



# Font Reserve™ User Manual

*Version 2.0*  
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## **Acknowledgements**

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# Chapter 1: Font Reserve Overview

*Welcome to Font Reserve — the unique font management software designed to forever change the way you work with fonts. You'll no longer struggle with the various font components and types ranging from suitcases, bitmap fonts, and outline fonts to Multiple Master, TrueType, and Type One fonts. Font Reserve manages the physical fonts files for you, preventing you from ever digging through folders and suitcases again.*

*Font Reserve consolidates all your font files into one convenient place and provides an intuitive method for locating, activating, deactivating, grouping, and viewing them. There's no need to close most applications to make fonts available, it's easy to export fonts for delivery to a service bureau, and you can share fonts with an entire workgroup. Depending on the application you're using, Font Reserve can activate the fonts required by each document you open. With Font Reserve tracking your font files, you'll spend less time hassling with fonts and more time working.*

# Introducing Font Reserve

Font Reserve works by compiling all the fonts you specify into a database called a “catalog.” The catalog consists of pointers to fonts, whether they’re in Font Reserve’s font repository called the “vault,” on your hard drive, on a CD-ROM, or on another volume. You access the Font Reserve catalog through the Font Reserve Browser — a front-end application that lets you sort, preview, and manage all your fonts.

### Compiling Fonts

When you install Font Reserve, the database is empty. You need to locate all the fonts you want to manage with Font Reserve and add them to the database. When you add fonts to the database, Font Reserve does the following:

- Examines your font files for corruption
- Prevents addition of duplicate fonts
- Matches the bitmap and outline components of PostScript fonts
- Isolates orphaned fonts, whether they’re missing the bitmap or outline portion
- Organizes font files that you place in the vault in a logical hierarchy of folders

Once your fonts are in the database, you can delete or reinstall any corrupt or orphaned fonts so all the fonts on your computer are usable. As you acquire new fonts, you can quickly add them to the database for a single use or for long-term use.

### Sorting Fonts

The sorting options in the Font Reserve Browser help you locate the fonts you need. You can list fonts individually, by family, or by suitcase, and you can sort fonts by name, design, foundry, etc. You can also specify your own search criteria, called “filters,” to locate certain fonts. For example, you might create a filter to locate all the fonts from a specific foundry that are stored on a specific volume.

## Previewing Fonts

To find fonts by their look rather than name, you can preview them. Font Reserve lets you customize the text, point size, and leading used when you preview fonts. If you prefer selecting fonts from a traditional “type book,” you can print one consisting of any fonts you wish.

## Managing Fonts

The Font Reserve Browser allows you to manage your fonts — adding new fonts, deleting old fonts, activating and deactivating fonts, and grouping fonts into “sets” for specific jobs and clients. Once fonts are in a set, you can activate and deactivate them simultaneously, copy the set to a back-up disk, or easily export fonts for transportation to a service bureau.

## Font Reserve Workflow

Font Reserve is designed to streamline your workflow by preventing you from relaunching applications to update font lists, searching for font files to activate, and dealing with corrupt fonts. Take a look at how Font Reserve works in the following publishing scenarios.

Let’s say a service bureau receives a ZIP disk containing a PageMaker document and a folder of fonts. The service bureau employee does the following:

- Launches the Font Reserve Browser
- Drags and drops the folder of fonts into the **Sets** area so the fonts are grouped
- Specifies that the fonts be left on the ZIP disk, not moved to the hard drive
- Specifies that the fonts be added temporarily (so they’re removed when the computer is restarted)
- Specifies that the fonts are active and ready for use
- Opens the PageMaker document and prints it, accessing the fonts on the ZIP disk

After the document is printed and the computer is shut down for the day, the fonts are removed from the database. This workflow guarantees that each job is printed with the fonts provided, and that unnecessary fonts aren’t loaded on the computer.

## Chapter 1: Font Reserve Overview

Font Reserve provides options ideal for graphic design situations in addition to production environments. Let's say a designer is working on a brochure for a client. The client's corporate identity involves two font families, but the designer is free to incorporate other typefaces into the design as well. To use these fonts consistently, the designer does the following:

- Purchases a CD-ROM containing the corporate fonts
- Locates the fonts on the CD-ROM and drags them into the **Fonts** area of the Font Reserve Browser
- Specifies that the fonts are moved into the vault so they're always available in the database for this client's jobs
- Creates a new set for the client and adds the corporate fonts to it
- Previews and prints samples of various other fonts that might be used
- Selects several other fonts for the job and adds them to the set
- Activates the font set temporarily
- Creates an initial design in QuarkXPress and sends it to the client for approval
- Shuts down the computer for the day, deactivating the temporarily active fonts
- Opens the QuarkXPress document several days later to incorporate changes
- Allows Font Reserve to automatically reactivate the fonts used in the document
- Finishes the job and copies the font set to a ZIP drive, creating a copy of the fonts for the service bureau
- Receives additional jobs from the client and changes the font set to permanently active (so the fonts are always available)

The ability to create sets and automatically activate fonts offers graphic designers a quick method for managing fonts for specific jobs.

## Font Reserve Components

Font Reserve is a coordinated suite of tools that consists of a database, applications for managing fonts, and a system extension for activating fonts. Aliases to the applications are distributed on your computer as necessary.

### Font Reserve Database

Font Reserve is a database program — similar to Filemaker Pro or Quicken — that maintains and sorts data. The Font Reserve database consists of the Font Reserve application and the files in the Font Reserve Database folder.

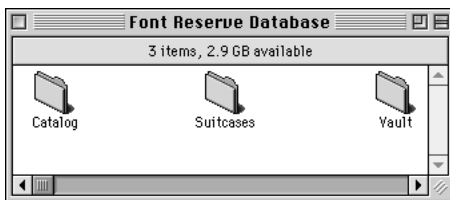
- The **Font Reserve** application is in the Font Reserve 2.0 Folder at the root level of your hard drive. This application is responsible for activating, deactivating, copying, deleting, searching, and sorting your fonts. The application has no interface and runs in the background whenever it's turned on. All communications with the Font Reserve application take place through Apple Events messages sent by other applications.



Font Reserve

*The Font Reserve application.*

- The **Font Reserve Database** folder consists of three folders of font data. The Catalog folder stores data about the fonts you have added to Font Reserve. The Suitcases folder contains temporary suitcases that Font Reserve uses when activating copies of fonts (see “Methods for Activating Fonts” on page 66). The vault contains the physical font files for fonts added via the vault method (see “Methods for Adding Fonts” on page 42).



*The Font Reserve Database folder.*

**Note:** There is no need to open the Font Reserve Database folder or access fonts in them. Font Reserve provides applications for all font management tasks.

## Chapter 1: Font Reserve Overview

### Font Reserve Settings Control Panel

The **Font Reserve Settings** control panel is in the Font Reserve 2.0 Folder at the root level of your hard drive. This control panel serves as the user-interface for the Font Reserve application, allowing you to enable and disable the database, automatically activate fonts used in documents, change the memory partition, and manage the Font Reserve Database folder.



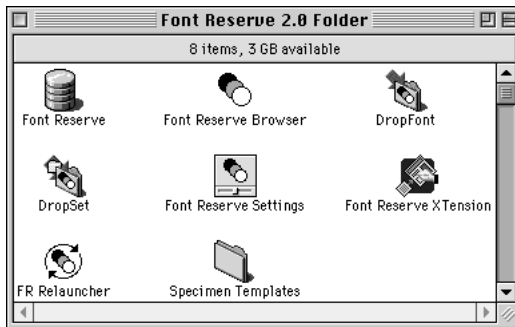
Font Reserve Settings

*The Font Reserve control panel.*

**Note:** The Font Reserve Settings control panel is actually an application, which means you can use it even when you start your computer with extensions off. Since the application functions similar to a control panel, and has an alias in the Control Panels folder, it is referred to as a control panel.

### Font Management Applications

When you install Font Reserve, the font management applications are placed at the root level of your hard drive in a folder called Font Reserve 2.0 Folder.



*The Font Reserve 2.0 Folder.*

The Font Reserve applications serve the following purposes:

- The **Font Reserve Browser** lets you manage fonts, including adding, deleting, activating, deactivating, grouping, previewing, and sorting. Most operations you perform in the Browser send an Apple Events message to the database. Therefore, you can only launch the Browser when Font Reserve is running.
- The **DropFont** applet allows you to add fonts quickly without having to launch the Browser. Drag-and-drop volumes, folders, suitcases, or individual fonts onto its icon and any fonts found will be examined and added to the database.



- The **DropSet** applet works like the DropFont applet, allowing you to drag and drop volumes, folders, suitcases, or individual fonts onto its icon for addition to the database. Once the fonts are added, DropSet automatically creates a set for each folder and/or volume. The sets consist of pointers, called font references, to fonts in the database.
- The **FR Relauncher** application helps Font Reserve restore itself correctly after a system crash or power interruption. Since FR Relauncher is launched automatically as needed, you will not need to interact with this application.

### Font Reserve System Extension

The Font Reserve Extension, in your Extensions folder inside your System Folder, allows Font Reserve and other third-party applications to do the following:

- Locate font outline files for printing, screen drawing, and collect for output.
- Automatically activate fonts used in a document.

**Note:** Although you can use Font Reserve when you start your computer with extensions off, this extension is highly beneficial and should be running whenever possible.

### Font Reserve Aliases

For convenient access, the Installer creates aliases for the applications as follows:

Item	Alias Location
Font Reserve application	In the Startup Items folder*
Font Reserve Settings application	In the Control Panels folder
Font Reserve Browser application	In the Apple Menu Items folder
DropFont applet	On the desktop of the startup volume
DropSet applet	On the desktop of the startup volume

\*The Font Reserve application's alias is placed in the Startup Items folder so the database launches automatically when your computer starts up. Since Font Reserve is an application, rather than an init or an extension, it can run even when you start your computer with extensions off.

# System Requirements

Since Font Reserve uses Apple Events messages for communication with the database, the software has some specific system requirements. You can use Font Reserve with any Macintosh or Power Macintosh computer running Mac OS System 7.5 or greater including 8, 8.1, and 8.5.

### System 7.5+ Requirements

If you're running System 7.5 or greater, you're likely to have all the necessary components installed and running by default.

- Object Support Lib Extension (installed by default)
- Clipping Extension (installed by default)
- 6 MB RAM that can be allocated to Font Reserve
- 7 MB hard disk space for the Font Reserve applications

### System 8.0+ Requirements

If you're running System 8 or greater, some of the system extensions are built into the operating system and no longer required.

- 6 MB RAM that can be allocated to Font Reserve
- 7 MB hard disk space for the Font Reserve applications

### WorldScript Support

Font Reserve 2.0 supports WorldScript: It will run with any language version of Mac OS or any Mac OS with a language kit installed. Font Reserve supports the appropriate default font for the language and renders type correctly (for example, Hebrew text is rendered from right to left).

## Preparing to Use Font Reserve

To get the best results with Font Reserve, spend a few minutes preparing your system by disabling other font management software, checking your version of ATM, and moving fonts out of your System Folder. *If you install and enable Font Reserve without taking these steps, Font Reserve may conflict with other software on your computer.*

### Disable Other Font Management Software

Running font management programs that allow dynamic font activation along with Font Reserve can cause system conflicts. Therefore, disable or remove Suitcase, Master Juggler, and/or ATM Deluxe. You may continue to use font managers that control the display of application font menus such as TypeTamer, Adobe Type Reunion, or Now Menus.

### Check Your Version of ATM

The main function of Adobe Type Manager has always been the smooth rendering of PostScript fonts on-screen. Since Mac OS does not render PostScript fonts on-screen, some version of ATM is still required to do this. ATM Deluxe, which includes font management features, conflicts with Font Reserve. If ATM Deluxe is installed, remove it from your Controls Panels folder and replace it with the standard version of ATM 4 or an earlier version. (There is no way to disable the “deluxe” features.)

If you do not have ATM 4, you can install a copy by running the Acrobat Reader Installer, which is included with Font Reserve. To do so:

- 1 Remove ATM Deluxe from your Control Panels folder.
- 2 Restart your computer.
- 3 Double-click the Reader 3.1 Installer icon. Follow the directions on-screen to install the software, restarting your computer as prompted.
- 4 The installer places a copy of ATM 4 inside a folder called “Moved ATM” inside the Adobe Acrobat 3.1 folder. Drag ATM 4 into your Control Panels folder inside your System Folder.
- 5 Restart your computer.

## Chapter 1: Font Reserve Overview

### Empty the System Fonts Folder

While you can still store fonts in the Fonts folder within your System Folder, those fonts will *not* be managed by Font Reserve. We recommend that you move all but your necessary system fonts out of the System Fonts folder before you begin working with Font Reserve. You will then add the fonts to Font Reserve according to instructions in Chapter 4: “Adding and Removing Fonts,” starting on page 41.

Necessary system fonts usually include Charcoal, Chicago, Geneva, and Monaco. Generally, Symbol and Times should not remain in the System Fonts folder. If you have any control panels, system extensions, or applications that require specific fonts, leave those fonts in the Fonts folder as well. For example, the Acrobat Reader requires that Serif MM and Sans MM remain in the System Fonts Folder.

To remove unnecessary system fonts from the System Fonts folder:

- 1 Quit all applications. Click your Application Menu in the upper right corner of your screen and make sure that only Finder is listed.
  - 2 Press Command+N to create a new folder on your desktop. Name the folder something like “sys fonts.”
  - 3 Open the Fonts folder inside your System Folder.
  - 4 Press Command+A to select all the fonts in the folder.
  - 5 Press the Shift key and deselect the following fonts (if you have them):
    - Adobe Serif MM (suitcase) and AdobeSerMM (printer font)
    - Adobe Sans MM (suitcase) and AdobeSanMM (printer font)
    - Charcoal (suitcase)
    - Chicago (suitcase)
    - Geneva (suitcase)
    - Monaco (suitcase)
- Note:** If you have a suitcase called “System Fonts,” which includes Charcoal, Chicago, Monaco and Geneva, leave this suitcase in your System Fonts Folder.
- 6 Drag the selected fonts into the new “sys fonts” folder on your desktop.
  - 7 Option+click the close box of any open folder to close all the folders.

## Installing and Uninstalling Font Reserve

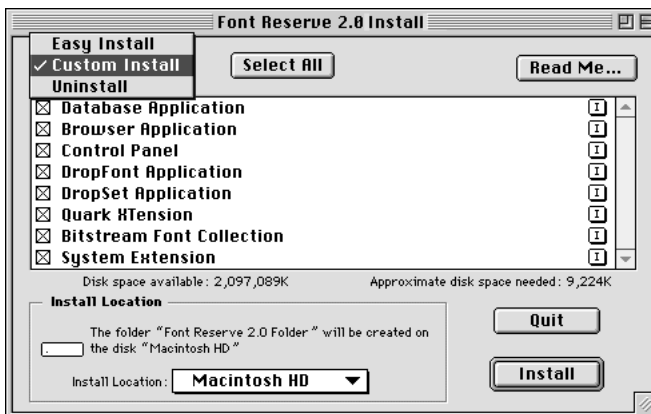
The Font Reserve Installer application lets you easily install a licensed copy of Font Reserve or a demonstration version of Font Reserve. The Installer also provides an “uninstall” option that removes Font Reserve from your computer.

### Installing a Licensed Copy of Font Reserve

To get started installing Font Reserve, first quit all applications. Then, locate the Font Reserve Installer program whether it’s on the CD-ROM or in a folder downloaded from the web. To install Font Reserve, do the following:

- 1 Double-click the Font Reserve Installer icon.
- 2 When the **Installer** splash screen displays, click **Continue**.
- 3 Read the License Agreement. If you agree to the terms of the agreement, click **Accept**.
- 4 Review or print the Read Me notes, then click **Continue**.
- 5 Choose **Easy Install** or **Custom Install** from the pop-up menu in the upper right corner. If you choose **Custom Install**, check the items you want to install.

**Tip:** Click the **Select All** button, then uncheck the items you don’t want to install. For example, if you don’t use QuarkXPress, you can uncheck Quark XTension.



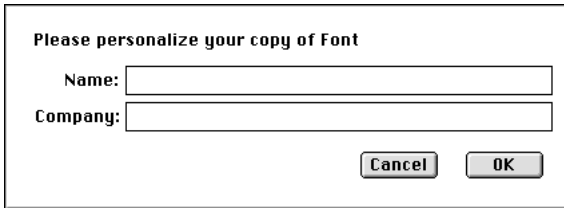
*When you select **Custom Install**, you can check the items you wish to install.*

## Chapter 1: Font Reserve Overview

6 Use the **Install Location** pop-up menu in the lower left corner to select a location to install Font Reserve (by default, the root level of the startup drive).

7 Click **Install**.

8 Enter your name and company when prompted. Click **OK**.



Please personalize your copy of Font

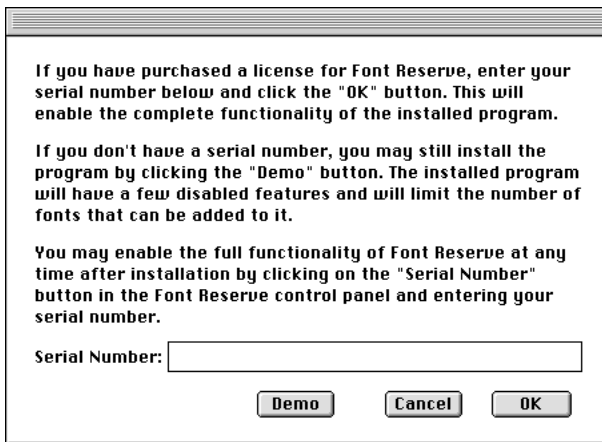
Name:

Company:

*Enter your name and company to personalize your copy of Font Reserve.*

9 Locate your serial number, which is printed on the inside cover of this book or on the Font Reserve CD-ROM sleeve. Enter your serial number as prompted, then click **OK**.

To install Font Reserve in evaluation mode, see “Installing a Demonstration Version of Font Reserve” on the next page.



If you have purchased a license for Font Reserve, enter your serial number below and click the "OK" button. This will enable the complete functionality of the installed program.

If you don't have a serial number, you may still install the program by clicking the "Demo" button. The installed program will have a few disabled features and will limit the number of fonts that can be added to it.

You may enable the full functionality of Font Reserve at any time after installation by clicking on the "Serial Number" button in the Font Reserve control panel and entering your serial number.

Serial Number:

*Enter your serial number or click **Demo** in this dialog box.*

When the installation is complete, restart your computer to automatically enable Font Reserve.

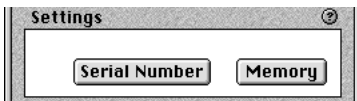
### Installing a Demonstration Version of Font Reserve

To install a demonstration version of Font Reserve, follow the instructions for installing a licensed copy with one exception. In step 9, click **Demo** rather than entering a serial number. The demonstration version of Font Reserve will function with the following limitations:

- You can add only 100 fonts to the database.
- You cannot create additional databases.
- You cannot create other databases, use other databases, or move the database. You can access only the Font Reserve Database folder at the root level of your start-up volume.
- You cannot print specimen books.

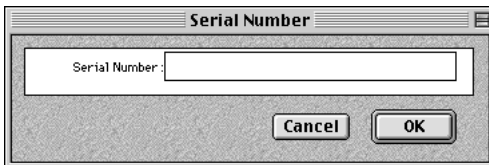
You can convert the demonstration version to a standard version of Font Reserve by purchasing a license and entering a valid serial number. To enter the serial number:

- 1 Quit any applications that are using fonts activated through Font Reserve.
- 2 Choose **Font Reserve Settings** from the **Control Panels** submenu of the **Apple** menu.
- 3 Click **Off** in the upper left corner of the dialog box.
- 4 Click **Serial Number** in the **Settings** area.



*The **Serial Number** button.*

- 5 Enter the serial number in the field and click **OK**.



*The **Serial Number** dialog box lets you enter a valid serial number to convert a demonstration version of Font Reserve to a full-functioning version.*

- 6 Click **On** in the upper left corner of the dialog box, then click the close box.

## Chapter 1: Font Reserve Overview

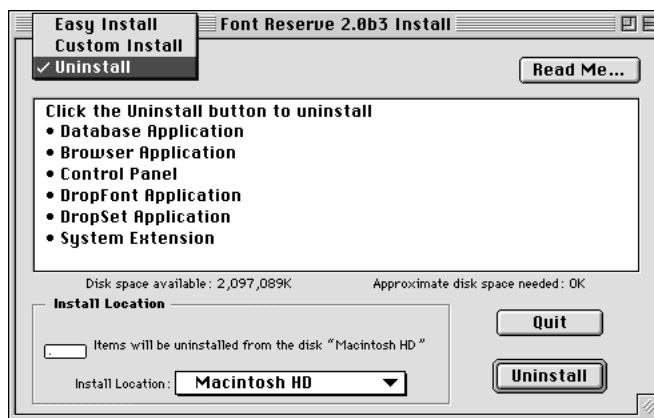
### Uninstalling Font Reserve

If you need to remove Font Reserve from your computer for any reason, use the Uninstaller option provided by the Installer. The Uninstall option automatically removes all the Font Reserve components from your computer — except for the Font Reserve Database folder that contains the vault. Since the vault may contain your only copy of some font files, this folder is not deleted.

**Note:** If you're planning to reinstall Font Reserve, export the sets, filters, classes, owners, and foundries you created and import them for use with the new Font Reserve database.

To uninstall Font Reserve:

- 1 Locate the Installer program you received with the application.
- 2 Double-click the Font Reserve Installer icon.
- 3 Click **Continue** to bypass the **Installer** splash screen.
- 4 Click **Accept** to bypass the **License Agreement**.
- 5 Click **Continue** to bypass the **ReadMe**.
- 6 When the **Font Reserve Install** dialog box displays, choose **Uninstall** from the pop-up menu in the upper right corner.



*The **Uninstall** option in the **Font Reserve Install** dialog box.*

- 7 Click **Uninstall**.

The Font Reserve Database folder at the root level of your hard drive contains any fonts that were stored in the vault. You can access the fonts in this folder or use it to create another Font Reserve database.



## Chapter 2: Font Reserve Database

*Unlike other font management software, Font Reserve consolidates font-related information into a database that allows you to easily locate, access, and share fonts. The database consists of three parts: the Font Reserve database application, the Font Reserve Settings control panel, and the Font Reserve Database folder.*

*The Font Reserve database application, known simply as Font Reserve, runs in the background while you're working. The database application accesses information in the Font Reserve Database folder to sort, activate, deactivate, copy, and delete font files according to your needs. The Font Reserve Settings control panel provides an interface for the Font Reserve database application. The Font Reserve Database folder contains the database catalog files that store information about your font files; the folder also stores the physical font files you choose to keep in the Font Reserve vault.*

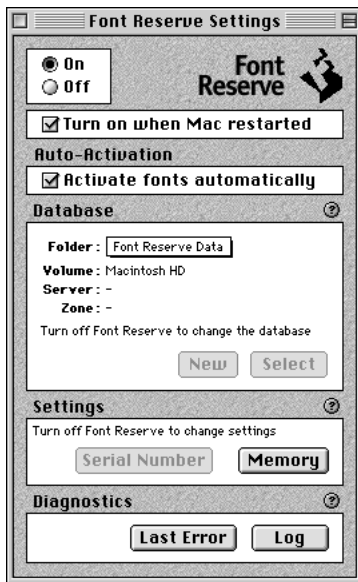
*The Font Reserve database is designed for maximum flexibility. If your database is too large to keep on your computer, you can move it to another volume. Or, you can create two databases of fonts and choose the one you wish to use. In work-group environments, you can create a master Font Reserve database and copy it to other users on the network so everyone has an identical font library. Since the Font Reserve database may contain your only copy of some fonts, or represent a fair amount of your time, you can create backups of it.*

# Font Reserve Settings Interface

The Font Reserve Settings control panel lets you turn Font Reserve on and off, enable automatic font activation, specify the location of the Font Reserve Database folder, change your serial number, specify the memory partition for Font Reserve, and display a log of errors and activity. If you have questions about any controls in Font Reserve Settings, check this section.

### Opening Font Reserve Settings

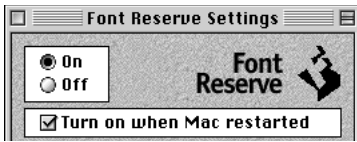
To open the Font Reserve Settings control panel, double-click the icon in the Font Reserve 2.0 Folder or select the alias from the **Control Panels** submenu of the **Apple** menu.



The *Font Reserve Settings* control panel.

### On/Off and Startup Controls

The **On/Off** radio buttons and the **Turn on when Mac restarted** check box let you control when Font Reserve is running. Remember, since Font Reserve is an application and not a system extension, you can turn it on and off without restarting your computer, and you can use it when you start your computer with extensions off.

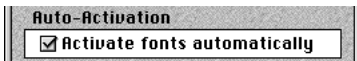


The **On/Off** controls in the **Font Reserve Settings** control panel.

- The **On** button launches Font Reserve in the background. Ideally, Font Reserve should remain on the entire time your system is running. However, some Font Reserve functions require you to turn Font Reserve off.
- The **Off** button sends an Apple Events message that quits Font Reserve. When you turn Font Reserve off, any active fonts are deactivated and you cannot launch the Font Reserve Browser.
- When checked, **Turn on when Mac restarted** places an alias to Font Reserve in the Startup Items folder inside the System Folder. Each time you start up your computer, the database launches automatically.

### Auto-Activation Area

The **Auto-Activation** area lets you control whether Font Reserve automatically activates fonts used in documents. When **Activate fonts automatically** is checked, Font Reserve activates fonts required by documents that you open, as long as they're available. The **Auto-Activation** feature works with most applications, with the notable exceptions of Illustrator and PageMaker. See "Activating Document Fonts Automatically" on page 73 for more information.



The **Auto-Activation** area in the **Font Reserve Settings** control panel.

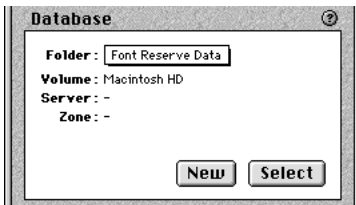
In applications that are able to dynamically update their font menus — such as Freehand, Framemaker, and QuarkXPress — auto-activated fonts display in the font menus and can be applied to text. In applications that are *unable* to dynamically update their font menus — such as Microsoft Word and FileMaker Pro — auto-activated fonts display on-screen and print correctly, but are not listed in font menus. To update the font menus in order to apply the auto-activated fonts to text, relaunch the application.

**Note:** If the Font Reserve system extension is not running, the **Auto-Activation** feature is gray and unavailable.

## Chapter 2: Font Reserve Database

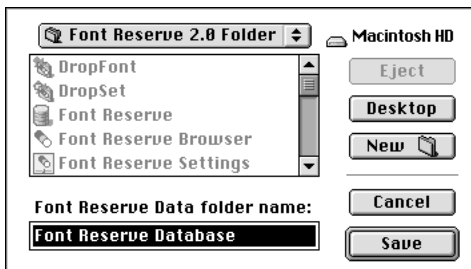
### Database Area

The **Database** area lets you create additional Font Reserve Database folders and select the one you want to use. Or, if you have limited hard drive space, you can move your Font Reserve Database folder to another volume and select it. To make changes to the Font Reserve Database folder, you need to quit any applications using active fonts and turn off Font Reserve.



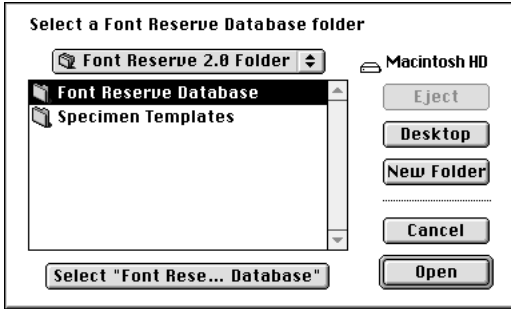
The **Database** area in the **Font Reserve Settings** control panel.

- The **Folder** pop-up menu displays the path to the Font Reserve Database folder on the current volume (which is indicated in the **Volume** field).
- The **Server** and **Zone** fields display the location of the volume if it resides on a networked server. If the Font Reserve Database folder is moved to a volume on a networked server, that volume must be available when you launch Font Reserve. If Font Reserve is launching automatically, the Font Reserve Database folder should be stored on a startup volume.
- The **New** button, which is available only when Font Reserve is **Off**, lets you create and name additional Font Reserve Database folders. Enter a name for the folder, select a location for it, and click **Save**.



The **New** button lets you create a new Font Reserve Database folder.

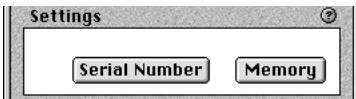
- The **Select** button, which is available only when Font Reserve is **Off**, displays a standard directory dialog box which lets you select the Font Reserve Database folder you want to use. Navigate to the folder, select it, and click **Select “name of folder.”**



The **Select** button lets you locate and select a different Font Reserve Database folder.

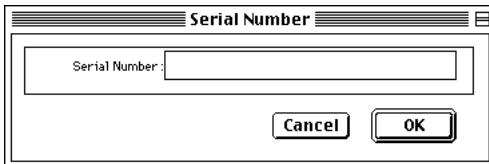
## Settings Area

The **Settings** area lets you view and enter your serial number and change the amount of memory allocated to Font Reserve.



The **Settings** area in the **Font Reserve Settings** dialog box.

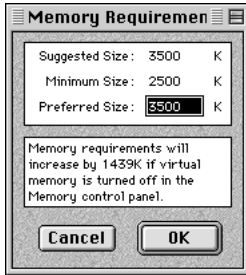
- The **Serial Number** button displays a dialog box that lets you view and change your serial number. You might use this for three reasons: To access your serial number to reinstall or upgrade Font Reserve; to “unlock” a demo version after purchasing a full product; or to change a serial number from a single-user license to a multi-user license.



The **Serial Number** dialog box lets you assign a different serial number to Font Reserve.

## Chapter 2: Font Reserve Database

- The **Memory** button displays the **Memory Requirements** dialog box, which lets you change the amount of memory allocated to Font Reserve. If the number of fonts in your database approaches 3,000, you can improve performance by increasing the memory partition from the minimum 2.5 MB.



The **Memory Requirements** dialog box lets you change the memory allocated to Font Reserve.

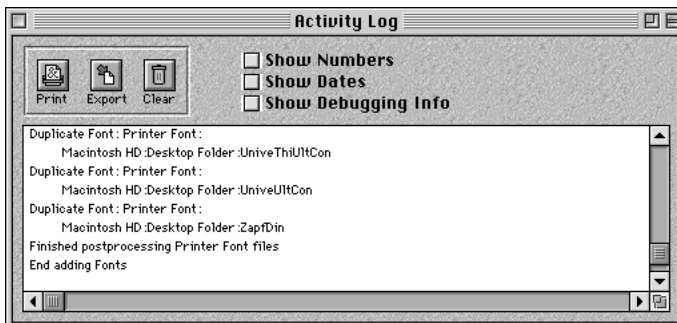
### Diagnostics Area

The **Diagnostics** area reports Font Reserve errors according to your needs.



The **Diagnostics** area in the **Font Reserve Settings** dialog box.

- The **Last Error** button displays the last problem encountered by Font Reserve. For example, if you cannot add a font, the **Last Error** button tells you why.
- The **Log** button displays the **Activity Log** — a complete record of program activities, including startups, font additions, and errors. You can print the log, export it to a file, and clear it.

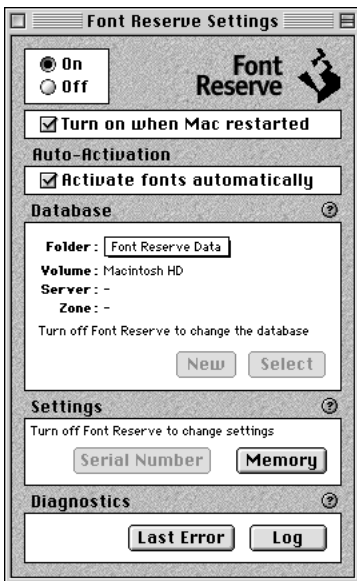


The **Activity Log** dialog box lists when Font Reserve starts up, shuts down, and encounters errors.

## Enabling and Disabling Font Reserve

Several database management tasks require you to disable Font Reserve. If you restarted your computer after installation, Font Reserve is enabled by default. Use these steps any time you need to enable or disable Font Reserve.

- 1 If you're turning Font Reserve off, quit any applications that are using fonts activated through Font Reserve.
- 2 Open the **Font Reserve Settings** control panel.
- 3 Click **On** (or **Off**) in the upper left corner of the dialog box.
- 4 Check **Turn on when Mac restarted** to specify that restarting your computer always restarts Font Reserve. Uncheck this box if you want Font Reserve to remain off until you turn it back on.



Use the **On/Off** buttons in the **Font Reserve Settings** control panel to enable and disable it.

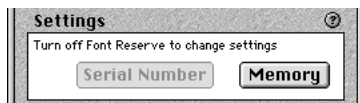
- 5 Click the close box to save your changes.

### Changing the Memory Partition

The Font Reserve database requires approximately 2.5 MB of RAM to operate correctly, independent of the number of fonts you have in your database. Although the minimum memory partition can handle 10,000 or more fonts, once you get to about 3,000 fonts you can improve performance greatly by increasing the memory partition.

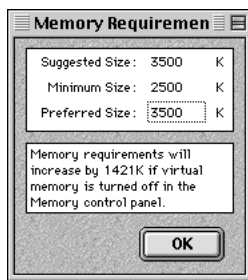
To increase (or decrease) the memory partition for Font Reserve:

- 1 Quit any applications that are using fonts activated through Font Reserve.
- 2 Open the **Font Reserve** control panel.
- 3 Click **Off** in the upper left corner of the dialog box.
- 4 Click **Memory** in the **Settings** area.



*The **Memory** button lets you increase Font Reserve's memory partition.*

- 5 Enter the amount of RAM to allocate to Font Reserve in the **Preferred Size** field.



*The **Preferred Size** field lets you specify the amount of RAM to allocate to Font Reserve.*

- 6 Click **OK**.
- 7 Click **On** in the upper left corner of the dialog box.
- 8 Click the close box to save your changes.

**Tip:** If you're planning to add a great deal of fonts at one time, from a CD-ROM of fonts for example, you may want to increase the memory partition, add the fonts, then decrease the memory partition again.

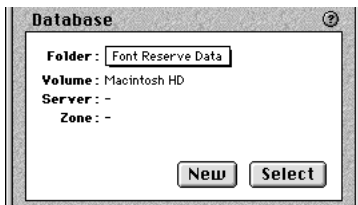


## Moving the Database

Depending on how many fonts you add to Font Reserve, and how many fonts you store in the vault, your Font Reserve Database folder may become very large. You can move the Font Reserve Database folder to another volume if necessary, as long as that volume is available on startup.

To move the Font Reserve Database folder:

- 1 Quit any applications that are using fonts activated through Font Reserve.
- 2 Open the **Font Reserve Settings** control panel.
- 3 Click **Off** in the upper left corner of the dialog box.
- 4 At the Finder, move your Font Reserve Database folder to another location. Make sure you choose a shared startup volume so the Font Reserve application can find the data when your computer starts up.
- 5 In the **Font Reserve Settings** control panel's **Database** area, click **Select**. Use the directory dialog box to navigate to the Font Reserve Database folder's new location, then click **Select**.



Use the **Select** button in the **Database** area to move the Font Reserve Database folder.

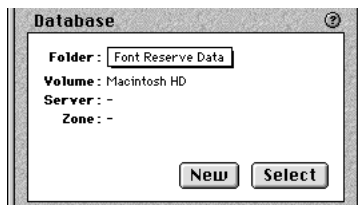
- 6 Click the close box to save your changes.

### Creating Multiple Databases

You may wish to have more than one Font Reserve database. For example, if users work different shifts on the same computer, they may wish to have their own database. Or, a service bureau may have one database for their own fonts and a separate database for their clients' fonts. Font Reserve can access only one database at a time.

To create a new database:

- 1 Quit any applications that are using fonts activated through Font Reserve.
- 2 Open the **Font Reserve Settings** control panel.
- 3 Click **Off** in the upper left corner of the dialog box.
- 4 In the **Database** area, click **New**.
- 5 Use the directory dialog box to specify a name and location for the new Font Reserve Database folder, then click **Save**. The new database is automatically selected.



Use the **New** button in the **Database** area to create a separate Font Reserve Database folder.

- 6 Click the close box to save your changes.

The new Font Reserve Database folder is empty. Add fonts to this database using any techniques you prefer. Font Reserve will continue to use this database until you select another database. Once you have multiple databases, you can switch among them by turning off Font Reserve and using the **Select** button in the **Font Reserve Settings** control panel.

## Sharing Copies of the Database

In a workgroup environment, where it's often important that all the users have precisely the same fonts, you may wish to share copies of the Font Reserve database. (Remember, fonts are subject to license agreements and should not be shared and used indiscriminately.)

Multiple users cannot share the same database, so you need to create copies of your database manually. Use standard Finder techniques to copy and distribute the database to other users. Members of your workgroup should then use the **Select** button in the **Font Reserve** control panel to specify the database you created.

You can share copies of the database if your fonts are in the vault or accessible on a networked server.

### Sharing Fonts in the Vault

If the fonts you want to share are in the vault, copies of the database contain copies of all your font files. If your database changes, you'll need to distribute new copies of the database. This is the best way to share a database of fonts if your workgroup is not networked.

**Note:** If the database you copy contains font aliases, the aliases point to fonts on your computer. To share those fonts, you will need to share your computer with other users and the other users will need to mount your hard drive.

### Sharing Fonts on a Server

If the fonts you want to share are on a server, you can create a database of font aliases that point to the fonts on the server. To do this, add the fonts from the server using the alias method. When the users access fonts in the database, they are actually accessing fonts on the server.

### Backing Up the Database

If all your fonts are in the vault — or if you've invested a great deal of time in compiling your database — you may wish to back it up. To do this, simply create a copy of the Font Reserve Database folder at the Finder. You might burn a CD-ROM containing the folder or store the folder on a ZIP drive or another volume. If the Font Reserve Database folder is too large to backup, you can maintain your sets and other customization by backing up the Catalog folder.

If one of your font files is corrupted, if your Catalog becomes corrupt, or if your entire system crashes, you can easily recover using the backup.

- To replace a corrupt font, first use the Browser to delete it. Then, locate the font files in your backup of the vault. Add the backup copies to Font Reserve through the Browser.
- To replace a corrupt Catalog, turn off Font Reserve and copy the backup Catalog into the Font Reserve Database folder. The backup of the Catalog will be able to find all the fonts in the vault and find the fonts that font references point to — provided that you haven't deleted or moved any fonts since the backup was created.
- To recover from a system crash, reinstall Font Reserve. Copy your backup of the Font Reserve Database folder to your computer, then use the **Select** button in the **Font Reserve Settings** control panel to specify it as the active database.

## Chapter 3: Browser Interface

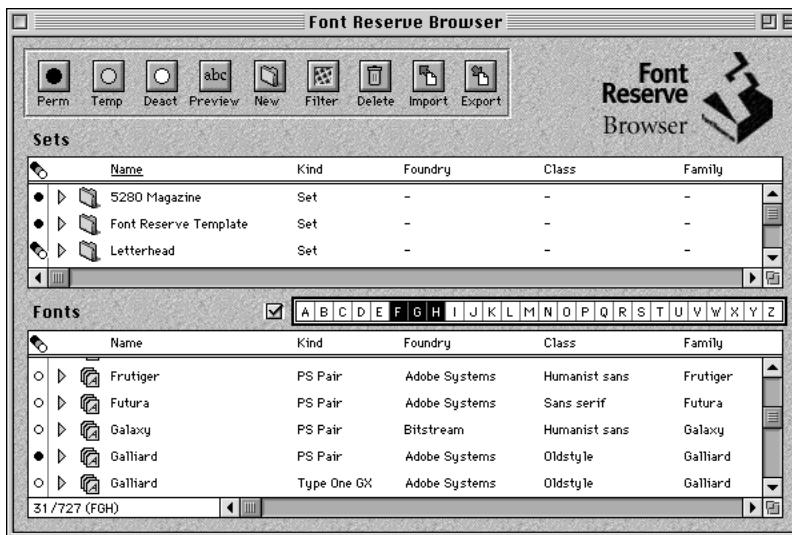
*The Font Reserve Browser application consists of a full-featured dialog box, various menus, and a complex preferences dialog box. The Font Reserve Browser interface is designed to mimic the Mac OS as much as possible. If you're not sure how to accomplish a task, try the method you would use at the Finder. For example, you can Shift+click or marquee to select multiple fonts in the Font Reserve Browser.*

*Once you work with Font Reserve, you'll quickly become familiar with its commands and controls. This chapter provides an overview and “what is it” information about the interface controls in the Font Reserve Browser. For “how to do it” information, consult the remaining chapters in this book.*

### Font Reserve Browser

The main dialog box of the Font Reserve Browser application provides your font management tools. (This dialog box is simply referred to as the Browser hereafter.) You use the Browser to add, delete, activate, and deactivate fonts; to preview, print, and sort fonts; to assign classes and owners to fonts; and to group fonts into sets for specific projects.

To open the Browser, double-click the Font Reserve Browser icon in the Font Reserve 2.0 Folder or select the alias from the Apple menu.



*The main dialog box of the Browser application.*

The Browser has the following characteristics:

- Fonts that reside in the vault are displayed in roman type. Fonts that reside outside the vault are *italicized* (the same way aliases are italicized at the Finder). See “Methods for Adding Fonts” on page 42.
- You can select items as you would at the Finder: Click in a line to select an item, Shift+click to select multiple items, and marquee to select a range of continuous items.

- Full drag-and-drop support allows you to drag files and folders into and out of the **Fonts** and **Sets** areas of the Browser. For example, you can drag volumes, folders, and files to the **Sets** or **Fonts** area of the Browser to add the fonts to Font Reserve.
- Unlike the Finder, dragging files out of the Browser does not move or delete the fonts — it simply copies the fonts to the new location.







### Font Management Buttons

The top of the Browser provides buttons for managing fonts and sets. The **New**, **Filter**, and **Import** buttons are always available, while the remaining buttons are active when you select fonts or sets in the Browser.




*Buttons in the Browser.*



The font management buttons work as follows:

-  **Perm:** Clicking **Perm** activates selected fonts or sets permanently; the fonts remain active until you deactivate them.
-  **Temp:** Clicking **Temp** activates selected fonts or sets temporarily; the fonts remain active until you shut down your computer or until you deactivate them.
-  **Deact:** Clicking **Deact** deactivates selected fonts or sets; the fonts remain inactive until you activate them.
-  **Preview:** Clicking **Preview** displays **Previews** for all selected fonts, including each font within selected sets.
-  **New:** Clicking **New** creates a new, untitled set. The name is highlighted automatically so you can enter a name for the new set.
-  **Filter:** Clicking **Filter** opens the **Quick Filter Editor** dialog box, which lets you specify the fonts to display in the Browser using a combination of criteria such as name, foundry, and version.

## Chapter 3: Browser Interface

-  **Delete:** Clicking **Delete** has a different effect depending on the selected items: sets, font references within sets, font aliases, or fonts that reside in the vault.

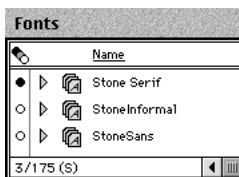
Deleting a set simply deletes the folder containing the references to the fonts; it does not delete fonts from Font Reserve or from your computer. Deleting a font reference removes the font reference from its set; it does not delete fonts. Deleting a font alias (an italicized font) deletes the font from Font Reserve, but not from your computer. Deleting a font that resides in the vault deletes the *physical font files*.

-  **Import:** Clicking **Import** displays a directory dialog box, which lets you locate and select set information exported by other Font Reserve users. The imported sets consist of font references, which will attempt to locate fonts in your database.
-  **Export:** Clicking **Export** lets you export selected sets; you can share the sets with other users who have the same fonts in their database. Use the directory dialog box to create a new folder for the exported set information.

### Common Attributes of the Sets and Fonts Areas

The Browser is divided into two primary areas: **Sets** and **Fonts**. When you click in one of the areas, it becomes active and you can begin manipulating fonts within it. Each area provides a resize box and scroll bar so you can display as much or as little of it as you wish. The **Sets** and **Fonts** areas have the following in common:

- To activate and deactivate fonts and sets, select them and click the appropriate button at the top of the Browser: **Perm**, **Temp**, or **Deact**.
- To toggle fonts and sets between active and inactive, click the round button to the left of the font or set name. Depending on your setting in the **Activation** panel of the **Preferences** dialog box (**Edit** menu), the button toggles between active permanently and inactive, or active temporarily and inactive.



*The round buttons to the left of font and set names let you toggle fonts active and inactive. In this example, Stone Serif is active and StoneInformal and StoneSans are inactive.*



- To determine the status of a font or set, check the state of its button: a black circle means all the fonts are active permanently, gray means active temporarily, and white means inactive. If the fonts are in different states, multiple icons display.



*The Letterhead set includes fonts that are active permanently, active temporarily, and inactive.*

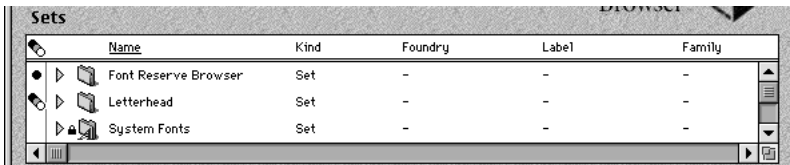
- To display a menu that lets you activate, deactivate, or preview fonts, Control+click any font, font reference, font alias, set, family, or suitcase in the Browser.
- To change the columns of information (name, kind, class, foundry, etc.) displayed in the **Sets** and **Fonts** areas, use the **Columns** panel of the **Preferences** dialog box (**Edit** menu). The **Sets** and **Fonts** areas always display the same columns.
- To control the sorting order of fonts in the active area, choose an option from the **Sort List** submenu of the **View** menu: **by Active**, **by Name**, **by Kind**, etc. The **Sort List** options vary according to the columns you choose to display. For example, if the **Family** column is displayed, you will have a **by Family** option in the **Sort List** submenu of the **View** menu.
- You can also control the sorting order by clicking the name of a column (for example, clicking **Name** in the **Fonts** area sorts the list by font name).
- To display the fonts in a set, family, or suitcase individually, click the triangle to the left of the name.

## Sets Area

Font Reserve allows you to group fonts into “sets” that can be manipulated as one unit. For example, if your letterhead contains five different fonts, you can create a set for those fonts and activate and deactivate them as necessary. The **Sets** area of the Browser displays all the sets you create.

## Chapter 3: Browser Interface

Sets consist of pointers to fonts — called font references — within the Font Reserve database. Since they are simply pointers, you can move, copy, and delete font references within sets without creating additional font files or deleting font files. Sets consume very little hard disk space so you can create as many as you need without causing problems.



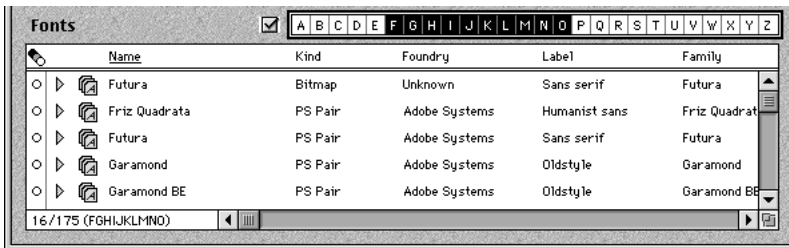
*The **Sets** area at the top of the Browser.*

When the **Sets** area is highlighted, it works as follows:

- To create a new set, click the **New** button, press Command+N, or choose **File** → **New Set**.
- To add a font to a set, select it in the **Fonts** area and drag it into the set folder.
- To move a font from one set to another, select it and drag it to another set folder.
- To copy a font from one set into another, select it and press the Option key while you drag it to another set folder.
- To place a set inside another set, select it drag it to another set folder.
- To place a copy of a set inside another set, select it and press the Option key while you drag it to another set folder.
- To delete a font reference from a set, select it and click the **Delete** button.
- To delete a set, which deletes only the folder and the font references, select it and click the **Delete** button.
- To delete a set and delete its fonts from Font Reserve, press Command+Shift while you click the **Delete** button. If the fonts reside in the vault, the physical font files will be deleted.

## Fonts Area

The **Fonts** area lists all the fonts in Font Reserve; if you choose **Filter** → **Show System Fonts**, the **Fonts** area will list all the fonts in your System Fonts folder as well. Fonts that reside in the vault are displayed in roman type; fonts added via the alias method are displayed in *italic* type. You can group fonts by family, group fonts by suitcase, sort fonts in various ways, and specify which fonts to display.



*The **Fonts** area at the bottom of the Browser.*

When the **Fonts** area is highlighted, it works as follows:

- To display fonts that start with a specific letter, check the box next to the alphabet strip. Click to select a letter, Command+click to select multiple letters, and Shift+click to select a range of continuous letters.
- To select a specific font (when fonts are not grouped by family or suitcase), type the first few characters of the font name. When the dialog box displays, click **Jump** or press Return/Enter.

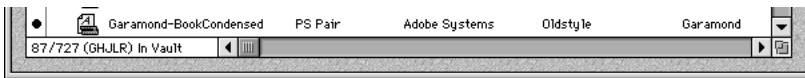


*The **Jump to...** dialog box lets you quickly locate a font.*

- To specify which fonts display, use the **Filter** controls: the **Filter** button on the Browser, the preset options in the **Filter** menu, and the **Edit Quick Filter** dialog box. To display all your fonts again, choose **Filter** → **None**.
- To combine all the fonts in a family into a group, choose **View** → **Grouped by Family**. To open a family group, click the triangle next to it.

## Chapter 3: Browser Interface







- To display font families according to their suitcases, choose **View** → **Grouped by Suitcase**. To open a suitcase, click the triangle next to it.
- For a quick preview of a font, Command+click the icon to the left of its name. To customize the size and text in the quick preview, use the **Previews** panel of the **Preferences** dialog box (**Edit** menu).
- To determine how many fonts are listed in the **Fonts** area, look at the field in the lower left corner of the Browser. The field shows the number of fonts listed, followed by the total number of fonts in the database, followed by the name of the current filter in use, and a list of the current alphabetical indices in use.











*The field in the lower left corner indicates which fonts are displayed.*

### Icons in the Browser

The Browser displays a unique icon for each type of item and font. The icons represent the following:

- The **Folder** icon  indicates a set, which consists of references to fonts in the Font Reserve database.
- The **Family** icon  indicates that fonts are currently combined into families (**View** → **Grouped by Family**).
- The **Suitcase** icon  indicates that fonts are currently combined into suitcases (**View** → **Grouped by Suitcase**).
- A **Padlock** icon  next to a font's icon indicates locked fonts, which cannot be activated, deactivated, or deleted through Font Reserve. Locked sets cannot be renamed.
- The **PS Pair** icon  indicates a healthy PostScript font. This single icon represents both the printer outline and the screen components of the PostScript font.
- The **Bitmap** icon  indicates a screen font only. Also known as an **Orphan Bitmap**, this represents a screen font for which no printer outline font component is available within Font Reserve.

- The **PS Outline** icon  indicates a printer outline font only. Also known as an **Orphan Outline**, this represents a printer outline font for which no screen font component is available within Font Reserve.
- The **TrueType** icon  indicates a healthy TrueType font. The various styles of the font are not shown in the Browser or in the **Preview**, but are available when the font is active.
- The **TrueType GX** icon  indicates a TrueType GX font.
- The **TypeOne GX** icon  indicates a TypeOne GX font.
- The **PS MM** icon  indicates a healthy PostScript Multiple Master font. This single icon represents the printer outline component and the various screen components of the Multiple Master font. The various instances of the Multiple Master font are not shown in the Browser or in the **Preview**, but are available when the font is active.
- The **PS Outline (MM)** icon  indicates a multiple master printer outline font only, for which no corresponding screen font components are available within Font Reserve.
- The **PS Pair (3)** icon  indicates a healthy PostScript Type 3 Font. This single icon represents both the printer outline and the corresponding screen bitmap components of the PostScript Type 3 font.
- The **PS Outline (3)** icon  indicates a Type 3 printer outline font only, for which no corresponding screen font component is available within Font Reserve.

## Font Reserve Browser Menus

While basic font management tasks are accomplished through the Browser, the Font Reserve Browser application's menus provide sophisticated font management options. For example, in the menus you'll find options that let you classify fonts according to their design and assign owners to fonts to keep track of who they belong to. For specific information about any menu command, consult the index.

**File Edit View Class Filter Owner Foundry Specimen Window Font**

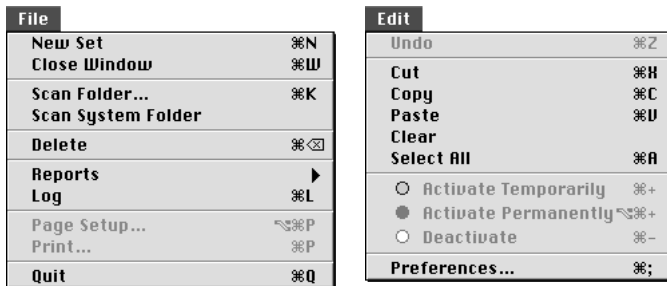
*The Font Reserve Browser application's menus.*

### File Menu

Use the **File** menu to create new sets, close the active window, update your System Fonts set, display a log of Font Reserve activity and errors, print reports from Font Reserve, and quit the Font Reserve Browser application.

### Edit Menu

Use the **Edit** menu to cut, copy, paste, and delete text (useful for naming sets); select everything listed in the **Sets** or **Fonts** area; activate and deactivate fonts; and open the **Preferences** dialog box. The **Preferences** dialog box provides important options for adding fonts, activating fonts, viewing information in the Browser, and previewing fonts.



*The **File** menu and **Edit** menu.*

## View Menu

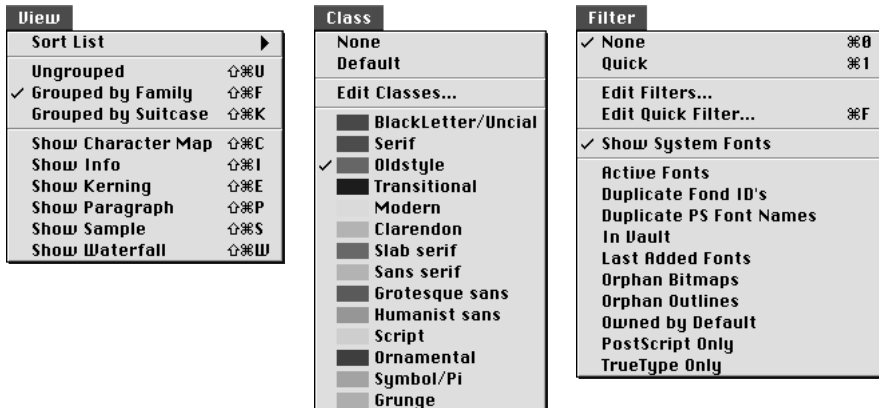
Use the **View** menu to sort fonts, group fonts, and display previews. The **Sort List** submenu provides sorting options such as **by Name** and **by Foundry**, which vary according to the columns of information displayed in the Browser. The middle portion of the menu lets you group fonts by family or suitcase, and ungroup fonts to list them individually. The lower portion of the menu lets you display a specific panel of the **Preview** for selected fonts.

## Class Menu

Use the **Class** menu to categorize fonts according to their design (modern, sans serif, script, ornamental, etc.). When Font Reserve adds fonts, it attempts to determine their design and classifies them automatically. You can change a font's class, remove its class, revert to the class assigned by Font Reserve, and customize the list of classes.

## Filter Menu

Use the **Filter** menu to find and display only certain fonts — for example, you can display only PostScript fonts or only the fonts in the vault. The menu provides a variety of default filters such as **Active Fonts** and **In Vault**, a **Quick Filter** similar to the Finder's **Find** dialog box, options for editing the default filters, and options for creating custom filters. The **Filter** menu also provides a **Show System Fonts** command, which controls whether fonts in the System Fonts folder are displayed in the Browser.



The **View** menu, **Class** menu, and **Filter** menu.

## Chapter 3: Browser Interface

### Owner Menu

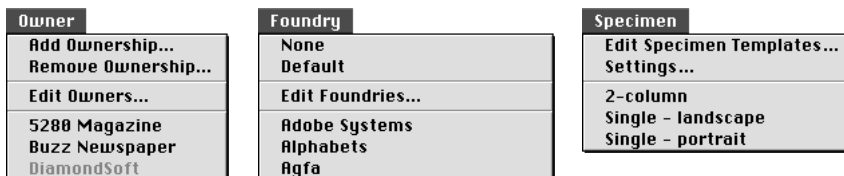
Use the **Owner** menu to create a list of font owners, edit that list, and assign ownership to fonts. The bottom portion of the menu lists all the names you specify in the **Owners** dialog box.

### Foundry Menu

Use the **Foundry** menu to customize the list of font foundries and change the foundry specified for a font. When Font Reserve adds fonts, it assigns a foundry from the default list. If a font's foundry is not included in the list, or Font Reserve cannot determine the foundry, you can add the foundry to the list and assign it to the appropriate fonts.

### Specimen Menu

Use the **Specimen** menu to print a type book from selected fonts. The menu lets you select and customize the template used for the book.



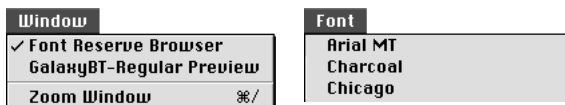
The **Owner** menu, **Foundry** menu, and **Specimen** menu.

### Window Menu

Use the **Window** menu to resize or display an open window. The top portion of the **Window** menu, which lists all open windows, is useful when a variety of **Previews** are open. The **Zoom Window** command resizes the active window.

### Font Menu

Use the **Font** menu to quickly determine which fonts are active on your computer (including fonts in the System Fonts folder). The **Font** menu displays only if you check **Show "Font" menu in menubar** in the **Columns** panel of the **Preferences** dialog box (**Edit** menu).

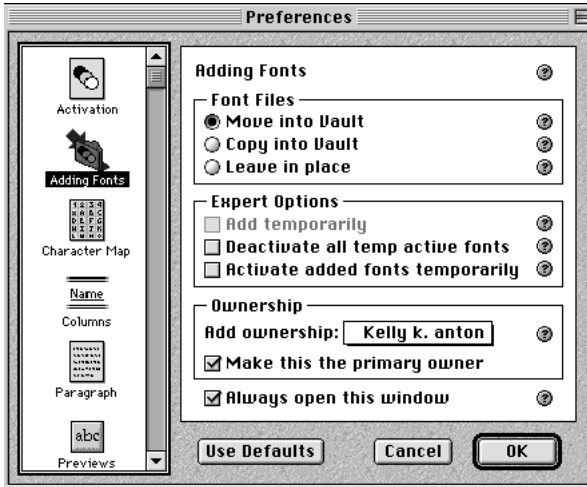


The **Window** menu and the **Font** menu.



## Font Reserve Browser Preferences

The **Preferences** dialog box lets you customize the way fonts are added to Font Reserve, the way fonts activate when you toggle them, the columns of information displayed in the Browser, and the size and text used for previewing fonts.



*The Font Reserve Browser application's **Preferences** dialog box.*

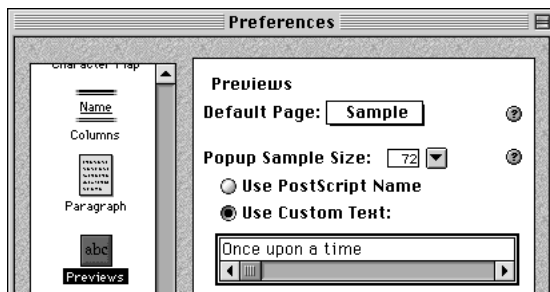
The **Preferences** dialog box works as follows:

- To open the **Preferences** dialog box, choose **Edit** → **Preferences** or press Command+; (semicolon).
- To specify which panel of preferences to display, click one of the icons in the scroll bar at left.
- To view information about a control, click the help button ⓘ to the right of it.
- To revert a panel to the default settings, click **Use Defaults**. This button is panel-specific; it will not revert preferences in the entire dialog box to defaults.
- To close the dialog box without saving changes made in any panel, click **Cancel**.
- To close the dialog box and save all the changes, click **OK**.

## Chapter 3: Browser Interface

The **Preferences** dialog box provides the following panels:

- **Activation:** Use this panel to specify whether fonts activate temporarily or permanently when you toggle them, whether the original font activates or a copy of it, and how font name conflicts are handled.
- **Adding Fonts:** Use this panel to specify how font files are handled when you add fonts to Font Reserve and to specify the default owner of fonts.
- **Character Map:** Use this panel to specify a default point size for characters in the **Character Map** panel of the **Preview** dialog box.
- **Columns:** Use this panel to select the information (family, foundry, kind, etc.) you want to display in the **Sets** and **Fonts** areas of the Browser, to specify whether fonts are listed according to menu name or PostScript name, and to specify whether the **Font** menu displays in the Font Reserve Browser application.
- **Paragraph:** Use this panel to customize the size, leading, and text used in the **Paragraph** panel of the **Preview** dialog box. You can also customize the width of the **Paragraph** panel.
- **Previews:** Use this panel to specify the default panel displayed in the **Preview** dialog box, and to specify the point size and text for quick previews obtained by Command+clicking a font in the Browser.



*The Previews panel of the Preferences dialog box.*

- **Sample:** Use this panel to edit the text and specify the point size used in the **Sample** panel of the **Preview** dialog box. You can also customize the width of the **Sample** panel.
- **Waterfall:** Use this panel to edit the text used in the **Waterfall** panel of the **Preview** dialog box.

## Chapter 4: Adding and Removing Fonts

*Whether you're working with an entire CD-ROM of fonts, all the fonts on your hard drive, a new font downloaded from the web, or a single font you need for a quick print job, there's a convenient method for adding fonts to Font Reserve. A few preferences affect the way fonts are added, and you can add fonts via the Browser window, the DropFont applet, or the DropSet applet.*

*A side benefit to adding fonts to Font Reserve is the diagnostics information you receive: you'll be able to quickly determine if any of your font files are corrupt, or if you're missing a PostScript font's bitmap or outline file. With this information, you can rid your computer of unusable fonts.*

*Font Reserve provides equally convenient methods for getting fonts out of Font Reserve. If you're only going to use a font once, you can add it "temporarily" so it's removed the next time you launch Font Reserve. You can remove other fonts via the Browser window, and you can export fonts for delivery to a service bureau.*

### Methods for Adding Fonts

You can add fonts to Font Reserve in two ways — the vault method or the alias method. The primary difference is that the vault method moves your font files to a single location while the alias method leaves fonts in their current location.

You can use the vault method and the alias method interchangeably, depending on your needs. Regardless of how you add fonts, and where the fonts are stored, you can manage all your fonts with the Font Reserve Browser.

#### The Vault Method

When you add fonts using the vault method, Font Reserve places the physical font files in a centralized place called the vault. By default, the vault is located inside the Font Reserve Database folder at the root level of your hard drive. You have the option to move font files into the vault or copy font files into the vault.

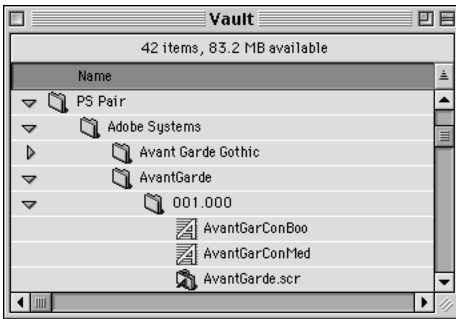
Using the vault method offers several advantages over the alias method:

- Your fonts are automatically organized into a clean, hierarchical structure
- You are prevented from adding duplicate fonts
- The fonts are always available on your computer

The vault method is suited to users who own all their own fonts and prefer keeping them in one location. For example, freelance graphic designers may prefer to use the vault method.

Within the vault, fonts are organized into hierarchical folders as follows:

- **Type** (first level): At the top level of the vault, fonts are organized by type.
- **Foundry** (second level): Within each type's folder, the fonts are organized by font foundry.
- **Family** (third level): Inside each font foundry folder, fonts are organized by family.
- **Version Number** (fourth level): Inside each font family folder, fonts are organized according to version number.
- **Physical Font Files** (fifth level): The physical font files, including suitcases and PostScript printer fonts, are inside the version number folders.



*The five levels of hierarchy within the Vault folder.*

### The Alias Method

If you're familiar with programs like Suitcase, Master Juggler, or ATM Deluxe, then this method will be familiar to you. When you add fonts using the alias method, the original font files remain in their current location, and are not modified in any way. Font Reserve simply keeps an alias to the original font files in the database.

Fonts added via the alias method are displayed in italics in the Browser, and are available only when the volume containing the fonts is available. For example, if you add fonts from a ZIP disk via the alias method, the ZIP disk must be available in order for you to use those fonts. When adding fonts via the alias method, you can choose to add them temporarily. Fonts that are added temporarily are removed from your database when you shut down your computer.

The alias method is especially suited to service bureaus and printers that need to manage fonts from a variety of clients. With the alias method, service bureaus do not need to install each clients' fonts on their computer — Font Reserve can access the fonts on a ZIP or floppy disk. The alias method is also convenient if you're in the habit of storing fonts with specific jobs. For example, if you have a folder on your hard drive that contains a document, all the graphic files, and all the fonts for a brochure, you may want to keep the fonts there. In this case, you might want to use the alias method to add the fonts.

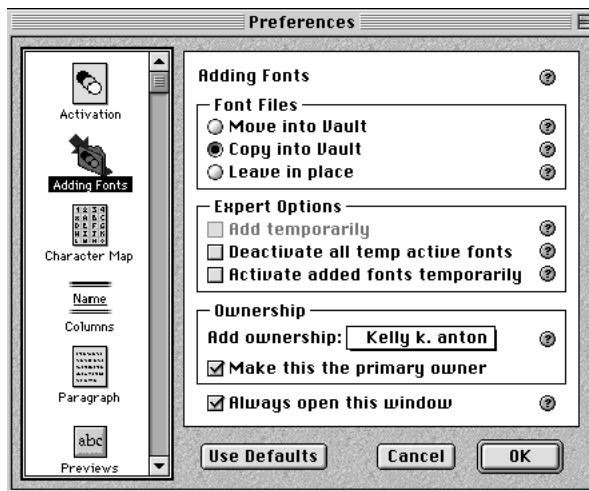
### Adding Fonts to Font Reserve

Although adding fonts to Font Reserve is as easy as drag-and-drop, understanding exactly what's happening is a little more complex. When you add fonts, you need to know whether you're adding those particular fonts via the vault method or the alias method. With the vault method, your physical font files are stored in the vault; with the alias method, an alias to the fonts is placed in the database and your physical font files remain untouched. To specify the method for adding fonts, you can set a preference in advance — and you can change the setting each time you add fonts.

#### Setting Preferences for Adding Fonts

To specify whether fonts are added via the vault method or the alias method when adding fonts through the Browser, use the **Adding Fonts** panel of the **Preferences** dialog box. The DropFont and DropSet applet each have their own preferences dialog box, which offers the same options for adding fonts.

- 1 Choose **Preferences** from the **Edit** menu.
- 2 Click the **Adding Fonts** icon in the scroll bar at left.



*The **Adding Fonts** panel of the **Preferences** dialog box.*

3 To specify the vault method, click one of the **Font Files** buttons:

- **Move into Vault:** Moves physical font files from any location, including a remote volume or ZIP disk, into the vault. (Fonts on CD-ROMs or locked disks are copied into the vault.) Organizations such as design studios, which allow each of their designers to store and manage all their fonts on their local workstations, may prefer this setting.
- **Copy into Vault:** Copies physical font files into the vault, leaving the originals untouched. If you want to load all your font files into Font Reserve, then delete the originals after you've begun working the program more, this setting works well.

**Note:** To experiment with Font Reserve in evaluation mode, **Copy into Vault** is the best option.

- **Leave in place** (alias method): Stores an alias for each font file in the database catalog — not the vault — and the physical font files remain untouched.

The alias method has the following affect on font files: If you delete an alias from the Browser, the physical font file is unaffected. If you delete a physical font file, its corresponding alias remains in the database. If you attempt to activate the alias, Font Reserve notifies you that the font file does not exist and that you should delete the alias from the database. If you move a physical font file within the same volume, the alias will be able to locate the font.

The alias method works well for accessing fonts stored on a CD-ROM or server. In environments such as printers and service bureaus, in which users may not want duplicate fonts on each workstation, the alias method works well.

4 If you want to change your adding fonts preference each time you drag a font into the Browser, check **Always open this window**. If you plan to use only one method consistently, set your preference and uncheck **Always open this window**.

5 Click **OK** to implement you changes.

You need to set this preference individually for the DropFont or DropSet applet. To do so, double-click the applet, then choose **Edit** → **Preferences**. Change the setting, click **OK**, then choose **File** → **Quit**.

## Chapter 4: Adding and Removing Fonts

### Adding Fonts and Font Sets via Drag-and-Drop

To add fonts to Font Reserve, select the volumes, folders, and files containing the fonts at the Finder. The items you select don't have to contain fonts exclusively — if your fonts are spread throughout your entire hard drive, simply select your hard drive icon. You can drag-and-drop your selection into the **Fonts** or **Sets** area of the Browser, or onto the DropFont applet or DropSet applet.

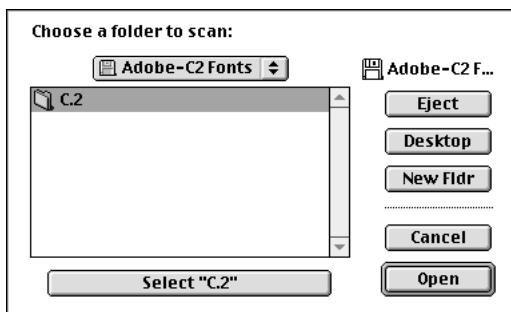
- To add fonts individually, drop your selection onto the **Fonts** area of the Browser or onto the DropFont applet. The fonts will be listed in the **Fonts** area.
- To add fonts as sets, drop your selection onto the **Sets** area of the Browser or onto the DropSet applet. The fonts are added to the list in the **Fonts** area, and each volume or folder becomes a set. The sets consist of references to the fonts, rather than copies of the fonts.

**Tip:** The applets provide a quick method for adding fonts without having to open the Browser. If you're just adding fonts, you can skip launching the Browser.

Once you drop your selection, the **Adding Fonts** panel of the **Preferences** dialog box may display so you can specify whether the fonts are added via the vault method or the alias method. If the dialog box displays, see the “Specifying the Vault Method or Alias Method On-the-Fly” section on the next page. If it does not display, the fonts are added according to your preference setting; continue to the “Scanning Fonts” section on the next page.

### Adding Fonts Via the Scan Folder Command

Rather than switching to the Finder and dragging icons, you can add fonts to the **Fonts** area using the **Scan Folder** command in the **File** menu. Use the **Choose a folder to scan** dialog box to locate and select a folder of fonts, then click **Select**.

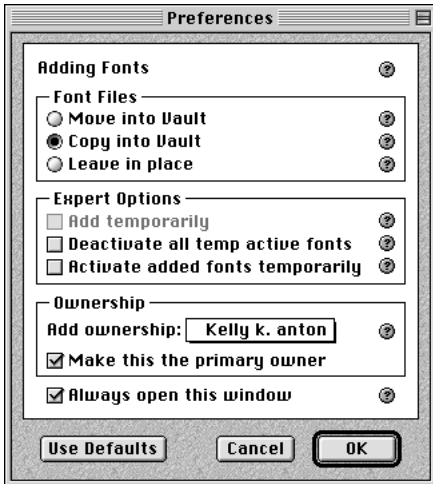


The **Scan Folder** command in the **File** menu lets you select a folder of fonts to add.



### Specifying the Vault Method or Alias Method On-the-Fly

When you add fonts to Font Reserve, the following **Preferences** dialog box displays if **Always open this window** is checked. The Browser, the DropFont applet, and the DropSet applet each have their own **Preferences** dialog box, which remembers its own settings.



The condensed **Preferences** dialog box, which displays when **Always open this window** is checked for the Browser, the DropFont applet, or the DropSet applet.

**Move into Vault** and **Copy into Vault** are variations of the vault method, while **Leave in place** specifies the alias method. For specific information about the options, see “Setting Preferences for Adding Fonts” on page 44.

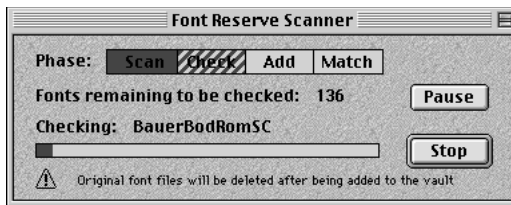
Click an option, then click **OK** to continue adding the fonts. If you do not want the **Preferences** dialog box to display each time you add fonts, be sure to uncheck **Always open this window**. Once you click **OK**, Font Reserve starts scanning your fonts.

**Note:** If you’re adding fonts from a client, you may wish to specify an owner when you add the fonts. See “Working with Owners” on page 127.

### Scanning Fonts

Once you drag-and-drop your selection to start adding fonts, Font Reserve begins a scanning process that finds, examines, and organizes all your fonts. The **Font Reserve Scanner** dialog box shows the progress of the scan, which is divided into the four phases described briefly below.

## Chapter 4: Adding and Removing Fonts



When you're adding fonts, the **Font Reserve Scanner** dialog box shows the progress of the scan.

The amount of time the scan takes depends on a variety of factors, including: the number of fonts you're adding, the speed of your computer, the media the fonts are stored on, whether you're working over a network, and the amount of memory allocated to Font Reserve. In general, adding 2,000 fonts will take from 15-30 minutes.

The Font Reserve Scanner phases work as follows:

- The **Scan** phase locates every font file — including suitcases, bitmaps, outlines, etc. — within your selection.
- The **Check** phase analyzes each font for corruption.
- The **Add** phase opens each font file's resource, extracts information such as the foundry name and version number, and adds the information to the database. If you're adding fonts via the vault method, the **Add** phase checks for duplicate fonts and moves or copies the fonts to the vault.
- The **Match** phase matches all the screen bitmap files with their corresponding printer outline files.

### Pausing or Stopping the Font Reserve Scanner

During the last three phases of scanning — **Check**, **Add**, and **Match** — the **Pause** and **Stop** buttons are available in the **Font Reserve Scanner** dialog box.

- Click the **Pause** button if you need to interrupt the scan and perform another task on your computer. When you're finished with the other task, click **Continue**.
- Click the **Stop** button if you decide you no longer want to continue adding the selected fonts to Font Reserve. The **Stop** button does not cancel the operation; it simply stops adding fonts when you click it.

There is no danger of losing or corrupting fonts when you click **Pause** or **Stop**. Since Font Reserve is making changes to your system during the last three phases of the scan, the scanner will complete its current operation before pausing or stopping.

## Adding Fonts Temporarily

If you need to use a font, but you don't want to add it to your database permanently, you can add the font temporarily using a variation of the alias method. When you add fonts temporarily, aliases to the fonts are placed in the database then removed when you quit Font Reserve or shut down your computer.

Adding fonts temporarily works well for processing small jobs at service bureaus:

- Say a client needs a color proof and supplies a ZIP disk containing the document, graphics, and fonts.
- You can add the fonts temporarily and print the document using the graphics and fonts on the ZIP disk.
- By the time the computer is shut down and the fonts are removed from the database, the client has left with their color proof.

Adding fonts temporarily may not work well for jobs that take several days because the computer may be shut down.

### Specifying the Add Temporarily Preference

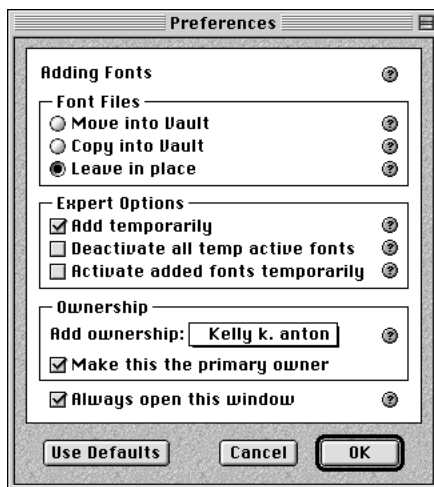
To add fonts temporarily, use one of the drag-and-drop options or the **Scan Folder** command as described on page 46.

When the **Preferences** dialog box displays, you need to change a setting to specify that the fonts are temporary. If you have **Always open this window** unchecked, confirm your setting in the **Preferences** dialog box before attempting to add fonts temporarily or press the Command key while you drag the fonts to open the **Preferences** dialog box. In the **Preferences** dialog box, change the following settings to add fonts temporarily:

- 1 In the **Font Files** area, click **Leave in place**. This specifies the alias method so the fonts are not placed in the vault.
- 2 In the **Expert Options** area, check **Add temporarily**.

**Note:** See “Adding Fonts and Activating them Simultaneously” on page 51 for information about the other **Expert Options: Deactivate all temp active fonts** and **Activate added fonts temporarily**.

## Chapter 4: Adding and Removing Fonts



*The **Expert Options** area of the **Preferences** dialog box lets you add fonts temporarily.*

3 Click **OK**.

4 Use the fonts as needed, making sure the font files are accessible.

When you're finished with the fonts, you can close them to free up memory. When you quit Font Reserve or shut down your computer, the temporary fonts are removed from the database. If your computer crashes, Font Reserve will restore the temporary fonts for you.

### Using DropSet for Temporary Fonts

If you're adding fonts temporarily often, you may wish to set up the DropSet applet exclusively for this purpose. Double-click the DropSet applet and choose **Edit** → **Preferences**. Set your **Font Files** and **Expert Options** preferences as discussed, then click **OK**.

Anytime you receive a job folder or folder of fonts from a client, you can drag-and-drop the folder onto the DropSet applet. DropSet creates a new set, consisting of those fonts, which you can rename according to the job. When you print, it's easy to confirm that all the necessary fonts are open. And when you're finished for the day, the fonts are automatically removed from the database.

## Adding Fonts and Activating them Simultaneously

Whether you're adding fonts via the vault or alias method, and whether you're adding the fonts temporarily or permanently, you can choose to activate the fonts as they're added. At the same time, you can choose to deactivate other fonts that are active temporarily. This helps control how many fonts are active on your computer. For example:

- A service bureau operator can drag a client's job folder onto the DropSet applet, specify that the fonts are added via the alias method, automatically activate the fonts, and deactivate all currently active fonts. The operator can then begin working on the job, confident that the appropriate fonts are active.
- A graphic designer might receive a font for an ad that needs to be edited immediately, add the font to the vault so it's available for future edits to the job, and activate the font automatically.

### Adding Limited Fonts

To activate fonts as you add them, use one of the drag-and-drop options or the **Scan Folder** command as described on page 46. Keep in mind that activating fonts while you add them is appropriate only while adding a few fonts for a specific job. Adding all the fonts on your hard drive or all the fonts on a CD-ROM and activating them would tax your system resources.

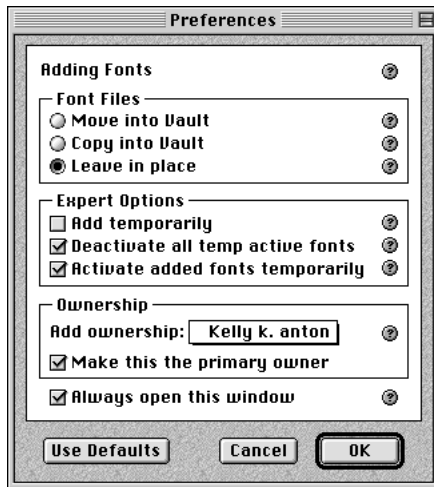
### Activating Fonts Automatically

When the **Preferences** dialog box displays, you need to change a setting to specify that the fonts are activated temporarily. If you have **Always open this window** unchecked, confirm your setting in the **Preferences** dialog box before attempting to add fonts or press the Command key while you drag the fonts to open the **Preferences** dialog box.

In the **Preferences** dialog box, change the following settings to add fonts temporarily:

## Chapter 4: Adding and Removing Fonts

- 1 Choose an option in the **Font Files** area. Service bureaus may wish to use **Leave in place**, while individual users may prefer **Move into Vault** or **Copy into Vault**.
- 2 In the **Expert Options** area, check **Activate added fonts temporarily**. Fonts that are active temporarily remain active until you deactivate them or shut down your computer.



*The **Expert Options** area of the **Preferences** dialog box lets you activate fonts as you add them.*

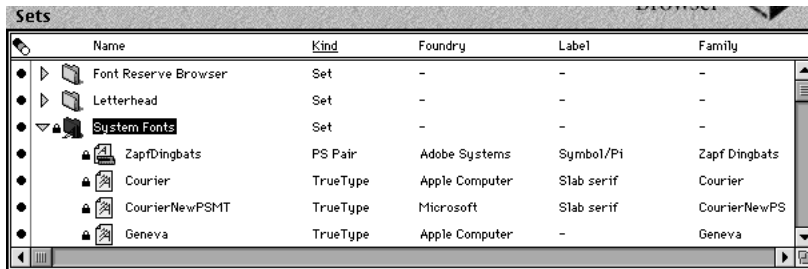
- 3 If you want to deactivate all the fonts in your database that are active temporarily, check **Deactivate all temp active fonts** in the **Expert Options** area.
- 4 Click **OK**.

Since the fonts are active, you can begin using them. If your computer crashes, Font Reserve will automatically reactivate the fonts. If you shut down your computer, the fonts will be deactivated.

## Handling System Fonts

The fonts that you store in the Fonts folder inside your System Folder are not managed by Font Reserve. (This folder is simply referred to as the System Fonts folder hereafter.) These fonts load at startup, before Font Reserve, and are therefore available for use in control panels, system extensions, and startup applications as necessary. You can view and update your list of system fonts using the Browser.

Font Reserve maintains a set called “System Fonts” to show you the fonts that are currently in your System Fonts folder. When Font Reserve detects a change to your System Fonts folder, it prompts you to rescan the folder. Choose **Rescan System Fonts** from the **File** menu to update your System Fonts set and accurately display the contents of your System Fonts folder.



*The System Fonts set, which includes the fonts that reside in your System Fonts folder.*

The System Fonts set has the following characteristics:

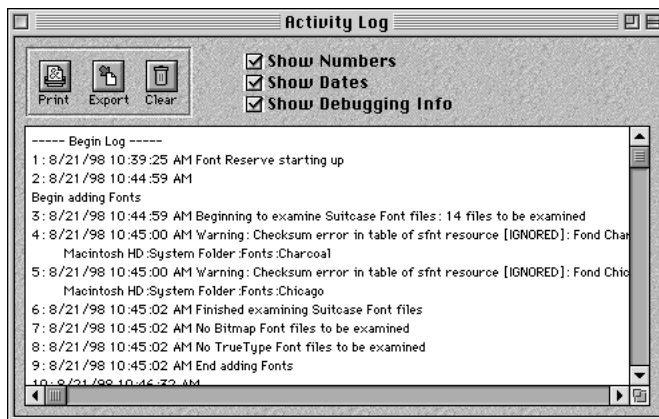
- It lists all the fonts that reside in your System Fonts folder.
- The fonts that reside in the System Fonts folder are permanently active; they cannot be activated or deactivated through Font Reserve.
- A padlock icon next to the set, and next to each font in the set, indicates that these fonts cannot be deleted or deactivated through Font Reserve.
- You can preview and print fonts in the System Fonts set, and you can change the class, owner, and foundry (see Chapter 8: “Managing Fonts”). You can also drag fonts to the desktop to create copies of them.
- Although the set does not update automatically, Font Reserve notifies you when it detects a change to the System Fonts folder. Choose **File** → **Rescan System Fonts** to update the System Fonts set.

### Resolving Problem Fonts

When you add fonts to Font Reserve, the **Scanner** identifies corrupt fonts, duplicate fonts, and orphan fonts. All this information is recorded in a log, which you can use to attempt to resolve the problems. For example, if the log reports that a font is corrupt, you can reinstall it.

#### The Font Reserve Activity Log

The **Activity Log** records everything Font Reserve does, including starting up, shutting down, examining fonts, and adding fonts. Any time you add a great deal of fonts to Font Reserve — for example, if you add all the fonts on your hard drive after installation — you may want to look at the **Activity Log** to determine if you have any problem fonts. To view the **Activity Log** from the Browser or the Font Reserve Settings control panel, choose **File** → **Log** or press Command+L.



*The **Activity Log** records problems encountered while adding fonts.*

The **Activity Log** has the following characteristics:

- The log lists the last 5,000 activities of Font Reserve including reporting corrupt, duplicate, or orphan fonts.
- The **Print** button lets you print the log and use a hard copy for troubleshooting.
- The **Export** button lets you save the log as a text file, which you can send to another user if necessary while troubleshooting.



- The **Clear** button lets you delete the contents of the log. Since the log holds 5,000 activities, you may wish to clear it before adding a great deal of fonts.
- When **Show Numbers** is checked, Font Reserve assigns a number to each activity, from 1 to 5,000.
- When **Show Dates** is checked, Font Reserve displays the date of all activities.
- When **Show Debugging Info** is checked, the **Activity Log** displays detailed information that is useful for debugging problems that may occur in the application. Generally, you can ignore this option.

**Tip:** The **Show Numbers**, **Show Dates**, and **Show Debugging Info** options are provided to make troubleshooting fonts and Font Reserve more efficient — especially if you're working with DiamondSoft's technical support.

### Corrupt Fonts

Corrupt fonts are often the source of crashes and other problems on your computer. Font Reserve defines a corrupt font as any font for which the font resources cannot be opened, appear to contain inconsistent information, or have incorrect values in important fields of the resource.

Most of the time, if a font is corrupt, it cannot be repaired. However, there are certain types of minor problems that can be corrected, and there are certain types of problems that can be safely ignored.

The **Font Reserve Scanner** identifies corrupt or problem fonts during the **Check** phase. Depending on the type of problem encountered, Font Reserve will either fix the problem and add the font to Font Reserve, ignore the problem and add the font to Font Reserve, or determine that the font is corrupt beyond repair and not add the font to Font Reserve. The Activity Log records the type of corruption encountered and the full path to each problem font file.

- **Repairs:** If a font's FOND resource contains an entry for an associated font resource (a screen bitmap, NFNT resource, or TrueType outline, sfnt resource), and the associated resource is missing or corrupt, Font Reserve repairs the corruption by removing the entry. The following log entries indicate that this type of repair occurred: Missing Association Resource, Corrupt Association Resource or Invalid Association Resource. Although the font is added to Font Reserve and is usable, we advise you to reinstall a clean copy of the font.

## Chapter 4: Adding and Removing Fonts

- **Ignores problems:** TrueType fonts often generate Checksum Errors, which means they have incorrect checksum values. However, the font resources are usually valid and healthy, so the fonts are added to Font Reserve.
- **Fonts not added:** Some font files are corrupt beyond repair or use and cannot be added to Font Reserve. The fonts remain in their original location, and the **Activity Log** reports the font as Corrupt. Delete and replace any corrupt font files immediately, since they are a primary cause of system crashes.

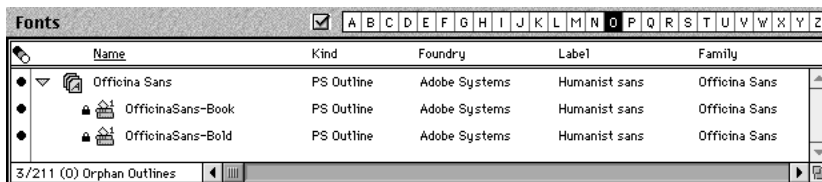
### Duplicate Fonts

If the **Activity Log** reports a font as a Duplicate, the font is not added to Font Reserve. See “Handling Duplicate Fonts” on page 58 for information about how Font Reserve determines fonts are duplicates.

### Orphan Bitmaps and Orphan Outlines

On Mac OS, PostScript fonts consist of two different files: the screen bitmap and the PostScript outline. For fonts to display and print correctly, both the bitmap and outline file must be present. If one of the files is missing, the existing file is referred to as an orphan bitmap or an orphan outline.

Since orphan fonts are virtually unusable, you may want to locate and add the corresponding font files as soon as you add fonts to Font Reserve. To quickly view all your orphan fonts, use the Browser rather than the **Activity Log**. Choose **Filter** → **Orphan Outline** or **Filter** → **Orphan Bitmaps**.



Choosing **Filter** → **Orphan Outlines** yielded the *Officina Sans* font family, which is missing its bitmap files.

If you have access to the missing files, add them to Font Reserve to create a healthy PS Pair (PostScript) font. If you want to delete the orphans, see “Removing Fonts from Font Reserve” on page 60.

You may wish to keep orphan outline fonts for bold or italic instances of a font. In certain applications, such as QuarkXPress, applying bold or italic type style will access the bold or italic instance of the font (if it's available). A simulation of bold or italic will display on-screen (since the bitmap component of the actual font is missing), but the actual outline font will print.

### Matching Bitmap and Outline Files

Font Reserve uses a variety of criteria to match bitmap and outline files. The most significant criteria is that the bitmap's PostScript name (derived from the style-mapping table inside its FOND resource) matches the outline's PostScript name. Font Reserve only matches a FOND resource of a screen bitmap font to a PostScript outline font. Font Reserve does not match associated bitmap resources (NFNT or FONT resources) to outline fonts.

Because of this criteria, occasionally the Browser will show that you have a healthy PostScript pair for a base font, such as Futura, while other instances of fonts in the Futura family (Futura-Bold, Futura-Oblique, etc.) are Orphan Outlines. Usually, this happens when your fonts have been "harmonized" by Suitcase or some other program. Shareware fonts, or fonts from smaller foundries, may also trigger this problem.

If this happens with your fonts, first remove the fonts from Font Reserve and add fresh, original copies of the fonts that have not been harmonized. If this is not possible, or if this results in the same situation, you can solve the problem in another way. Whenever you activate the base font, such as Futura, make sure you also activate all the corresponding PS Outline fonts. This ensures that all your styles are available when you are creating or printing a document. To ensure that you're selecting all the fonts, choose **View** → **Group by Family**, then activate the entire family.

## Handling Duplicate Fonts

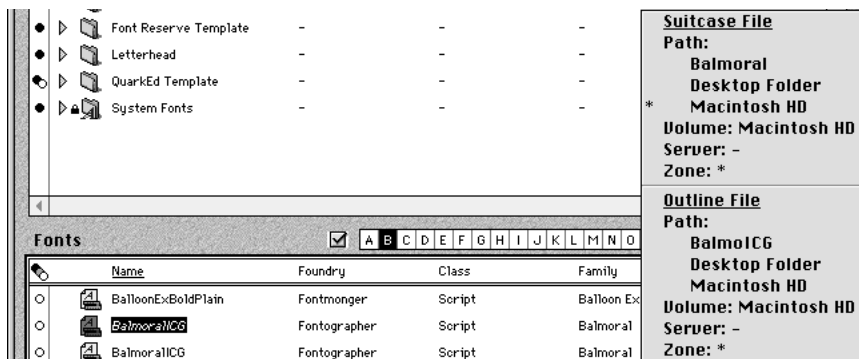
In Font Reserve, a “duplicate font” is a font with the exact same PostScript name, format, foundry, version number, kerning table, PostScript outline file size, and location as another font in the database. The **Font Reserve Scanner** identifies duplicates during the **Add** phase, and does not add the fonts. The **Activity Log** displays the entry Duplicate along with the path to the font.

Since the criteria for duplicate fonts is so specific, you’ll often see several fonts of the same name listed in the Browser. Often, it’s a simple matter of having two different versions of the same font. However, sometimes the difference is more subtle such as different locations or different kerning tables.

### Same Font, Different Locations

Location may be the most significant criteria in determining if fonts are duplicates. If you add two copies of the exact same font to Font Reserve, but the two font files exist in different locations, both fonts will be included in the database. If you’re adding fonts via the alias method, the font files are usually in a unique location and Font Reserve will not encounter a duplicate. *Therefore, Font Reserve actually only prevents you from adding duplicate fonts to the vault.* If you’re using the alias method, and you attempt to add fonts that you’ve already added from the same location, Font Reserve will identify these files as duplicates and prevent you from adding them.

To display the location of a font file in the Browser, check **Location** in the **Columns** panel of the **Preferences** dialog box (**Edit** menu). The **Location** column displays a location for each font, such as System Folder, Vault, or Macintosh HD. For the precise location of a font, Command+click its location to display a pop-up.



*Command+clicking a font’s location displays the full path to the font.*

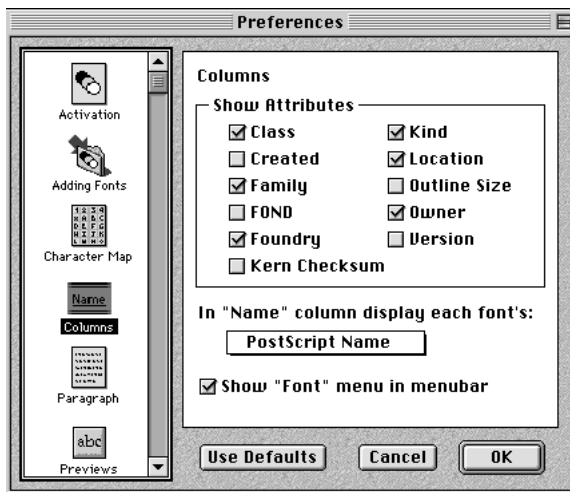
The location criteria explains why you might see several copies of the exact same font in your database. For example, your database might include three copies of Arial-Black: one in your System Fonts folder, one in the vault, and one added via the alias method (and located on another volume). You might even add two copies of Arial-Black from the same volume, but in different folders, and the two fonts will be added separately.

### Note About Kerning Tables

Font Reserve computes and maintains information about a font's kerning table and PostScript outline file size to ensure that it maintains modified font files. For example, if a graphic designer edits a font's kerning table for a particular job, Font Reserve considers the modified font to be different from the original font. A graphic designer might also add characters to a font using a program such as Fontographer. The PostScript outline file size increases, notifying Font Reserve that the font is modified.

### Determining Differences

If it appears that you have duplicate fonts in the Browser, use the **Columns** panel of the **Preferences** dialog box (**Edit** menu) to display more information about the fonts. Once you compare all the information, you'll probably find the difference.



*The **Columns** panel in the **Preferences** dialog box controls the information displayed about fonts in the Browser.*

### Removing Fonts from Font Reserve

You can remove corrupt fonts, orphan fonts, unused fonts, and unused sets from Font Reserve by deleting them from the Browser. If you want to replace a font with a different version, you need to delete the existing fonts as well. Deleting fonts has different consequences depending on whether you're deleting sets or individual fonts, and how the fonts were added to Font Reserve.

#### Consequences of Deleting Fonts

When you delete fonts or sets, they are deleted from the database and they no longer display in the Browser. However, depending on what you've selected, you may or may not be deleting the physical font files:

- Deleting a font added via the alias method and displayed in italics deletes the font from the database, but not from your computer.
- Deleting a set deletes the set's folder and the font references within it. Since sets contain only references to fonts, no fonts are deleted from the database or from your computer.
- Deleting a font added via the vault method and displayed in roman type deletes the font from the database, and deletes the physical font files from the vault.

If you clicked **Copy into Vault** when you initially added the fonts, you may have a backup copy of deleted fonts on your hard drive. However, if you clicked **Move into Vault**, deleting fonts in the vault may delete your only copy of the fonts.

#### Deleting Fonts

You can use the **Delete** button in the Browser or the Finder trash can to delete fonts.

- 1 Open the Browser and select the sets or fonts you want to delete. Shift+click to select multiple items and marquee to select a range of items.
- 2 Click the **Delete** button at the top of the Browser. You can also drag your selection onto the Finder's trash can.

3 Read the alert dialog box, which describes what you're deleting.



*When you delete sets or font references within sets, an alert asks you to confirm the deletion.*



*When you delete fonts, an alert warns that you may be deleting your only copy of the font files.*

4 Click **Don't Delete** to cancel or click **Delete** to delete the selection.

**Tip:** To bypass the alert, press the Option key while you click the **Delete** button, or drag your selection to the Finder trash can.

### Delivering Fonts to a Service Bureau

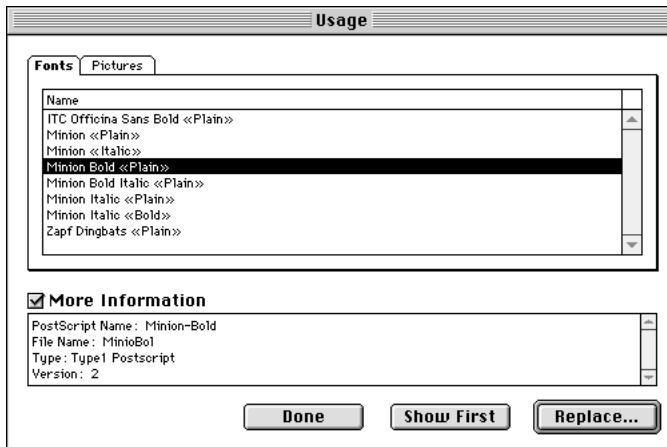
When you've completed a job and are ready to deliver it to a service bureau, you need to prepare the fonts for delivery. The easiest way to do this is to drag-copy the fonts from the Browser. Even if the fonts were added to Font Reserve via the alias method — and are therefore available to copy at the Finder rather than through Font Reserve — it may be easier to locate the correct fonts using the Browser.

#### Locating the Correct Fonts

As most graphic design professionals know, it's imperative that you provide the service bureau with the exact fonts you used to design the document. Any variation in version, foundry, etc. can reflow text and affect your design.

If you created a set for the job, you've already isolated the fonts. However, if you relied on Font Reserve to automatically activate fonts, or you activated fonts for the job on-the-fly, you may not know exactly which fonts were used. If the source application has a “collect for output” or “font usage” feature, you can list the fonts. To confirm that you've selected the correct fonts, you can activate only those fonts, then open and print the document.

To locate the fonts in the Browser, use the alphabet strip, filters, or other viewing and sorting features in Font Reserve. See Chapter 7: “Viewing and Sorting Fonts.”



*In QuarkXPress 4.x, the **Fonts** panel of the **Usage** dialog box lists all the fonts used in a document. The **More Information** check box displays specific information about each font.*



### Dragging Fonts Out of the Browser

If the fonts you need for a job are in a set, simply drag the set from the **Sets** area to the Finder. (For example, if you're delivering the documents on a ZIP disk, drag the set to the ZIP icon.) Font Reserve will create a folder, with the same name as the set, and place copies of all the fonts in it.

If the fonts you need for a job are spread throughout the **Fonts** area, first create a folder at the Finder for the fonts. Then locate each font and drag it to the folder. Font Reserve will copy each font into the folder.



## Chapter 5: Activating and Deactivating Fonts

*Once you add fonts to Font Reserve, you can begin activating and deactivating them through the Browser. The Browser lets you quickly find the fonts you need, then activate individual fonts, families, suitcases, or sets. You can activate fonts permanently so they're always available or temporarily so they're available until you shut down your computer. Once fonts are active, they're available automatically in many supported page layout and graphics applications.*

*If you activate fonts permanently, you can deactivate them manually when you're finished using them. For example, if you have a month-long project for a client, you may wish to place the fonts for the job in a set and activate the set permanently. When the project is finished, you can deactivate the set. You can easily see whether a font is activated permanently, activated temporarily, or inactive in the Browser.*

### Methods for Activating Fonts

To make the most efficient use of Font Reserve and your system, you need to carefully consider which fonts you have active. You may have some fonts that you keep active all the time, some that you activate simply to print a job, and others that are inactive most of the time.

Font Reserve, by default, activates your original font files, but you have the option to activate copies of font files. Understanding why you need to control the number of active fonts and the choices you have for activating fonts helps you make the appropriate choices for your workflow.

#### All Fonts All the Time?

You may be tempted to activate all your fonts so they're always available to you. Unfortunately, as you probably know, this causes a variety of problems:

- Fonts consume RAM that might otherwise be available to applications.
- Font menus within applications become extremely long and difficult to view and choose fonts from.
- Applications launch slowly because they need to scan all the active fonts when they start up.
- The more fonts you have active, the more system resources are active, and the higher the probability that resources will become corrupt due to misbehaved applications or system crashes.

In general, you should activate only the fonts you use frequently or that you need for a particular job. Having fewer fonts active will improve the overall efficiency of your system and your applications.

## Activating Fonts

Font Reserve activates a font by activating the suitcase in which that font resides. Therefore, all the fonts that are contained in the same suitcase as the font you are activating are activated as well. When you deactivate a font, all the fonts contained in the same suitcase as that font are also deactivated. To see the suitcase a font is in, choose **View** → **Group by Suitcase** in the Browser.

Fonts in the vault reside in suitcases consisting of all other members of the font family from the same foundry and of the same version. For example, all your Adobe Times fonts with the same version number are placed in the same font suitcase within the vault. Therefore, activating Times-Roman also activates Times-Bold, Times-Italic, and Times-BoldItalic (assuming you have the entire family of Times with the same version number).

Fonts added via the alias method reside in their original suitcases, along with all the other fonts that were originally part of that suitcase. For example, if a client gives you a suitcase called “Buzz Design Fonts” containing all the fonts used for a newsletter, this suitcase remains intact if you add it to Font Reserve using the alias method. If this suitcase contains Times-Roman and Bauhaus-Bold, then activating Times-Roman also activates Bauhaus-Bold. However, the remainder of the Times and Bauhaus families are not activated since they are not contained in this suitcase.

By default, Font Reserve activates font suitcases “in-place,” meaning wherever they are located on your system. Fonts that are located in the vault are activated in the vault. Fonts located on a CD-ROM, ZIP, or remote server, are activated on that volume. If fonts are located on a remote server, it is possible for many Font Reserve users to activate the same fonts at the same time without problems. This is important in a workgroup environment, where all the fonts may be stored on a central “font server.” Each individual user can activate the fonts on the server from their local Font Reserve database, and Font Reserve allows multiple users to activate the same fonts at the same time without encountering problems.

## Chapter 5: Activating and Deactivating Fonts

### Activating Copies of Fonts

Besides the default method of activating fonts, Font Reserve also provides the option to activate copies of fonts. When this option is selected, Font Reserve makes a copy of the fonts you select to activate. The screen fonts are placed in temporary suitcases in the Font Reserve Database folder, and the printer outline fonts (in the case of Post-Script fonts) are placed in the System Fonts folder. The temporary suitcases are then activated instead of the original font suitcases. When you deactivate a font, Font Reserve removes the copy of the font — both the screen font and the printer font — automatically.

Activating copies of fonts is a slower method of activating fonts because Font Reserve must first copy the font resources to the temporary suitcases before activating them. However, there are a number of benefits to activating copies of fonts:

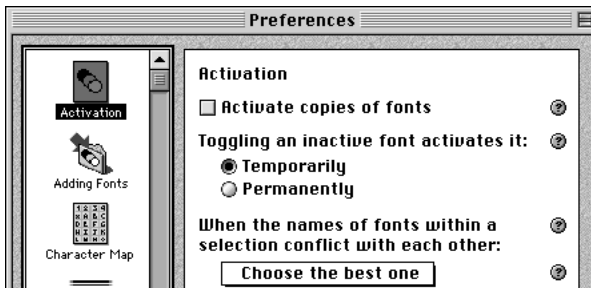
- You activate only the fonts you need (not the font's entire suitcase), which gives you precise control over the fonts being activated.
- Your original font files are protected from corruption, since they are never actually opened on your system.
- If the fonts reside on a network server, they are copied and activated on your local drive rather than on the server — so the files are not affected by the traffic on the network or problems with the server.
- If the fonts reside on a CD-ROM, they are copied and activated on your local hard drive — so you are able to eject the CD-ROM and still continue to work with those fonts.

If any of these reasons appeal to you, then you should choose to activate copies of your fonts.

## Setting Preferences to Activate Copies of Fonts

By default, Font Reserve activates fonts in place. If you work with fonts over a network often, or if you're concerned about font corruption, you may wish to activate fonts in copy. To activate fonts in copy:

- 1 Choose **Preferences** from the **Edit** menu.
- 2 Click the **Activation** icon in the scroll bar at left.
- 3 Check **Activate copies of fonts**.



*The **Activate copies of fonts** preference in the **Activation** panel.*

- 4 Click **OK** to implement the change.

## Limit to the Number of Active Fonts

The Mac OS allows a maximum of 128 suitcase files to be open at one time. Font Reserve can circumvent this limit using its “in-copy” activation method. When using the “in-copy” activation method, Font Reserve is able to activate thousands of fonts at one time — although this is not recommended.

If you use the default “in-place” activation method, Font Reserve automatically switches to activating copies of fonts when it begins to approach the Mac OS limit of 128 active suitcases. This allows you to activate more fonts than the 128 suitcase limit imposed by the Mac OS.

If you keep 128 suitcases in your System Fonts folder, Font Reserve is unable to activate any fonts. In this case, if you attempt to activate a font, Font Reserve displays an error message.

### Activating/Deactivating Fonts

The Browser lets you activate and deactivate fonts as you need them. When a font is active, it's available to all Mac OS applications. In applications that dynamically update their font menus, active fonts are immediately added to the font list (these include most of the major graphics applications, such as QuarkXPress, PageMaker, Framemaker, Illustrator, and Freehand). Applications that don't dynamically update their font menus, for example Microsoft Word or Claris Works, need to be relaunched in order to access these fonts.

Font Reserve provides a wide range of options for selecting fonts in the Browser and activating or deactivating those fonts. Depending on your needs and workflow, you can activate a font family while designing a new document, activate a set for a project, activate a single font used in a document you're editing, or have Font Reserve activate fonts automatically when you open documents.

#### Activating Fonts Permanently or Temporarily

When you activate fonts permanently, they stay active until you close them. If you shut down your computer, the fonts are activated again at startup. When you activate fonts temporarily, they stay active until you shut down your computer. In general, you'll activate permanently the fonts you use daily and activate temporarily the fonts you use for quick jobs. (If your computer crashes, Font Reserve reactivates fonts that you have activated temporarily.)

**Note:** When you add fonts to Font Reserve, you can check **Deactivate other temp active** in the **Activation** panel of the **Preferences** dialog box (**Edit** menu). If you check this, Font Reserve deactivates all your fonts that are active temporarily.

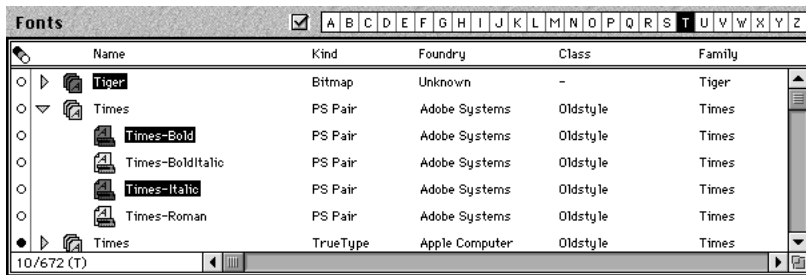
#### Selecting Fonts to Activate or Deactivate

You can select individual fonts, multiple fonts, families, suitcases, and sets to activate or deactivate:

- Click to select an item.
- Shift+click or marquee to select a range of continuous items.

You can select a combination of items at the same time, such as a family and an individual font, but you cannot select items in the **Fonts** and **Sets** areas at the same time.







The *Tiger* family, *Times-Bold*, and *Times-Italic* are selected in the **Fonts** area.

- To select individual or multiple fonts in the **Fonts** area, list fonts individually by opening the family or suitcase (or choosing **View** → **Ungroup**).
- To select individual or multiple fonts in the **Sets** area, open the set.
- To select a family, choose **View** → **Group by Family**.
- To select a suitcase, choose **View** → **Group by Suitcase**.

### Activating Selected Fonts

Once fonts are selected, you have a variety of options for activating them. Remember, if you are activating fonts in place, activating an individual font activates all the fonts in its suitcase.

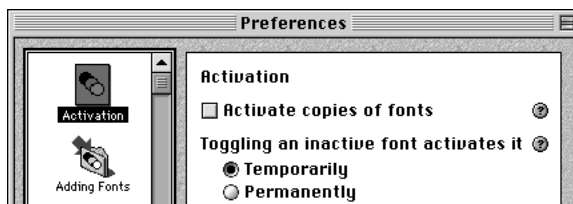
- Click the **Perm** button or the **Temp** button at the top of the Browser to activate the selection permanently or temporarily.
- Click the toggle button  to the left of one of the selected items, or press Return/Enter on the keyboard. Depending on your **Toggling an inactive font** preference, the fonts are activated permanently or temporarily.
- Choose an option from the **Edit** menu: **Activate Temporarily** or **Activate Permanently**.
- Press Command++ (plus sign) to activate fonts temporarily or Command+Option++ (plus sign) to activate fonts permanently.
- Display a pop-up menu by Command+clicking the toggle button  to the left of one of the selected items. Choose **Activate Temporarily** or **Activate Permanently** from the pop-up menu.

## Chapter 5: Activating and Deactivating Fonts

### Setting Toggle Preferences

When you toggle fonts active or inactive — using the toggle button or the Return/Enter key — a preference controls whether the fonts activated temporarily or permanently. To change this preference:

- 1 Choose **Preferences** from the **Edit** menu.
- 2 Click the **Activation** icon in the scroll bar at left.
- 3 Choose an option from the **Toggling an inactive font activates it** area: **Temporarily** or **Permanently**.





*The Activation panel.*

- 4 Click **OK** to implement the change.

### Deactivating Selected Fonts

If you are activating fonts in place, deactivating an individual font deactivates all the fonts in its suitcase. If you are activating fonts in copy, the copy is deactivated and then removed from the temporary suitcase. Deactivating a font reference in a set deactivates the font only if no other active sets require the font. Deactivating a font (in the **Fonts** area), deactivates all its font references in any active sets.

Due to potential application or system crashes, it's best to deactivate fonts when no other applications are running. Once fonts or font references are selected, you have a variety of options for deactivating them:

- Click the **Deact** button at the top of the Browser.
- Click the toggle button  to the left of one of the selected items.
- Press Return/Enter on the keyboard, or press Command+- (minus or hyphen).
- Choose **Deactivate** from the **Edit** menu.
- Display a pop-up menu by Command+clicking the toggle button  to the left of one of the selected items. Choose **Inactive** from the pop-up menu.

## Activating Document Fonts Automatically

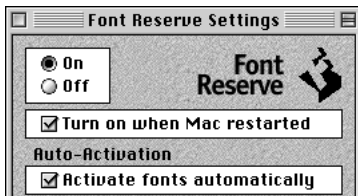
When you open documents in some applications, Font Reserve attempts to activate the appropriate fonts. For example, if you open a document in Freehand that requires Bauhaus Bold, then Font Reserve locates and activates Bauhaus Bold. The **Auto-Activation** feature requires the Font Reserve system extension and is on by default. If you have more than one version of a necessary font in your catalog, Font Reserve decides which font to activate.

Auto-activated fonts are activated temporarily rather than permanently, so they deactivate when you shut down your computer. While the fonts are active, they are placed in a temporary set called “Auto-Activated Fonts.” Font Reserve automatically activates fonts in most applications — except PageMaker and Illustrator.

### Disabling Auto Activate

If you prefer to activate fonts manually, you can turn off **Auto Activate** in the Font Reserve Settings control panel:

- 1 Select **Font Reserve Settings** from the **Control Panels** submenu of the **Apple** menu.
- 2 Uncheck **Activate fonts automatically** in the **Auto-Activation** area. (If the Font Reserve system extension is not running, this feature is gray and unavailable.)




*The **Activate fonts automatically** check box in the **Font Reserve Settings** control panel.*

- 3 Click the close box to implement your changes.

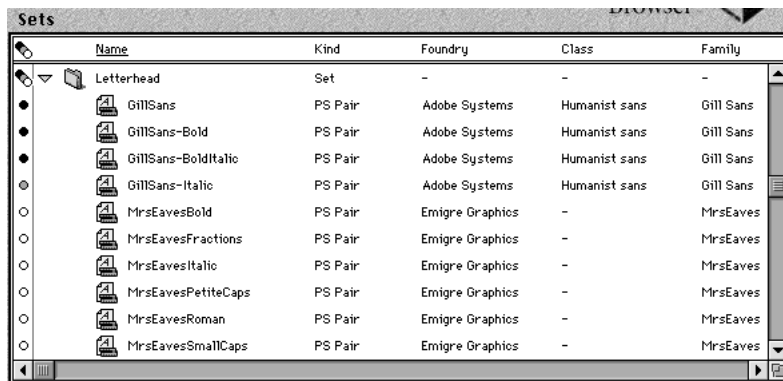
### Using the Font Reserve XTension for QuarkXPress

Font Reserve provides an XTension for QuarkXPress 3.3x and 4.x that activates fonts automatically and allows you to replace missing fonts and handle font name conflicts. Whether or not you use the **Auto-Activation** feature, the XTension activates the appropriate fonts for each document you open. See the “Font Reserve XTension User Manual” included with Font Reserve for more information.

### Determining a Font's Status

To determine the status of a font, family, suitcase, or set, check the state of the tri-state button  to the left of it:

- A black circle ● means all the fonts are active permanently.
- A gray circle ◐ means all the fonts are active temporarily.
- A white circle ○ means all the fonts are inactive.
- If the fonts in a family, suitcase, or set are in different states, multiple icons display.



*In the Letterhead set, GillSans, GillSans-Bold, and GillSans-BoldItalic are active permanently, while GillSans-Italic (which is in a different suitcase) is active temporarily. The fonts in the Mrs Eaves family are all inactive.*

Font references in a set reflect the status of the set — not the status of the font:

- If a set is inactive, its font references are shown as inactive. For example, say GillSans is active permanently in the **Fonts** area, while a set containing a GillSans font reference is inactive. The GillSans font reference in the set is shown as inactive until you activate the set.
- If the same font reference is in multiple sets, the font references do not reflect each other's states. For example, if there's a font reference for GillSans in an inactive set, that font reference is shown as inactive. If there's another font reference for GillSans in an active set, that font reference is shown as active.

If you want to be sure of the status of a font, look at the font in the **Fonts** area of the Browser. This displays the actual status of the font.

## Handling Activation Conflicts

If you have a large variety of fonts from different clients, you may encounter conflicts while activating fonts. For example, you may attempt to activate two different versions of a font with the same menu name. Or, you may attempt to activate two fonts with the same font ID. Font Reserve can handle both of these conflicts for you automatically.

### Resolving Font ID Conflicts

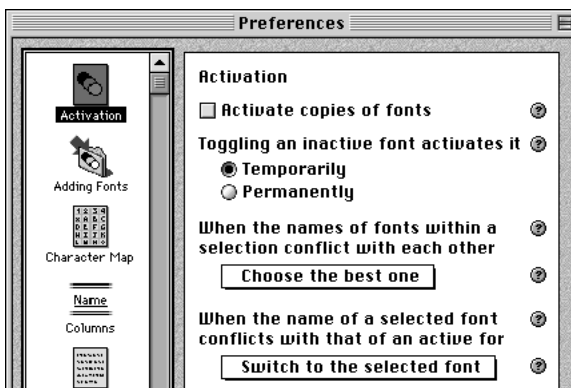
When you activate a font that has the same Font ID as a currently active font, Font Reserve assigns a temporary Font ID to the font. The font reverts to its original Font ID when it's deactivated.

In handling font ID conflicts, Font Reserve always activates the second font using the “in-copy” activation method, even if the default “in-place” activation method is selected. See “Methods for Activating Fonts” on page 66.

### Resolving Menu Name Conflicts

Having two fonts with the same name active at the same time is never a good idea — it may lead to incorrect results and cause confusion within applications. By default, Font Reserve will not activate two fonts with the same menu name. If you do attempt to activate two fonts with the same name, Font Reserve provides different methods for handling the situation. To specify how font name conflicts are handled:

- 1 Choose **Preferences** from the **Edit** menu.
- 2 Click the **Activation** icon in the scroll bar at left.



*The conflict controls in the **Activation** panel.*

## Chapter 5: Activating and Deactivating Fonts

3 To specify what Font Reserve does if you select two or more fonts with the same name to be activated, choose an option from the **When the names of fonts within a selection conflict with each other** pop-up menu:

- **Choose the best one** activates the “best” choice according to these criteria. Font Reserve chooses a PS Pair. If more than one of the fonts is a PS Pair, Font Reserve chooses an Adobe PS Pair. If more than one of the fonts is an Adobe PS Pair, Font Reserve chooses the font with the most recent version number. Therefore, **Choose the best one** determines best according to this hierarchy: PS Pair, Adobe, latest version.
- **Rename to avoid conflict** activates both fonts, appending a number to the name of the second font (for example, the second instance of Garamond you activate will be Garamond2). The font reverts to its correct font name when deactivated. In renaming the second font, Font Reserve always activates this font using the “in-copy” activation method, even if the default “in-place” activation method is selected.

4 To specify what Font Reserve does if you select a font with the same name as one that is already active, choose an option from the **When the name of a selected font conflicts with that of an active font** pop-up menu:

- **Leave the active font** does not activate the selected font, leaving the currently active font with the same name active.
- **Switch to the selected font** activates the selected font, deactivating the other font with the same name.
- **Rename the selected font** appends a number to the name of the selected font (for example, the second instance of Times you activate will be Times2). The font reverts to its correct font name when deactivated. In renaming the second font, Font Reserve always activates this font using the “in-copy” activation method, even if the default “in-place” activation method is selected.

5 If you want Font Reserve to notify you when it detects font name conflicts, check **Display name conflict warnings**. The warnings list the conflicting fonts and describe the actions taken according to your **Activation** preferences. If you don’t want Font Reserve to notify you when it detects font name conflicts, uncheck **Display name conflict warnings**.

## Chapter 6: Viewing and Sorting Fonts

*Font Reserve provides various methods for you to display fonts in the Browser. For example, you can sort fonts alphabetically by name, by family, or by foundry. You can choose to list fonts individually or list them by family or suitcase. In addition, you can limit the number of fonts displayed to those that start with specific letters of the alphabet.*

*To locate and display fonts with specific characteristics, you can “filter” fonts. Font Reserve provides several default filters — such as **Active Fonts**, **PostScript Only**, and **TrueType Only** — and allows you to create and edit additional filters. Custom filters can combine complex criteria such as version, PostScript name, and FOND ID.*

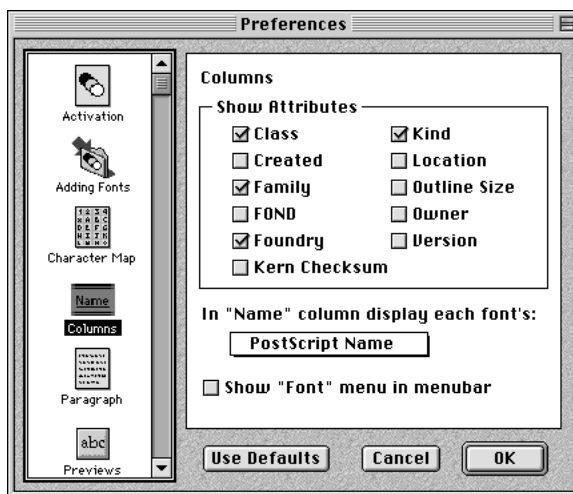
## Viewing Font Information in the Browser

The Browser displays columns of information, such as family and foundry, for each font. You can change the columns that display based on your needs, and you can sort the fonts in the Browser according to each column.

### Setting Preferences for Browser Columns

The **Columns** panel of the **Preferences** dialog box lets you control which columns of information display in the Browser. To customize the columns:

- 1 Choose **Preferences** from the **Edit** menu.
- 2 Click the **Columns** icon in the scroll bar at left.
- 3 Check the information you want to display in the **Show Attributes** area. For specific information about any of the columns, see “Understanding Font Information” on page 80.



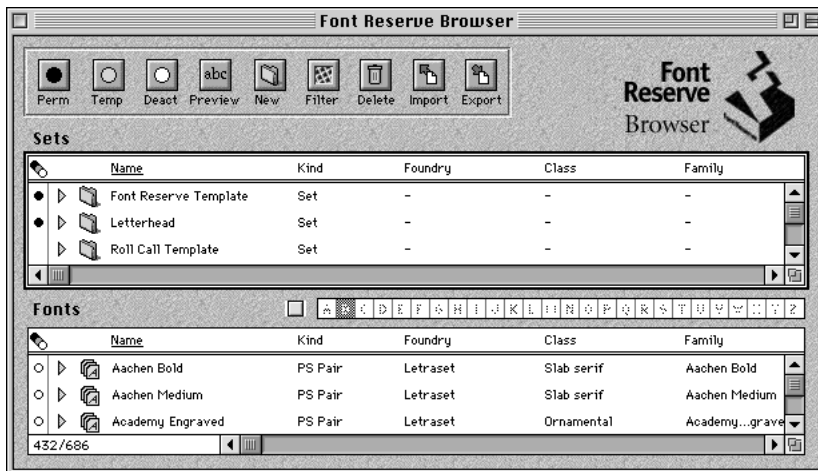
*The Columns panel of the Preferences dialog box.*



- 4 Choose an option from the **In “Name” column display each font’s** pop-up menu to control the name displayed for fonts in the Browser:
- **PostScript Name:** The font names used in PostScript documents and sent to PostScript output devices; PostScript names are commonly used in the design and graphic arts publishing community. The menu name displays for older bitmap fonts that do not have PostScript names.
  - **Menu Name:** The font names displayed in font menus of Mac OS applications (when you’re *not* using a utility such as TypeTamer or Adobe Type Reunion). Since PostScript outline fonts do not have menu names, their PostScript name will display.
- 5 Check **Show “Font” menu in menubar** to display a **Font** menu in the Browser that lists all your active fonts.
- 6 Click **OK** to change the information displayed in the Browser.

## Sorting Fonts


Fonts and sets in the Browser sort according to the underlined column. To change the sorting order, click a column heading in the **Sets** or **Fonts** area. Clicking a title sorts only the fonts currently displayed in the Browser — which is limited by the alphabet strip and the current filter.



*Fonts and sets are sorted by Name in this example.*

## Chapter 6: Viewing and Sorting Fonts

You have the following sorting options:

- Click the **Active** column's title  to sort fonts in the following order: all temporarily active fonts, all permanently active fonts, then all inactive fonts. Fonts are listed alphabetically within each category.
- Click the **Name** column's title to sort fonts alphabetically by PostScript name or menu name (according to your preference setting in the **Columns** panel).
- Click one of the other column's titles to sort fonts as described in the next section, "Understanding Font Information." Depending on your settings in the **Columns** panel, the Browser displays the following columns: **Class**, **Created**, **Family**, **FOND**, **Foundry**, **Kern Checksum**, **Kind**, **Location**, **Outline Size**, **Owner**, and **Version**.

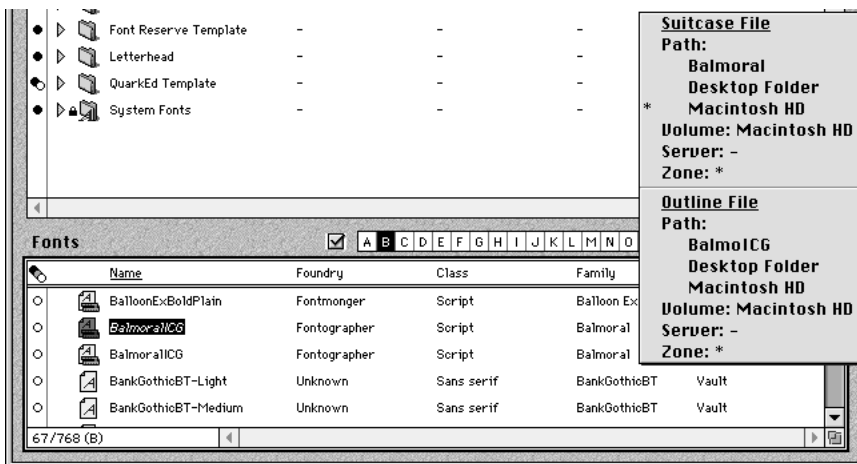
**Note:** When you select one of the other columns, the PostScript name or menu name is used as the second-order sort criteria. This means that if you are sorting by Foundry, all the Adobe fonts are listed together and sorted alphabetically by name, followed by all Agfa fonts sorted alphabetically by name, and so on.

### Understanding Font Information

The columns of information that you can choose to display in the Browser and sort fonts by work according to the descriptions below.

- **Class:** This represents the style of the font, for example serif, modern, or script. Sorting fonts by **Class** lists fonts according to class in the following order: default classes in the **Class** menu order, followed by custom classes in the order in which you created them.
- **Created:** This represents the date and time the font was first added to Font Reserve (not the date the physical font file was created). Sorting fonts by **Created** lists fonts in descending order beginning with the most recently added font.
- **Family:** This represents the font's family name, derived from the family specified by the designer/foundry within the font resources. Sorting fonts by **Family** lists fonts alphabetically by family: Garamond, Helvetica, Minion, for example.
- **FOND:** This represents the FOND ID number, which is included in all healthy fonts (except PostScript outline fonts). The Fond ID is used by the Mac OS to identify each *active* font. Although Font Reserve resolves any FOND ID conflicts in active fonts, it never changes a font's Fond ID permanently. Sorting fonts by **FOND** lists fonts in numeric order, starting with 0 (used for PostScript outline fonts). If there are multiple fonts sharing the same FOND ID, they are sorted alphabetically by name.

- **Foundry:** This represents the company from whom you licensed the font. Sorting fonts by **Foundry** lists fonts according to foundry in the following order: default foundries in the **Foundry** menu order, followed by custom foundries in the order in which you created them.
- **Kern Checksum:** This is a unique number that represents the information in the kerning table of the font. Sorting by **Kern Checksum** lists fonts numerically according to this number, but the sorting order has little meaning. Sorting by **Kern Checksum** is primarily useful for determining the subtle difference between two seemingly identical fonts.
- **Kind:** This represents the format of the font listed, for example, PS Pair, Bitmap, or TrueType. Sorting fonts by **Kind** lists fonts in the following order: Bitmap, PS Pair, TrueType, PS Outline, PS MM, PS Outline(3), PS Pair(3), PS Outline(MM), TrueType GX, TypeOne GX.
- **Location:** This represents the location of each font: the vault, the volume on which fonts added via the alias method reside, or the System Folder. Sorting fonts by **Location** lists fonts in the following order: System Font, vault, then the various volumes, ZIP cartridges, CDs, etc. on which fonts are stored.
- **Note:** To find the precise location of a font file added via the alias method, Command+click the font's location shown in the Browser. In the case of a PS Pair font, this will display the location of both the PostScript outline component and the screen bitmap component of the font.

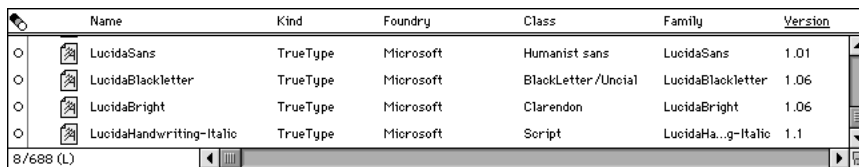






*The Location of a font added via the alias method.*

## Chapter 6: Viewing and Sorting Fonts

- **Outline Filesize:** This represents the file size of the PostScript printer component of any PostScript font. Sorting fonts by **Outline Filesize** lists fonts according to this value, but the sorting order has little meaning. Sorting by **Outline Filesize** is primarily useful for determining the subtle difference between two seemingly identical fonts.
- **Owner:** This represents the primary owner of a font, which is assigned when the font is added and may be changed via the **Add Ownership** command in the **Owner** menu. Sorting fonts by **Owner** lists fonts according to the order in which owners were added to Font Reserve and are listed in the **Owner** menu.
- **Version:** This represents the version number of the font, derived from the font resources. PS Pairs derive their version number from the outline component of the font since bitmap fonts do not usually include a version number. Sorting fonts by **Version** lists fonts numerically, starting with the lowest number.

**Note:** Generally, a foundry will change the version number of a font whenever the font is re-released because some component has changed (the width tables, the character shapes, etc.). There is no standard for version numbering — many foundries have their own unique version numbering scheme. Therefore, sorting by **Version** is primarily useful for determining the subtle difference between two seemingly identical fonts. Knowing the version number of a font is important for ensuring that the identical font is used for the design and output of a document.



	Name	Kind	Foundry	Class	Family	Version
<input type="radio"/>	 LucidaSans	TrueType	Microsoft	Humanist sans	LucidaSans	1.01
<input type="radio"/>	 LucidaBlackletter	TrueType	Microsoft	BlackLetter /Uncial	LucidaBlackletter	1.06
<input type="radio"/>	 LucidaBright	TrueType	Microsoft	Clarendon	LucidaBright	1.06
<input type="radio"/>	 LucidaHandwriting-Italic	TrueType	Microsoft	Script	LucidaHa...g-Italic	1.1

*Fonts sorted according to the **Version** column.*

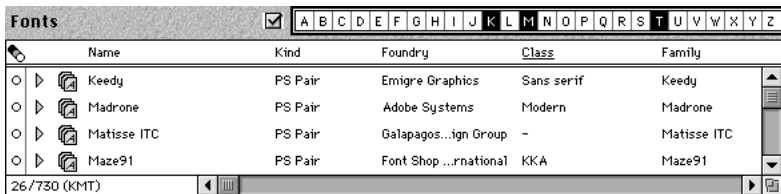
## Displaying Fonts According to the First Letter

To limit the number of fonts that display in the Browser and improve the overall performance of Font Reserve, you can display only fonts that start with specific letters. For example, you can display only the fonts that start with K or only the fonts that start with K, M, and T. Font Reserve provides an alphabet strip above the **Fonts** area for specifying the first letter of the fonts you want to display.

If you have a large font library — more than 3,000 fonts — using the alphabet strip consistently will greatly improve performance. If you are displaying fonts according to a specific filter, such as the **Active Fonts** filter, only fonts that fit the criteria of the filter and start with the specified letters will display.

To use the alphabet strip:

- 1 Check the box to the left of the alphabet strip, which is between the **Sets** and **Fonts** areas of the Browser.



*The alphabet strip above the **Fonts** area in the Browser.*

- 2 Select the first letters of the fonts you want to display. Click to select a letter, Command+click to select multiple letters, and Shift+click to select a range of continuous letters.
- 3 The Browser displays only the fonts that begin with the selected letters (within the current filter).

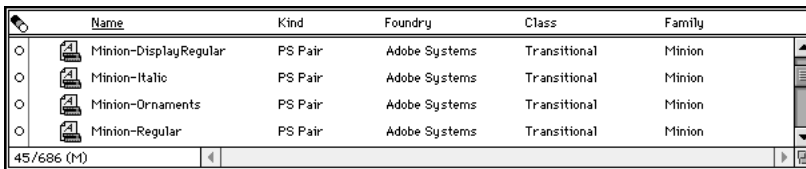
To display all your fonts again (within the current filter), uncheck the box next to the alphabet strip. Font Reserve remembers the letters you had checked for the next time you use the alphabet strip.

### Grouping Fonts by Family

In a design environment, where you're working with many fonts and often looking for a particular style, you may wish to group your fonts by family. This will condense your font list significantly, making it easier to look through and locate fonts. When fonts are grouped by family, you can activate all the fonts in the family at once, add the family to a set, and copy the family out of Font Reserve for delivery to a service bureau.

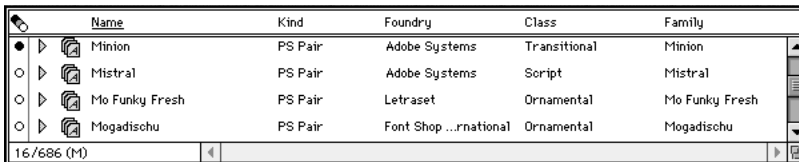
#### Working with Families

To group fonts by family, choose **Group by Family** from the **View** menu. This combines all the fonts in the **Fonts** area into their respective families. To view fonts within the family, click the triangle ▶ next to the family icon 📁. To display fonts individually again, choose **Ungroup** from the **View** menu.



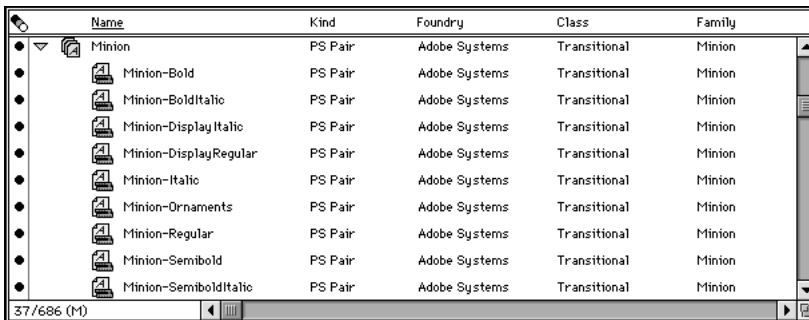
Name	Kind	Foundry	Class	Family
Minion-DisplayRegular	PS Pair	Adobe Systems	Transitional	Minion
Minion-Italic	PS Pair	Adobe Systems	Transitional	Minion
Minion-Ornaments	PS Pair	Adobe Systems	Transitional	Minion
Minion-Regular	PS Pair	Adobe Systems	Transitional	Minion

*The Minion family includes 21 fonts, ungrouped and listed individually here.*



Name	Kind	Foundry	Class	Family
Minion	PS Pair	Adobe Systems	Transitional	Minion
Mistral	PS Pair	Adobe Systems	Script	Mistral
Mo Funky Fresh	PS Pair	Letraset	Ornamental	Mo Funky Fresh
Mogadischu	PS Pair	Font Shop ...national	Ornamental	Mogadischu

*When grouped by family, one icon displays for the 21 Minion fonts.*



Name	Kind	Foundry	Class	Family
Minion	PS Pair	Adobe Systems	Transitional	Minion
Minion-Bold	PS Pair	Adobe Systems	Transitional	Minion
Minion-BoldItalic	PS Pair	Adobe Systems	Transitional	Minion
Minion-Display Italic	PS Pair	Adobe Systems	Transitional	Minion
Minion-DisplayRegular	PS Pair	Adobe Systems	Transitional	Minion
Minion-Italic	PS Pair	Adobe Systems	Transitional	Minion
Minion-Ornaments	PS Pair	Adobe Systems	Transitional	Minion
Minion-Regular	PS Pair	Adobe Systems	Transitional	Minion
Minion-Semibold	PS Pair	Adobe Systems	Transitional	Minion
Minion-SemiboldItalic	PS Pair	Adobe Systems	Transitional	Minion

*To see individual fonts within a family, click the triangle next to the family icon.*

### Criteria for Grouping by Family

Fonts must have the following in common to be grouped into a family:

- The same family name.
- The same foundry. Therefore, a Bauhaus font from Bitstream will be placed in a different family than a Bauhaus font from Monotype.
- The same kind. Therefore, a PS Pair Helvetica font will be placed in a different family from a TrueType Helvetica font. (If the name and foundry of PS Pair and PS Outline fonts match, they will be placed in the same family as well.)

These criteria often produce multiple families with the same name — such as a TrueType Times from Apple and PostScript Times from Adobe. To tell the difference between families, check the **Kind** and **Foundry** columns.

### Notes about Grouping by Family

When you group fonts by family, keep the following in mind:

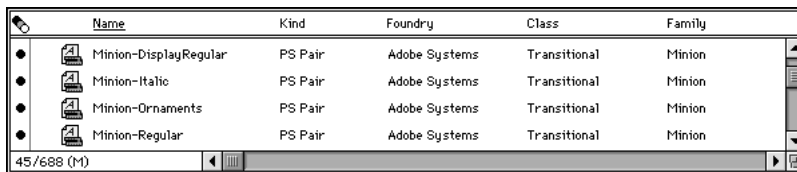
- Grouping fonts by family can be memory intensive. Use the alphabet strip to limit the number of fonts displayed.
- If you have two different versions of a font with the same name, they will be placed in the same family. For example, you might have two different versions of Garamond-Book in the Garamond family.
- If a family contains two versions of a font with the same name, and you activate the entire family, the fonts are activated according to an **Activation** preference. Check your setting in the **When the names of fonts within a selection conflict with each other** pop-up menu in the **Activation** panel of the **Preferences** dialog box (**Edit** menu).
- If you are displaying fonts according to a specific filter, such as the **Active Fonts** filter, only fonts that fit the criteria of the filter are displayed within each family.

### Grouping Fonts by Suitcase

If you're accustomed to working with suitcases and prefer to display fonts that way, you can group fonts according to their suitcases. If the fonts are in the vault, the suitcase shown in the Browser represents the suitcases in the database that the fonts are stored in. (Fonts in the vault are organized into suitcases according to type, foundry, family, and version.) If fonts were added via the alias method, the suitcases shown in the Browser reflect the actual suitcases the fonts reside in. If you add a font via the alias method that is not in a suitcase, the font will be displayed in a suitcase that reflects the font's menu name.

#### Working with Suitcases

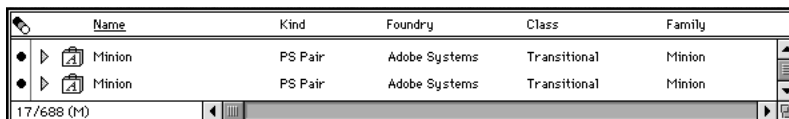
To group fonts by suitcase, choose **Group by Suitcase** from the **View** menu. This combines all the fonts in the **Fonts** panel into their respective suitcases. To view fonts within the suitcase, click the triangle ▶ next to the suitcase icon 📁. To display fonts individually again, choose **Ungroup** from the **View** menu.



The screenshot shows a table with the following columns: Name, Kind, Foundry, Class, and Family. The rows list four fonts from the Minion family: Minion-DisplayRegular, Minion-Italic, Minion-Ornaments, and Minion-Regular. Each row has a small icon to its left. The status bar at the bottom indicates 45/688 (M).

Name	Kind	Foundry	Class	Family
Minion-DisplayRegular	PS Pair	Adobe Systems	Transitional	Minion
Minion-Italic	PS Pair	Adobe Systems	Transitional	Minion
Minion-Ornaments	PS Pair	Adobe Systems	Transitional	Minion
Minion-Regular	PS Pair	Adobe Systems	Transitional	Minion

*The Minion family includes 21 fonts, ungrouped and listed individually here.*



The screenshot shows a table with the following columns: Name, Kind, Foundry, Class, and Family. The rows list two suitcase icons (📁) for the Minion family. Each row has a triangle ▶ next to the icon. The status bar at the bottom indicates 17/688 (M).

Name	Kind	Foundry	Class	Family
▶ 📁 Minion	PS Pair	Adobe Systems	Transitional	Minion
▶ 📁 Minion	PS Pair	Adobe Systems	Transitional	Minion

*When grouped by suitcase, two icons display for the 21 Minion fonts.*




Name	Kind	Foundry	Class	Family
Minion	PS Pair	Adobe Systems	Transitional	Minion
Minion-Ornaments	PS Pair	Adobe Systems	Transitional	Minion
Minion-SwashDisplay Italic	PS Pair	Adobe Systems	Transitional	Minion
Minion-SwashItalic	PS Pair	Adobe Systems	Transitional	Minion
Minion-SwashSemiboldItalic	PS Pair	Adobe Systems	Transitional	Minion
MinionExp-Black	PS Pair	Adobe Systems	Transitional	Minion
MinionExp-Bold	PS Pair	Adobe Systems	Transitional	Minion
MinionExp-BoldItalic	PS Pair	Adobe Systems	Transitional	Minion
MinionExp-Display Italic	PS Pair	Adobe Systems	Transitional	Minion
MinionExp-DisplayRegular	PS Pair	Adobe Systems	Transitional	Minion
MinionExp-Italic	PS Pair	Adobe Systems	Transitional	Minion
MinionExp-Regular	PS Pair	Adobe Systems	Transitional	Minion
MinionExp-Semibold	PS Pair	Adobe Systems	Transitional	Minion
MinionExp-SemiboldItalic	PS Pair	Adobe Systems	Transitional	Minion
Minion	PS Pair	Adobe Systems	Transitional	Minion
Minion-Bold	PS Pair	Adobe Systems	Transitional	Minion
Minion-BoldItalic	PS Pair	Adobe Systems	Transitional	Minion
Minion-Display Italic	PS Pair	Adobe Systems	Transitional	Minion
Minion-DisplayRegular	PS Pair	Adobe Systems	Transitional	Minion
Minion-Italic	PS Pair	Adobe Systems	Transitional	Minion
Minion-Regular	PS Pair	Adobe Systems	Transitional	Minion
Minion-Semibold	PS Pair	Adobe Systems	Transitional	Minion
Minion-SemiboldItalic	PS Pair	Adobe Systems	Transitional	Minion

To see individual fonts in a family, click the triangle next to the family icon. The first Minion suitcase contains display type versions of the fonts, while the second Minion suitcase contains body text versions.

### How Suitcases Affect Activating Fonts

The suitcase structure of fonts is important to know in determining which fonts will be affected when you activate a font. If you activate a selected font according to the default method, Font Reserve also activates all the fonts in that font’s suitcase. (If you’re using the **Activate copies of fonts** option in the **Activation** panel of the **Preferences** dialog box, only the selected font is activated.)

To determine which fonts are in a font’s suitcase — and will therefore be activated along with it — choose **Group by Suitcase** from the **View** menu. Click the triangle ▶ next to the suitcase icon  to see which fonts will be activated.

### Finding a Font by Name

You can find a font quickly by typing its name — provided the font is listed in the **Fonts** area of the Browser. If the current filter or alphabet strip setting prevents a font from being listed, you will not be able to find the font. In addition, fonts must be listed individually rather than by family or suitcase.

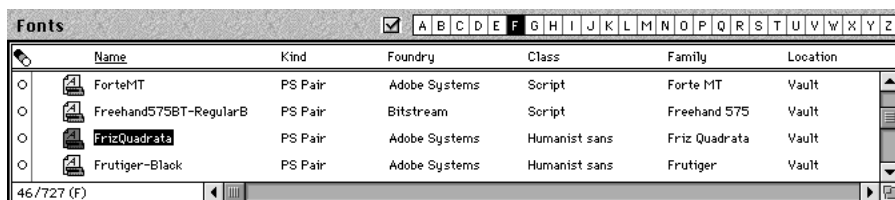
To find a font:

- 1 If fonts are grouped by suitcase or family, choose **Ungroup** from the **View** menu.
- 2 If a filter is in effect, choose **None** from the **Filter** menu.
- 3 Uncheck the alphabet strip or check the letter the font starts with.
- 4 Click in the **Fonts** area of the Browser to highlight it.
- 5 Type the first few characters of the font name to display the **Jump to...** dialog box. Enter as many characters as necessary to distinguish the font from others; the field is not case-sensitive.



*The **Jump to...** dialog box lets you quickly locate a font.*

- 6 Click **Jump** or press Return/Enter. Font Reserve selects the first font that matches the name you enter.



*Checking “F” on the alphabet strip and typing “friz,” found FrizQuadrata in this example.*

## Working with Filters

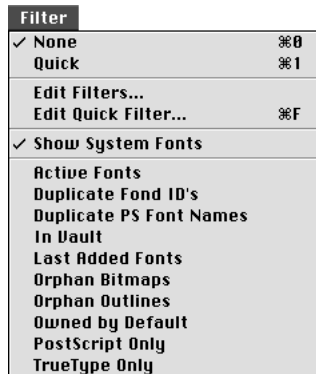
A filter is a set of criteria that define the fonts you want to display. For example, you might display all active fonts, all TrueType fonts, or the version of Minion owned by a specific client. Font Reserve provides a set of useful default filters, an option for creating a filter on the fly, a filter for displaying fonts in your System Folder, and a method for saving frequently-used criteria as custom filters. You can import and export customized lists of filters to share them among users.

Filters work in conjunction with other display options, such as the alphabet strip and the grouping options. For example, if you group fonts by family and click **M** on the alphabet strip, then use the **Active Fonts** filter, you will see family groupings for the active fonts that start with M. Occasionally, the combination gets a little confusing — for example, if you decide to display all fonts that start with U — and Univers is not showing up — it may be because the **TrueType Only** filter is in use.

### Using Default Filters

Font Reserve provides a set of useful default filters that let you quickly display a group of fonts. The default filters, which cannot be edited or deleted, are listed in the lower portion of the **Filter** menu.

To use one of the default filters, choose it from the **Filter** menu. To switch to a different filter, choose it from the **Filter** menu. To turn off the filters, choose **None** from the **Filter** menu.



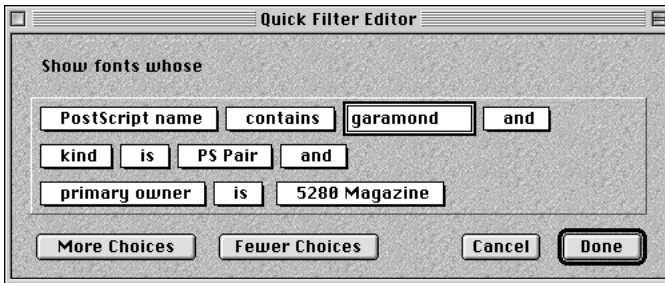
The **Filter** menu.

## Chapter 6: Viewing and Sorting Fonts

- **Active Fonts** displays all the fonts that are temporarily or permanently active. Use this filter to determine which fonts are available for use in applications.
- **Duplicate FOND IDs** displays all the fonts in Font Reserve with the same Fond ID. Use this filter for information about duplicate FOND IDs, which were historically a problem on Mac OS. Since Font Reserve automatically handles Fond ID conflicts, there is no reason to worry about these fonts.
- **Duplicate PS Font Names** displays all the fonts in Font Reserve that have the same PostScript Name. Use this filter to clean up your font library; see “Resolving Problem Fonts” on page 54.
- **In Vault** displays all the fonts that reside in the Vault. Use the filter to determine which fonts are always available. (Opposed to fonts added via the alias method, which are available only when their volume is mounted.)
- **Last Added Fonts** displays the fonts most recently added to Font Reserve. Use this filter, for example, if you add a collection of fonts and want to confirm the class, foundry, and owner of new fonts.
- **Orphan Bitmaps** displays all the screen bitmap fonts that do not have a corresponding printer outline font. Use this filter to troubleshoot problem fonts or clean up your font library; see “Resolving Problem Fonts” on page 54.
- **Orphan Outlines** displays all the printer outline fonts that do not have a corresponding screen bitmap font. Use this filter to troubleshoot problem fonts or clean up your font library; see “Resolving Problem Fonts” on page 54.
- **Owned by Default** displays all the fonts owned by the default owner (usually, you). Use this filter to locate a specific owner’s fonts, then, for example, activate or delete the fonts. See “Working with Owners” on page 127 for more information about owners.
- **PostScript Only** displays all PostScript fonts for which you have both the screen bitmap and the printer outline component. Use this filter to quickly view your PostScript fonts.
- **TrueType Only** displays only your TrueType fonts. Use this filter to quickly view your TrueType fonts.

## Understanding Filter Criteria

Font Reserve allows you to create a quick filter on-the-fly or a custom filter that is added to your **Filter** menu. When you create a quick filter or a custom filter, you specify the criteria (such as foundry), a qualifier for each criteria (such as “is”), and a value for each criteria (such as “Adobe” for a foundry). Your filter can include an unlimited number of criteria. For example, the following filter will find the PostScript Garamond fonts whose primary owner is 5280 Magazine:



The **Quick Filter Editor** dialog box lets you specify a combination of criteria to locate fonts.

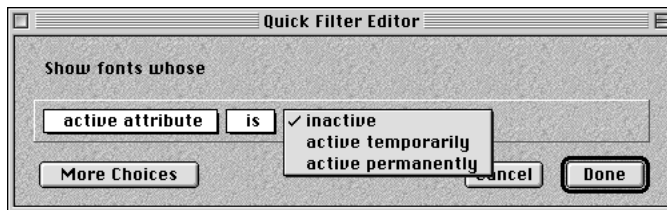
The filter criteria, qualifiers, and values are the same in both the **Quick Filter Editor** and the **Filter Editor** dialog box. The controls work as follows:

- The first pop-up menu is the criteria. Depending on the option you choose, a qualifier pop-up menu and value control will display.
- To add criteria to a search, click **More Choices**. Select a boolean operator, either “and” or “or” to specify how the criteria work together. (Note: You cannot mix “and” and “or” in the same filter.)
- To remove the previous row of criteria, click **Fewer Choices**.
- When you’re finished specifying criteria, click **Done**. Fonts that meet the filter criteria will display in the Browser.
- If the alphabet strip and the **Show System Fonts** filter are in use, they will affect the results of the filter.

## Chapter 6: Viewing and Sorting Fonts

The options in the criteria pop-up menu work as follows:

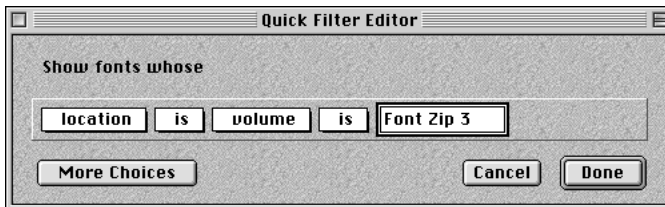
- **PostScript name:** Choose a qualifier (is, is not, starts with, ends with, contains), then enter the PostScript name of the font you're searching for. For example, "show fonts whose PostScript name is Minion-Regular" will display all fonts whose PostScript name exactly matches the name "Minion-Regular."
- **Menu name:** Choose a qualifier (is, is not, starts with, ends with, contains), then enter the menu name of the font you're searching for. For example, "show fonts whose menu name contains Bold" will display all fonts whose menu name contains the word Bold somewhere in the name.
- **Kind:** Choose a qualifier (is, is not), then choose an option from the value pop-up menu: Unknown, PS Pair, PS Pair (3), PS MM, TrueType, TrueType GX, TypeOne GX, Bitmap, PS Outline, PS Outline (3), PS Outline (MM). For example, "show fonts whose Kind is not PS Pair" will display all fonts except PS Pair (healthy PostScript) fonts.
- **Active attribute:** Choose a qualifier (is, is not), then choose an option from the pop-up menu: inactive, active temporarily, active permanently. For example, "show fonts whose active attribute is not inactive" will display all active fonts, whether the fonts are active temporarily or active permanently.



*The value pop-up menu for the active attribute criteria.*

- **Class:** Choose a qualifier (is, is not), then choose a class from the pop-up menu. For example, "show all fonts whose class is Script" will display all your Script fonts.
- **Foundry:** Choose a qualifier (is, is not), then choose a foundry from the pop-up menu. For example, "show fonts whose foundry is Emigre Graphics" will display all fonts from Emigre.

- **Owners include:** Choose an owner from the pop-up menu (there are no qualifiers for owners include). For example, “show all fonts whose owners include 5280 Magazine” will display all fonts who have 5280 Magazine as an owner of that font, but are not necessarily the primary owner of that font.
- **Primary owner:** Choose a qualifier (is, is not), then choose an owner from the pop-up menu. For example, “show all fonts whose primary owner is 5280 Magazine” will display all fonts who have 5280 Magazine as their primary owner.
- **Version:** Choose a qualifier (is, is not, starts with, ends with, contains), then enter the version information in the field. For example, “show fonts whose PostScript name is OfficinaSans-Bold and version is 001.000” will display the specified version of the font.
- **Location:** Choose a qualifier (is, is not), then choose a location from the pop-up menu: Font Reserve vault, volume, System Fonts folder. If you choose volume, choose another qualifier (is, is not, starts with, ends with, contains), then enter the volume information in the field. For example, “show all fonts whose location is volume is Font Zip 3” will display all fonts in Font Reserve, added using the alias method, which reside on the removable Zip cartridge titled “Font Zip 3.”



*The volume value has an additional qualifier and value field.*


- **Family name:** Choose a qualifier (is, is not, starts with, ends with, contains), then enter the family name you’re searching for. For example, “show fonts whose family name starts with helv” will display all fonts whose family name starts with the word “helv,” including all fonts belonging to the Helvetica and Helvetica Neue families.
- **FOND ID:** Choose a qualifier (is, is less than, is greater than, is not), then enter a numeric value for the Fond ID you’re searching for. For example, “show all fonts whose Fond ID is 5945” will display all your fonts with a Fond ID equal to 5945.

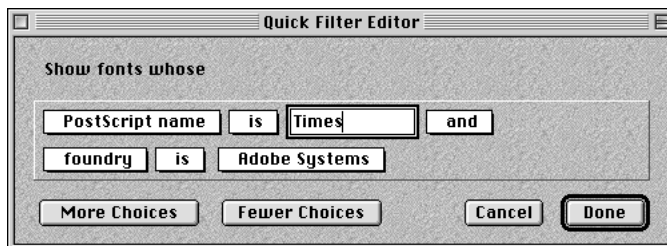
## Chapter 6: Viewing and Sorting Fonts

- **Add time is last scan:** Choose this option to display the last fonts added to Font Reserve. Although there are no qualifiers, you can combine this criteria with other criteria. For example, “show all fonts whose primary owner is Client A and Add time is last scan” will display the fonts you recently added for Client A.
- **Script:** Choose a qualifier (is, is not), then choose an option from the pop-up menu: Roman, Japanese, Korean, Simplified Chinese, Traditional Chinese, Arabic, Hebrew, Cyrillic, or Thai. For example, “show all fonts whose language is Simplified Chinese” will display all your simplified Chinese fonts.

### Creating a Quick Filter

To find a group of fonts quickly, you can create a “quick filter” on the fly. Once you create a quick filter, the fonts that meet the filter criteria will display automatically. To create a quick filter:

- 1 Open the **Quick Filter Editor** dialog box by choosing **Edit Quick Filter** from the **Filter** menu, clicking the **Filter** button  on the Browser, or pressing Command+F.
- 2 Use the controls in the **Show fonts whose** area to specify the fonts you want to display. For additional options, click the **More Choices** button as many times as you wish. See “Understanding Filter Criteria” on page 91.



*The Quick Filter Editor dialog box.*

- 3 Click **Done** to display the fonts according to the quick filter.

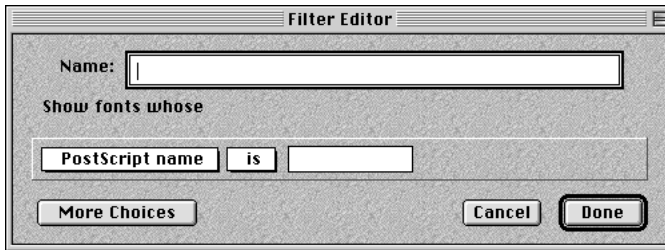
The criteria you specify is saved for the next time you open the **Quick Filter Editor** dialog box.



### Creating Custom Filters

If you consistently search for the same combination of criteria, you can create a custom filter that is added to the **Filter** menu. To create a custom filter:

- 1 Choose **Edit Filters** from the **Filter** menu.
- 2 Click the **New** button in the **Filters** dialog box, or press Command+Option+N.
- 3 Type a name for the filter in the **Name** field.



*The **Filter Editor** dialog box.*

- 4 Use the controls in the **Show fonts whose** area to specify the fonts you want to display. For additional options, click the **More Choices** button as many times as you wish. See “Understanding Filter Criteria” on page 91.
- 5 Click **Done** to create the new filter.
- 6 Click **OK** to return to the Browser; your custom filter displays in the **Filter** menu.

### Editing Custom Filters

You cannot edit the default filters, but you can change the name and criteria specified in custom filters. To edit a custom filter:

- 1 Choose **Edit Filters** from the **Filter** menu.
- 2 Select the filter you want to edit. Type the first letters of the filter name to jump to it quickly.
- 3 Click the **Edit** button or double-click the filter name.
- 4 Change the filter name and/or criteria.
- 5 Click **OK** to change the custom filter definition.
- 6 Click **OK** to return to the Browser.

## Chapter 6: Viewing and Sorting Fonts

### Deleting Filters

You cannot delete the default filters, but you can delete custom filters. To delete a custom filter:

- 1 Choose **Edit Filters** from the **Filter** menu.
- 2 Select the custom filter you want to delete. Click to select a filter, Command+click to select multiple filters, and Shift+click to select a range of continuous filters.
- 3 Click the **Delete** button.
- 4 Click **OK** to return to the Browser.

### Checking Filters

If a filter that you create references criteria that have been deleted — such as an owner, class, or foundry — the filter will be invalid. You can check the validity of filters you create to ensure that all your filters work. To check a filter:

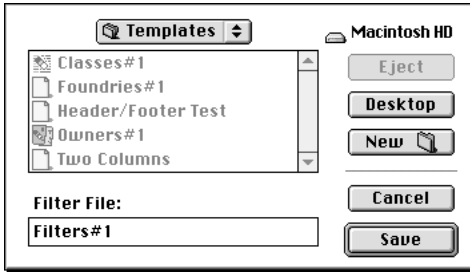
- 1 Choose **Edit Filters** from the **Filter** menu.
- 2 Select the custom filter you want to check. Click to select a filter, Command+click to select multiple filters, and Shift+click to select a range of continuous filters.
- 3 Click the **Check** button. The **Filter Check Messages** dialog box displays a report about the validity of each selected filter.
- 4 If any of the selected filters have invalid criteria, use the Print or Export button to output the report.
- 5 Click **OK** to return to the **Filters** dialog box.
- 6 Edit any invalid filters according to the report.
- 7 Click **OK** to return to the Browser.

### Exporting Custom Filters

To share your custom filters with other Font Reserve users, you can export all or selected filters as a file. To export custom filters:


- 1 Choose **Edit Filters** from the **Filter** menu.
- 2 Select the custom filters you want to export. Click to select a filter, Command+click to select multiple filters, and Shift+click to select a range of continuous filters.

- 3 Click the **Export** button. Use the standard directory dialog box to create a new folder or navigate to a location for the exported filters.
- 4 Type a name for the exported filters in the **Filter File** field.




*The **Filter File** field.*

- 5 Click **Save** to create a file of exported filters.
- 6 Click **OK** to return to the Browser.

The filter file is in the location you specified and looks like this . You can email it to other users or make it available on a network.

### Importing Custom Filters

To use custom filters from another Font Reserve user, you can import their file of custom filters. First, copy the filter file to your hard drive or make sure you can access it over a network. To import custom filters:

- 1 Choose **Edit Filters** from the **Filter** menu.
- 2 Click the **Import** button.
- 3 Use the standard directory dialog box to navigate to the filter file, which will look like this .
- 4 Select the filter file and click **Open**.

**Note:** If one of your custom filters has the same name as one of the imported custom filters, an alert displays. Click **OK** to override your filters with the imported filters.

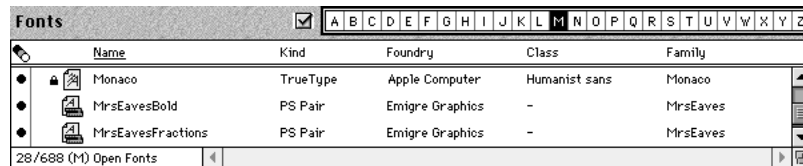
- 5 Click **OK** to return to the Browser.

If you import a filter with criteria that is not available in your copy of Font Reserve — such as owners or classes you create — the filter will be imported, but it will be invalid. You may wish to check the validity of filters after you import them.

## Displaying System Fonts

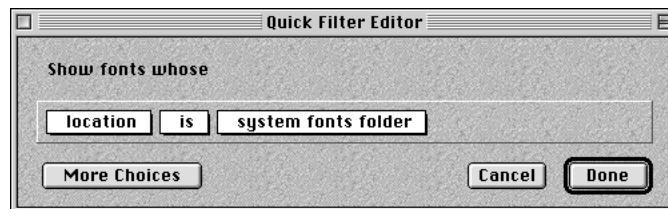
Since Font Reserve doesn't manage fonts in the System Fonts folder, by default they are not displayed in the Browser. However, since you can preview system fonts, copy them to the Finder, or add them to sets, you may wish to display them in the Browser at least some of the time. To display system fonts along with other fonts, choose **Show System Fonts** from the **Filter** menu. To hide system fonts, choose **Show System Fonts** from the **Filter** menu again to uncheck it.

**Show System Fonts** can be used in conjunction with default filters, quick filters, and custom filters. For example, choosing the **Active Fonts** filter and the **Show System Fonts** filter displays all the fonts in your System Fonts folder and all your fonts activated through Font Reserve.



*When the **Show System Fonts** filter is active, system fonts display along with other fonts.*

If you want to display only fonts in your System Folder, create a quick filter like this:



*A quick filter that will display only fonts in the System Fonts folder.*

## Chapter 7: Previewing, Printing, and Reporting

*Finding the correct font requires more than looking at names, foundries, and classes. Sometimes there's nothing better than looking at the font. Rather than activating fonts, then applying them to text within an application, you can simply preview fonts in the Browser. Font Reserve provides a **Quick Preview** feature for popping up a sample of fonts, and a **Full Preview** feature for displaying font with different text at varying sizes.*

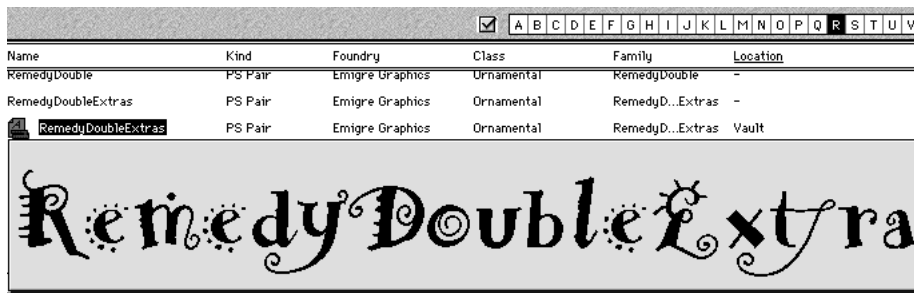
*The preview features include a **Character Map**, which helps you locate keyboard commands for special characters. If you prefer to browse through fonts in print — or you want to show a variety of typefaces to a client — you can print samples of selected fonts as a custom type book.*

### Using Quick Preview

While you're designing a document, you may need to identify a font by look rather than by name. For example, you may have a particular font in mind to activate, but you're not sure about its name. To quickly find out what a font looks like, you can display a pop-up in the Browser called a **Quick Preview**.

#### Displaying a Quick Preview

To display a **Quick Preview**, Command+click a font icon or font reference icon. By default, the pop-up displays the PostScript name of the font at 72 points.



*Command+click a font icon or font reference icon to display a **Quick Preview**.*

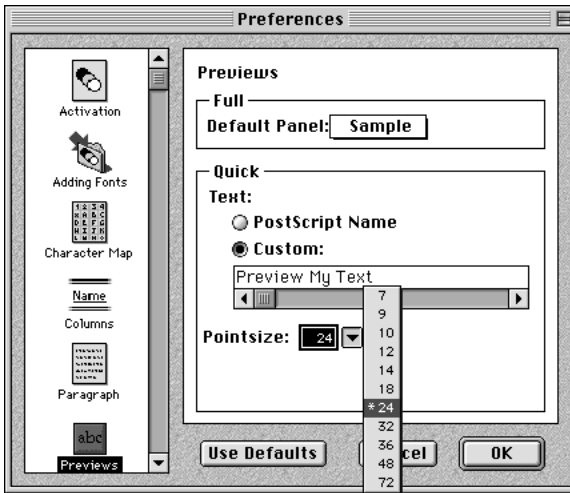
**Note:** If you preview a font added via the alias method, and the original font file is not available, you cannot preview the font. You cannot preview a PostScript outline font if its corresponding bitmap font is not available.

#### Customizing the Quick Preview

You can customize the **Quick Preview** by changing the point size and text displayed in the pop-up. To customize the **Quick Preview**:

- 1 Choose **Preferences** from the **Edit** menu.
- 2 Click the **Previews** icon in the scroll bar at left.

- 3 To change the point size, specify a new value in the **Popup Sample Size** field. You can enter a value up to 256 points or choose an option from the pop-up menu.

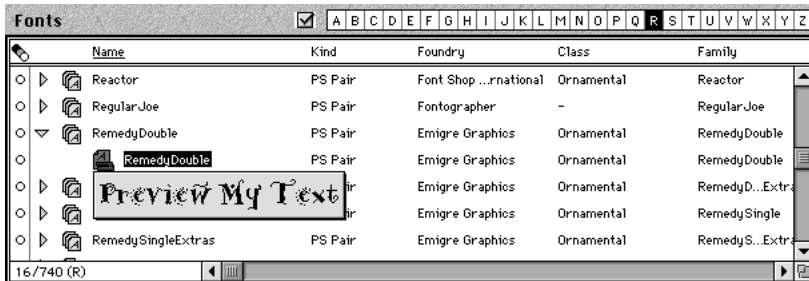


*The **Popup Sample Size** controls in the **Previews** panel.*

- 4 To specify the text used for the **Quick Preview**, click **PostScript Name** or **Custom Text**. If you click **Use Custom Text**, type up to 80 characters in the sample area.

- 5 Click **OK** to implement the new preferences.

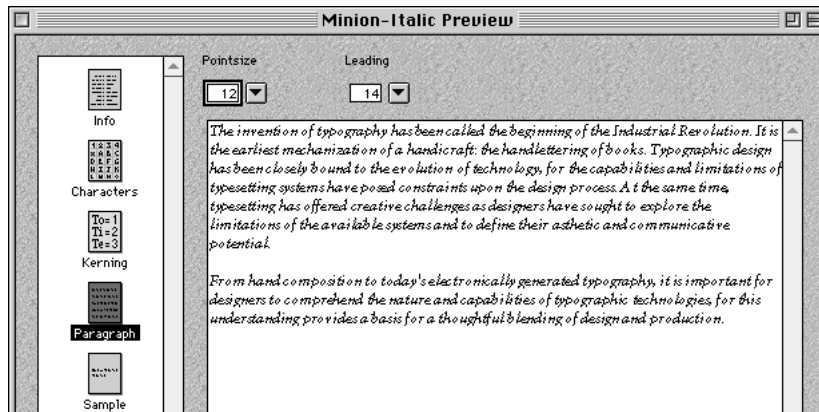
A customized **Quick Preview** might include kerning pairs you're concerned about, the alphabet, numbers, etc.



*A customized quick preview displays your text at the size you prefer.*


### Using Full Preview

To preview a font at different sizes and in different contexts, you can use the **Full Preview** feature. For example, you can preview a paragraph of text with different point size and leading combinations. You can display two previews to compare fonts — all without activating the fonts and using them within an application.



The **Preview** dialog box with the **Paragraph** panel showing.

### Displaying Full Previews

You can display a **Preview** for a single font, or open individual **Previews** for multiple-selected fonts, fonts in a family, fonts in a suitcase, or fonts in a set. Select the fonts, then double-click an icon or click the **Preview** button  on the Browser. This opens a **Preview**, with the default panel showing, for each selected font.

To display a **Preview** with a specific panel showing, choose an option from the **View** menu or press one of the keyboard commands listed in the menu:

Menu Command	Keyboard Command
<b>Show Character Map</b>	Command+Shift+C
<b>Show Info</b>	Command+Shift+I
<b>Show Kerning</b>	Command+Shift+E
<b>Show Paragraph</b>	Command+Shift+P
<b>Show Sample</b>	Command+Shift+S
<b>Show Waterfall</b>	Command+Shift+W



## Understanding Previews

The **Preview** provides six panels of information about each font. Click an icon in the scroll list at left to control which panel displays. The panels provide the following information:

- The **Info** panel displays the font's PostScript Name, Menu Name, Family Name, File Name, Default Foundry, Custom Foundry (assigned through the Foundry menu), Kind, Default Label, Custom Label (assigned through the Label menu), Version, FOND ID, Kerning Checksum, Outline File Size, Suitcase File Location, and Outline File Location. To open the folder containing the previewed font, click the **Show Files on Desktop** button.

**Note:** If you preview a PostScript outline font, only the **Info** panel is available.

- The **Character Map** panel displays all the characters available in a font. See "Previewing Special Characters" on page 107 for more information.
- The **Kerning** panel displays all the kerning pairs in the font and the associated kerning values.
- The **Paragraph** panel displays several paragraphs so you can preview the color of the type. To experiment with different point sizes and leading, you can enter new values in the **Pointsize** and **Leading** fields.
- The **Sample** panel displays one sentence. To experiment with different point sizes, you can enter a new value in the Pointsize field.
- The **Waterfall** panel displays a string of text at 7, 9, 12, 14, 18, 24, 36, and 48 points for comparison. To compare different point sizes, you can enter new values in the eight point size fields at the top of the panel.

## Closing Previews

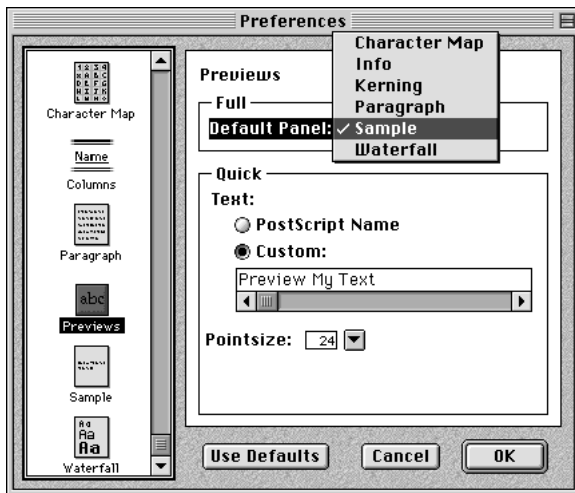
To close a **Preview** dialog box: choose **Close Window** from the **File** menu, click the **Preview's** close box, or press Command+W. To close all open **Previews** press Command+Option+W or press the Option key while you click any **Preview's** close box. To prevent **Preview** windows from opening (for example, when you accidentally double-click a set or family), press Command+Period.

## Chapter 7: Previewing, Printing, and Reporting

### Customizing the Full Preview

By default, the **Preview** may not show a panel that is useful to you, or the text used to preview the fonts may not represent your content well. You can customize the panel that is displayed by default, and you can customize the text used in the **Paragraph**, **Sample**, and **Waterfall** panels. To customize the **Preview** feature:

- 1 Choose **Preferences** from the **Edit** menu.
- 2 Click the **Previews** icon in the scroll bar at left.
- 3 To specify the panel that is showing when you first open the **Preview**, choose an option from the **Default Panel** pop-up menu.

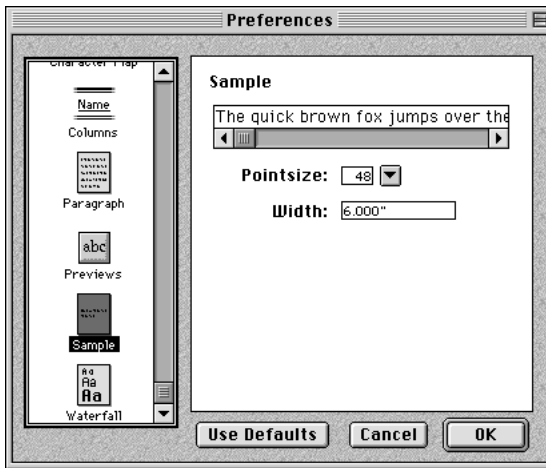


*The Previews panel of the Preferences dialog box.*

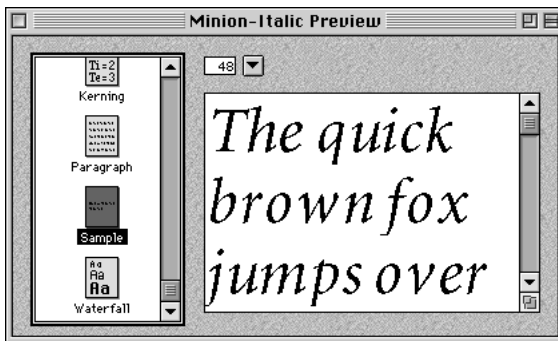
- 4 Click the **Paragraph** icon to modify the text displayed in the **Paragraph** panel of the **Preview**:
  - Enter or paste new text in the **Paragraph Text** field.
  - Specify a new point size by entering a value up to 256 in the **Pointsize** field or choosing an option from the pop-up menu.
  - Specify the space between lines in the paragraph by entering a value in the **Leading** field or choosing an option from the pop-up menu.
  - Specify the default width of the **Paragraph** panel by entering an inch value in the **Width** field. If you resize the **Paragraph** panel, then click the zoom box, the panel will revert to this width.

5 Click the **Sample** icon to modify the text displayed in the **Sample** panel of the **Preview**.

- Enter or paste new text in the field.
- Specify a new point size by entering a value up to 256 in the **Pointsize** field or choosing an option from the pop-up menu.
- Specify the default width of the **Sample** panel by entering an inch value in the **Width** field. If you resize the **Sample** panel, then click the zoom box, the panel will revert to this width.



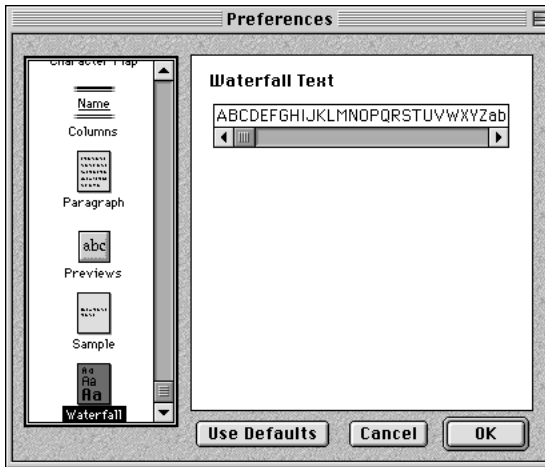
The **Sample** panel in the **Preferences** dialog box.



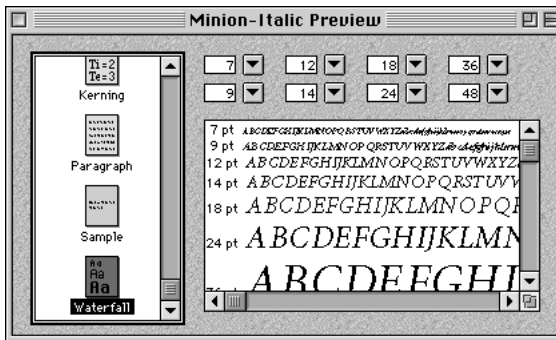
The **Sample** panel in the **Preview**.

## Chapter 7: Previewing, Printing, and Reporting

- 6 Click the **Waterfall** icon to modify the text displayed in the **Waterfall** panel of the **Preview**. Enter or paste new text in the **Waterfall Text** field.



The **Waterfall** panel in the **Preferences** dialog box.



The **Waterfall** panel in the **Preview**.

- 7 Click **OK** to implement the changes. The changes will not affect **Previews** that are currently open.



## Chapter 7: Previewing, Printing, and Reporting

### Pasting Special Characters into Documents

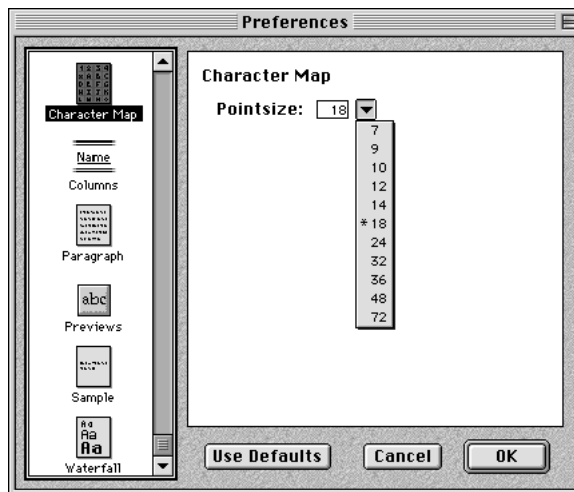
You can copy and paste special characters from the **Character Map** into a document. For example, you might paste a Zapf Dingbats check box  character into a line of Garamond text. To do this:

- 1 Click a character in the **Character Map** to display it in the **Keypress** field.
- 2 Press Command+C to copy the character to the Clipboard.
- 3 Click in the text where you want to insert the character. Press Command+V.

If the font you're previewing is active, the character will display in that font. If the font is not active, the character will display according to the font of the surrounding text. Once you activate the font, the character will display correctly.

### Customizing the Character Map

You can change the default point size of the characters displayed in the **Character Map** by specifying a new value in the **Pointsize** field in the **Character Map** panel of the **Preferences** dialog box (**Edit** menu). You can enter a value up to 256 points or choose an option from the pop-up menu.



The **Character Map** panel of the **Preferences** dialog box.

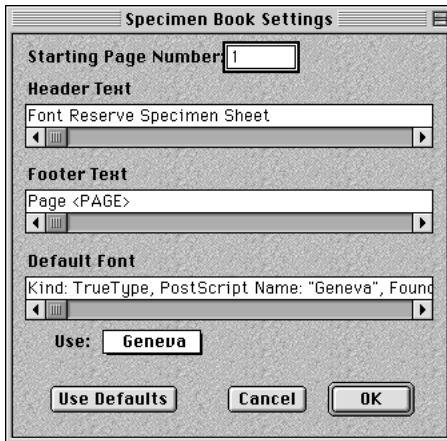
## Printing Fonts in a Type Book

To print a sample of fonts for presentation to a client or for your own reference, you can print a type book. Font Reserve provides several templates for printing the book, and allows you to customize the pages. The controls for printing a type book are in the **Specimen** menu, and you select fonts for printing in the Browser.

### Customizing the Template

Font Reserve allows you to specify the first page number, header text, footer text, and font used in the template you choose. Most of the specimen templates provided with Font Reserve have space reserved on each page for customizable headers and footers. For example, the header might contain the name of the project or client, or the name of the fonts you're printing (such as, "Bitstream Fonts"). The footer might contain the page number and the date you printed the type book. To customize the template:

- 1 Choose **Settings** from the **Specimen** menu. The **Specimen Book Settings** dialog box displays.



*The Specimen Book Settings dialog box.*

- 2 To specify the first page number for the book, type a value in the **Starting Page Number** field. For example, if you're adding to a four-page book, enter 5.

## Chapter 7: Previewing, Printing, and Reporting

- 3 To customize the text printed at the top of the page, enter or paste characters in the **Header Text** field. The header can include text and macros for date, time, font attributes, etc. See the next section, “Entering Macros for Header and Footer Text,” for more information. For example, you might add the name of the client and font.
- 4 To customize the text printed at the bottom of the page, enter or paste characters in the **Footer Text** field. The footer can include text and macros for page number, date, time, font attributes, etc. See the next section, “Entering Macros for Header and Footer Text,” for more information. For example, you might add the name of your design firm, followed by the page number.
- 5 To select a font for the header, footer, and other descriptive text in the type book, choose an option from the **Use** pop-up menu, which lists all your active fonts. Details about the font you choose are listed in the **Default Font** field.  
**Note:** If the font you want to use is not active, click OK to save your settings with the **Specimen Book Settings** dialog box. Activate the font, open the **Specimen Book Settings** dialog box again, and select the font.
- 6 Click **OK** to save your changes.

**Note:** To revert the **Specimen Book Settings** dialog box to its original settings, click the **Use Defaults** button.

### Entering Macros for Header and Footer Text

The **Specimen Book Settings** dialog box lets you customize the header and footer of your type book by entering text and macro expressions. A macro is a character string enclosed in brackets that is replaced by the appropriate text when pages are composed. Macros expand into date, time, page number, and font attributes.

For example, entering “Printed on: <DATE>” in the **Header Text** field prints the words “Printed on: Oct 15, 1999” at the top of each page of your type book.

**Note:** You may wish to enter your text and macros into a word processor so you can view the entire string, then paste the text into the scrollable **Header Text** and **Footer Text** fields.



Use the less than < and greater than > symbols to enclose the macro expressions. You can enter the following macros in the **Header Text** and **Footer Text** fields:

Macro Expression	Example
<DATE>	Aug 15, 1999
<DATE FORMAT=SHORT>	Aug 15, 1999
<DATE FORMAT=LONG>	August 15, 1999
<DATE FORMAT=ABBREV>	8/15/99
<TIME>	12:35 PM
<TIME SECONDS=FALSE>	12:35 PM
<TIME SECONDS=TRUE>	12:35:05 PM
<PAGE>	12
<POSTSCRIPTNAME>	Palatino-Bold
<FAMILYNAME>	Palatino
<MENUENAME>	B Palatino Bold
<FOUNDRY>	Adobe Systems
<KIND>	TrueType
<CLASS>	Sans Serif
<FONDID>	1200
<PRIMARYOWNER>	Speedy Printing Service, Inc.
<VERSION>	001.002
<LOCATION>	Vault
<KERNINGTABLECHECKSUM>	543,710
<OUTLINEFILESIZE>	28,120
<VOLUMENAME>	Macintosh HD
<POINTSIZ>	12

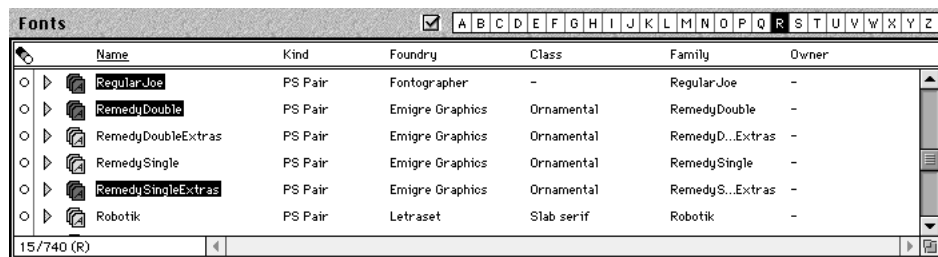
## Chapter 7: Previewing, Printing, and Reporting

### Choosing Fonts to Print

Once you've customized the template, you select fonts in the Browser that you want to print. The fonts do not have to be active to be printed in a type book. You can select font references or fonts in the **Sets** area, or you can choose fonts, families, and suitcases in the **Fonts** area. Click to select an item, Shift+click to select multiple items, and marquee to select a range of continuous items.

The Font Reserve database can help you organize your type books. For example, to print a type book consisting of all your Bitstream fonts in class order, use a filter to display only your Bitstream fonts; click the **Class** column in the Browser to sort the Bitstream fonts by class. Then, press Command+A to select all these fonts for your type book.

**Note:** If you select a font added via the alias method, and the original font file is not available, you cannot print the font.






*RegularJoe, RemedyDouble, and RemedySingleExtras selected to print.*

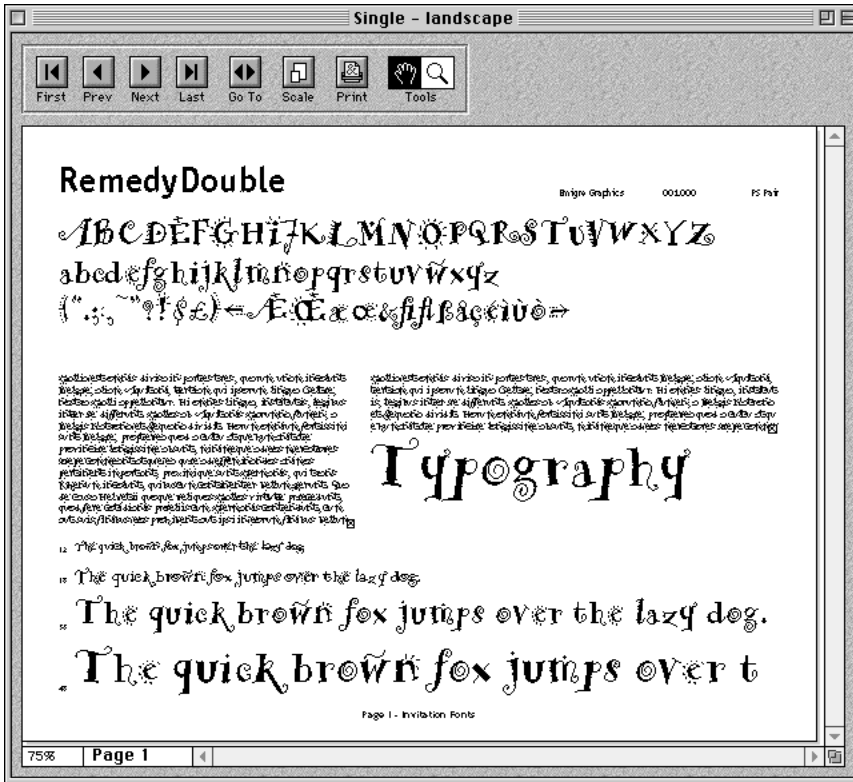
### Sending Selected Fonts to Print

To send the selected fonts to print, choose a template from the lower half of the **Specimen** menu. Font Reserve composes the pages, then displays a preview window.



*Templates listed in the lower half of the **Specimen** menu.*

Use the **First**, **Prev**, **Next**, **Last**, and **Go To** buttons and the Page Grabber Hand tool  to review your type book before printing it. To change the view scale of the preview, click the **Scale** menu and choose **Fit in Window**, **50%**, **75%**, **Actual Size**, **200%**, **400%** or **800%**. You can also click the Zoom tool  to increase the view or Option+click the Zoom tool  to decrease the view. To print the type book click **Print**.



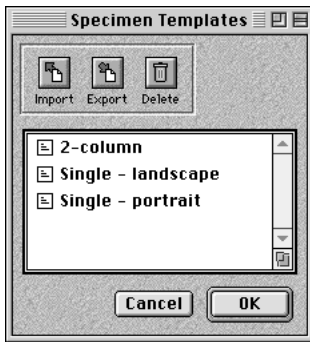
A preview of a type book, ready to print.

## Chapter 7: Previewing, Printing, and Reporting

### Importing Specimen Templates

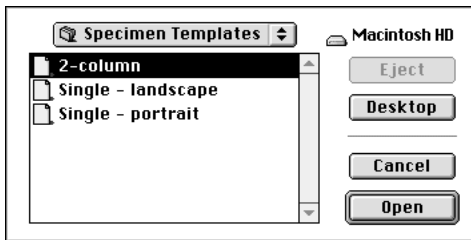
Templates for printing type books are provided by DiamondSoft and stored in the Specimen Templates folder in the Font Reserve 2.0 Folder. As more Font Reserve templates become available in future releases of Font Reserve or through the Font Reserve web site, you can import them. To import specimen books:

- 1 Choose **Edit Specimen Templates** from the **Specimen** menu.



*The **Edit Specimen Templates** dialog box.*

- 2 Click the **Import** button.
- 3 Navigate to the new specimen templates.



*The **Edit Specimen Templates** dialog box.*

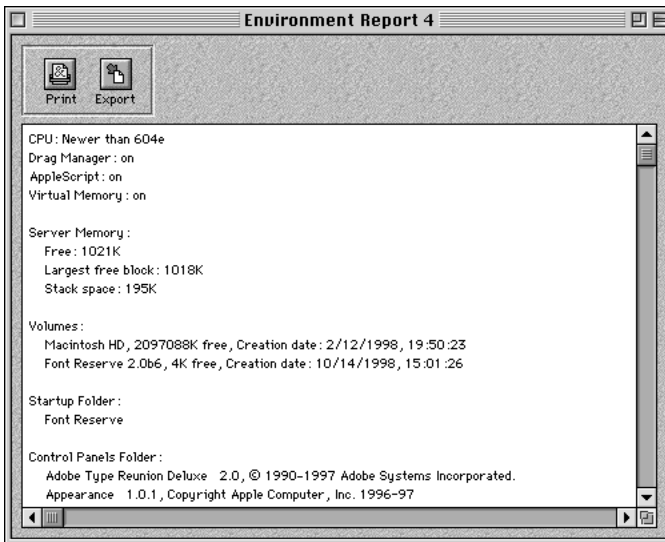
- 4 Select a template file and click **Open**.
- 5 Click **OK** to return to the Browser. The imported templates will be added to the **Specimen** menu and available for printing.

## Generating Reports of Font Information

To assist in managing systems and fonts, Font Reserve provides a reporting feature. Using options in the **Reports** submenu of the **File** menu, you can extract information about the computer environment, extract information about selected fonts, list which sets selected fonts are used in, and list how many fonts are in the database.

### Environment Report

To aid in troubleshooting, you can view the system environment in which Font Reserve is operating. Choose **File** → **Reports** → **Environment**. Font Reserve displays the **Environment Report** dialog box, which lists details such as the CPU, Server Memory, Volumes, and contents of the Startup folder, Control Panels folder, Extensions folder, and Fonts folder. You can view the report, print it, or export it as a text file.



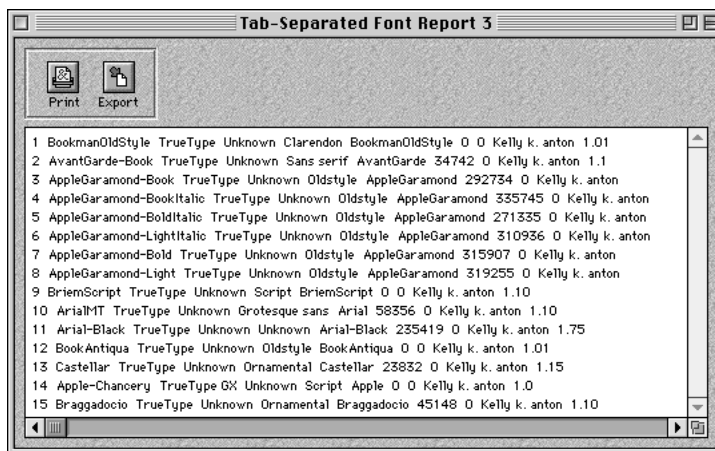
*The Environment Report dialog box.*

## Chapter 7: Previewing, Printing, and Reporting

### Tab-Separated Font Report

You can generate a report of information for fonts you select in the Browser, then print the report or export it as tab-delimited text. If you export the report as a text file, you can import it into a database such as FileMaker Pro. Systems administrators might use this information to track font versions and licenses.

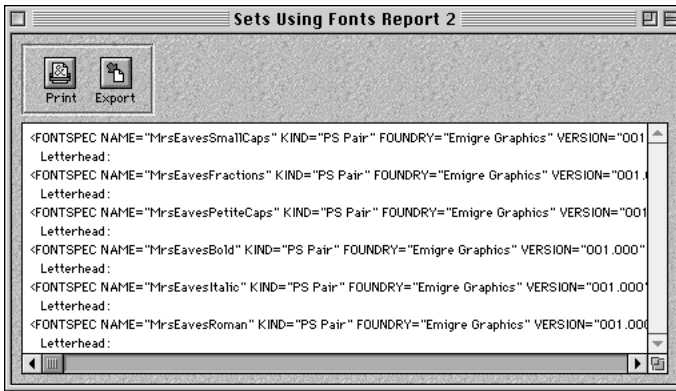
To generate a report of font information, select the fonts in the **Fonts** area of the Browser. Choose **File** → **Reports** → **Font Info**. Font Reserve displays the **Tab-Separated Font Report** dialog box, which lists the name, kind, foundry, class, version, and primary owner of selected fonts. You can view the report, print it, or export it as a text file.



The **Tab-Separated Font Report** dialog box.

### Sets Using Fonts Report

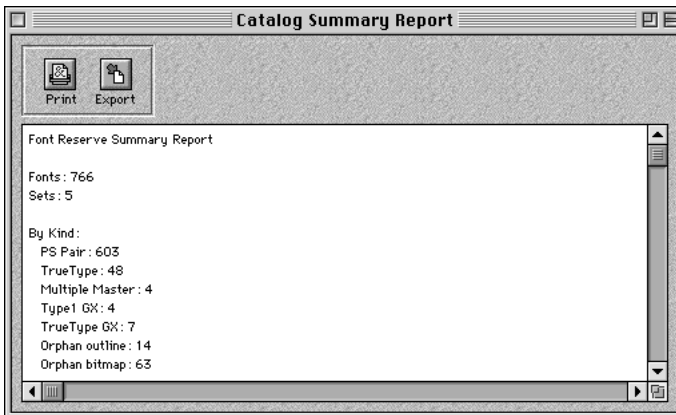
You can generate a report to determine which sets selected fonts are used in. For example, if you want to delete a font, you can see if it will affect any sets. To find out which sets fonts are used in, first select the fonts in the **Fonts** area of the Browser. Choose **File** → **Reports** → **Sets Using Fonts**. Font Reserve displays the **Sets Using Fonts Report** dialog box, which lists each font's PostScript name, kind, foundry, version, along with the sets the fonts are used in. You can view the report, print it, or export it as a text file.



*The Sets Using Fonts Report dialog box.*

## Catalog Summary Reports

You can generate a report that tells you how many fonts you have in your database. Choose **File** → **Reports** → **Summary**. Font Reserve displays the **Catalog Summary Report** dialog box, which lists the total number of fonts in your database, the number of sets you have, and the number of fonts you have within each kind, class, foundry, and owner.



*The Catalog Summary Reports dialog box.*





## Chapter 8: Managing Fonts

*Sophisticated users can sort, find, and manage fonts using the class, owner, and foundry features available in the Browser:*

- *A font's class defines its style — serif, sans serif, old style, etc. Sorting fonts by class helps designers quickly find a font appropriate to their designs.*
- *The ownership feature helps production departments and service bureaus organize fonts according to clients and jobs.*
- *A font's foundry is the company that licenses the font. You can add foundries and change the foundry assigned to a font as necessary.*

*The **Class**, **Owner**, and **Foundry** menus work similarly, allowing you to change the specification applied to each font. An **Edit** command in each menu lets you customize the list of options and share your list with other users.*

### Working with Classes

A font's class indicates its style — serif, sans serif, script, ornamental, etc. You can sort fonts by class, making it easy to find the appropriate font for a design, or print a type book consisting of specific styles.

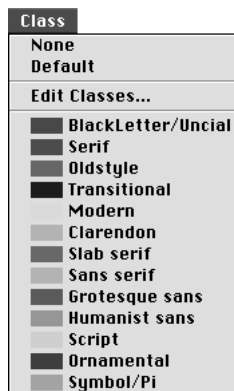
When you add fonts, Font Reserve assigns a class based on the font name and other criteria. You can change the class assigned to a font if it's incorrect, and you can create your own classes to encompass all your different styles of fonts. You can import and export customized lists of font classes to share them among users.

#### Default Font Classification

When fonts are added to Font Reserve, they are automatically assigned a class. A font's class is determined by comparing the font's family name to an internal database of font family names and their classifications.

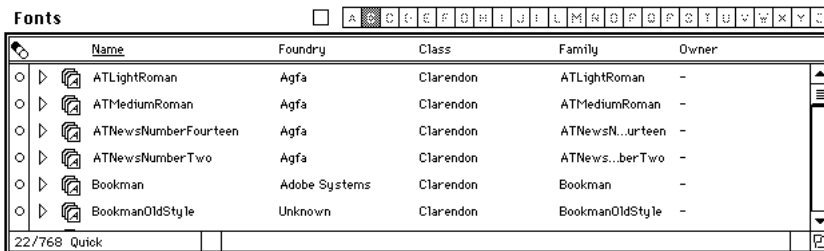
The default font class is not always correct — sometimes due to limitations of the database and sometimes due to the subjective nature of font classification. Although the classes are based on conventional typographic principles, font classification is not a science. That's why Font Reserve lets you change a font's class and create your own classes.

By default, Font Reserve assigns one of the classes in the default **Class** menu:



*The **Class** menu.*

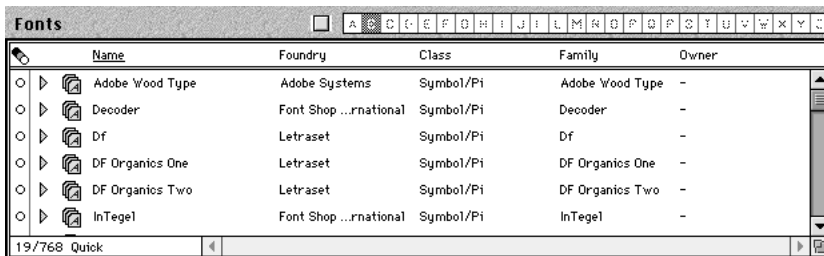
- A **Blackletter** typeface, such as **Blackmoor**, is characterized by medieval or old English lettering, with ornate capitals, roughly diamond-shaped serifs, and thick, mostly-vertical strokes. **Uncial**, generally perceived as celtic or Irish, is also an archaic form, with rounded letters and calligraphic qualities. Cloister Black is a blackletter typeface, and American Uncial is a common uncial typeface.
- A **Serif** typeface, such as Sprocket, is characterized by the finishing strokes on characters that help lead the eye across a line. The Serif class includes only serif fonts that do not fit well into a sub-class such as oldstyle, transitional, modern, clarendon, or slab. This includes typefaces with unusual serifs, such as the triangular serifs of Versailles.
- An **Oldstyle** serif typeface, such as **Garamond**, is characterized by low- to moderate-contrast, diagonal stress, and serifs with a rounded join to the letter. Goudy Oldstyle and Garamond are common oldstyle typefaces.
- A **Transitional** serif typeface, such as **ATEsprit**, is characterized by vertical stress and slightly higher contrast than old style typefaces, combined with horizontal serifs and greater symmetry. Baskerville is a common transitional typeface.
- A **Modern** serif typeface, such as **Fenice**, is characterized by vertical stress and strong contrast. Modern serifs and horizontals are very thin, almost hairlines. The serifs join to letters with an angle rather than a rounded join. Bodoni is the most common modern typeface.
- A **Clarendon** (or ionic) typeface, such as **Bookman**, is an offspring of the slab serif typefaces in which the serifs are bracketed, and the letterforms are more akin to sans serif letters, although contrast is usually low. They are popular for newspaper work because their sturdy serifs hold up well under adverse printing conditions. Besides Clarendon itself, Bookman is the most common Clarendon typeface.



*Fonts in the Clarendon class.*

## Chapter 8: Managing Fonts

- A **Slab serif** typeface, such as **City**, is characterized by block-like rectangular serifs, sticking out horizontally or vertically, often the same thickness as the body strokes. The serifs join with an angle rather than a rounded join. The letters have little or no contrast, and they often look like sans serif letters with the slab-like serifs tacked on. Rockwell and Glypha are common slab serif typefaces.
- A **Sans serif** typeface, such as Futura, is characterized by little to no contrast and no serifs. The sans serif class includes only sans serif fonts that do not fit in the grotesque and humanist classes. This includes geometric designs such as Avant Garde, and art deco faces such as Bodega Sans and ITC Anna.
- A **Grotesque sans** typeface, such as **Univers**, is the original sans serif letterform — functional and utilitarian. The term is a classification, and not a judgment of beauty. Helvetica and Franklin Gothic are common grotesques.
- A **Humanist sans** typeface, such as **Gill Sans**, is a sans serif typeface inspired by other letterforms, commonly serif or inscriptional models. Syntax and Optima are humanist sans serifs.
- A **Script** typeface, such as **Zapf Chancery**, is based on hand lettering, whether with a broad-edged pen, a flexible steel nib, or a brush. This includes everything from children’s handwriting to beautiful and ornate Elizabethan roundhand. Common scripts include Shelley, Brush Script, Present Script, and Mistral.
- An **Ornamental** typeface, such as **ALGERIAN**, is unusual or ornate, and either doesn’t fit cleanly into other categories or is really only suitable for use at display sizes. This includes inline, outline, and engraved typefaces. Examples include Desdemona, Colonna, and Edda.
- A **Symbol/Pi** typeface, such as  (Zapf Dingbats), is a collection of symbols or pictures assembled into a font. Wingdings is a common symbol/pi typeface.



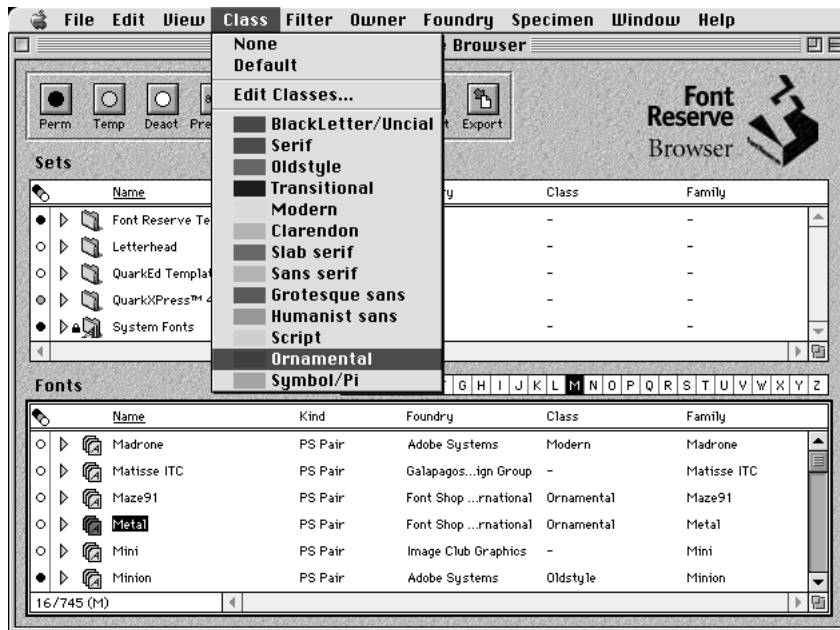
Fonts in the *Symbol/Pi* class.

## Viewing and Changing a Font's Class

By default, the **Browser** includes a **Class** column that shows the class assigned to each font. If the **Class** column is not displayed, check **Class** in the **Columns** panel of the **Preferences** dialog box (**Edit** menu).

To change the class, select the fonts and choose an option from the **Class** menu:

- Choose one of the default classes, or one of the classes you create from the lower portion of the menu.
- Choose **None** to remove a font's class entirely.
- Choose **Default** to reapply the class initially assigned by Font Reserve.



*The Class menu.*

**Tip:** To quickly change a font's class, Command+click the font's class in the Browser, then choose an option from the **Class** pop-up menu.

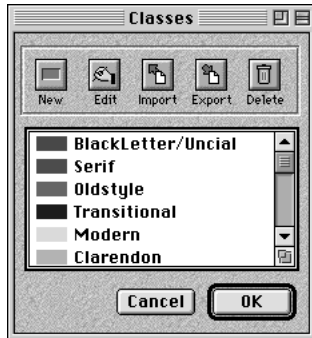
When you change a font's class, all corresponding font references assume the new class. When you change a font reference's class, the original font, and all other corresponding font references assume the new class.

## Chapter 8: Managing Fonts

### Creating New Classes

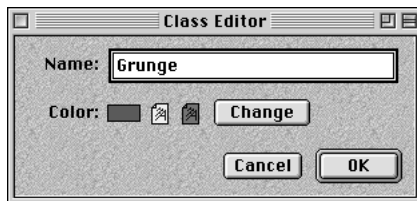
If you need additional classes to categorize all your fonts, you can create up to 128 custom classes. To create a custom class:

- 1 Choose **Edit Classes** from the **Class** menu.
- 2 Click the **New** button in the **Classes** dialog box, or press Command+Option+N.



*The **Classes** dialog box.*

- 3 Type a name for the class in the **Name** field.



*The **Class Editor** dialog box.*

- 4 Click the **Change** button to display a color wheel and assign a color to the class. The color is displayed next to the class in the **Class** menu.
- 5 Select a color and click **OK**.
- 6 Click **OK** to create the new class.
- 7 Click **OK** to return to the Browser; your custom class displays in the **Class** menu and may be assigned to fonts.

### Editing Custom Classes

You cannot edit the default classes, but you can change the name and color of custom classes. The changes apply to all the fonts with that custom class applied.

To edit a custom class:

- 1 Choose **Edit Classes** from the **Class** menu.
- 2 Select the class you want to edit. Type the first letters of the class name to jump to it quickly.
- 3 Click the **Edit** button or double-click the class name.
- 4 Change the class name or color.
- 5 Click **OK** to change the custom class definition.
- 6 Click **OK** to return to the Browser.

### Deleting Classes

You cannot delete the default classes, but you can delete custom classes. When you delete a custom class, fonts with that class applied revert to the default classification.

To delete a custom class:

- 1 Choose **Edit Classes** from the **Class** menu.
- 2 Select the custom classes you want to delete. Click to select a class, Command+click to select multiple classes, and Shift+click to select a range of continuous classes.
- 3 Click the **Delete** button.
- 4 Click **OK** to return to the Browser.

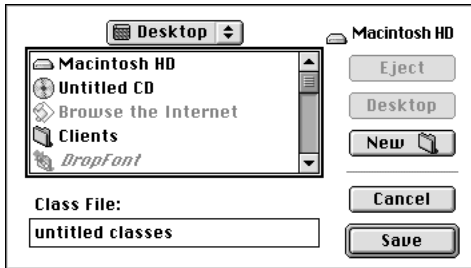
### Exporting Custom Classes

To share your custom classes with other Font Reserve users, you can export all or selected classes as a file. To export custom classes:

- 1 Choose **Edit Classes** from the **Class** menu.
- 2 Select the custom classes you want to export. Click to select a class, Command+click to select multiple classes, and Shift+click to select a range of continuous classes.


## Chapter 8: Managing Fonts

- 3 Click the **Export** button.
- 4 Use the standard directory dialog box to create a new folder or navigate to a location for the exported classes.
- 5 Type a name for the exported classes in the **Class File** field.




*The **Class File** field.*

- 6 Click **Save** or press Command+S to create a file of exported classes.
- 7 Click **OK** to return to the Browser.

The class file is in the location you specified and looks like this . You can email it to other users or make it available on a network.

### Importing Custom Classes

To use custom classes from another Font Reserve user, you can import their file of custom classes. First, copy the class file to your hard drive or make sure you can access it over a network. To import custom classes:

- 1 Choose **Edit Classes** from the **Class** menu.
- 2 Click the **Import** button.
- 3 Use the standard directory dialog box to navigate to the class file, which will look like this .
- 4 Select the class file and click **Open**.

**Note:** If one of your custom classes has the same name as one of the imported custom classes, an alert displays. Click **OK** to override your classes with the imported classes.

- 5 Click **OK** to return to the Browser.



## Working with Owners

An owner is an indication of who supplied a font or which jobs use the font. If you are constantly receiving fonts from different sources, the ownership feature helps you track those fonts. Every font in Font Reserve must have one owner, and it may have multiple owners. When fonts are added to Font Reserve, they automatically receive an owner — either the default owner or an owner you specify.

Font Reserve supplies a default owner and allows you to create an editable list of owners. Once you've created owners, you can assign additional owners to fonts, remove owners from fonts, and sort or search for fonts by owner. Using this mechanism, you can track fonts from different clients, allowing you to easily activate, create sets from, or even delete all of a client's fonts.

Font Reserve manages owners and fonts efficiently:

- If you remove an owner from a font, and that owner is the sole owner of the font, then the font is deleted from Font Reserve (after a warning dialog box).
- If you remove an owner from a font owned by multiple owners, then only the selected owner is removed, and the font remains in Font Reserve.
- If you add a font from a client that already exists in Font Reserve, the font will not be added again (since Font Reserve does not add duplicate fonts), but the new owner will be added to the list of owners for that particular font.

**Note:** Remember that Font Reserve considers location as a criteria in determining whether fonts are duplicates. If you add two copies of the same font via the alias method, both fonts will be added because they are in different locations. The ownership feature provides a quick method for determining the difference between two fonts that seem to be the same although they have different locations.

### Managing Fonts through Owners

Take a look at the ownership features in a service bureau scenario. Say ABC Client supplies the fonts Helvetica Condensed Black and Garamond Book with their job. The service bureau has several copies and versions of these two fonts. To ensure that the client's fonts are used to print their job, the service bureau first creates an owner called ABC Client. Then, the service bureau adds the fonts via the alias method and assigns the primary owner ABC Client.

## Chapter 8: Managing Fonts

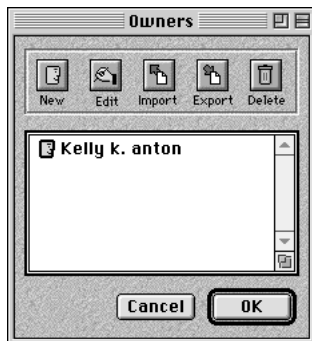
To locate the fonts, the service bureau uses a Quick Filter to find the fonts owned by ABC Client. The service bureau activates those fonts, ensuring that no other copies of Helvetica Black Condensed and Garamond Book are active, then prints the job.

Later, when finished with the project, the service bureau wants to remove the client's fonts from Font Reserve. To do so, the operator uses the Quick Filter feature again to display all fonts owned by the client. The operator selects all these fonts and deletes them from Font Reserve. If the service bureau isn't expecting to work with the client again soon, the operator can delete the owner, thereby deleting their fonts.

### Creating New Owners

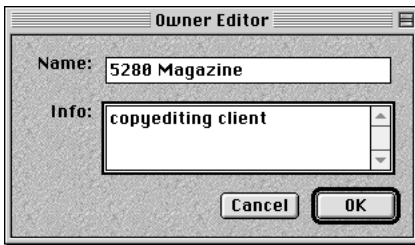
To start using the ownership features efficiently, you need to develop a list of owners that encompasses all your users, clients, jobs, etc. You can create an unlimited number of owners. To create an owner:

- 1 Choose **Edit Owners** from the **Owner** menu.
- 2 Click the **New** button in the **Owners** dialog box, or press Command+Option+N.



*The **Owners** dialog box.*

- 3 Type a name for the owner in the **Name** field.
- 4 If you wish, type a description of the owner in the **Info** field.



*The **Owner Editor** dialog box.*

- 5 Click **OK** to create the new owner.
- 6 Click **OK** to return to the Browser; your new owner displays in the **Owner** menu.

### Assigning the Initial Owner

When you add fonts to Font Reserve, you can assign an initial owner to the fonts. If you do not assign an owner, Font Reserve will use the default owner. (The default owner is the name of the machine on which Font Reserve was first launched.)

If you add duplicate fonts to the vault, but specify a different owner, the new owner is added to the existing font's owner list. Duplicate fonts are not added to the vault.

You can specify the initial owner as you add fonts, or before you add fonts. If you have **Always open this window** checked in the **Adding Fonts** panel, simply drag fonts into Font Reserve to specify the ownership. If you have **Always open this window unchecked**, open the **Adding Fonts** panel of the **Preferences** dialog box (**Edit** menu) and specify the owner before you add fonts. To assign an initial owner to fonts:

- 1 Choose an owner for the fonts from the **Add Ownership** pop-up menu. If you need to create a new owner on the fly, you can choose **Edit Owners**.



*The **Add ownership** pop-up menu.*

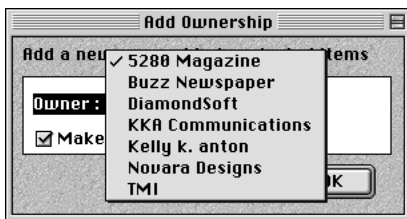
## Chapter 8: Managing Fonts

- 2 Check **Make this the primary owner** if you want this owner displayed in the **Owner** column of the Browser for the fonts you're adding.
- 3 Confirm the **Font Files** and **Expert Options** settings, then click **OK** to add the fonts (or change the preference).

### Assigning Additional Owners

After you add fonts with their initial owner, you can assign more owners. A font can have as many owners as you need. To assign an additional owner to fonts:

- 1 Select the fonts or sets in the Browser. Click to select an item, Shift+click to select multiple items, and marquee to select a range of continuous items.
- 2 Choose **Add Ownership** from the **Owner** menu.
- 3 Select an additional owner from the **Owner** pop-up menu.



*The Add Ownership dialog box.*

- 4 Check **Make this the primary owner** if you want this owner displayed in the **Owner** column of the Browser for the selected fonts.
- 5 Click **OK** to assign the owner to the fonts.

### Changing the Primary Owner

Each font has a primary owner that controls which owner is displayed in the **Owner** column of the Browser; this is the only difference between an owner and a primary owner. If the **Owner** column is not displayed, check **Owner** in the **Columns** panel of the **Preferences** dialog box (**Edit** menu). You can also search for fonts based on the primary owner.

To change the primary owner of fonts, simply select the fonts and choose an owner from the **Owner** menu. You can only choose from current owners of the selected fonts — those that are bold in the **Owner** menu.

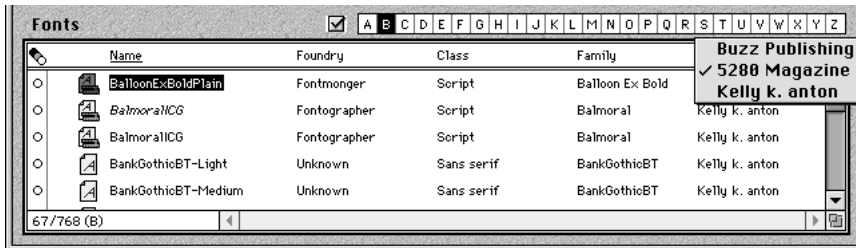


You can change a font's primary owner by selecting an option from the lower portion of the **Owner** menu.

## Viewing Ownership

You can view the primary owner of a font through the Browser, or you can view all the owners of a font through the **Owner** menu.

- To view a font's primary owner, check **Owner** in the **Columns** panel of the **Preferences** dialog box (**Edit** menu). This displays the **Owners** column in the **Browser**, which displays the primary owner for each font.
- To view all the owners of a font, select the font and display the **Owner** menu. You can click the **Owner** menu on the menu bar or Command+click the font's owner displayed in the **Owner** column.



Command+clicking a font's owner in the Browser displays the **Owner** menu.

## Chapter 8: Managing Fonts

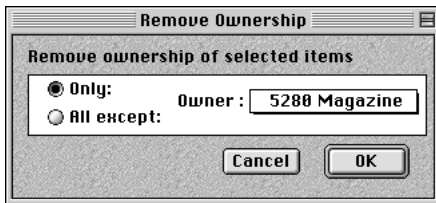
### Removing Owners

Font Reserve lets you remove owners from fonts, which is generally useful for deleting all the fonts owned by a specific owner. To do this, first use the **Quick Filter** to find all that owner's fonts. Then, select all the fonts and remove the owner. If the fonts are owned exclusively by that owner, they will be deleted.

You might also remove an owner from a font when that owner no longer needs the font — for example, if you're finished printing that owner's job. The font will maintain its other owners. To remove an owner from a font:

- 1 Select the fonts or sets in the Browser.
- 2 Choose **Remove Ownership** from the **Owner** menu.
- 3 Click **Only** to remove a specific owner from a font, then choose the owner to *remove* from the **Owner** pop-up menu.

Click **All except** to remove all but one owner, then choose the owner to *maintain* from the **Owner** pop-up menu.



*The **Remove Ownership** dialog box.*

- 4 Click **OK** to remove the owners from the selected fonts.

**Note:** If the owner you're removing is the sole owner of a font, an alert warns you that the font will be deleted from Font Reserve as well. (If the fonts reside in the vault, they will be deleted from your computer as well.)

To continue removing the owners and delete the fonts, click **Delete**. To cancel removing the owners and prevent font deletion, click **Don't Delete**. If you want to remove an owner without deleting the fonts, assign an additional owner to the fonts before removing the owner.

### Editing the Owners List

You can edit the default owner and any owners you create. When you change the name of an owner, the new name is applied to all fonts with that owner. To edit an owner:

- 1 Choose **Edit Owners** from the **Owner** menu.
- 2 Select the owner you want to edit.
- 3 Click the **Edit** button or double-click the owner name.
- 4 Change the owner name or information.
- 5 Click **OK** to change the owner definition.
- 6 Click **OK** to return to the Browser.

### Deleting Owners

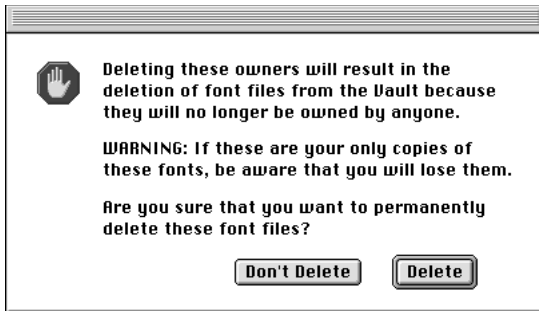
You cannot delete the default owner, but you can delete the owners you create. When you delete an owner, the owner is deleted from the owners list and removed as an owner from any fonts. To delete an owner:

- 1 Choose **Edit Owners** from the **Owner** menu.
- 2 Select the owner you want to delete. Click to select an owner, Command+click to select multiple owners, and Shift+click to select a range of continuous owners.
- 3 Click the **Delete** button.

**Note:** If one of the selected owners was the sole owner of a font, an alert warns you that the font will be deleted from Font Reserve as well. (If the fonts reside in the vault, they will be deleted from your computer as well.)

To continue deleting the owners and the fonts, click **Delete**. To cancel deleting the owners and prevent font deletion, click **Don't Delete**. If you want to delete an owner without deleting the fonts, assign an additional owner to the fonts before deleting the owner.

## Chapter 8: Managing Fonts



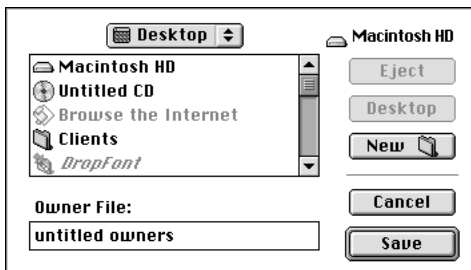
*The alert that displays when deleting the sole owner of fonts.*

- 4 Click **OK** to return to the Browser.

### Exporting the Owners List

To share your owners list with other Font Reserve users, you can export all or selected owners as a file. To export owners:

- 1 Choose **Edit Owners** from the **Owner** menu.
- 2 Select the owners you want to export. Click to select an owner, Command+click to select multiple owners, and Shift+click to select a range of continuous owners.
- 3 Click the **Export** button.
- 4 Use the standard directory dialog box to create a new folder or navigate to a location for the exported owners.
- 5 Type a name for the exported owners in the **Owner File** field.




*The **Owner File** field.*



6 Click **Save** or press Command+S to create a file of exported owners.

7 Click **OK** to return to the Browser.


The owner file is in the location you specified and it looks like this . You can email it to other users or make it available on a network.

### Importing the Owners List

To use an owners list from another Font Reserve user, you can import their file of owners. First, copy the owner file to your hard drive or make sure you can access it over a network. To import owners:

1 Choose **Edit Owners** from the **Owner** menu.

2 Click the **Import** button.

3 Use the standard directory dialog box to navigate to the owner file, which will look like this .

4 Select the owner file and click **Open**.

**Note:** If one of your owners has the same name as one of the imported owners, an alert displays. Click **OK** to override your owners (and their information) with the imported owners.

5 Click **OK** to return to the Browser.

### Working with Foundries

In Font Reserve, the foundry classification is the name of the company that licensed the font to you. The foundry is not necessarily the original designer of the font. For example, if you license fonts from Adobe, the foundry is listed as Adobe — even though many fonts in the Adobe library were created by other design houses.

When you add fonts, Font Reserve attempts to identify the foundry. You can change the foundries assigned to a font if it's incorrect, and you can add foundries to encompass the designers of all your fonts. You can import and export customized lists of font foundries to share them among users.

#### Default Foundry

When fonts are added to Font Reserve, they are automatically assigned a foundry. If Font Reserve is unable to determine a font's foundry — as occasionally happens with shareware fonts, fonts from independent font designers, and fonts from smaller or newer font foundries — the foundry is listed as **Unknown**.

If you sort fonts by foundry, you may want to use the foundry features to ensure that all your fonts have the correct foundry listed. By default, Font Reserve assigns one of the foundries in the **Foundry** menu:



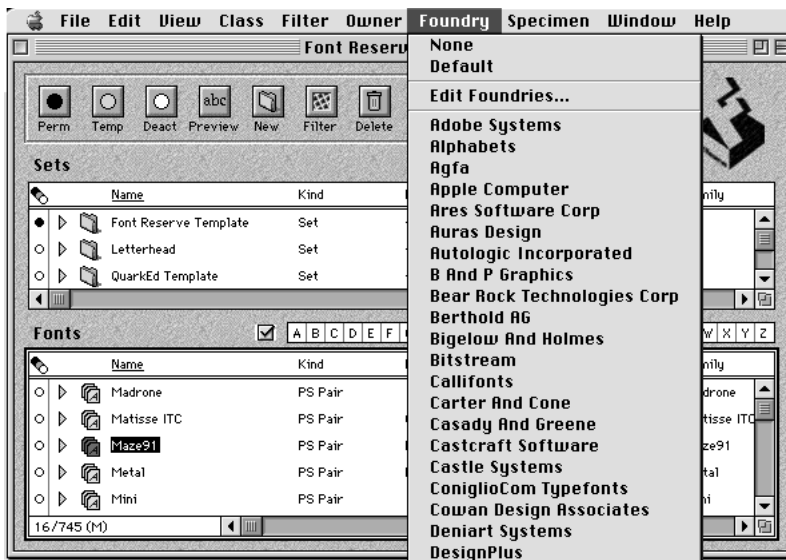
*Part of the **Foundry** menu.*

## Viewing and Changing a Font's Foundry

By default, the Browser includes a **Foundry** column that shows the foundry assigned to each font. If the **Foundry** column is not displayed, check **Foundry** in the **Columns** panel of the **Preferences** dialog box (**Edit** menu).

To change the foundry, simply select the fonts and choose an option from the **Foundry** menu:

- Choose one of the default foundries, or one of the foundries you create, from the lower portion of the menu.
- Choose **None** to remove a font's foundry entirely.
- Choose **Default** to reapply the foundry initially assigned by Font Reserve. If you have deleted that foundry, the font's foundry is listed as **Unknown**.



Part of the **Foundry** menu.

**Tip:** To quickly change a font's foundry, Command+click the font's foundry in the Browser, then choose an option from the **Foundry** pop-up menu.

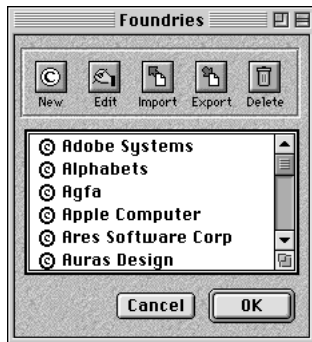
When you change a font's foundry, all corresponding font references assume the new foundry. When you change a font reference's foundry, the original font, and all other corresponding font references assume the new foundry.

## Chapter 8: Managing Fonts

### Creating New Foundries

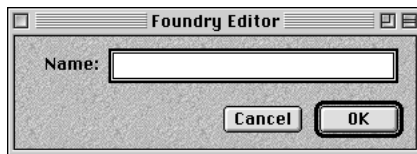
If you need additional foundries to indicate the designer of all your fonts, you can create an unlimited number of custom foundries. To create a custom foundry:

- 1 Choose **Edit Foundries** from the **Foundry** menu.
- 2 Click the **New** button in the **Foundries** dialog box, or press Command+Option+N.



*The Foundries dialog box.*

- 3 Type a name for the foundry in the **Name** field.



*The Foundry Editor dialog box.*

- 4 Click **OK** to create the new foundry.
- 5 Click **OK** to return to the Browser; your custom foundry displays in the **Foundry** menu and may be assigned to fonts.

### Editing Foundries

You cannot edit the default foundries, but you can change the name of custom foundries. The changes apply to all the fonts with that foundry applied. To edit a foundry:

- 1 Choose **Edit Foundries** from the **Foundry** menu.
- 2 Select the foundry you want to edit. Type the first letters of the foundry name to jump to it quickly.
- 3 Click the **Edit** button or double-click the foundry name.
- 4 Change the foundry name.
- 5 Click **OK** to change the custom foundry definition.
- 6 Click **OK** to return to the Browser.

### Deleting Foundries

You cannot delete the default foundries, but you can delete custom foundries. When you delete a custom foundry, fonts with that foundry applied revert to their default foundry. To delete a custom foundry:

- 1 Choose **Edit Foundries** from the **Foundry** menu.
- 2 Select the custom foundries you want to delete. Click to select a foundry, Command+click to select multiple foundries, and Shift+click to select a range of continuous foundries.
- 3 Click the **Delete** button.
- 4 Click **OK** to return to the Browser.

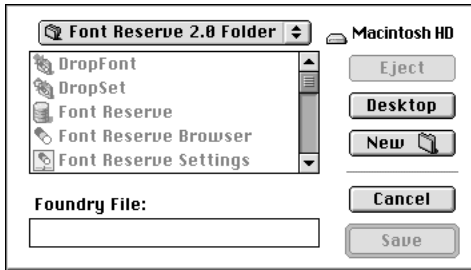
### Exporting Custom Foundries

To share your custom foundries with other Font Reserve users, you can export all or selected foundries as a file. To export custom foundries:

- 1 Choose **Edit Foundries** from the **Foundry** menu.
- 2 Select the custom foundries you want to export. Click to select a foundry, Command+click to select multiple foundries, and Shift+click to select a range of continuous foundries.

## Chapter 8: Managing Fonts

- 3 Click the **Export** button.
- 4 Use the standard directory dialog box to create a new folder or navigate to a location for the exported foundries.
- 5 Type a name for the exported foundries in the **Foundry File** field.



*The **Foundry File** field.*

- 6 Click **Save** or press Command+S to create a file of exported foundries.
- 7 Click **OK** to return to the Browser.

The foundry file is in the Templates folder and it looks like this ©. You can email it to other users or make it available on a network.

### Importing Custom Foundries

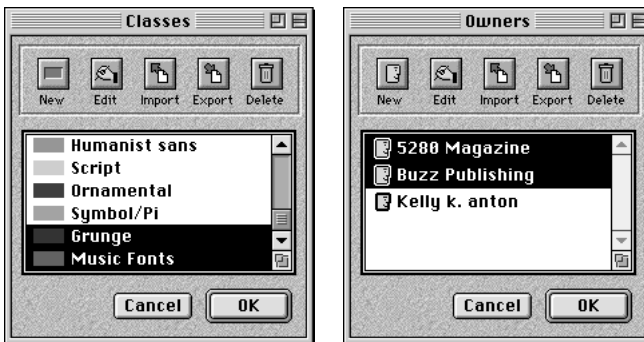
To use custom foundries from another Font Reserve user, you can import their file of custom foundries. First, copy the foundry file to your hard drive or make sure you can access it over a network. To import custom foundries:

- 1 Choose **Edit Foundries** from the **Foundry** menu.
- 2 Click the **Import** button.
- 3 Use the standard directory dialog box to navigate to the foundry file, which will look like this ©.
- 4 Select the foundry file and click **Open**.
- 5 Click **OK** to return to the Browser.

## Saving Classes, Owners, and Foundries

The classes, owners, and foundries you create are saved in the Catalog folder inside the Font Reserve Database folder. If you create a new database, it will not include any of your classes, owners, or foundries. (You might create a new database while installing a new system, to replace a corrupted database, or simply to contain different fonts.) If you have spent a great deal of time customizing the classes, owners, and foundries lists, you may wish to maintain some of that work while using a new database.

Using the **Export** buttons in the **Classes**, **Owners**, and **Foundries** dialog boxes, you can export your lists — or select items from those lists. You can store these files on another volume as backups or for use with other databases. When a new or different database is active, use the **Import** buttons in the **Classes**, **Owners**, and **Foundries** dialog boxes to add your existing lists to the default lists.



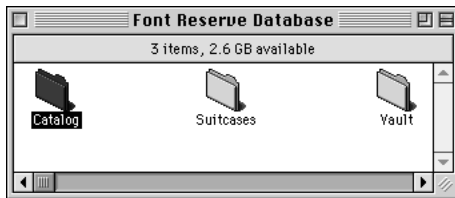
*The **Classes** and **Owners** dialog boxes let you export selected items or their entire lists.*



*The **Foundries** dialog boxes lets you export selected foundries or all your foundries.*

## Chapter 8: Managing Fonts

Another way to maintain your classes, owners, and foundries for use with another database is to backup the Catalog folder inside the Font Reserve Database folder. In addition to storing classes, owners, and foundries, the Catalog folder stores information about the sets you've created and the fonts you've added to Font Reserve. If you create a new database, you can replace the new Catalog folder with your backup Catalog folder.



*The Catalog folder inside the Font Reserve Database folder.*



## Chapter 9: Managing Sets

*Font Reserve allows you to group fonts into “sets” for specific clients, jobs, or templates. Sets, which display in the top portion of the Browser, look and act like Mac OS folders. The sets consist of pointers, called font references, to fonts in Font Reserve. Since sets don’t contain fonts, they consume very little hard disk space. You can create as many sets as you need, place sets within other sets, and place the same font in more than one set.*

*Once fonts are in a set, you can manipulate the fonts as one unit. For example, you can preview all the fonts, activate all the fonts, deactivate all the fonts, or copy all the fonts to the Finder for delivery to a service bureau. In addition, you can import and export set definitions to share with other users.*

### Creating Sets

Font Reserve includes one default set, the System Fonts set, and allows you to create additional sets. You can create new, empty sets or create sets from fonts that you are adding to Font Reserve. Once you have sets, you can add and remove font references from them at any time.

#### The System Fonts Set

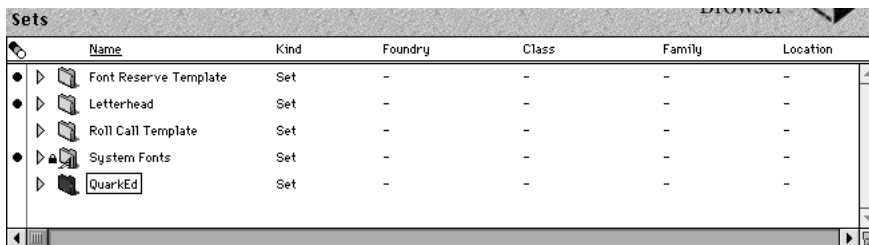
Font Reserve automatically creates a System Fonts set, which will list all the fonts in your System Fonts folder. To compile the initial System Fonts set, choose **Scan System Folder** from the **File** menu. The first time you launch the Browser, and each time you make changes to the System Fonts folder thereafter, Font Reserve prompts you to rescan the folder to update the System Fonts set.

Fonts in the System Fonts set are not managed by Font Reserve. You cannot delete or rename the System Fonts set, but you can copy the fonts to the Finder, preview the fonts, and print the fonts in a specimen book. See “Handling System Fonts” on page 53 for more information.

#### Creating an Empty Set

You can create unlimited sets and place an unlimited number of font references in each set. To create and name a new set:

- 1 Choose **New Set** from the **File** menu, click the **New** button on the Browser, or press Command+N.
- 2 Type a descriptive name for the set, using up to 32 characters.



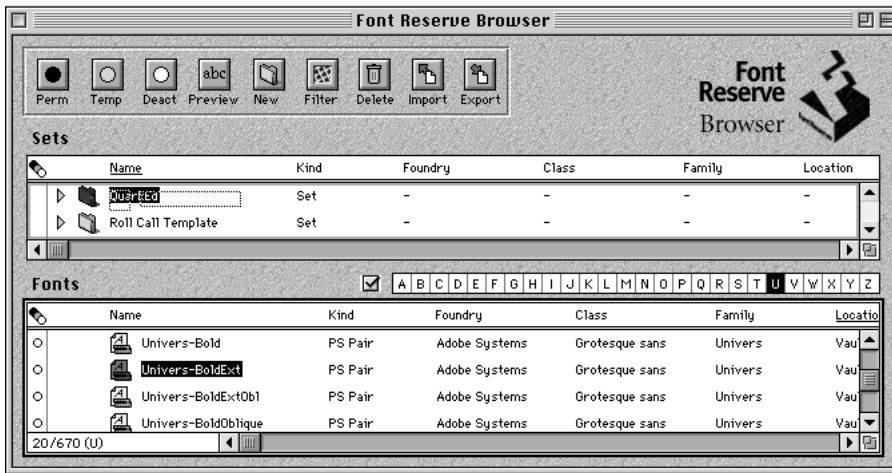
*New sets are highlighted automatically for renaming.*

**Note:** Any time you wish to change a set’s name, simply click on the name to highlight it, the same way you change the name of a folder or file at the Finder.

## Adding Font References to a Set

You can place an unlimited number of font references in a set and you can add font references at any time. To add font references to a set:

- 1 Select the fonts you want to add to the set. Click to select a font, Shift+click to select multiple fonts, and marquee to select a range of continuous fonts.
- 2 Drag and drop the fonts on the set.



*Dragging fonts to a set.*

**Tip:** If the set you're adding fonts to is not displayed in the **Sets** area, the **Sets** area will scroll. To scroll up, drag the fonts to the title bar of the **Sets** area (for example, drag it on top of the **Name** column). To scroll down, drag fonts to the horizontal scroll bar below the **Sets** area.

## Creating a Set while Adding Fonts to Font Reserve

You can create a set for fonts within a folder or volume as you add them to Font Reserve. Font Reserve creates a new set for each “top level” volume or folder you drag into the **Sets** area. For example, say you receive a folder called “ABC Client Brochure,” which contains three subfolders called “Documents,” “Graphics,” and “Fonts.” If you drag the “ABC Client Brochure” folder to the **Sets** area, Font Reserve creates a set called “ABC Client Brochure” from the fonts inside the “Fonts” folder.

## Chapter 9: Managing Sets

The fonts are added to Font Reserve and listed in the **Fonts** area, while the new set contains references to those fonts. To create a set while adding fonts to Font Reserve:

- 1 At the Finder, select the folder or volume containing the fonts you want to add as a set.
- 2 Drag and drop the fonts into the **Sets** area or onto the DropSet applet.
- 3 If the **Adding Fonts** panel displays, specify how to add the font files. See “Adding Fonts to Font Reserve” on page 44 for more information.
- 4 Change the name of the set if you wish. By default, the sets are named according to the volume or folder name.

**Note:** If you add fonts via the vault method, and some of the fonts are duplicates of fonts in your database, Font Reserve will not add the fonts. However, Font Reserve will create font references in the set that point to the existing fonts in your database.

### Adding Fonts to an Existing Set and to Font Reserve

If you want to add a font to a set — but the font isn’t in Font Reserve — you can add it to the set and to Font Reserve simultaneously. For example, if you received a set from a client but they forgot to give you one font, you can add that font to the set later. To add a font to a set while adding it to Font Reserve:

- 1 At the Finder, select the fonts you want to add to the set.
- 2 Drag and drop the fonts on the set.
- 3 If the **Adding Fonts** panel displays, specify how to add the font files.

**Note:** Font Reserve adds the fonts to Font Reserve and places font references in the set.

### Preventing “Duplicate” Fonts and Sets

Although Font Reserve allows you to give sets the same name and it allows you to place fonts with the same name in a single set, doing so can cause confusion. We recommend that you give sets unique names and avoid placing font references with the same name in the same set (for example, two Helveticas from different foundries).

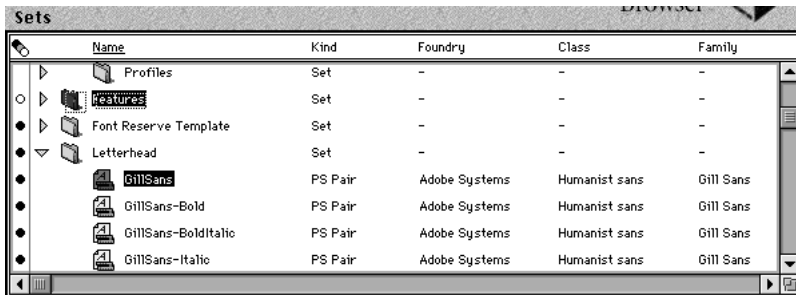
## Working with Sets

Since sets contain font references rather than fonts, you can modify the contents of sets easily. You can move font references to other sets, delete font references from sets, delete entire sets of fonts from Font Reserve, and share sets with other users. To provide a service bureau with a job's fonts, you can quickly create a folder of fonts from a set.

### Moving Font References to Other Sets

You can move or copy font references from one set to another. For example, if you accidentally place a font reference in the wrong set, you can move it to the correct set. To move or copy font references from one set to another:

- 1 Open the set containing the font references you want to move.
- 2 Select the font references to move. Click to select a font reference, Shift+click to select multiple font references, and marquee to select a range of continuous font references.
- 3 To move the font references, drag and drop them on another set. To copy the font references into another set, press the Option key while you drag and drop them on another set.



*Moving the GillSans font reference from the Letterhead set to the Features set.*

**Tip:** To scroll the **Sets** area, drag fonts to the title bar (to scroll up) or to the horizontal scroll bar (to scroll down).

## Chapter 9: Managing Sets

### Deleting Font References from Sets

You can modify the contents of a set by deleting font references. For example, you may change the fonts required for a job and wish to update the set. Deleting font references does not delete the fonts from Font Reserve or delete original font files. To delete font references from sets:

- 1 Open the set containing the font references you want to delete.
- 2 Select the font references to delete. Click to select a font reference, Shift+click to select multiple font references, and marquee to select a range of continuous font references.
- 3 Click the **Delete** button on the Browser.
- 4 An alert displays asking you to confirm the deletion. Click **Delete**.

**Tip:** To bypass the delete alert, press the Option key while you click the **Delete** button.

### Deleting Sets of Font References

You can delete entire sets, which will delete the nested sets and font references. You may wish to delete sets when you've finished working on a client's job, but need to maintain the fonts in Font Reserve. To delete sets of font references:

- 1 Select the sets to delete. Click to select a set, Shift+click to select multiple sets, and marquee to select a range of continuous sets.
- 2 Click the **Delete** button on the Browser.
- 3 An alert displays asking you to confirm the deletion. Click **Delete**.

**Tip:** To bypass the delete alert, press the Option key while you click the **Delete** button.

### Deleting Sets and Removing Fonts from Font Reserve

You can delete a set and simultaneously remove the fonts from Font Reserve. For example, if you add fonts for a job as a set, then finish the job, you may wish to delete the set and remove the fonts from your computer. To delete a set and remove the fonts from Font Reserve:

- 1 Select the sets containing the fonts you want to remove. Click to select a set, Shift+click to select multiple sets, and marquee to select a range of continuous sets.
- 2 Press Command+Shift and click the **Delete** button on the Browser.

- 3 An alert displays asking you to confirm the deletion. Click **Delete**.
- 4 The fonts are deleted from Font Reserve, but the empty set remains. To delete the set, select it and click the **Delete** button on the Browser.

### Exporting Sets of Font References


You can share your sets with other users by exporting sets. Exported sets contain information about the fonts — not font files — so the users you share the sets with must have the exact same fonts in their database to use the sets. To export sets:

- 1 Select the sets you want to export. Click to select a set, Shift+click to select multiple sets, and marquee to select a range of continuous sets.
- 2 Click the **Export** button.
- 3 Use the standard directory dialog box to create a new folder or navigate to a location for the exported sets.



*The **Export selected sets** dialog box.*

- 4 Click **Select** to create a file of exported sets.


A file for each set you export is placed in the location you specify. The exported set files are named according to the set names and look like this . You can email the set files to other users or make them available on a network.

### Importing Sets of Font References

To use sets from another Font Reserve user, you can import their set files. When you import a set, Font Reserve creates a new set with the same name and attempts to create the same font references. If the exact same fonts do not exist in your database, Font

## Chapter 9: Managing Sets

Reserve displays an alert showing you which fonts will not be included in the set. Therefore, to import sets reliably, you should import sets that reference fonts that are in your database. To import a set:

- 1 Copy the set file to your hard drive or make sure you can access it over a network.
- 2 Click the **Import** button.
- 3 Use the standard directory dialog box to navigate to the set files, which will look like this .
- 4 Select a set file and click **Open**. (You can import only one set at a time.)

**Note:** If the imported set has the same name as one of your existing sets, you will end up with two sets that have the same name. You may wish to change the name of the imported set or delete one of the sets.

### Backing Up Sets and Using Sets with a New Database

The sets you create are saved in the Catalog folder inside the Font Reserve Database folder. Therefore, if you create a new database, it will not include any sets. To back up sets, export them and save them on another volume. To use sets with a new database, export them and import them when another database is active.

### Delivering a Set to a Service Bureau

When you're working with sets, you're working with font references. However, when it's time to deliver fonts to a service bureau, you need the original font files.

To create a folder of fonts for delivery to a service bureau, drag the set icon from the **Sets** area to the Finder. This will create a folder on the desktop, with the same name as the set, that contains a copy of each font in the set. (If fonts in the set were added via the alias method, Font Reserve must be able to access the original font files to create copies of them.)

### Activating and Deactivating Sets

To activate or deactivate font sets, select the sets and use the **Perm**, **Temp**, and **Deact** buttons on the Browser. See "Activating/Deactivating Fonts" on page 70 for more information.



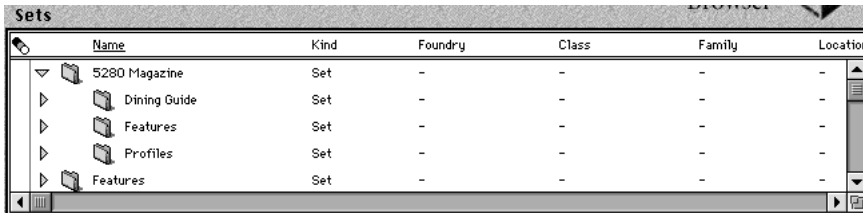
## Creating Nested Sets

You can place sets within other sets, then manipulate the sets individually or all at once. For example, if you're working on a magazine, you may have a set for the entire magazine that contains an individual set for each section. When you're printing a proof of the magazine, you can activate the entire set. However, if you're simply editing one section, you can activate its individual set. In this section, the entire set is referred to as the "parent" set; sets within it are referred to as "child" sets.

### Placing a Set in Another Set

You can place a set inside another set, or you can copy a set into another set. To place or copy a set into another set:

- 1 Select the child sets. Click to select a set, Shift+click to select multiple sets, and marquee to select a range of continuous sets.
- 2 To move the child sets into the parent set, drag and drop them on the parent set. To copy the child sets into the parent set, press the Option key while you drag and drop them on the parent set.



*Placing sets inside other sets. In this example, the Features set is inside the 5280 Magazine set, and remains as an individual set as well.*

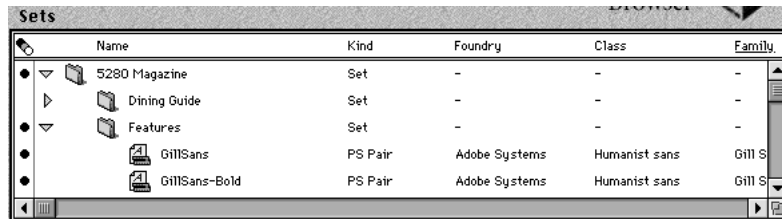
**Note:** If you place a copy of a set in another set, the two copies of the set are not linked to each other. Therefore, if you add fonts to an individual set, the fonts will not be added to a nested set of the same name.

### Removing Sets from Other Sets

To move a child set outside its parent set, select it and drag it to the title bar of the **Sets** area (for example, drag it on top of the **Name** column). To copy a child outside its parent so it's listed individually and within the set, press the Option key while you drag the set to the title bar.

### Viewing and Sorting Sets

The **Sets** area in the Browser lists all your sets, regardless of the filter in effect. The area is scrollable and resizable so you can quickly find the set you need. Sets are always sorted alphabetically by name, but you can change the sorting order of font references within the sets.



*The **Sets** area lists sets alphabetically by name.*

The **Sets** area works as follows:

- Font references within sets are sorted according to the underlined column. To change the sorting order, simply click a column heading or choose an option from the **Sort List** submenu of the **View** menu.
- All font references are always listed in the **Sets** area. Commands in the **Filter** menu have no effect on the **Sets** area.
- The **Group by Family** or **Group by Suitcase** commands in the **View** menu have no effect on the **Sets** area.
- To view the contents of a set, click the triangle next to the set name. Nested sets will be listed first alphabetically, followed by font references.
- The columns displayed in the **Sets** area are controlled by the **Columns** panel in the **Preferences** dialog box (**Edit** menu). The **Fonts** area and the **Sets** area always display the same columns.

**Note:** Do not double-click a set to open it. This will open a **Preview** for each font in the set — which can be time consuming. If you accidentally double-click a set, press Command+Period to prevent the **Previews** from opening.

## Chapter 10: Typical Configurations

*Font Reserve is designed for publishers — freelance graphic designers; advertising agencies; workgroup publishers producing magazines, newspapers, and books; and service bureaus and printers. Each type of typical user handles fonts differently, with freelance graphic designers typically maintaining their own fonts, workgroups preferring to share the same fonts, and service bureaus managing client's fonts. Font Reserve provides different methods for adding, activating, and managing fonts to suit these different methods of working with fonts.*

*As you continue to work with Font Reserve, you'll discover the methods that work best for your work environment. However, until you're comfortable with the software, you may wish to use one of the typical configurations provided here. Keep in mind that these configurations are simply suggestions and may need to be modified to suit your needs.*

### Freelance Graphic Designer

Freelance graphic designers usually own a great deal of fonts while occasionally downloading new fonts from the web or receiving fonts from clients. Taking advantage of several key features in Font Reserve will help freelancers work with their fonts more efficiently. Freelancers that are accustomed to using Suitcase can set up Font Reserve to mimic Suitcase if they wish.

#### Option 1: Using Font Reserve Efficiently

Consolidate all the fonts stored on your hard drive into the vault. This ensures that all your fonts are in one place and always available. To do this, use either the **Move into Vault** or **Copy into Vault** setting in the **Adding Fonts** panel when you add fonts. (If you have backup copies of your fonts on another volume, use the **Move into Vault** option so you don't have two copies of each font on your computer.)

If you add fonts from removable media, for example ZIP cartridges or CD-ROM, and you don't have enough space on your hard drive to store all these fonts, add these fonts to Font Reserve using the alias method. Use the **Leave in Place** setting in the **Adding Fonts** panel when you add the fonts. This allows you to catalog all your fonts without storing them all on your hard drive. When you want to use these fonts, you will have to mount the appropriate volume; Font Reserve will notify you when the need arises.

Once your fonts are in the database, you can use Font Reserve to help you clean up your font library by removing unnecessary fonts. For example, you can use the **Show Duplicate PS Names** filter to display all your fonts with the same PostScript name, then review the fonts to determine if you can delete any of them. You may have two versions of the same font, and decide that you only need to keep one. You will undoubtedly find fonts that you don't need. Before you delete any fonts, be sure that these particular fonts are not required for a job or project that you may need to work on at some point.

Once your font library is cleaned up, create sets for your current clients and projects. You can then activate sets permanently for ongoing jobs and activate sets temporarily for quick jobs. When you finish a job, you can simply drag the project's set out of the Browser to create a copy of the fonts for your service bureau. If you're editing quick jobs here and there, you can allow Font Reserve to activate fonts used in documents automatically (provided that you're not using PageMaker or Illustrator). If you're using QuarkXPress, take advantage of the Quark XTension provided with Font Reserve to ensure that you're activating the appropriate fonts.

In addition to creating sets, scan through your fonts and activate permanently any fonts that you use often. For example, activate the fonts used in your own letterhead and logo, and activate Zapf Dingbats, Symbol, Times, and Helvetica.

When you acquire new fonts, add them to the vault as well. Depending on how soon you'll be using the fonts, you can activate the fonts as you add them by clicking **Activate added fonts automatically** in the **Adding Fonts** panel.

### Option 2: Setting Up Font Reserve to Mimic Suitcase

If you're accustomed to using Suitcase, or if you prefer to store fonts with specific jobs, you can set up Font Reserve to mimic suitcase. When you add fonts, use the alias method by clicking **Leave in Place** in the **Adding Fonts** panel. Your font files will remain scattered throughout your hard drive and they will not be added to the vault. To further mimic Suitcase, choose **View** → **Group by Suitcase** when viewing fonts in the Browser.

Even if you use the alias method to add fonts and view fonts according to suitcases, you can still take advantage of Font Reserve's unique features such as sets, owners, classes, and filters.

### Advertising Agency or Workgroup Publisher

If more than one computer is involved in your publishing process, font management becomes extremely important. Any variation in fonts can cause missing fonts problems, inaccurate substitutions, and text reflow. In addition, administrators must ensure that the company owns licenses for the fonts used in all projects. You can use Font Reserve features to control these issues in a variety of ways.

#### Option 1: Each User Manages Their Own Fonts

If the Font Reserve users are not on a network, if they don't work on similar documents, or if they don't want to keep fonts on a centralized font server, each user can manage their own fonts as a freelance graphic designer would. Each user maintains his or her own font library stored in his or her own vault.

If the Font Reserve users are working over a network on the same documents — for example, at a site using the Quark Publishing System — users can still manage their own fonts. To prevent problems, the users must obtain their fonts for common jobs from the exact same source. For example, if a user receives a CD-ROM of fonts with Adobe PageMaker, they cannot be sure that the font versions are the same as fonts received on a CD-ROM with Adobe Photoshop.

The administrator should create the master font library, ensuring that all the fonts in the library have been properly licensed by the company, and that the company owns sufficient licenses for each of the fonts in their library. The administrator can distribute this library to each of the users in the workgroup by copying the font library to each user's machine, or placing the font library on an accessible server so each user can download and add these fonts to Font Reserve themselves. For special projects, the administrator can place the required or approved fonts for the project on a common server for users to copy to their machines. Once the users have copied the fonts to their machines, they can decide whether to add fonts via the alias or vault method, and manage their fonts as they wish.

#### Option 2: Using Copies of the Same Database

To ensure that users have the same fonts, the administrator can create a master Font Reserve database. The master database — which includes copies of all the fonts in its vault — is then distributed to all the users in the workgroup. The administrator can maintain the master database and determine how often to redistribute the master database to all the users in the workgroup.

To create the master database, the administrator adds all the fonts to Font Reserve using the vault method. The master database can also include all the custom sets, filters, classes, owners, and foundries appropriate to the workgroup. The administrator then distributes the master database to all the users by copying the database folder to each of the client machines. The users on the client machines select the master database folder that was copied to their hard drive through the Font Reserve Settings control panel.

Users can customize their copy of the master database by adding their own fonts (either via the vault or alias methods), or by creating their own sets, filters, classes, owners, and foundries. However, if the master database is updated and redistributed, the users will lose their customizations. To maintain their customization, users can export their sets, filters, classes, owners, and foundries before the database is updated, then import them into the new database. See “Saving Classes, Owners, and Foundries” on page 141 and “Exporting Sets of Font References” on page 149.

### Sharing Fonts on a Server

Many large workgroup environments prefer to store their font library on a centralized “font server,” and have all the users access the fonts over the network. This provides the administrator with tight control over the company’s font library. Font Reserve allows you to create this type of a setup.

To do this, the administrator creates one master database that accesses the fonts over the network, and then distribute copies of this database to all the user within the workgroup. To create this database, ensure that all the fonts you want to add to the master database reside somewhere on the server volume. Mount the server volume on the client machines. On the client machine, turn on Font Reserve and drag the server volume icon into the Browser. Click **Leave in Place** in the **Adding Fonts** panel. Font Reserve creates an alias to each font, which remains on the server. Since no fonts are added via the vault method, the vault remains empty.

Once the database is created, the administrator distributes it to all the users in the workgroup by copying the database folder to each of the client machines. The users on the client machines select the master database folder that was copied to their hard drive through the Font Reserve Settings control panel.

To use this method, the font server volume must be mounted on each of the client machines whenever the users need to access the fonts. If the server volume is not mounted when the user attempts to access a font, Font Reserve will prompt you to mount the server.

## Chapter 10: Typical Configurations

When a user activates a font through their local Font Reserve database, the font is activated on the server. Font Reserve activates fonts in such a way that multiple users can access and activate the same fonts at the same time. If users find this approach too slow due to network traffic or other issues, they can choose to activate fonts using the **Activate Copies** setting in the **Activation** panel. When a user activates a font with this option in effect, Font Reserve makes a local copy of the font, and the font is activated on the user's machine rather than over the network. When the user deactivates the font, the copy is removed from the local machine.

If new fonts are added to the font server, they must be added (again, using the alias method) to the Font Reserve databases on each of the client machines. This can be done by adding the fonts to the master database and redistributing the database to all client machines, or by manually adding the new fonts to each of the client machines. You can also use the powerful AppleScript support within Font Reserve to automate the updating of the client databases.

### Sharing Sets, Classes, Filters, Owners, and Foundries

If Font Reserve users are working with copies of the same Font Reserve database, they will have the same initial sets, filters, classes, owners, and foundries. If the system administrator or any other user creates a helpful item — such as a list of owners — they can export that item and distribute to other users.

The ability to import and export custom items is especially useful when working with sets. Once a user creates a set for a specific job or project, the set can be exported and copied to all the other users working on the same job or project. Each user can import the set into their Font Reserve database, and the set will be automatically created. This helps ensure consistency with the fonts used on a particular job or project. See “Exporting Sets of Font References” on page 149 for more information.



## Service Bureau or Printer

Service bureaus and printers have font-management issues unlike most other users: handling the scores of fonts delivered by clients each day, ensuring that the appropriate fonts are used to output each job, controlling the number of active fonts, and deleting fonts that are no longer necessary. Fortunately, many features in Font Reserve are designed to address service bureau-specific issues.

### Managing House Fonts

Service bureaus generally own an extensive library of fonts that may be used to print their materials or to print documents for clients that do not provide fonts. To keep these fonts separate from clients' fonts, the service bureau's fonts can be stored in the vault. There will never be a question about where the font files are or who they belong to.

### Adding Clients' Fonts

Whether you require clients to deliver fonts with jobs or they're educated enough to do it on their own, you're likely to receive anywhere from a few individual font files to a hundred or more fonts with each job. The way you add those fonts to the database will depend somewhat on the nature of the client or the nature of the job.

Generally, it makes sense to keep the client fonts together with the rest of the client job files. You could set up a folder hierarchy in which you maintain all customer jobs along with their fonts. When a customer brings their job in, it is added to this hierarchy, either on a server, or on one of the operators machines. When you are ready to run the job, the fonts need to be added to Font Reserve. The way you add those fonts to the database will depend somewhat on the nature of the client or the nature of the job.

- For a repeat client that prints the same job on a regular schedule, you might add the fonts as a set via the alias method, and tag these fonts with the name of that owner or that particular job. Then any time the client shows up, you activate the set, making sure the font files are available, and print their job. Since you're keeping the fonts on the machine, and the client has a set for the job, you don't need to worry about deleting the fonts later.

## Chapter 10: Typical Configurations

- For a new client with a one- or two-page job, you might use the **Add temporarily Expert Option**. The fonts are added to the database and immediately activated; when you shut down the computer, the fonts are removed from the database. For a quick job, especially one with only a few fonts, you may not want to bother creating a new owner or set that you would need to delete later. So add the fonts temporarily to the **Fonts** area. If you receive this type of job often, you might set up the DropFont applet specifically to handle these fonts.
- For a client with a large job, especially one with many fonts, add their fonts as a set via the alias method. (Do not add the fonts temporarily as the output may take several days and the computer is likely to be shut down.) It's particularly important that you add these fonts as a set, and that you tag them with the owners name. If the publication includes many advertisements, the document may require one or two fonts from 30 or 40 families, all coming from a variety of sources. In this type of publication, it wouldn't be uncommon to have two versions of the same font used: for example, two versions of Garamond Book used by different designers in different ads. Yet each ad requires their specific version of the font. In this situation, it's important that you know precisely which fonts were received with the publication and that those fonts are activated.

# Chapter 11: Troubleshooting

*You may encounter three types of issues while working with Font Reserve: general program errors, memory-related issues, and performance-related issues. This section describes typical issues you may have with the software and offers solutions. You may wish to skim through this section so you'll easily recognize these issues and know that you can attempt to resolve them.*

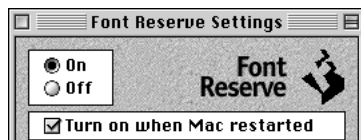
*If the solutions offered here do not solve any problems you're experiencing — if you experience other types of problems — please contact DiamondSoft technical support at [techsupport@diamondsoft.com](mailto:techsupport@diamondsoft.com) or (415) 381-3303.*

## Solving Program Errors

You may occasionally encounter an application error while working with Font Reserve. The error will be indicated by an alert that says “A program error occurred,” which may be followed by additional information. Most often, these errors are transient, meaning that they are not likely to reoccur after you restart your system. These errors are generally not major problems, and once resolved, should not affect the operation of Font Reserve.

If you encounter one of these errors, try the following procedures, in order, until one fixes the problem:

- Quit and relaunch the Browser.
- Quit the Browser and open the Font Reserve Settings control panel. Turn Font Reserve off and back on again using the **On** and **Off** buttons at the top of the dialog box. Relaunch the Font Reserve Browser.



*The **On** and **Off** buttons in the Font Reserve Settings control panel.*

- Restart your computer.
- Increase the amount of RAM allocated to Font Reserve (see “Changing the Memory Partition” on page 22), then restart your computer.

If the problem still persists, report the problem to DiamondSoft technical support at [techsupport@diamondsoft.com](mailto:techsupport@diamondsoft.com) or (415) 381-3303.

The worst case scenario is that your database has become corrupt and will need to be rebuilt or replaced with a backup.

## Handling Memory Issues

The default memory settings for Font Reserve and the Browser should be sufficient for most typical operating conditions. However, in certain situations, you may need to increase the memory partition either temporarily or permanently.

### Increasing Memory Temporarily or Permanently

If you're planning to add a large number of fonts all at once, or if you're planning to print a specimen book containing a large number of fonts, you should probably increase the amount of RAM allocated to Font Reserve and the Browser for the duration of the task.

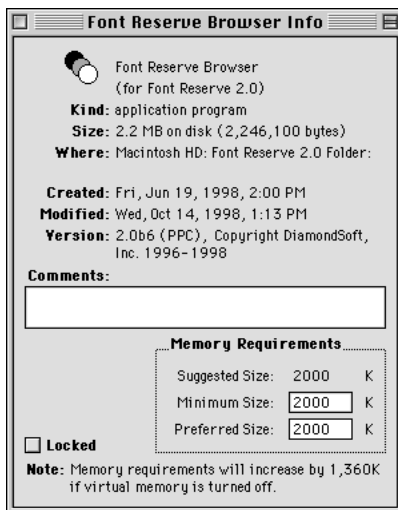
If you have a large number of fonts in Font Reserve (3,000 or more), or if you habitually group fonts by family or suitcase, we recommend that you increase permanently the amount of RAM allocated to Font Reserve and the Browser.

### Responding to Memory-Related Errors

Increase the memory if it seems that Font Reserve is performing tasks slowly, or if you receive a low-memory error message such as: "Font Reserve is getting low on memory. You may want to adjust its memory setting," or "Font Reserve Browser is getting low on memory. You may want to adjust its memory setting."

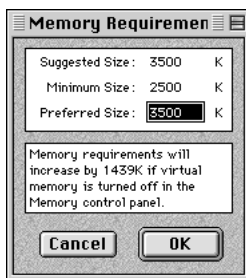
If the warning refers to the Browser, quit the Browser. At the Finder, locate and select the Font Reserve Browser application in the Font Reserve 2.0 Folder. Press Command+i to display the **Info** dialog box, then increase the value in the **Preferred Size** field.

## Chapter 11: Troubleshooting



The Finder's **Info** dialog box for the Font Reserve Browser application.

If the warning refers to Font Reserve, quit the Browser and open the Font Reserve Settings control panel. Turn Font Reserve off using the **Off** button at the top of the dialog box. In the **Settings** area, click the **Memory** button. Increase the value in the **Preferred Size** field, then click **OK**. Click the **On** button to start Font Reserve with the new memory allocation.



The **Memory Requirements** dialog box lets you change the memory allocated to Font Reserve.

## Resolving Performance Issues

In general, the performance of Font Reserve is based on a number of factors, including: the size of your database, the amount of RAM allocated to Font Reserve, the speed of your machine, and the location of your physical font files. To maximize the performance of Font Reserve on your machine, you can use the alphabet strip to limit the number of fonts displayed, increase the memory allocated to Font Reserve, and defragment the drive that contains your database.

### Using the Alphabet Strip

If you have a large number of fonts in your database, you will notice a great improvement in general performance if you consistently use the alphabetic strip above the **Fonts** area in the Browser. Rather than displaying all your fonts at once, use the alphabetical indices to display only fonts that begin with specific letters. See “Displaying Fonts According to the First Letter” on page 83 for more information.

### Increasing RAM Allocated to Font Reserve

You can improve overall performance, up to a point, by increasing the amount of RAM allocated to Font Reserve (not the Browser). Use the following table as a rule of thumb:

Number of Fonts	RAM Allocated to Font Reserve
<3000	Default RAM up to 5MB
3000–5000	6MB
5000–7000	7MB
7000–10000	8MB
>10000	10MB*

\*Increasing RAM above 10MB probably will not yield a huge performance increase.

### Defragmenting the Database’s Hard Drive

Font Reserve’s performance will increase if you defragment the drive containing your Font Reserve database. Defragmenting your drive will defragment the Font Reserve database files, which will result in improved database performance.





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