



SUITCASE™ 8

User Guide
Version 8.0 for Macintosh®

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Extensis Europe
Zonnebaan 34
3606 CB Maarssen
The Netherlands

Telephone: #31 (0)30 247 50 50
Fax: #31 (0)30 241 20 39
E-mail: extensis@euronet.nl

Extensis Corporation
1800 SW First Avenue, Suite 500
Portland, OR 97201

Telephone: (503) 274-2020
Fax: (503) 274-0530
Technical Support: (503) 274-7030
E-mail: support@extensis.com
<http://www.extensis.com>

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Introducing Suitcase 8

Welcome to Suitcase™ 8! Suitcase 8 is a collection of powerful font management utilities that make working with fonts faster and easier than ever before.

With Suitcase 8 you can group fonts and open them only when you need them, saving valuable system resources. You can even have Suitcase open fonts automatically when an application is launched.

Other tools in this valuable collection allow you to organize your fonts, prevent font conflicts, view fonts in font menus in WYSIWYG format, and have missing fonts in QuarkXPress documents opened automatically.

The Suitcase 8 collection includes: Suitcase 8, Suitcase 8 XT (an XTension for QuarkXPress), Suitcase 8 MenuFonts, and Suitcase 8 FontAgent.

System and Software Requirements

To install and use Suitcase, you will need the following:


Macintosh:

- Macintosh® PowerPC® or compatible computer
- 4MB RAM, minimum
- 4.5MB free hard drive space
- Mac OS® System 7.5.5 or later, including 8.6
- To use Suitcase 8 XT: QuarkXPress, version 3.32 or higher
- To use Suitcase 8 Online Help: Suitcase 8 requires version 4.0 or later of the most popular web browsers, such as Netscape Navigator/Communicator or Microsoft Internet Explorer.

Installation

You can find instructions for quick and easy installation on the CD-ROM that is included with your product or, if you downloaded an Extensis product installer from our web site, running the installer will place an informational Read Me on your hard drive.

Using this Manual

This User Guide covers Suitcase 8 for Macintosh and Power Macintosh. When describing keyboard shortcuts, “⌘” refers to the  or “command” key. References to menu selections are shown as Menu > Command.

For a complete list of keyboard shortcuts, refer to the “*Tips and Shortcuts*” section of *Suitcase 8 Online Help*.

Registration

It is important to register your copy of Suitcase so we can provide you with the best possible service. Registered users of Suitcase 8 are eligible for technical support, information regarding new versions and products, discounts and special offers on new products.

Your registration number is located inside the CD package, or was sent to you via email if you purchased through our website. You will need to enter that number to personalize your copy of Suitcase 8.

If you choose not to personalize your copy, Suitcase will run in a demonstration mode that allows you to use the product for 30 days. You can purchase this product in the US at 1-800-796-9798 or 1-503-274-2020. In Europe call 31 (0) 30 247 50 50.

Technical Support

For questions regarding Suitcase, please first refer to this manual, which describes the features and basic operations. We invite you to visit our Suitcase 8 page on the Extensis website (<http://www.extensis.com>) for frequently asked questions (FAQs) and troubleshooting tips.

If you have a question which is not addressed in this manual or on the Extensis website, Technical Support is available by phone at (503) 274-7030 Monday through Friday 8:00 a.m. to 5:00 p.m. Pacific time. When calling for technical support, please be at your computer and have the following information available: your Extensis Suitcase 8 registration number, your computer configuration and your question or a description of the difficulty you’re experiencing—what specifically occurs and when. Take note of any displayed error numbers or messages and any other information you think may be relevant.

Tip

We can also be reached by:

Fax: (503) 274-0530

E-mail: support@extensis.com

Internet:

<http://www.extensis.com/support>

Suitcase 8 Feature Summary

Suitcase 8 is an application and system Extension that together allow you to group and open fonts only when you need them, saving valuable system resources.

The following list highlights some of the major features of Suitcase 8:

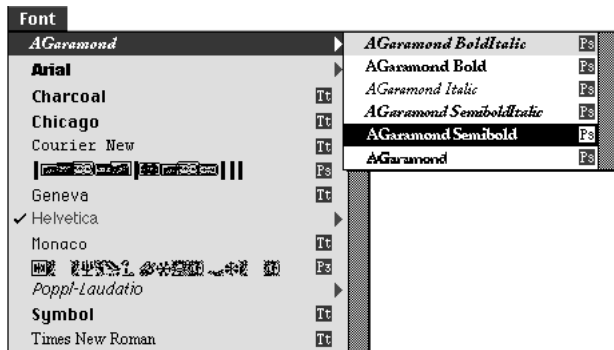
- **Drag and Drop**—allows you to easily and intuitively manage your fonts by dragging and dropping from the Finder, and between Sets in the Suitcase window.
- **Startup Set**—allows you to specify fonts to be opened automatically each time the system starts up.
- **Application Sets**—allows you to specify fonts to be opened automatically each time a particular application is launched.
- **Temporary Fonts**—allows you to drag and drop fonts onto the Suitcase application icon for immediate use, without creating sets or adding fonts to a set inside Suitcase.
- **Remote Access**—allows you to open fonts on removable hard drives and remote servers.
- **Font status**—allows you to easily see which fonts are currently open and available to the system. You can also view lists of System fonts, Suitcase fonts, and Temporary fonts.
- **Font preview**—allows you to preview font characteristics like what the font looks like, and the name and path of any associated printer font.
- **Application**—Suitcase is now an application rather than a desk accessory, allowing you easy access to its many functions and features.
- **AppleScript**—allows you to automate font operations using AppleScript.

***Font Compression Note:** Suitcase 3.0 would compress screen fonts upon request. Extensis has determined that this feature caused font corruption and system crashes, and so has removed it from Suitcase 8. Suitcase 8 will decompress any fonts that it opens, and will store them as decompressed. There is no option available from Suitcase 8 to re-compress these fonts.*

Suitcase 8 Utilities

Suitcase 8 includes three additional utilities to make font management even easier:

- **Suitcase 8 XT:** An XTension™ for QuarkXPress® that automatically opens missing fonts using Suitcase 8. See *Suitcase 8 XT (pages 48 through 54)* for details.
- **Suitcase 8 MenuFonts:** A control panel that displays font menus in WYSIWYG format. See *Suitcase 8 MenuFonts Online Help* for details.



- **Suitcase 8 FontAgent:** An application that helps you organize, manage, and repair fonts, ensuring that your font library is always ready when you need it. See *FontAgent Online Help* for details.

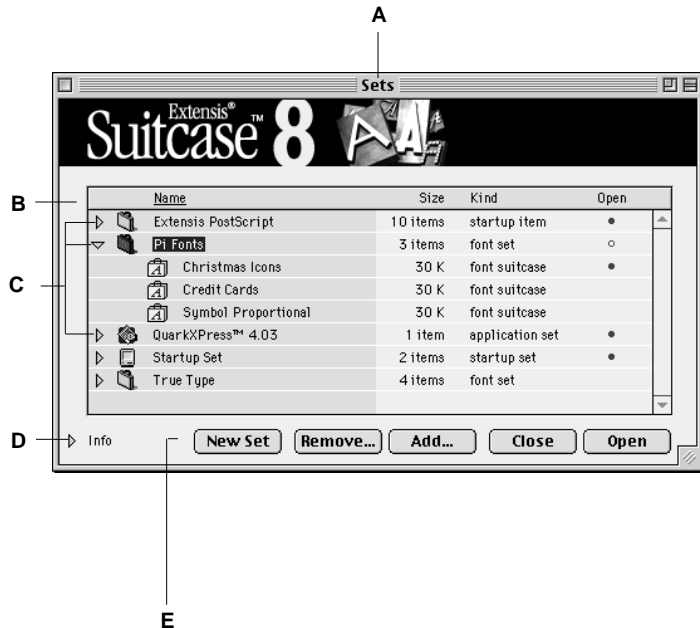
Getting Started

This section provides a brief overview of the most common Suitcase functions so that you can get up and running quickly; for detailed information on the many features available with Suitcase, refer to other sections in this User Guide, and to the comprehensive Suitcase 8 Online Help.

Suitcase Basics

Open Suitcase by choosing "Suitcase" from the Apple menu, or by double-clicking the Suitcase application icon. If the Sets window is not visible, choose "Show Sets" from the View menu.

- A** Sets window: This is the main Suitcase window. Most operations and functions can be accessed from the Sets window.
- B** Status: Shows you instantly which fonts and font sets are Open, Closed, and/or Compressed. Also shows how many items are in each set, and what each item is.
- C** Sets: Allows you to create groups of font suitcases (including folders of fonts) to open and close at the same time. Click the twisty arrow to expand or collapse the list of items in the set. Create standard Font sets or Application sets; even add items to the special Startup set so that they open automatically each time the system is started up. Drag and drop items from one set to another.
- D** Info: Expand the Info panel to see information about the selected item.
- E** Command buttons: Lets you quickly create and add to sets, and open and close fonts and sets. You can also drag and drop font suitcases, and even folders of fonts, into this window to automatically add fonts or create new sets.



Overview

To use Suitcase to manage your fonts you'll first need to create "sets" for your fonts, add fonts to those sets, then open either complete sets or individual suitcases within a set, so that the fonts are available within your applications. When you are finished using fonts or sets, simply open Suitcase and close the fonts, or allow the fonts to be closed automatically when the system is shut down or restarted.

You can create Font sets and add fonts at the same time by dragging and dropping folders of fonts into the Sets window in Suitcase, or you can use the "New Set" command or button to create sets, then use the "Add..." command or button to locate and add desired fonts to those sets.

You can have Suitcase open fonts automatically when the system starts up by putting them in the Startup set. You can also drag application icons into the Suitcase Sets window to create Application sets. Fonts added to Application sets are opened automatically when the application is launched.

Note: All fonts opened in Suitcase remain open until you close them, or until the system is shut down or restarted.

To open fonts using Suitcase:

Note: The Suitcase extension is automatically activated when you restart your computer after the program is installed. However, until you actually add fonts to a set from within Suitcase and "open" those fonts for use, Suitcase does nothing.

1. Open the Suitcase Sets window.

The Sets window is the main window in Suitcase.

To open Suitcase, choose "Suitcase" from the Apple menu, or double-click the Suitcase application icon.

If the Sets window is not visible, open it by choosing "Show Sets" from the View menu, or press **⌘1**.

2. Create a font “set” and add fonts to it.

You can use the “New Set” and “Add...” buttons to create sets and add fonts to them, or you can drag and drop folders of fonts to automatically create a new set and include the fonts inside the folder to the new set.

3. Open the set, or individual font suitcases in the set.

Select the sets and/or individual fonts that you want to open (make available to the system and your applications), then either double-click to open them, or click “Open.”

The fonts will be made available to your applications just as if they were opened by the Mac OS from the Fonts folder at start up time.

4. When you’re finished using a font or set of fonts, close them to return the system resources to the system. Or simply wait until the system is shut down or restarted, at which time open fonts are automatically closed.

Select the sets and or individual fonts that you want to close, then click “Close.” The fonts will be closed, and will not be available for use in applications.

That’s all there is to it! Of course Suitcase offers numerous functions and features to make opening fonts when you need them as easy as possible, to ensure that font conflicts are avoided, to allow you to preview fonts, view font status, and more. These options are covered in detail in the following sections, and in the comprehensive Suitcase 8 Online Help.

Windows and Menus

All windows and menus are accessed from the Suitcase application.

To open Suitcase: Choose “Suitcase” from the Apple menu, or double-click the Suitcase application icon, or press the specified hot-key (default is **⌘-Option-S**).

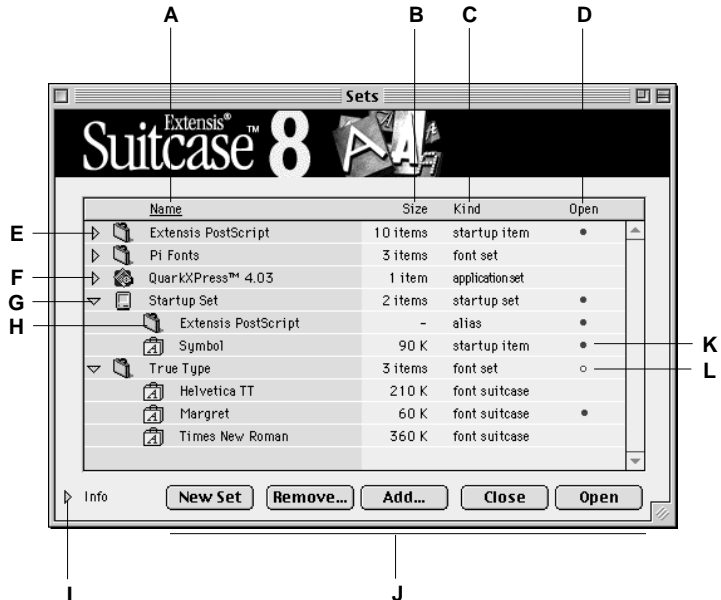
Sets Window

The Sets window is where you create and work with Suitcase Sets.

To open the Sets window: Choose “Show Sets” from the Suitcase View menu, or press **⌘1**.

Suitcase Sets Window

- A** Name: Displays name of item being managed by Suitcase. Underline shows which column the list is sorted by. Click column title to sort.
- B** Size: Item size, or number of items in set.
- C** Kind: Set or item type.
- D** Open: Solid bullet indicates that item is open, or that all items in a set are open. Hollow bullet indicates that some, but not all, items in the set are open.
- E** Set: Allows you to create groups of font suitcases or sounds (including folders of fonts) to open and close at the same time. Click the twisty arrow to expand or collapse the list of items in the set.
- F** Application set: Allows you to create sets of fonts or sounds that open when the application is launched.
- G** Startup set: Allows you to automatically open items or sets when the system is started up.
- H** Alias: In Suitcase, you can add sets to other sets (Suitcase creates an alias to the original set).
- I** Info: Provides access to additional information about the selected font.
- J** Command buttons: Allows you to manage fonts and sets. See [page 13](#).
- K** Hollow bullet: Indicates that some, but not all, items in a set are open.
- L** Solid bullet: Indicates that the item is open, or all items in a set are open.



Sets Window Buttons and Info Panel

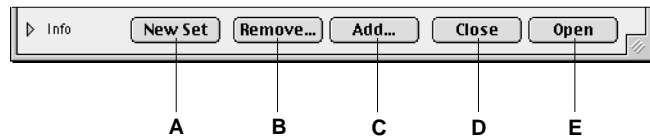
Sets Window Buttons

- A New Set: Click to create a new set.
- B Remove: Click to remove selected items or sets from Suitcase. *Removing fonts from Suitcase does not delete them from the hard drive.*
- C Add: Click to locate and add items to selected sets.
- D Close: Click to close selected items or sets.
- E Open: Click to open selected items or sets.
- F Application set: Allows you to create sets of fonts or sounds that open when the application is launched.

Info Panel

- A Info: When expanded (by clicking the arrow) provides access to additional information about the selected font.
- B Kind: Indicates item kind: Startup set, Font set, Application set, font, or font suitcase.
- C Where: Displays the location (path) of the selected item.
- D Show: Click to open the fonts window for the selected item. *This button is available only when an individual font or suitcase is selected.*

Sets Window Buttons



Info Panel (Expanded)



The Fonts Window

The Fonts window lists fonts in different ways (open, temporary, suitcase, and system fonts), and can be used to display additional information about a selected font.

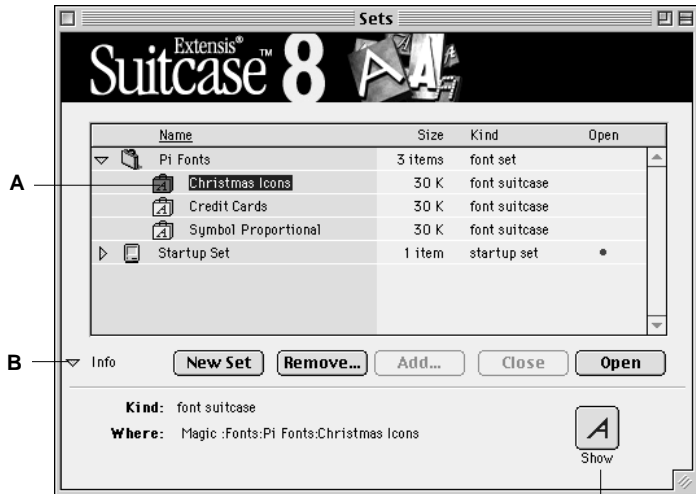
This window can be opened by clicking the Show button on the Sets window, or by choosing the appropriate item from the Suitcase View menu: Show Open Fonts (⌘2), Show Temporary Fonts (⌘3), Show Suitcase Fonts (⌘4), or Show System Fonts (⌘5).

- A** Selected Item: Some information about the selected item is displayed in the expanded Info panel. See also *page 15*.
- B** Info: Expanded Information area. See also *page 15*.
- C** Show button: Click to open the Fonts window for the selected item. *Note: This button is available only when a font or suitcase is selected.*

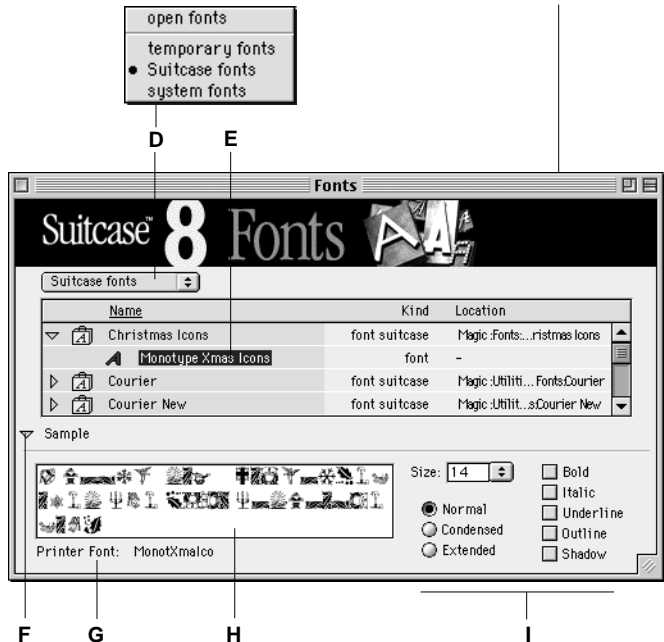
Fonts window

- D** Fonts window pop-up menu: Choose for display any of the following item lists: all Open fonts, all Temporary fonts, all Suitcase fonts, or all System fonts. *Note: You can also show any of these items by selecting the appropriate option from the View menu.*
- E** Selected item: All items in a selected suitcase are listed, and a sample of the first item in the suitcase is displayed (see **F** through **I**).
- F** Sample Preview: When expanded, shows a preview of the selected font. Click the arrow to collapse or expand the Sample Preview area.
- G** Printer font: For PostScript fonts, displays the name of the required printer font.
- H** Font preview: Displays a sample of the selected font in the size and type indicated in **I**. You can change the text in the Preview box by selecting it and typing in the text of your choice. Preview text is the same for all fonts.
- I** Size and type: Allows you to select the size and type of the font sample shown in the preview (**H**).

Sets window



Fonts window



File	
New Font Set	⌘N
New Application Set...	⌘O
Open Items	⌘I
Close Items	⌘K
Close Window	⌘W
Add To Selected Sets...	⌘L
Add To Temporary...	⌘T
Add To Startup Set	⌘`
Quit	⌘Q

Tip

You can also create a new set by dragging a font folder icon into the open Sets window.

You can create an application set by dragging the application icon into the open Sets window.

Tip

You can add items to any set by dragging icons into the appropriate set from the open Sets window.

File Menu

New Font Set

Creates a new, untitled font set in the Sets window.

New Application Set

Allows you to create an application set by locating the desired application program in the Finder files and folder hierarchy.

Open Items

Opens the item(s) selected in the Sets window.

Close Items

Closes the selected item(s) in the Sets window.

Close Window

Closes the front-most open window.

Add to Selected Sets

Allows you to add items to the selected set by locating the desired items on disk.

Add to Temporary

Allows you to open item(s) temporarily, without creating a set. Temporary sets will be closed automatically when the system is shut down.

Quit

Quits the Suitcase application.

Note: Closing the Suitcase application has no effect on the sets and suitcases being managed by Suitcase.



Tip

You can also remove selected items by pressing the **Delete** key, or by clicking the Delete button on the Sets window.

Edit Menu

Undo

Allows you to undo changes made when renaming a list item.

Cut, Copy, Paste, Clear

Available when a dialog box appears, and when you edit the sample text in the font preview box in the Show Fonts window.

Select All

Choose all elements in a list or text box.

Remove Selected Items

Removes selected elements in a list or text box.

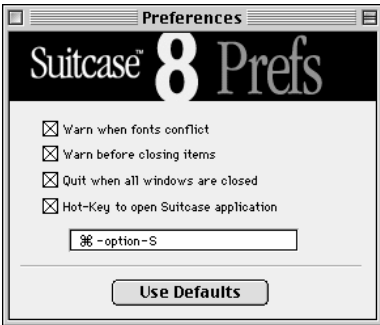
Preferences

Warn when fonts conflict: When two or more fonts have identical names, there is a "font conflict." In a font conflict the Mac OS cannot determine which font to use and chooses arbitrarily. This option allows Suitcase to notify you immediately when you open fonts and one or more font names conflict with the name of a font that is already open. When a font conflict occurs, Suitcase does not open the conflicting font-instead it places a yellow caution icon in the Sets window next to the font indicating that it conflicts with another font. See also *page 41*.

Warn before closing items: Allows you to have Suitcase warn you before closing items. Enable this option to keep you from closing items accidentally. See also *page 40*.

Hot-key to open Suitcase application: Allows you to specify the key combination for opening the Suitcase application. Default is ⌘-Option-S. See also *page 40*.

Quit when all windows are closed: Allows you to close the Suitcase application when the last window is closed. See also *page 41*.



View	
Hide Info	⌘ I
Show Sets	⌘ 1
Show Open Fonts	⌘ 2
Show Temporary Fonts	⌘ 3
Show Suitcase Fonts	⌘ 4
Show System Fonts	⌘ 5

Tip

You can also open the Sets window by pressing ⌘1.

View Menu

Show/Hide Info

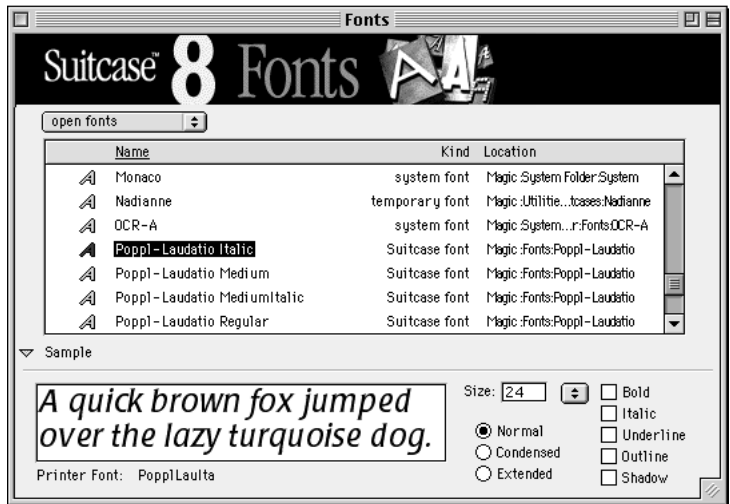
Show Info displays the Info area of the Sets window, or the Sample area of the Fonts window. Hide Info collapses, or hides this area.

Show Sets

Displays the Sets window. When the Sets window is open, this menu item is dimmed.

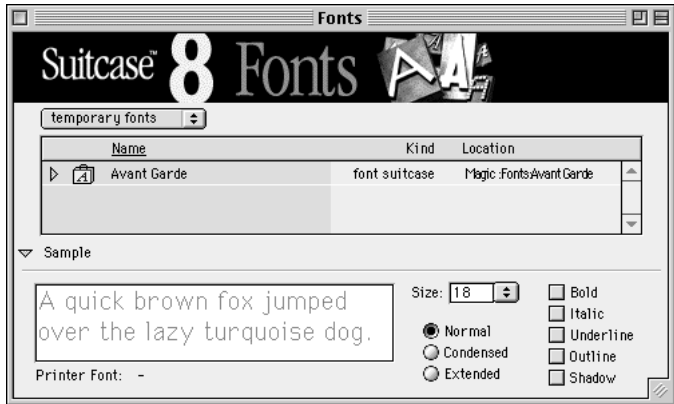
Show Open Fonts

Displays the Fonts window, showing all the currently open fonts, including those open in the System (fonts in the Fonts folder in the System Folder), fonts opened by Suitcase (shown as a solid bullet in the Sets window “Open” column), and any currently opened temporary fonts.



Show Temporary Fonts

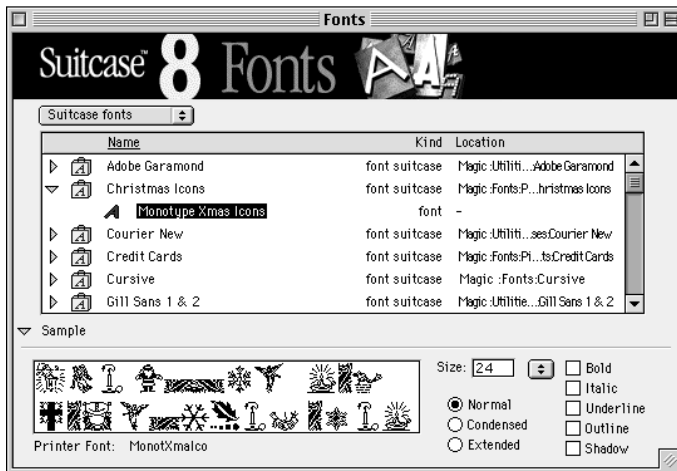
Displays the Fonts window, showing only the currently open temporary fonts.



Note: Since Temporary fonts are not a part of a set, they do not appear in the Sets window.

Show Suitcase Fonts

Displays the Fonts window, showing only the fonts being managed by Suitcase. Suitcase fonts are shown whether they are currently opened or currently closed.

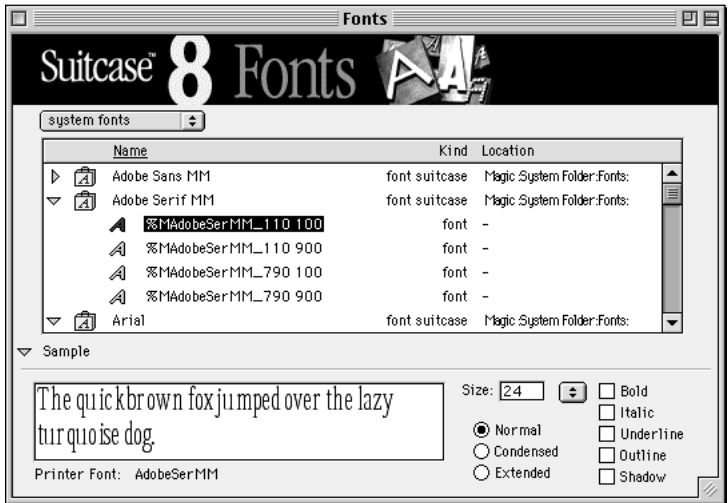


Show System Fonts

Displays the Fonts window, showing only the fonts found in the Fonts folder of the System Folder.

Tip

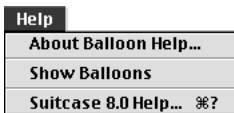
System fonts are opened by the Mac OS when the system is started up, but they are not managed by Suitcase. To open fonts at startup time but maintain the ability to close and reopen them as necessary, remove them from the Fonts folder in the System Folder and add them to the Startup Set in Suitcase.





Tip

When you work with documents created on another Macintosh system, it can be helpful to import Font IDs from the source computer. This gives Suitcase a complete profile of the font IDs it needs in order to use fonts from that Macintosh.



Tools Menu

Use Local Font IDs

Restores the font IDs that were in use before font IDs were imported.

Import Font IDs

Allows you to import Font ID files created previously with Suitcase. A font ID is a number that uniquely identifies a font. Font IDs and other resource IDs are used internally by the Mac OS and other applications, including Suitcase. A font ID file contains a list of every font and its corresponding identification number. Import font IDs in order to resolve conflicts that may arise when using fonts from another Macintosh on your machine.

Export Font IDs

Allows you to create a Font ID file. A Font ID file contains a list of every active font on your Macintosh and its corresponding identification number.

Create Empty Font Suitcase

Allows you to create and name an empty font suitcase and place it anywhere on your system or a connected network. You can then place PostScript screen fonts, QuickDraw GX fonts, TrueType fonts, or sounds into the suitcase. Items in a suitcase are referred to by the Mac OS as one file.

Help Menu

Show/Hide Balloons

Enables Mac OS Balloon Help, which displays a descriptive text balloon when you move the cursor over a menu item.

Suitcase Online Help

Launches Suitcase Online Help, a comprehensive, HTML-based information system you can use while the Suitcase application is open. Online Help will automatically open the system's default Web browser.

Suitcase 8 and Adobe Type Manager™

Suitcase 8 works flawlessly with Adobe Type Manager (ATM). However, some of the features in ATM Deluxe are also found in Suitcase 8. This means that if you use ATM Deluxe, you will need to replace it with the standard version of ATM.

To replace ATM Deluxe with ATM:

- 1. Obtain a copy of the Adobe Acrobat Reader in order to get Adobe Type Manager.**

ATM is provided free from Adobe Systems, Inc. as part of the standard Acrobat Reader installation. A copy of this installer is located on the Extensis CD, inside the “3rd Party Products” folder.

You can also download the Adobe Acrobat Reader installer from the Adobe web site at: <http://www.adobe.com>

- 2. Run the Acrobat Reader installer.**

A folder labeled “Adobe Acrobat 3.0” will be created.

- 3. Inside the Acrobat Reader folder, locate Adobe Type Manager (ATM).**

- 4. Drag the ATM icon to the System Folder of your startup disk.**

This will replace ATM Deluxe with standard ATM.

- 5. Restart your computer to activate ATM.**

Managing Fonts with Suitcase

This chapter explains how Suitcase uses sets to help you manage your fonts, and shows you how to create and work with Suitcase sets.

Overview of Suitcase and Font Management

If you haven't used Suitcase before, you (like most Macintosh users) probably have most of your fonts in your System Folder, which means the Macintosh Operating System (Mac OS) opens all of your fonts at startup time. This arrangement has some advantages, because it means all your fonts are always open and your applications can find any font at any time.

On the other hand, having every font open all the time can have its disadvantages (especially if you have a lot of fonts) because you probably have fonts open that you don't need, consuming memory and slowing down your Macintosh. Or, you may even be at the point where you have so many fonts that the Mac OS simply cannot open them all, and you spend time swapping them in and out of the System Folder.

Now that you have Suitcase, you can keep your fonts outside the System Folder, yet easily open as many fonts as you want, any time you want, without wasting precious system resources. You can access the fonts conveniently, turning them on only when you need them, then turn them off as soon as you're finished with them (or automatically the next time you restart the system) thereby releasing system memory for other uses.

How Suitcases Work

To allow you to turn fonts on and off at your convenience, you will create "sets" of fonts or font folders. A set is a list of the fonts that you can open or close at the same time.

For example: You might create a set containing all of the fonts that you need for a particular project. When you are ready to work on the project, you can open the necessary fonts, all at the same time, with just the click of a button. When you're finished with that project, you can close the fonts the same way that you opened them. Or you can specify that a font set be an "application set" in which case the fonts will be opened or closed automatically when the system is shut down or restarted.

You can put fonts from local and/or remote drives into a set (as long as the remote drive is available when you want to open those fonts). Fonts that you put into sets in Suitcase behave as aliases of the actual fonts on your hard drive. That is, when you add, copy, move, or remove a font in a set, the actual font on your hard drive is left unchanged. Besides font files, font folders, and font suitcases, you can also put sound files into sets and open and close them with Suitcase.

Note: If you move or rename the fonts in a set, you will need to recreate the set using the new font name or location.

Kinds of Sets

Suitcase provides three different kinds of sets: Font sets, Application sets, and the Startup set.

Note: Fonts that you may want to use only one time can be opened as “temporary” fonts, which do not need to be in a set. In the case of temporary fonts, Suitcase will forget about them completely when you shut down the computer. See “Working with One-time Temporary Fonts” on page 31.

Font Set: Font sets open fonts temporarily, but remain available in Suitcase so that you can reopen them again at any time. When you open the fonts in a standard Font set (as opposed to the Startup set or an Application set) they stay open until you close them, or until the system is shut down or restarted. Use Font sets for fonts that are not specific to a particular application (*see below*). These are the most commonly used sets.

Application Set: You can create Application sets for fonts that you want Suitcase to open whenever you launch particular applications. When an application set is opened, these fonts are available to all other applications on your computer. When you quit the application, the fonts in the application set remain available until you close them in the Sets window, or until you shut down your computer.

Startup Set: The Startup set is for fonts that you want Suitcase to open automatically when you start up your computer. Any font that you use all or most of the time should be placed in the Startup set. The Startup set is a permanent set and it cannot be removed (though it can be empty). You can add an alias of another set to the Startup set.

One-Time Temporary Fonts

You can open fonts temporarily in Suitcase without placing them in a Suitcase set. This allows you to quickly open fonts that you will probably never use again.

Temporary fonts can be dragged and dropped onto the Suitcase application icon, dragged and dropped into the “temporary” panel of the Suitcase Fonts window, or opened using the “Add to Temporary” command on the Suitcase File menu (⌘T). Fonts that you add as temporary fonts are opened immediately, then closed when the system shuts down or is restarted. Temporary fonts will not reappear in Suitcase once they have been closed.

Getting the Most from Suitcase

To get the most from Suitcase, before you start using it you should move most of your fonts out of the System Folder. This might contradict what you’ve heard about fonts belonging in the System Folder, but remember that Suitcase helps you conserve system memory by opening fonts only when they are needed. To do this, the fonts must be opened by Suitcase, not by the System. Fonts left in the Fonts folder in the System Folder are opened automatically by the System. To use Suitcase most effectively, we recommend that you leave only the basic system fonts (which are required to draw the desktop) in the Fonts folder inside the System Folder. These fonts are: Charcoal, Chicago, Geneva, and Monaco. All other fonts should be placed in another folder, and opened using Suitcase.

To move the fonts out of the Fonts folder in the System Folder: Create a new folder outside of the System Folder, then drag all of the fonts (except Charcoal, Chicago, Geneva, and Monaco) out of the System Fonts folder and into the new folder.

For additional information on organizing fonts, see *Suitcase 8 FontAgent Online Help*, and visit the Suitcase 8 pages on the Extensis web site (<http://www.extensis.com>).

Creating Sets

Although not required, another good thing to do before you start creating sets in Suitcase is to group your fonts, as much as possible, into folders that reflect the way you think you'll group them into Sets in Suitcase. This is because you can easily create Suitcase sets by simply dragging folders containing fonts into the Suitcase Sets window.

You can still use and benefit from Suitcase without following this suggestion, but since you'll be finding and organizing fonts into sets anyway, it makes sense to have them organized on your hard drive as well. Then, besides having fonts that are easy to open and use, they'll be easier to locate on your hard drive, should you ever need to.

For additional information on organizing fonts, see *Suitcase 8 FontAgent Online Help*, and visit the Suitcase 8 pages on the Extensis web site (<http://www.extensis.com>).

Using Drag and Drop: You can easily create Suitcase sets and add items to them by dragging and dropping them from the Finder. Dragging and dropping within the Sets window allows you to copy items or even entire sets into another set in Suitcase.

To create a Font set:

- 1. Open Suitcase by selecting it from the Apple menu (Apple menu > Suitcase), or double-click the Suitcase application icon in the Suitcase folder.**

If the Sets window is not open, select "Show Sets" from the View menu, or press **⌘1**.

- 2. In the Sets window, click the "New" button.**

A new font set appears and is assigned the name "untitled set." The name of the set is highlighted so that you can easily change it.

- 3. Add fonts to the set by clicking the "Add..." button.**
- 4. When you have selected the desired font(s), click "Done."**

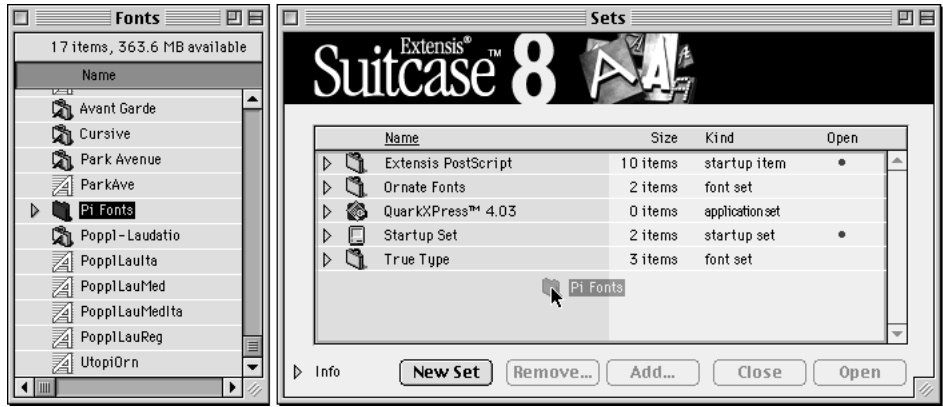
You can also drag fonts into the newly created set (see "Adding Fonts to Sets" on page 28).

— or —

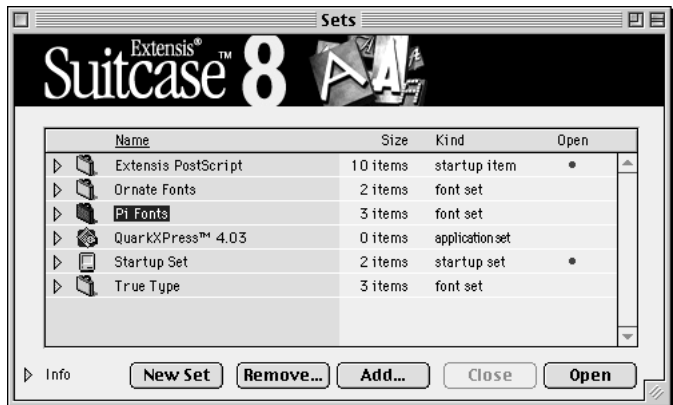
1. Open the Sets window in Suitcase.
2. From the Finder, locate the folder containing the fonts that you want in the set.

The folder can contain any combination of font files, font suitcases, or sound files.

3. Drag the folder into the open Sets window.



A new set appears and is assigned the same name as the dropped folder. The new set automatically contains all of the fonts and sounds in the folder. The name of the set is highlighted so that you can easily change it.

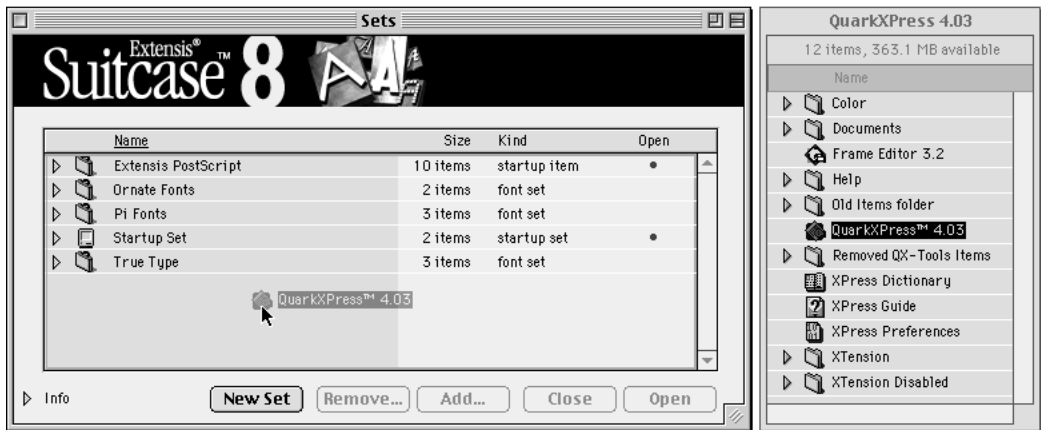


To create an Application set:

1. **Open Suitcase by selecting it from the Apple menu (Apple menu > Suitcase), or double-click the Suitcase application icon in the Suitcase folder.**

If the Sets window is not open, select “Show Sets” from the View menu, or press ⌘1.

2. **From the Finder, locate the application icon that you want to create a font set for.**
3. **Drag the application icon into the open Sets window.**



A new application set appears and is assigned the same name as the dropped application icon. The name of the new set is highlighted, allowing you to easily change it.

— or —

1. **Open the Sets window in Suitcase.**
2. **From the File menu, choose “New Application Set.”**

The Application Set dialog box opens, allowing you to locate the desired application.

3. **Locate the desired application, then click “Add.”**

A new application set appears and is assigned the same name as the selected application icon. The name of the new set is highlighted, allowing you to easily change it.

4. **Add fonts to the set by clicking the “Add...” button.**
5. **Locate the font(s) that you want to add to the set, then click “Done.”**

You can also drag fonts into the newly created set (see “Adding Fonts to Sets” on page 28).

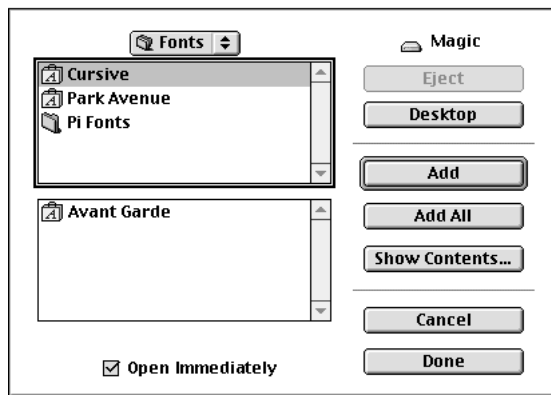
Adding Fonts to Sets

After a set has been created you can add individual font files, font suitcases, and folders of fonts. You can even create sets to open and close sets of sounds.

To add individual font files to Suitcase, they must be contained in suitcases, and you must create a font set for them. You can drag folders of font suitcases into the Suitcase Sets window to automatically create a Font set containing the fonts in the folder.

To add fonts to a set:

- 1. Open the Sets window in Suitcase.**
- 2. Select the set that you want to add fonts to, then click the “Add...” button**
- 3. Locate the fonts that you want to add to the set, then click “Add.” To add all the fonts in a folder, click “Add All.”**

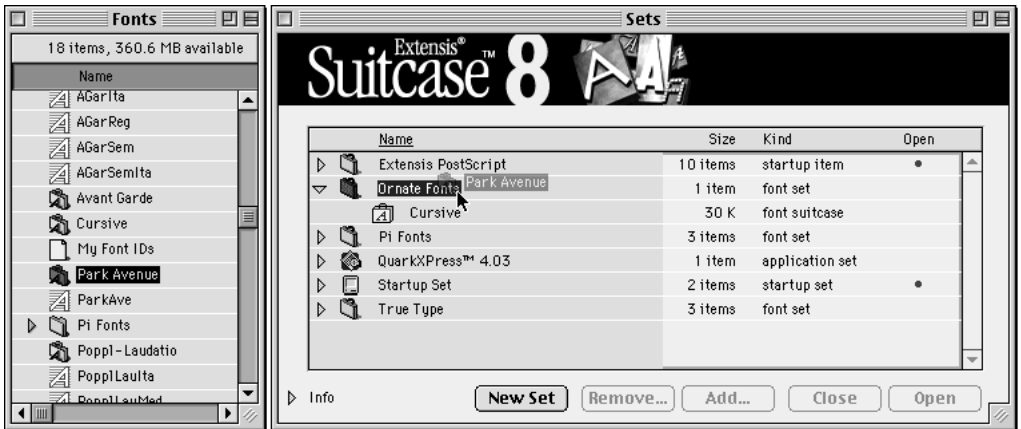


- 5. When you have finished adding fonts to the list, click “Done.”**

— or —

- 1. Open the Sets window in Suitcase.**
- 2. From the Finder, locate the font or font folder that you want to add to a set.**

3. Drag and drop the font suitcase or folder onto the icon for the desired set.



Notes about adding fonts to sets:

- If you have a particular font in most or all of your sets, consider adding that font to the Startup set instead, so that Suitecase will open it every time you start your computer.
- Fonts added to the Startup set are opened the next time you start your computer. If you have added fonts to the Startup set you can open them manually (see “Opening Fonts and Sets” on page 30), and thereafter have Suitecase open them automatically the next time the computer is restarted.
- Fonts added to an Application set are opened the next time the application is launched and remain open until the computer is shut down or restarted. You can open or close these fonts manually at any time (see “Opening Fonts and Sets” on page 30 and “Closing Fonts and Sets” on page 33).
- To display all the fonts in a set after you’ve added them, click the arrow to the left of the set. This expands the set list and allows you to work with individual fonts in the set.
- There is no limit to the number of font suitcases you can put in a set.

Opening Fonts and Sets

You can manually open entire font sets or individual fonts in a set at any time.

To open font suitcases or sets:

1. **Open the Sets window in Suitcase.**
2. **Highlight the fonts or sets that you want to open, then click the “Open” button.**

— *or* —

2. **Double-click the font suitcase or set icon.**

A solid bullet (•) is displayed in the Open column for the font(s) or set(s), indicating that they are open and available to the system.

Notes about opening font sets:

- Suitcase opens fonts in the Startup set when you start up your computer. Fonts in Applications are opened when you launch the application. Fonts in standard Font sets must be opened manually (or using AppleScript—see “*Automating Suitcase with AppleScript*” on page 44). All fonts stay open until you close them, or until you shut down or restart your computer.
- If an item is open, or when all items in a set are open, a bullet (•) is displayed in the Open column for the set. When some items in a set are open but others are closed, a hollow bullet (◦) is displayed. If an item, or all items in a set are closed, no icon is displayed in the Open column.

Note: A yellow warning icon (⚠) in the Open column indicates that the item or set was not opened because fonts with the same name were already open on this system.

- Many applications automatically update their font menus dynamically, which makes fonts that you open in Suitcase available to the application immediately. For applications that do not update their font menus dynamically, you will need to quit and relaunch the application after opening fonts in Suitcase.
- The Mac OS currently limits the total number of open fonts to 342 (some of which are opened by the system itself). To help stay within system limitations, Suitcase allows a maximum of 300 fonts open at one time.

Working with One-Time, Temporary Fonts

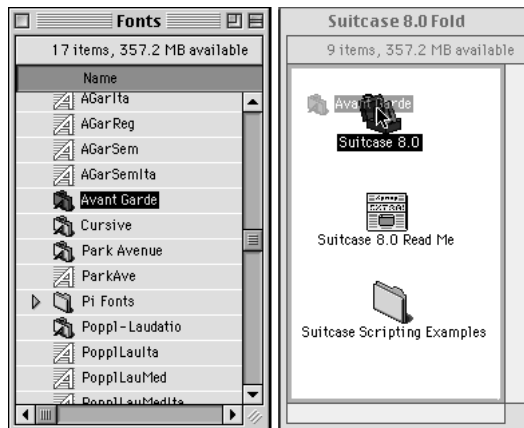
Tip

You can view the current list of temporary fonts (if any) by choosing “Show Temporary” from the Suitcase View menu.

You might have some fonts that you use occasionally, but not often enough to put into a Suitcase set (for example, fonts that you need for a quick project, especially if they are located on a remote or removable disk drive). You can open these fonts temporarily without creating or adding them to a set. Suitcase closes and forgets about temporary fonts when the system is shut down or restarted.

To open a font as a temporary font:

1. In the Finder, locate the font(s) that you want to open as temporary fonts.
2. Drag and drop the font icon(s) onto the Suitcase application icon.



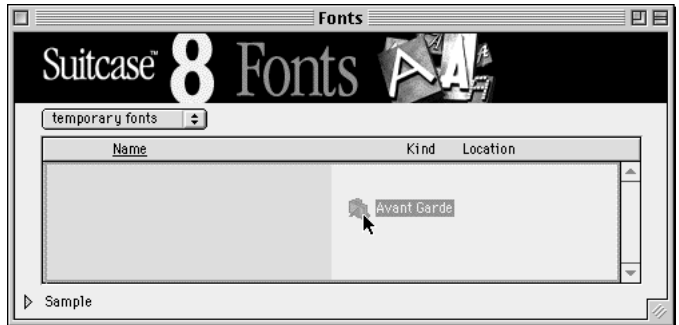
The font(s) will be opened automatically.

— or —

1. Open Suitcase.
2. Choose “Add to Temporary” from the File menu (or press ⌘T).
3. Locate and add the desired fonts.
4. When you have finished adding temporary fonts, click “Done.”

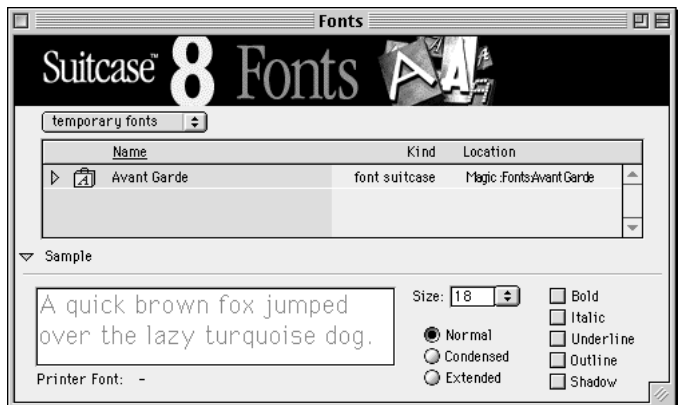
— or —

1. Open Suitcase.
2. Open the “temporary fonts” panel of the Fonts window by choosing “Show Temporary” from the View menu (or press ⌘3).
3. Drag and drop the desired fonts into the Temporary panel of the open Fonts window.



To view the current list of temporary fonts:

1. Open Suitcase.
2. Choose “Show Temporary” from the View menu (or press ⌘3).



Closing Fonts and Sets

You can close entire font sets or individual fonts in a set at any time.

To close font suitcases or sets:

1. Open the Sets window in Suitcase.
2. Highlight the fonts or sets that you want to close, then click the “Close” button.

All bullet icons will be removed from the Open column for the selected fonts or sets, indicating that they are closed and no longer available to the system.

3. If applications are running when you attempt to close fonts or sets, a warning dialog will be displayed alerting you that (depending on the application) the font names may not be removed from application font menus.



To close the fonts, click “Close Fonts Now.”

To cancel the operation and leave the fonts open, click “Cancel.”

To close a “temporary” font:

1. **Open Suitcase.**
2. **Choose “Show Temporary” from the View menu.**
The current list of temporary fonts is displayed.
3. **Select the temporary fonts that you want to close, then press the “delete” key.**

A dialog box is displayed, asking you to verify that you really want to remove the selected fonts from the list.

Tip

To bypass this warning dialog, press **Option-delete**.



4. **Click “Remove.”**

Notes about closing fonts and sets:

- When you shut down or restart your computer, Suitcase closes all font sets. Only the fonts in the Startup set are reopened when the system starts up again.
- Closing an application linked to an Application set does not close the fonts in the Application set. These fonts remain open until the system is shut down or restarted, or until you close them manually.
- When you close a font, the font is not removed from the Suitcase set, nor is it removed from your Macintosh—the font is simply being deactivated (made unavailable to the system).
- You can specify whether Suitcase displays an alert box when you close fonts. This “Warn before closing” option is available from Edit > Preferences.

Renaming Sets

To rename a Set:

1. **Open the Suitcase Sets window.**
2. **Highlight the set that you want to rename.**
3. **Type in the new name.**
4. **Click anywhere in the Suitcase window outside of the set name or icon.**

The name is changed everywhere this set appears in Suitcase.

Note: You cannot rename the Startup set, nor can you rename any set that is inside another set (such as the set created when you drag a font folder into an existing set).

Removing Fonts and Sets

Note: You cannot remove the Startup set.

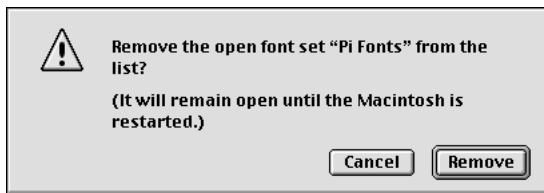
To remove a font or set:

1. **Open the Suitcase Sets window.**
2. **Select the font(s) and/or set(s) that you want to remove.**
3. **Press the “delete” key.**

A dialog box is displayed, asking you to verify that you really want to remove the selected fonts from the list.

Tip

To bypass this warning dialog, press **Option-delete**.



4. **Click “Remove.”**

The fonts and/or sets are removed from Suitcase. The actual font suitcases on the disk are not affected.

Note: If any of the fonts that you are removing are currently open, a warning dialog will be displayed indicating that the fonts will remain open until the computer is restarted. To avoid this issue, close the fonts or sets before you remove them.

Notes about removing fonts and sets:

- When you remove a font from the Sets window, the actual font on your hard drive is left unchanged.
- If you remove a set from the top level of the Suitcase Sets window (that is, a set that is not a part of another set), Suitcase removes that set and any aliases of that set in Suitcase. However, if you remove an alias of a set (a set that you copied into another set), the top-level set is not removed.
- When you remove open fonts or sets, Suitcase removes these items from the Sets window, but the fonts remain open and available to the system. In this case, the fonts are treated like temporary fonts, and can be viewed in the “temporary fonts” pane of the Fonts window.

Getting Information about Fonts and Sets

Without leaving the Suitcase application you can sort and preview fonts, check font status, and play sound files.

To sort fonts:

1. **Open the Suitcase Sets window.**
2. **Click the column heading that corresponds to the characteristic that you want to sort by: Name, Size, Kind, Open, or Compressed.**

Suitcase immediately re-sorts the list based on the selected column.

To preview fonts:

1. **Open the Suitcase Sets window.**
2. **Select the font that you want to view information about.**
3. **If the “Info” panel at the bottom of the Sets window is not visible, click the Info twisty arrow to expand the Sets window.**

A “Show” button is displayed on the right-hand side of the Info panel.



4. **Click the “Show” button to display information about the selected font.**

Showing Font Status

You can view information about particular categories of fonts in the Fonts window: Open fonts, Temporary fonts, Suitcase fonts (all the fonts being managed by Suitcase, whether they are open or not), and System fonts (fonts opened by the Mac OS, not being managed by Suitcase).

To show font status:

1. Open Suitcase.
2. Choose the desired category from the View menu, or press the appropriate keyboard shortcut.

Show Open Fonts --> ⌘2

Show Temporary Fonts --> ⌘3

Show Suitcase Fonts --> ⌘4

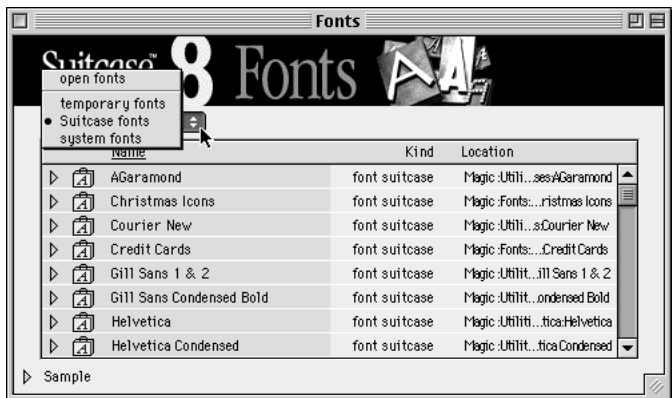
Show System Fonts --> ⌘5

— *or* —

From the Suitcase Fonts window:

1. Select the desired category from the pop-up menu.

View	
Hide Info	⌘1
Show Sets	⌘1
Show Open Fonts	⌘2
Show Temporary Fonts	⌘3
Show Suitcase Fonts	⌘4
Show System Fonts	⌘5



Displaying Font Menus in WYSIWYG Format

Note: Prior to Suitcase 8, the WYSIWYG Menus feature was a part of the Suitcase application, and accessed from the Suitcase Preferences window. This feature is now handled by the Suitcase 8 MenuFonts control panel.

You can display open fonts in the font menus of applications (including Suitcase) in WYSIWYG format by enabling the Suitcase 8 MenuFonts control panel. This allows you to see the fonts "as they really are" so that font selection is easier. With Suitcase 8 MenuFonts, you can also see immediately what types of fonts are listed (PostScript Type 1 and Type 3, TrueType, Multiple Master, Bitmapped), whether the associated printer font (for Type1 fonts) is available to the system, and more.

Important: *Suitcase 8 MenuFonts is not compatible with other, similar, menu font utilities (such as Adobe Type Reunion and Now WYSIWYG Menus). You must disable or remove these utilities to use MenuFonts.*

See *Suitcase 8 MenuFonts Online Help*, or the Suitcase 8 MenuFonts documentation in PDF format on the Extensis CD for more information on this powerful utility.

Specifying a Hot Key to Open Suitcase

You can specify a key combination to open the Suitcase application. The default key combination is **⌘-Option-S**.

To specify a new hot key for Suitcase:

1. **Open Suitcase.**
2. **Choose “Preferences...” from the Edit menu.**
3. **Verify that the “Hot Key to open Suitcase application” box is checked.**
4. **Highlight the current key combination, then press the desired keys. You can use the following keys: Option, Control, or Command (⌘), along with any alphanumeric key.**

The following restrictions apply: The period (.) cannot be used, Command cannot be used by itself, and any key combination already in use on the Finder menu cannot be used.

4. **To close the Preferences dialog, click the Close button.**

Warn Before Closing Items Preference

This preference allows you to have Suitcase warn you before closing items. Enable this option to keep you from closing items accidentally.

To enable or disable the Warn Before Closing Items preference:

1. **Open Suitcase.**
2. **Choose “Preferences...” from the Edit menu.**
3. **Check (put an “x” in) the “Warn before closing items” checkbox to enable this preference.**

Uncheck the box to disable it.

Tip

You can turn off the hot key option by un-checking the “Hot Key to open Suitcase application” checkbox.

Quit When All Windows Are Closed Preference

Allows you to have Suitcase quit automatically when the last window is closed.

Note: Quitting Suitcase has no effect on the opening or closing of fonts.

To enable or disable the Quit When All Windows Are Closed preference:

- 1. Open Suitcase.**
- 2. Choose “Preferences...” from the Edit menu.**
- 3. Check (put an “x” in) the “Quit when all windows are closed” checkbox to enable this preference.**

Uncheck the box to disable it.

Font Conflicts

When two or more fonts have identical names, there is a "font conflict." In a font conflict the Mac OS cannot determine which font to use and chooses arbitrarily.

To prevent font conflicts, Suitcase will not open fonts when a font by the same name is already open. Suitcase indicates fonts and sets that were not opened by displaying a yellow warning icon (⚠) in the Open column of the Sets window for the affected fonts or sets.

Warn When Fonts Conflict Preference

This option allows Suitcase to notify you immediately when you open fonts and one or more font names conflict with the name of a font that is already open. When a font conflict occurs, Suitcase does not open the conflicting font—instead it places a yellow caution icon (⚠) in the Sets window next to the font indicating that it conflicts with another font.

To enable or disable the Warn When Fonts Conflict preference:

- 1. Open Suitcase.**
- 2. Choose “Preferences...” from the Edit menu.**
- 3. Check (put an “x” in) the “Warn when fonts conflict” checkbox to enable this preference.**

Uncheck the box to disable it.

Preventing Font Problems when Sharing or Transferring Documents

Sometimes fonts will display or print incorrectly after you have transferred a document to another Macintosh, even when the fonts appeared and/or printed correctly on the originating Macintosh. This kind of font problem occurs when an application associates a font name with an ID that is different between the two machines. (Typically this happens only with older applications that still track fonts by ID number; most applications today track fonts by name.)



Suitcase helps you avoid this kind of problem by letting you export your font ID numbers into a Font ID file. You can then import that Font ID file to another Macintosh running Suitcase. If any applications on the destination Macintosh track fonts by ID numbers, they will use the same ID numbers that your Macintosh used, and thereby select the proper fonts for displaying and printing.

To export Font IDs:

1. **Open Suitcase.**
2. **Choose “Export Font IDs” from the Tools menu.**
3. **Locate the folder where you want the ID file.**

The file will be named using the Macintosh owner ID unless you specify otherwise before saving the file.
4. **Click “Save.”**

To import Font IDs:

1. **Open Suitcase.**
2. **Choose “Import Font IDs” from the Tools menu.**
3. **Locate and select the desired Font ID file.**

The file must have been saved previously from Suitcase using the “Export File IDs” function.
4. **Click “Open.”**

To close an imported Font IDs file:

1. **Open Suitcase.**
2. **Choose “Use Local Font IDs” from the Tools menu.**

The imported Font IDs file will be closed and Suitcase will return to using the machine’s own font IDs.



Creating Empty Suitcases

Before you can add fonts to a Suitcase set, they must be in a suitcase. However, you can add multiple fonts to any suitcase, and doing so has distinct advantages. For example, the Mac OS treats font suitcases as individual font files, not matter how many fonts are in the suitcase. By organizing your fonts by suitcase, you can increase the allotted number of fonts open at any one time.

To create a new suitcase you can use Suitcase's "Create Empty Suitcase" command, or you can duplicate or copy an existing suitcase and then delete the fonts in the copy.

To create an empty font suitcase:

1. **Open Suitcase.**
2. **Choose "Create Empty Suitcase" from the Tools menu.**
3. **Locate the folder where you wish to store the new suitcase.**

The suitcase will be given the name "Untitled" unless you specify otherwise.

4. **Click "Save."**

Automating Suitcase with AppleScript

Suitcase allows you to use AppleScript to automate repetitive Suitcase operations. For example, you can script Suitcase to create sets from font folders on removable cartridges, or to automatically compress all fonts. If you script Suitcase in conjunction with other applications, you can create your own custom Suitcase functions (such as to open a font set when you open a particular document).

Note: Suitcase can be scripted, but not recorded or attached to an application.

Object, Container, and Containment Hierarchy

The following concepts are vital to using AppleScript to automate routine tasks and repetitive operations in Suitcase:

Object: An object is a piece of information you can manipulate in Suitcase. An example of an object in Suitcase is a Font set in which you place font files.

Container: A container is an object into which you can put other objects. An example of a container in Suitcase is an Application set.

Containment Hierarchy: The containment hierarchy describes the relationship of one object to another, and the relationship of a container to an object. In Suitcase, a containment hierarchy might consist of font sets contained in Suitcase, font suitcases contained in font sets, and fonts contained in font suitcases.

Using AppleScript Objects and Verbs

You can use AppleScript commands in the following way (commands are listed in *bold italic*):

You can *make* these objects:

- Font set
- Application set

You can *add* these objects to an Application set or Font set:

- File
- Font file
- Font suitcase
- Sound file
- Font set

You can *open*, *close*, or *delete* these objects:

- File
- Font file
- Font suitcase
- Sound file
- Font set
- Application set

You can *count* or use *exists with* these objects:

- File
- Font file
- Font suitcase
- Sound file
- Font set
- Application set
- Window

You can *get* properties of these objects:

- File
- Font file
- Font suitcase
- Sound file
- Font set
- Application set
- Window

You can *set* these object attributes:

- File
- Font file
- Sound file
- Font set
- Application set
- Window

You can *refresh displays*.

Displaying the AppleScript Dictionary for Suitcase

This section shows you how to list brief descriptions of the AppleScript objects and verbs you can use to automate routine and repetitive Suitcase tasks.

Note: You will need AppleScript Editor, which Apple provides with AppleScript (or another script editor) to perform these steps.

To display the AppleScript dictionary for Suitcase:

- 1. Launch the AppleScript Editor application.**
- 2. Choose “Open Dictionary” from the File menu.**
The Directory dialog box is displayed.
- 3. Use the pop-up menu to find and select the Suitcase application.**
- 4. Click “Open.”**
The AppleScript dictionary for Suitcase is displayed.
- 5. Click the suite or suites about which you want information.**
- 6. When you have finished, choose Quit from the File menu, or press ⌘Q.**

AppleScript Reference Books

The following books contain helpful information about using AppleScript:

The Tao of AppleScript by Derrick Schneider (Hayden Books, 1994. ISBN 1-56830-115-4).

Danny Goodman’s AppleScript Handbook by Danny Goodman (Random House, 1994. ISBN 0-679-7586-2) (*currently out of print, but copies may still be available*).

Or visit the AppleScript website:

<http://www.apple.com/applescript>

Sample Script

The following is an AppleScript that illustrates some of Suitcase's scripting capabilities. The script below creates a Font set; adds a font suitcase, a sound file, and an FKey file to the set; then opens the set. It then creates an Application set; adds a font suitcase to the set; then adds an alias of the Font set to the Application set. Lines beginning with a double dash (--) are comment lines.

```
tell application "Suitcase 3.0"
    -- create a font set named "Sample Set" if it does
    not already exist
    if (exists of font set "Sample Set") is false then
        make new font set with name "Sample Set"
    -- add a font suitcase to the font set
    add font suitcase "Hard Disk:My Fonts:Garamond" to
    font set "Sample Set"
    -- add a sound file to the font set
    add sound file "Hard Disk:My Sounds:Crystal" to font
    set "Sample Set"
    -- add an FKey file to the font set
    add file "Hard Disk:My FKeys:MouseFKey" to font set
    "Sample Set"
    end if

    -- open the font set
    open font set "Sample Set"

    -- create a new Application set for "SimpleText" if
    it does not already exist
    if (exists of application set "SimpleText") is false
    then make new application set to file "Hard
    Disk:Apple Extras:SimpleText" with name
    "SimpleText"
    -- add some fonts to the application set
    add font suitcase "Hard Disk:My Fonts:Tekton Plus"
    to application set "SimpleText"
    -- copy an alias of the font set "Sample Set" to the
    application set
    add font set "Sample Set" to application set
    "SimpleText"
    -- delete a font suitcase from the application set
    delete font suitcase "Tekton Plus" of application
    set "SimpleText"
    end if
    -- update Suitcase displays to reflect change
    refresh displays
end tell
```

Suitcase 8 XT

Suitcase 8 XT is an XTension to QuarkXPress that automatically eliminates the tedious, time-consuming process of locating and opening missing fonts by hand.

How Can Suitcase XT Help Me?

Suitcase 8 XT, combined with Suitcase 8, eliminates the need to locate, open, and manage missing fonts by hand in your QuarkXPress documents.

With Suitcase 8 XT, when you open a QuarkXPress document that contains missing fonts, Suitcase 8 XT automatically opens them temporarily in Suitcase. You get the benefit of only using a font when it is absolutely needed. Simply drag and drop your fonts onto Suitcase and let Suitcase 8 XT do the rest. Font management doesn't get any easier.

In an attempt to relieve the pain and burden of constantly opening missing fonts, many users have resorted to adding seldom used fonts to a permanently opened Suitcase set. However convenient, dragging all those fonts around on the system slows down the machine. The screen fonts within the permanent set get loaded into memory every time you start up the machine. In addition, utilities like ATM™ need a given amount of memory per font to render them rapidly on the screen. ATM recommends 50k of cache for each font size used. Over time, opening too many fonts at one time can drastically effect performance.

Installing Suitcase 8 XT

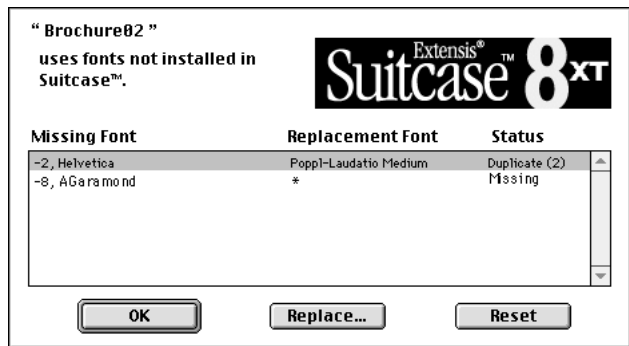
Suitcase 8 XT is installed automatically by the Suitcase 8 installer. If you ever need to manually install this XTension, drag it to the XTensions folder located with the QuarkXPress application.

Using Suitcase 8 XT



After installation, Suitcase 8 XT will automatically examine every QuarkXPress document when you open it, and indicate if the document contains missing fonts. If it does contain missing fonts, Suitcase 8 XT will automatically search Suitcase for the missing fonts. You will be given an opportunity to either open the fonts or to replace them with different fonts.

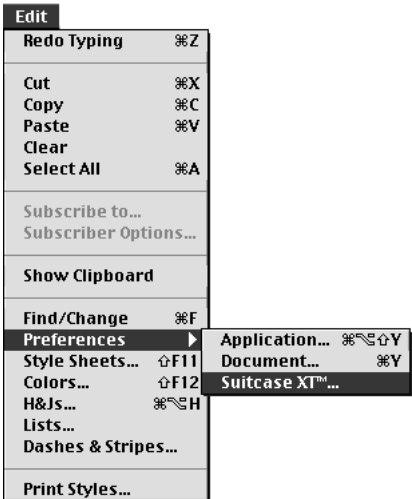
If, for any reason, Suitcase 8 XT was unable to locate or open a missing font within Suitcase, the following dialog will appear:



Note: You will be given a status for every unopened font: A status of "Missing" means that the font was unable to be opened in Suitcase. A status of "Duplicate" followed by a number means that Suitcase 8 XT™ found more than one occurrence of a missing font and is not sure which to open.

Suitcase 8 XT Preferences

When Suitcase 8 XT is loaded and QuarkXPress is running, Suitcase 8 XT is added to the “Preference” sub-menu under the QuarkXPress Edit menu. The following controls allow you to customize how Suitcase 8 XT operates:



Quit Suitcase After Opening Fonts

With this option checked, Suitcase 8 XT will only open Suitcase when needed. After it has finished opening the missing fonts, it will close the Suitcase application.

If this option is not selected, Suitcase 8 XT opens Suitcase the first time it is needed and leaves it open until the user selects the Quit Suitcase option or manually quits the application.

Disable Suitcase 8 XT

By disabling Suitcase 8 XT, you can turn off the ability to have the XTension automatically open missing fonts. This feature allows you to enable and disable the XTension without quitting QuarkXPress and removing Suitcase 8 XT. In this mode you will still be notified of missing fonts and will have the ability to replace any of those displayed.

Note: If you disable Suitcase 8 XT using the Quark XTensions Manager (v4.0x), you will need to use the tools in QuarkXPress to locate and work with missing fonts.

Disable Font Replacement

This feature allows you to turn off the replace font functionality. With the replace option disabled, Suitcase 8 XT opens missing fonts at a drastically increased speed, however, it loses the ability to determine if a missing font exists more than one time in Suitcase. It will open the first occurrence it finds. If there are fonts that are unknown to Suitcase, you will be advised to check "Font Usage."

This feature should be used with extreme care. It allows users who do not need the ability to replace missing fonts or determine if Suitcase has multiple versions of a font name to open fonts at a much faster rate.

***Important:** If you open a document which contains a font that exists more than once in Suitcase with "Disable Font Replacement" selected, Suitcase 8 XT will open the first occurrence of the font name it finds.*

Close Opened Fonts When Quitting

This option allows you to control what happens to the fonts that were opened by Suitcase 8 XT. With this feature selected, Suitcase 8 XT will close every font that it opened when the user quits QuarkXPress.

If you leave this option unchecked, the fonts that Suitcase 8 XT opened while using QuarkXPress will remain open on the system until you restart your machine or you manually close them.

Open Fonts within EPS Images

This option allows you to instruct Suitcase 8 XT to open fonts embedded in EPS images.

Getting the Most from Suitcase 8 XT

Understanding Fonts

Understanding and setting up fonts correctly can help eliminate all kinds of problems on a graphics workstation. All too often this task is not taken seriously enough.

Font Fundamentals

Before we get into how-to tips for organizing your fonts we need to cover the fundamentals. Fonts come in two basic format's, TrueType and Type 1 (Postscript). It is important that you understand the differences between these two types of fonts.

Here's how you tell the two types apart:

TrueType fonts contain the screen and printer information within one file. If you double-click a TrueType font icon you will see the window to the far right displaying the look of that particular type face.

Type 1 (Postscript) fonts are separated into two different files for every font—one for display on screen and another for the printer. If you double-click a Type 1 screen font icon you will see the window to the far right displaying the look of that particular point size.

Getting Organized

The first step to organizing fonts takes place in your system's Font Folder. Move all of your fonts out of the Fonts Folder and into another folder on your hard drive. It is always a good idea to allow Suitcase total control over which fonts are being opened on the system.

Tip

Collect all the screen fonts for a particular family together and place them into one suitcase. If you use ATM, you may also want to consider only keeping the 10pt and 12pt versions of each font. It drastically cuts down on the size of large font collections and ATM is able to display the other sizes correctly without every screen font size.

Tip

If you reinstall your system for any reason, always make sure that another set of fonts were not placed into the system "fonts" folder. If you have any of these fonts opened in a utility like Suitcase, it will cause conflicts.

Tip

Place all the loose screen fonts for a given font family into one suitcase. If you are using Type 1 fonts, make sure that for each style you have a screen font and a printer font. Missing either one can cause problems. Without the screen font you will never have the ability to choose that style from the fonts menu, and without the printer font you could choose a font which will not print correctly. Remove all unpaired fonts.

Setting Up Font Folders

Create a separate folder on the hard drive for each font family. Collect together all the different suitcases and printer fonts for one particular font family.

NEVER put more than one font family into a single suitcase. However tempting, this practice only causes trouble finding fonts later. This could also cause Suitcase 8 XT and Suitcase problems trying to open a font within a suitcase that contains another font name that is already opened somewhere else on the system.

Using the Startup Set with Suitcase 8 XT

Since you will be using Suitcase 8 XT to help automatically manage the majority of missing fonts within documents, try and keep the "Startup Set" down to a minimum. Opening a large number of fonts permanently can seriously effect a workstation's performance.

Tips for Getting the Most from Suitcase 8 XT

How To Go Faster!

1. Disable font replacement. This will eliminate the need for Suitcase 8 XT to determine if a font exists in Suitcase before opening that font. It makes Suitcase 8 XT work about 3 times faster.

Why Disable Font Replacement? The biggest reason is for speed. By disabling this option, expect to go about 3 times faster. Another reason is that you may not need that functionality. If you do not have fonts in Suitcase with the same name or do not need to replace missing fonts, you may want to disable font replacement. Chances are you will never need the added features that font replacement has to offer.

2. If you use ATM, reduce the number of screen fonts by removing all screen fonts except the 10pt and 12pt versions for each font. If a font doesn't have 10pt or 12pt, select the next smallest size. Remove all others. This will reduce the number of fonts that Suitcase 8 XT needs to search. If you remove half of your excess screen fonts, Suitcase 8 XT will go about twice as fast.
3. Keep the Suitcase Startup Set to a minimum. Adding a lot of fonts that you use only occasionally to the startup set drags down the systems performance. Try and keep the Suitcase "Startup Set" to a minimum. If you like to use a certain group of fonts but don't need them open all the time, try creating a QuarkXPress document which contains your favorite fonts. Store this away on your hard drive. The next time you want those fonts, just open that document and let Suitcase 8 XT temporarily open them for you.

Note: Some applications require that certain fonts be opened whenever the application is opened. Suitcase 8 makes this easy to do—simply create an Application set and specify the fonts to be opened automatically whenever that application is launched.

Appendix A: Troubleshooting Suitcase 8

Each Extensis product has extensive up-to-the-minute online help and frequently asked questions (FAQs). Visit the Suitcase 8 page on the [Extensis web site](#) for more information about Suitcase and Suitcase 8 XT.

Suitcase fails to install

Restart your Macintosh, and as it restarts, press and hold the Shift key to disable extensions.

Install Suitcase again.

Problems starting or using your Macintosh after Suitcase is installed

Find and delete any extra copies of the System file and System folder anywhere on your hard drive .

Rebuild the desktop.

Suitcase extension fails to load at startup time

If the Suitcase extension does not appear (or appears with an X through it) when you start up your Macintosh, the Suitcase extension may be in conflict with another extension, or may be missing altogether.

If the Suitcase extension is missing from the Extensions folder, reinstall Suitcase.

However, if the Suitcase extension is present in the Extensions folder, then a conflict may exist. Isolate the Suitcase extension and see if the problem persists.

If the problem goes away with other extensions disabled, there is probably a conflict with another extension. You will need to isolate the conflicting extension using an extension manager like Apple's Extension Manager or Casady and Greene's Conflict Catcher.

A font in an Application set does not appear in the Font menu

If a font that you add to an Application set is not in the Font menu when you launch the application:

- 1. Confirm that the font is included in the Application set.**
If it is not, add it and relaunch the application.
- 2. If the fonts still does not appear on the Font menu, confirm that the font is open.**
To see which fonts are open, open Suitcase to the Fonts window “open fonts” panel (View > Show Open Fonts).
If the font does not appear on the open fonts list, open it and relaunch the application.
- 3. If the font still does not appear on the application’s font menu, drag the application’s Preferences file to the trash, then relaunch the application.**
- 4. If the font still does not appear, create a new one.**
- 5. Drag the contents of the original Application set to the newly created Application set.**
- 6. Find and make a note of any other sets that contain the old Application set.**
- 7. Delete the old Application set.**
- 8. Add the new Application set to the sets you noted in step 6.**
- 9. Relaunch the application.**

A font appears in the Font menu even after you remove it from the Fonts folder in the System Folder

If a font keeps appearing in the fonts menu (and the font is not Charcoal, Chicago, Monaco, or Geneva):

- 1. Search your Macintosh, including all font suitcases and folders, for the font.**
- 2. Drag all copies of the font to the trash.**

PostScript fonts that you add to your system do not display or print correctly

If the PostScript fonts that you add to your system are not working correctly or causing your Macintosh to crash:

1. Do you have a copy of the PostScript fonts on disk?

If yes, try reinstalling the font from a master disk or a backup.

2. Do you have QuickDraw GX installed on your system?

If no, go to step 3.

If yes, convert the PostScript fonts to QuickDraw GX fonts using the Type 1 Converter.

3. Is the problem limited to a particular application?

If no, go to step 3.

If yes, drag the application's Preferences file to the Trash.

4. The problem may be being caused by an extension conflict. Try the procedures above under "Suitcase extension fails to load at startup time."

If nothing listed here works, the font may be corrupt. Move the screen font and the printer font to the Fonts folder in your System Folder and test to see if it works in that location. You should, if possible, reinstall the font from an original disk and check with the font vendor to see if they have a newer release of the font that is more compatible with the newer computer operating systems.

Appendix B: Troubleshooting Suitcase 8 XT

Each Extensis product has extensive up-to-the-minute online help and frequently asked questions (FAQs). Visit the Suitcase 8 page on the [Extensis web site](#) for more information about Suitcase and Suitcase 8 XT.

Suitcase 8 XT didn't open the font

Make sure that you only have one font family located in a single suitcase. Having more than one font in a single suitcase can cause a conflict. If Suitcase 8 XT tries to open a font within a suitcase that contains another font name that is already opened somewhere else on the system, the attempt will result in a naming conflict and will not be allowed by Suitcase.

Suitcase 8 XT opened the wrong version of a font

If you have different fonts with the same name located within Suitcase, do not disable the font replacement option. Under that mode Suitcase 8 XT simply opens the first occurrence it finds of a font, whether or not more exist in Suitcase. With font replacement enabled, Suitcase 8 XT will determine how many times different fonts appear with the same name. Aliases are counted as one. If Suitcase 8 XT locates a missing font name that appears more than once, it will be displayed in the font replacement dialog with a status of “Duplicate” followed by the number of times it was found.

Multiple documents didn't all open

Turn “Auto Picture Import” in the general preferences to either “On” or “Off”. The “On Verify” dialog disturbs the opening process. If you want to leave the “On Verify” option selected, you must open each document individually.