folder

*or*

Fonts folder

Nonessential Fonts

*or*

Trash

*or*

Don't Move

# Destination Options

The Destination Options window is used to specify where you want the new fonts created, how you want them organized, and what should be done with your existing or pre-processed fonts. You should see the section 'Creating Fonts' if you want more information.
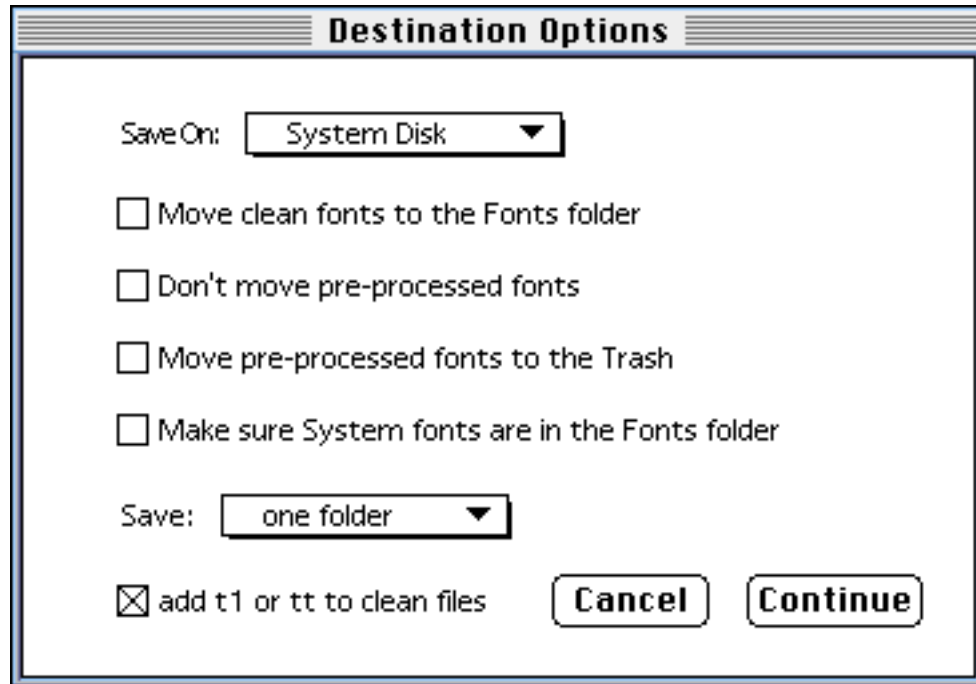


## Specify the Location for the Clean Fonts

Use the 'Save On' pop up at the top of the window to select the hard drive to put the clean fonts on. If you have more than one mounted hard disk, an option for 'All local volumes' is available. Select this option if you want a copy of the clean fonts on all your hard drives.

If this is a Professional Edition and any networked volumes are mounted, an option for 'All volumes' is available. Select this option if you want a copy of the clean fonts on all the mounted volumes.

If you are saving the fonts on multiple hard drives, make sure each font is properly registered. Fonts are not freeware.

## Move clean fonts to the Fonts folder

Select this checkbox if you want to keep all your fonts in the Fonts folder so they are automatically opened and available when you start your Mac. If you select this option, make sure the 'Save' pop up (discussed below) is set to 'One folder'.
If you're copying the clean fonts to multiple hard drives, then the fonts will only be copied to hard drives with System folders.

# Destination Options

### Don't move pre-processed fonts

By default, Font Box moves all your existing or pre-processed fonts into a new 'Nonessential fonts' folder to clean up all your font files. Select this option if you'd rather keep your existing font files where they are. This results in clean fonts in a new 'Font Box folder' in addition to your existing fonts.

### Move pre-processed fonts to the Trash

If you want to delete your existing or pre-processed fonts instead of moving them to the 'Nonessential fonts' folder, select this option. The fonts will be moved to the Trash but will not be deleted until you empty the Trash.

### Make sure System fonts are in the Fonts folder

If selected, Font Box will move the System fonts ( Chicago, Courier, Geneva, Helvetica, Monaco, New York, Palatino, Symbol, and Times) to the Fonts folder. This option is a safeguard against System Updaters re-installing these fonts, thereby creating duplicates.

### Specify the Organization of the Clean Fonts

By default, Font Box creates the clean fonts in One folder. You also have the option of saving the fonts Alphabetically (puts all the fonts which begin with the same letter in te appropriate folder), by Parent Folder (creates a new folder in the Font Box folder with the same name as a folder that contains fonts), or by location (creates the clean fonts in the same location).
If you're analyzing multiple hard drives and saving by Parent Folder, a 'Master' pop up is available. You should select the hard drive with the folder name to use if the same font is in two folders with different names.

### Add .t1 or .tt to clean Files

In order to make it easy to identify the type of font, Font Box defaults to adding '.t1' to Type 1 bitmapped suitcase font names and '.tt' to True Type font suitcase names. If you don't want the identifiers, turn the check box off. However, Font Box will add the identifier if the suitcase name is the same as the corresponding PostScript (printer) font name.

### Continue Button

Click the Continue button to begin the Analysis and display the Results windows which are discussed in the next section.

### Canceling

To cancel the program at any time, press command-. (hold the command key and press the period key).

# Result Windows

After reading all the fonts, Font Box performs the Analysis Tests you specified in the Analysis options window. After each test, it displays a dialog box indicating that no problems were found or a scrolling list of the problems in a 'Results' window. Each window displays problem fonts which should not be included in the clean fonts.

Click on a particular problem to ignore it, shift-click to expand the selection, or command-click to toggle selections on and off.

## Corrupt Fonts

If any corrupt fonts are found, a window opens with a scrolling list of the fonts. Click the 'Fix' button to fix the problems or the 'Ignore' button to disregard the problem. Note that if you ignore the problem, Font Box itself may crash later in the process.

## Duplicate Fonts

If duplicate fonts are found, a scrollable list is displayed. Click the 'Exclude' button to exclude the duplicates from the clean fonts. The 'Include' button includes the duplicates.

The duplicate True Type and Type 1 Results window prompts you to 'Include True Type' fonts, 'Include Type 1' fonts, or 'Include Both'. If you have a PostScript printer or send output to Service Bureaus, then Include the Type 1 fonts. Otherwise, Include the True Type fonts.

## Orphaned Fonts

If 'orphaned' fonts are found, click the 'Exclude' button to exclude them from the clean fonts.
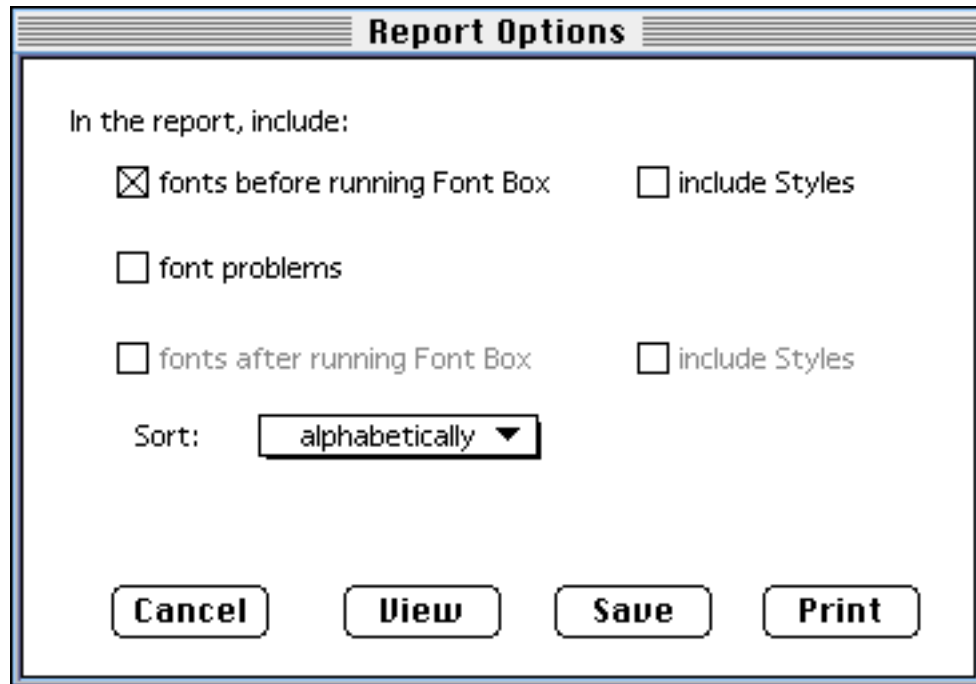
## Superfluous Bitmapped Fonts

If extra or superfluous bitmapped fonts are found, click the 'Exclude' button to exclude the sizes from the clean fonts.

## Force Quit Applications

Up to this point, Font Box has only read the font files but has not made any modifications. After the series of Result Windows, registered users are presented with a dialog box prompting to Quit all the open applications, including the Finder, before modifying fonts. Press the 'Force Quit' button to quit the applications or the 'Continue' button to proceed.

# Reporting

Font Box can generate an inventory of your fonts before creating the clean fonts, a list of all the problems, and an inventory after creating the clean fonts and moving your pre-processed or existing fonts. In addition, the two inventories can be sorted by location or alphabetically by font.



### Font Inventory Before Font Box

To generate an inventory before Font Box makes any changes, select your options in the Analysis and Destination windows, reply to the Result windows, and click the 'Stop' button in the 'Force Quit' dialog box. Then select 'Report' from the File menu to open the Report Options window. At this point, you have the option of Reporting the inventory before running Font Box.

If you want to continue, press the 'Create' button in the main window.

### Font Inventory After Font Box

To generate an inventory after Font Box has created the clean fonts, finish running the program and select 'Report' from the File menu. You have the option of generating the inventory after running Font Box.

### Font Problem Reporting

You can check the 'font problems' checkbox at either step to generate a list of all the font problems.

# Reporting

## Include Styles

The 'Include Styles' checkbox will also list all the Styles (bold, italic, etc.) of the font.

## Sort the Inventory

You can sort the Inventory 'alphabetically'. This means the fonts are listed alphabetically by name. You can also sort the Inventory 'by location'. This lists the full path to each folder that contains fonts and all the fonts within the folder.

## Output the Report

After setting your options, you can 'View' the report on screen, 'Save' it to a file and open it in your word processor, or 'Print' the report to a printer.

# After Font Box

## Re-configure Font Management Software

If you are using any Font Management utilities to open and close your fonts, you need to re-configure your sets. Please refer to the documentation for your particular utility if you need further information.

## Build New Preferences

If you are using any font Extension such as Adobe Type Reunion or Now WYSIWYG Menus, you need to delete the Preference file from the Preferences folder in the System folder and Restart. The Extension will build a new Preference file using information from the new fonts. If you have any questions, you should contact the company that makes your particular Extension.

## Over 128 Suitcases in the Fonts Folder

The Fonts folder in the System folder can open a maximum of 128 suitcases. If you received a message that 'there are more than 128 suitcases', then you have two choices. The first is to consolidate the fonts into less than 128 suitcases by dragging fonts out of one suitcase and into another. The second is to move the fonts into another folder and use font management software to open and close the fonts .

## Custom Fonts

Some applications install, and rely on, Bitmapped (screen) fonts without installing the PostScript (printer) fonts. These fonts are identified as orphaned by Font Box. If any programs warn that certain fonts are missing, you can drag them to the Fonts folder from the Nonessential Fonts folder. If the problem persists or you deleted the Nonessential fonts, then re-install the fonts from the application's disk(s).

## 'Fonts to Sort' folder

If Font Box cannot uniquely categorize certain fonts, it places them in a 'Fonts to Sort' folder. You should move these fonts to a location you prefer.

## Delete 'afm' Files

Some manufacturers include 'afm' files with their fonts. You can delete these unnecessary files by: selecting Find from the File menu in the Finder. Change the settings to read 'name ends with .afm' and click the Find button. Select the resulting list and drag it to the Trash.