

# Windows

Font Management  
Best Practices Guide

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beard, business, close-up,  
smile, café, joyful

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# Why Do You Need to Manage Your Fonts?

Your fonts are your tools; you need to know where they are, and know how and when to use them. If you have a large collection of fonts, effective font management is essential.

- Installing all of your fonts into the Fonts folder makes the font menus in your applications a pain to navigate
- Different projects might use different versions of the same font
- Installing new applications can make unexpected changes to your fonts
- Replacing damaged or missing fonts and sorting out duplicate fonts wastes production time

The revised Windows Font Management Best Practices Guide gives you the information you need to get your fonts under control. It covers Windows 7 and Windows 10.

## The Best Practices for Effective Font Management

- Back up your files
- Check for operating system and application updates
- Clean up your operating system fonts
- Identify damaged and incompatible fonts
- Upgrade older fonts
- Sort out duplicate fonts
- Add fonts to a font manager
- Make a plan for maintaining your fonts

# About This Guide

This guide has recommendations and instructions to help you understand how to manage your fonts on Windows. It covers:

- Collecting your fonts
- Dealing with old, damaged, and duplicate fonts
- Organizing fonts using Suitcase Fusion
- Planning ahead for new fonts

## Conventions Used in This Guide

### **Bold**

Indicates new terms and titles for sections of this guide.

### *Italic*

Indicates URLs and folder paths, folder and file names, and file extensions.

### **Fixed-width bold**

Shows commands that should be typed exactly as shown.

Menu commands are indicated by a right angle bracket after the menu name (Edit > Select All). Menu commands in submenus will use a bracket after the submenu name (View > Arrange By > Name).

Paths starting with a drive letter are **local paths** (C:\Windows\Fonts\). Paths starting with two slashes are **network paths** (\\ServerName\ShareName\Folder\). Paths that don't start with a slash are **relative paths** (Go to Optional Fonts\Office Fonts\ on your Desktop).

A path that ends with a folder will end with a slash (C:\Users\Administrator\); a path that ends with a file name will not (C:\Windows\Fonts\Calibri.ttf).

Steps that refer to pressing the Windows logo key will use the Windows logo for the keyboard combination (⊞ + E). Steps that refer to the Start menu will use the menu name.

The instructions in this guide assume your Windows user account is an administrator for your PC. The instructions will still work if you are a regular user, but some of the commands will require you to enter the username and password of an administrator account.

# Collect Your Fonts

Managing your fonts means gathering your fonts and reviewing them to find damaged, incompatible, and duplicate fonts. These steps are the same whether you start with a brand-new Windows PC, or work on a production system that has other software and fonts installed.

## Back Up Your Files

Before you start any project that makes changes to your PC, you should back up your important files in case something goes wrong. For third-party backup software, consult the documentation.

You can create a **restore point** in Windows. If something goes wrong, you can revert your Windows system back to the restore point and start over. For more information, see **Appendix A: Working With Windows Restore Points** on page 19.

## Check for Operating System and Application Updates

You should also make sure that your operating system and applications are up to date. Updates can add, update, or remove system fonts.

**Windows 7:** Click Start, then select Control Panel. Select Windows Update; if no updates are available, click *Check for updates* to check.

**Windows 10:** Click Start, then select Settings. Select Updates & Security; if no updates are available, click *Check for updates* to check.

Most applications have their own means of installing updates. Check the documentation for those applications.

## Show File Extensions

When working with fonts, you need to tell the difference between font files: *Garamond.ttf* and *Garamond.otf* may have different glyphs and features. To make this easier, you need to make file extensions visible in the File Explorer.

Windows 7: Press **Windows** + E to open an Explorer window and choose Organize > Folder and search options. Click the View tab in the Folder Options window and uncheck the box labeled *Hide extensions for known file types*, then click OK.

Windows 10: Press **Windows** + E to open a File Explorer window. Click the View tab at

the top of the Ribbon, then check *File name extensions* in the Show/Hide section.

This shows the files extensions for all your files, not just your font files: *.doc* or *.docx* for Word files, *.exe* for applications, and so on. Once you're done, you can hide the filename extensions again.

## Change the View Settings for the Fonts Folder

If you open *C:\Windows\Fonts\* in the File Explorer, Windows uses the layout from the Fonts control panel. The Fonts control panel makes it easier to browse and preview your fonts, but it's harder to clean up the Fonts folder. You can change the settings on the Fonts folder to make it appear as a normal folder.

**Windows 7:** Click Start, then select All Programs > Accessories. Right-click on Command Prompt and select "Run as administrator" from the dropdown menu.

**Windows 10:** Right-click on Start, then select Command Prompt (Admin).

Windows will ask you if you want to let Command Prompt to make changes to your computer; click Yes. Once the Command Prompt window has opened, enter `attrib -r -s C:\Windows\Fonts\` and press Enter. When you open *C:\Windows\Fonts\* next, it should appear as a normal folder.

To change the view back, open an administrator Command Prompt window, enter `attrib +r +s C:\Windows\Fonts\`, and press Enter.

## Clean Up Your System Fonts

Next, you should consider removing unneeded fonts from your fonts folder. Create a folder on your Desktop named Optional Fonts.

### Why clean up system fonts?

Keeping too many fonts on your system can cause your font menus to become an unwieldy mess. Creative applications have gotten better at letting you navigate long lists of fonts, but it can still be a hassle to find the fonts you need.

### Classifying your system fonts

You can separate the fonts on your computer into different categories:

- Fonts installed by Windows
- Third-party fonts, including fonts installed by Adobe and other applications

## Keeping essential system fonts

Microsoft has knowledge base articles listing the fonts installed by default in Windows, separated by version. Each version of Windows installs different fonts, and the list of installed fonts for each version is different.

- **Windows 7:** [Windows 7 font list](#)
- **Windows 10:** [Windows 10 font list](#)

## Collecting fonts from Adobe Creative Suite & Creative Cloud

Adobe Creative Suite 6 isn't supported on Windows 10, but uninstalling Creative Suite 6 may have left fonts behind in `C:\Windows\Fonts\`. For more information, see [Fonts included with Adobe's Creative Suite 6](#). Create a folder named *Adobe Fonts* in your *Optional Fonts* folder, and move any Adobe fonts you find into your *Adobe Fonts* folder.

Adobe Creative Cloud no longer installs fonts into your system font folder. Creative Cloud uses Adobe Fonts (formerly known as TypeKit) to distribute its fonts; for more information, see the [Creative Cloud Fonts FAQ](#).

## Collecting fonts from Microsoft Office

Create a folder named *Office Fonts* in your *Optional Fonts* folder.

# Microsoft Office 2010

The following fonts are installed by Microsoft Office 2010 on Windows 7:

AGENCYB.TTF	BSSYM7.TTF	GIGI.TTF	LHANDW.TTF
AGENCYR.TTF	CALIFB.TTF	GILBI.TTF	LSANS.TTF
ALGER.TTF	CALIFI.TTF	GILB.TTF	LSANS.D.TTF
ANTQUAB.TTF	CALIFR.TTF	GILC.TTF	LSANS.DI.TTF
ANTQUABI.TTF	CALIST.TTF	GILI.TTF	LSANSI.TTF
ANTQUAI.TTF	CALISTB.TTF	GILLUBCD.TTF	LTYPE.TTF
ARIAL.N.TTF	CALISTBI.TTF	GILSANUB.TTF	LTYPEB.TTF
ARIALNB.TTF	CALISTI.TTF	GIL.TTF	LTYPEBO.TTF
ARIALNBI.TTF	CASTELAR.TTF	GLECB.TTF	LTYPEO.TTF
ARIALNI.TTF	CENSCBK.TTF	GLSNECB.TTF	MAGNETOB.TTF
ARIALUNI.TTF	CENTAUR.TTF	GOTHIC.TTF	MAIAN.TTF
ARLRDBD.TTF	CENTURY.TTF	GOTHICB.TTF	MATURASC.TTF
BASKVILL.TTF	CHILLER.TTF	GOTHICBI.TTF	MISTRAL.TTF
BAUHS93.TTF	COLONNA.TTF	GOTHICI.TTF	MOD20.TTF
BELL.TTF	COOPBL.TTF	GOUDOS.TTF	MTCORVA.TTF
BELLB.TTF	COPRGTB.TTF	GOUDOSB.TTF	NIAGENG.TTF
BELLI.TTF	COPRRTL.TTF	GOUDOSI.TTF	NIAGSOL.TTF
BERNHC.TTF	CURLZ.TTF	GOUDYSTO.TTF	OCRAEXT.TTF
BKANT.TTF	ELEPHNT.TTF	HARLOWSI.TTF	OLDENGL.TTF
BODB.TTF	ELEPHNTI.TTF	HARNGTON.TTF	ONYX.TTF
BODBI.TTF	ENGR.TTF	HATTEN.TTF	OUTLOOK.TTF
BODBLAI.TTF	ERASBD.TTF	HTOWERT.TTF	PALSCRI.TTF
BODBLAR.TTF	ERASDEMI.TTF	HTOWERTI.TTF	PAPYRUS.TTF
BODCB.TTF	ERASLGHT.TTF	IMPRISHA.TTF	PARCHM.TTF
BODCBI.TTF	ERASMD.TTF	INFROMAN.TTF	PERBI.TTF
BODCI.TTF	FELIXTI.TTF	ITCBLKAD.TTF	PERB.TTF
BODCR.TTF	FORTE.TTF	ITCEDSCR.TTF	PERI.TTF
BODI.TTF	FRABK.TTF	ITCKRIST.TTF	PERTIBD.TTF
BODPSTC.TTF	FRABKIT.TTF	JOKERMAN.TTF	PERTILI.TTF
BODR.TTF	FRADM.TTF	JUICE.TTF	PER.TTF
BOOKOS.TTF	FRADMEN.TTF	KUNSTLER.TTF	PLAYBILL.TTF
BOOKOSB.TTF	FRADMIT.TTF	LATINWD.TTF	POORICH.TTF
BOOKOSBI.TTF	FRAHV.TTF	LBRITE.TTF	PRISTINA.TTF
BOOKOSI.TTF	FRAHVIT.TTF	LBRITED.TTF	RAGE.TTF
BRADHITC.TTF	FRAMDCN.TTF	LBRITEDI.TTF	RAVIE.TTF
BRITANIC.TTF	FREESCPT.TTF	LBRITEI.TTF	REFSAN.TTF
BRLNSB.TTF	FRSCRIPT.TTF	LCALLIG.TTF	REFSPCL.TTF
BRLNSDB.TTF	FTLTL.TTF	LFAX.TTF	ROCCB.TTF
BRLNSR.TTF	GARA.TTF	LFAXD.TTF	ROCC.TTF
BROADW.TTF	GARABD.TTF	LFAXDI.TTF	ROCK.TTF
BRUSHSCI.TTF	GARAIT.TTF	LFAXI.TTF	ROCKB.TTF



ROCKBI.TTF	SNAP.TTF	TCM.TTF
ROCKEB.TTF	STENCIL.TTF	TEMPSITC.TTF
ROCKI.TTF	TCBI.TTF	VINERITC.TTF
SCHLBKB.TTF	TCB.TTF	VIVALDII.TTF
SCHLBKBI.TTF	TCCB.TTF	VLADIMIR.TTF
SCHLBKI.TTF	TCCEB.TTF	WINGDNG2.TTF
SCRIPTBL.TTF	TCCM.TTF	WINGDNG3.TTF
SHOWG.TTF	TCMI.TTF	

Move these fonts to your Office Fonts folder.

## Microsoft Office 2013

The following fonts are installed by Microsoft Office 2013 on Windows 7 and Windows 10:

AGENCYB.TTF	BOOKOSBI.TTF	ERASLGHT.TTF	GOUDOS.TTF
AGENCYR.TTF	BOOKOSI.TTF	ERASMD.TTF	GOUDOSB.TTF
ALGER.TTF	BRADHITC.TTF	FELIXTI.TTF	GOUDOSI.TTF
ANTQUAB.TTF	BRITANIC.TTF	FORTE.TTF	GOUDYSTO.TTF
ANTQUABI.TTF	BRLNSB.TTF	FRABK.TTF	HARLOWSI.TTF
ANTQUAI.TTF	BRLNSDB.TTF	FRABKIT.TTF	HARNGTON.TTF
ARIALN.TTF	BRLNSR.TTF	FRADM.TTF	HATTEN.TTF
ARIALNB.TTF	BROADW.TTF	FRADMCN.TTF	HTOWERT.TTF
ARIALNBI.TTF	BRUSHSCI.TTF	FRADMIT.TTF	HTOWERTI.TTF
ARIALNI.TTF	BSSYM7.TTF	FRAHV.TTF	IMPRISHA.TTF
ARIALUNI.TTF	CALIFB.TTF	FRAHVIT.TTF	INFROMAN.TTF
ARLRDBD.TTF	CALIFI.TTF	FRAMDCN.TTF	ITCBLKAD.TTF
BASKVILL.TTF	CALIFR.TTF	FREESCPT.TTF	ITCEDSCR.TTF
BAUHS93.TTF	CALIST.TTF	FRSCRIPT.TTF	ITCKRIST.TTF
BELL.TTF	CALISTB.TTF	FTLTLT.TTF	JOKERMAN.TTF
BELLB.TTF	CALISTBI.TTF	GARA.TTF	JUICE.TTF
BELLI.TTF	CALISTI.TTF	GARABD.TTF	KUNSTLER.TTF
BERNHC.TTF	CASTELAR.TTF	GARAIT.TTF	LATINWD.TTF
BKANT.TTF	CENSCBK.TTF	GIGI.TTF	LBRITE.TTF
BODB.TTF	CENTAUR.TTF	GILBI.TTF	LBRITED.TTF
BODBI.TTF	CENTURY.TTF	GILB.TTF	LBRITEDI.TTF
BODBLAI.TTF	CHILLER.TTF	GILC.TTF	LBRITEI.TTF
BODBLAR.TTF	COLONNA.TTF	GILI.TTF	LCALLIG.TTF
BODCB.TTF	COOPBL.TTF	GILLUBCD.TTF	LFAX.TTF
BODCBI.TTF	COPRGTB.TTF	GILSANUB.TTF	LFAXD.TTF
BODCI.TTF	COPRGTI.TTF	GIL.TTF	LFAXDI.TTF
BODCR.TTF	CURLZ.TTF	GLECB.TTF	LFAXI.TTF
BODI.TTF	ELEPHNT.TTF	GLSNECB.TTF	LHANDW.TTF
BODPSTC.TTF	ELEPHNTI.TTF	GOTHIC.TTF	LSANS.TTF
BODR.TTF	ENGR.TTF	GOTHICB.TTF	LSANSI.TTF
BOOKOS.TTF	ERASBD.TTF	GOTHICBI.TTF	LSANSDI.TTF
BOOKOSB.TTF	ERASDEMI.TTF	GOTHICI.TTF	LSANSI.TTF

LTYPE.TTF	ONYX.TTF	RAVIE.TTF	SNAP.TTF
LTYPEB.TTF	OUTLOOK.TTF	REFSAN.TTF	STENCIL.TTF
LTYPEBO.TTF	PALSCRI.TTF	REFSPCL.TTF	TCBI.TTF
LTYPEO.TTF	PAPYRUS.TTF	ROCCB.TTF	TCB.TTF
MAGNETOB.TTF	PARCHM.TTF	ROCC.TTF	TCCB.TTF
MAIAN.TTF	PERBI.TTF	ROCK.TTF	TCCEB.TTF
MATURASC.TTF	PERB.TTF	ROCKB.TTF	TCCM.TTF
MISTRAL.TTF	PERI.TTF	ROCKBI.TTF	TCMI.TTF
MOD20.TTF	PERTIBD.TTF	ROCKEB.TTF	TCM.TTF
MSUIGHUB.TTF	PERTILI.TTF	ROCKI.TTF	TEMPSITC.TTF
MTCORSVA.TTF	PER.TTF	SCHLBKB.TTF	VINERITC.TTF
NIAGENG.TTF	PLAYBILL.TTF	SCHLBKBI.TTF	VIVALDII.TTF
NIAGSOL.TTF	POORICH.TTF	SCHLBKI.TTF	VLADIMIR.TTF
OCRAEXT.TTF	PRISTINA.TTF	SCRIPTBL.TTF	WINGDNG2.TTF
OLDENGL.TTF	RAGE.TTF	SHOWG.TTF	WINGDNG3.TTF

The following fonts are installed by Microsoft Office 2013 on Windows 7 only:

GADUGI.TTF	MSYHBD.TTC
GADUGIB.TTF	NIRMALA.TTF
MSJH.TTC	NIRMALAB.TTF
MSJHBD.TTC	SEGOEUISL.TTF
MSYH.TTC	

The following fonts are installed by Microsoft Office 2013 on Windows 10 only:

LEELAWAD.TTF  
LEELAWDB.TTF  
MSUIGHUR.TTF

Move these fonts to your *Office Fonts* folder.

# Microsoft Office 2016

The following fonts are installed by Microsoft Office 2016 on Windows 7 and Windows 10:

AGENCYB.TTF	CALIFI.TTF	GILC.TTF	LSANSI.TTF
AGENCYR.TTF	CALIFR.TTF	GILI.TTF	LTYPE.TTF
ALGER.TTF	CALIST.TTF	GILLUBCD.TTF	LTYPEB.TTF
ANTQUAB.TTF	CALISTB.TTF	GILSANUB.TTF	LTYPEBO.TTF
ANTQUABI.TTF	CALISTBI.TTF	GIL.TTF	LTYPEO.TTF
ANTQUAI.TTF	CALISTI.TTF	GLECB.TTF	MAGNETOB.TTF
ARIALN.TTF	CASTELAR.TTF	GLSNECB.TTF	MAIAN.TTF
ARIALNB.TTF	CENSCBK.TTF	GOTHIC.TTF	MATURASC.TTF
ARIALNBI.TTF	CENTAUR.TTF	GOTHICB.TTF	MISTRAL.TTF
ARIALNI.TTF	CENTURY.TTF	GOTHICBI.TTF	MOD20.TTF
ARLRDBD.TTF	CHILLER.TTF	GOTHICI.TTF	MSUIGHUB.TTF
BASKVILL.TTF	COLONNA.TTF	GOUDOS.TTF	MTCORSVA.TTF
BAUHS93.TTF	COOPBL.TTF	GOUDOSB.TTF	NIAGENG.TTF
BELL.TTF	COPRGTB.TTF	GOUDOSI.TTF	NIAGSOL.TTF
BELLB.TTF	COPRGLT.TTF	GOUDYSTO.TTF	OCRAEXT.TTF
BELLI.TTF	CURLZ.TTF	HARLOWSI.TTF	OLDENGL.TTF
BERNHC.TTF	ELEPHNT.TTF	HARNGTON.TTF	ONYX.TTF
BKANT.TTF	ELEPHNTI.TTF	HATTEN.TTF	OUTLOOK.TTF
BODB.TTF	ENGR.TTF	HTOWERT.TTF	PALSCRI.TTF
BODBI.TTF	ERASBD.TTF	HTOWERTI.TTF	PAPYRUS.TTF
BODBLAI.TTF	ERASDEMI.TTF	IMPRISHA.TTF	PARCHM.TTF
BODBLAR.TTF	ERASLGHT.TTF	INFROMAN.TTF	PERBI.TTF
BODCB.TTF	ERASMD.TTF	ITCBLKAD.TTF	PERB.TTF
BODCBI.TTF	FELIXTI.TTF	ITCEDSCR.TTF	PERI.TTF
BODCI.TTF	FORTE.TTF	ITCKRIST.TTF	PERTIBD.TTF
BODCR.TTF	FRABK.TTF	JOKERMAN.TTF	PERTILI.TTF
BODI.TTF	FRABKIT.TTF	JUICE.TTF	PER.TTF
BODPSTC.TTF	FRADM.TTF	KUNSTLER.TTF	PLAYBILL.TTF
BODR.TTF	FRADMEN.TTF	LATINWD.TTF	POORICH.TTF
BOOKOS.TTF	FRADMIT.TTF	LBRITE.TTF	PRISTINA.TTF
BOOKOSB.TTF	FRAHV.TTF	LBRTED.TTF	RAGE.TTF
BOOKOSBI.TTF	FRAHVIT.TTF	LBRTEDI.TTF	RAVIE.TTF
BOOKOSI.TTF	FRAMDCN.TTF	LBRITEI.TTF	REFSAN.TTF
BRADHITC.TTF	FREESCPT.TTF	LCALLIG.TTF	REFSPCL.TTF
BRITANIC.TTF	FRSCRIPT.TTF	LFAX.TTF	ROCCB.TTF
BRLNSB.TTF	FTLTLT.TTF	LFAXD.TTF	ROCC.TTF
BRLNSDB.TTF	GARA.TTF	LFAXDI.TTF	ROCK.TTF
BRLNSR.TTF	GARABD.TTF	LFAXI.TTF	ROCKB.TTF
BROADW.TTF	GARAIT.TTF	LHANDW.TTF	ROCKBI.TTF
BRUSHSCI.TTF	GIGI.TTF	LSANS.TTF	ROCKEB.TTF
BSSYM7.TTF	GILBI.TTF	LSANSI.TTF	ROCKI.TTF
CALIFB.TTF	GILB.TTF	LSANSI.TTF	SCHLBKB.TTF

SCHLBKBI.TTF	TCB.TTF	VINERITC.TTF
SCHLBKI.TTF	TCCB.TTF	VIVALDII.TTF
SCRIPTBL.TTF	TCCEB.TTF	VLADIMIR.TTF
SHOWG.TTF	TCCM.TTF	WINGDNG2.TTF
SNAP.TTF	TCMI.TTF	WINGDNG3.TTF
STENCIL.TTF	TCM.TTF	
TCBI.TTF	TEMPSITC.TTF	

The following fonts are installed by Microsoft Office 2016 on Windows 10 only:

LEELAWAD.TTF  
LEELAWDB.TTF  
MSUIGHUR.TTF

The following fonts are installed by Microsoft Office 2016 on Windows 7 only:

GADUGI.TTF	MSYHBD.TTC
GADUGIB.TTF	NIRMALA.TTF
MSJH.TTC	NIRMALAB.TTF
MSJHBD.TTC	SEGOEUISL.TTF
MSYH.TTC	

Move these fonts to your *Office Fonts* folder.

# Clean Up and Organize Your Fonts

## Identifying Damaged and Incompatible Fonts

- As time goes on, you may develop problems with your fonts.
- Fonts can get damaged as you move them from computer to computer
- Older font formats aren't supported on recent versions of Windows
- Older fonts can have inconsistent internal font metadata or other bugs— fonts are software, too!

You can scan your fonts in FontDoctor to see if they are damaged or incompatible. Suitcase Fusion automatically scans fonts for problems when you add them to the font library.

Extensis includes a free copy of FontDoctor when you buy Suitcase Fusion. FontDoctor can also be purchased separately.

## Scanning your fonts with FontDoctor

FontDoctor scans fonts for common issues such as incompatible font formats, damaged or incomplete fonts, and duplicate fonts.

1. Open FontDoctor
2. Drag the folder of fonts you want to scan from the Finder and drop it on the FontDoctor window

FontDoctor will generate a report of problems it finds and can quarantine problem fonts. For more information on the options FontDoctor offers, choose Help > Show Help.

## Upgrading Older Fonts to New Formats

It isn't always easy to replace the fonts you use, especially when working with documents you didn't create. There are good reasons to switch to using OpenType fonts (or TrueType, if OpenType versions aren't available):

- You can use OpenType and Windows TrueType fonts on both Windows and Mac OS
- PostScript Type 1 fonts were OS-specific; glyphs might be mapped to different characters, causing display errors when you switch platforms
- OpenType is the most modern format for fonts, offering features that Type 1 and TrueType fonts lack
- Most type foundries produce only OpenType versions of their fonts now

You can keep older legacy fonts in your font manager and activate them as needed for older projects. Most foundries charge for new versions of fonts, but you can check to see if they offer free upgrades.

## Identifying Duplicate Fonts

One of the biggest challenges of font management is having **duplicate fonts**.

You might have more than one copy of the exact same font. Perhaps you downloaded it more than once or added it to the operating system but didn't delete the original. That's easy to sort out: choose which copy you want to keep and delete the others.

The main problem involves fonts that are the same typeface, such as Helvetica or Garamond, but are not exact copies. You might have TrueType and OpenType versions of your fonts. You might have two different versions of the same font; the newer version could have more glyphs, adjust kerning and line spacing, or add new OpenType features such as custom ligatures.

If you have duplicate fonts, it's likely that you've used different versions in different projects. If you get rid of the version shown in the example to the left, you may end up with a project that looks like the example to the right: the text wraps differently, causing reflow and pagination differences.



Using Suitcase Fusion to manage duplicate fonts is discussed in **Manage Your Fonts with Suitcase Fusion** on page 15.

## Identifying duplicate fonts with FontDoctor

FontDoctor can identify and quarantine duplicate fonts.

1. Open FontDoctor
2. To have FontDoctor scan a folder of fonts, drag the folder icon from the Finder and drop it on the FontDoctor window

If FontDoctor finds more than one font with the same PostScript name and font format, it lets you quarantine the older version and keep the newer version. If you want FontDoctor to automatically keep all versions of a font:

1. Click on Settings
2. For Find Duplicate Fonts, click on *Advanced Diagnosis Options*
3. Make sure *Allow Multiple Versions of the Same Font* is checked

A font's **PostScript** name is a piece of metadata that Windows and applications use to identify fonts. It can be different than the font's filename and the font's display name. You see a font's **display name** in an application's font menu or dialog box.

# Manage Your Fonts with Suitcase Fusion

Once you have collected and cleaned up your fonts, you're ready to add them to Suitcase Fusion. This section covers the basics of adding and managing fonts; for more information on using Suitcase Fusion, choose Help > Suitcase Fusion Help.

## Adding Your Fonts

To add your fonts to Suitcase Fusion:

1. Choose File > Add Fonts to Library
2. Find your *Optional Fonts* folder on your Desktop and click Add

Suitcase Fusion will create a set called "Optional Fonts" and add the fonts to the set. You can also drag the folders in *Optional Fonts* onto the Font Library in the sidebar of the main Suitcase Fusion window. Suitcase Fusion will create a set for each folder and add the fonts to the sets.

## Adding fonts to Temporary Fonts

For some projects, you might not want to add fonts permanently to your font library. You can drag them to the Temporary Fonts folder in the Suitcase Fusion sidebar, or drag them onto the Suitcase Fusion icon in the Dock. Fonts in Temporary Fonts are removed when you log out of Windows or restart your PC.

**Note:** Fonts that are added temporarily are not copied into the vault; they are added in place. If you move a folder of fonts after adding them to Temporary Fonts, Suitcase Fusion won't be able to use them.

## Creating and Deleting Sets

Once your fonts have been added you can delete the sets that were created, if you want to organize them differently. Select a set and choose Edit > Delete Set... to remove a set.

To make a new set, choose File > New Set and give your set a name. To add fonts to a set, select them from the Font Library and drag them onto the set name.

## Managing Duplicate Fonts

If you add fonts to Suitcase Fusion over time, you may find that you have duplicates of some of your fonts. Suitcase Fusion doesn't allow you to add the same font to the font vault more than once; but it will add fonts with different version numbers or font formats.

Most of the time, this is what you want—if you work with legacy documents or projects created by other people, you want to use the same fonts the documents were created with. If that's not the case, you may want to remove older copies to ensure that you use the newest version of your fonts.

1. Open Suitcase Fusion
2. In the Smart Searches section of the sidebar, click on *Duplicate Fonts*

The display shows fonts that have the same PostScript name. If the fonts are grouped by family, you can make it show each font individually by unchecking View > Group Fonts by Family.

You can select fonts and choose Edit > Delete (or press the Delete key) to remove them from your Font Library. This deletes them from the font vault, so make sure you have backup copies!

## Make a Plan for the Future

You've cleaned up your operating system font folder; you've gotten rid of bad fonts; and you've added them to Suitcase Fusion or other font manager. Now it's time to come up with a plan for going forward.

## Organizing Your Fonts with FontDoctor

You can keep your fonts in the Optional Fonts folders that you created. You might want to organize them into font families to make finding individual fonts easier. FontDoctor can organize a folder of fonts into a new folder structure.

1. Open FontDoctor
2. Under Scan & Organize, click *Show Options*
3. Select the folder you want to organize
4. Select the folder you want to place the organized fonts in
5. Choose how you want to sort and group your fonts, then click *Start Scan*



FontDoctor will scan your fonts then sort them into groups of folders. You can use the same destination folder more than once to combine all your fonts into one collection.

## Backing Up Your Fonts

The easiest way to protect your fonts is to back them up along with the rest of your files. If you are already using third-party backup software, you're all set! Make sure your fonts are in a folder that's being backed up. You can compress them into a .zip archive by right-clicking on the folder icon, then choosing Send to > Compressed (zipped) folder.

You can also make a backup of your Suitcase Fusion font vault. Choose File > Font Vault Archive > Archive... and select a location for the backup file. Suitcase Fusion creates a file with a .winbackup extension and backs up your entire font vault: fonts, sets, and custom metadata. Once it's done, make sure you store the backup file in a safe location.

Suitcase Fusion also has TypeSync, a syncing feature that copies your font vault into the cloud. If you log in to a new copy of Suitcase Fusion, your fonts and sets will be automatically added to your font vault. For more information on TypeSync, choose Help > Suitcase Fusion Help.

If you are using a different font manager, check the documentation to see if there are any features for making a backup of your font collection.

## Getting New Fonts

Let's not kid ourselves: there is no such thing as enough fonts. You are going to get more fonts at some point, so you should know what you're going to do with them when you do.

You can purchase fonts through the Windows Store in Windows 10. Fonts purchased through the Microsoft Store aren't kept in `C:\Windows\Fonts\`, and not all Windows applications can see them. For more information, see [New 'Pro' fonts in Windows 10](#).

## Buying New Fonts

When you buy new fonts, you should keep a few things in mind:

- Buy your fonts from well-known, reliable font foundries or websites
- Make sure the fonts you buy includes the styles, languages, and symbols that you need
- Try to get fonts in OpenType format, or TrueType if they don't offer OpenType fonts

- Avoid collections of thousands of fonts for a low price: most of the fonts will be “fun” display typefaces that you will rarely use and are likely of low typographic quality

## Downloading Free Fonts

Be careful when downloading fonts from “free font” websites. There are well-known font vendors who offer free fonts like Apple, Adobe, Microsoft, and Monotype. If you plan to use free fonts, download them from websites you can trust.

Many “free font” websites offer only low-quality fonts. Sometimes the fonts they offer are knockoffs of popular typefaces that don’t have the full range of glyphs and features of the professionally-designed fonts. They might also offer pirated copies of commercial fonts—when in doubt, avoid using them!

## Dealing with fonts installed with applications

Some applications include high-quality fonts for your use. The software may install its fonts in your system font folder or in other locations where your font manager can’t manage them. If you think your application has installed new fonts but you can’t find them, check the application’s documentation or the developer’s website for support.

Create a folder named after the application (for example, *Finale Fonts*) on the Desktop. After you install your application, check your system font folder against the list of system fonts for your version of Windows. You can move any newly-added fonts to the application folder you created on the desktop; from there, you can add them to a font manager.

## Working With Your New Fonts

If you get your fonts from a trustworthy vendor, they probably won’t have any problems. You can still use FontDoctor to scan them for issues and add them to your organized collection of folders.

When you add the fonts to your font manager you may want to add them as a set, so you can identify them later. If your font manager allows you to add notes or tags to a font, you may want to add order information, font vendor, and client information.

## Now What?

That’s it! If you’ve gotten this far then you should have a clean operating system font folder, your fonts added to your font manager and organized as you want them, backup copies of your fonts in case something goes wrong, and a plan for what to do with your new fonts. Now go forth and be creative!

# Appendix A: Working With Windows Restore Points

## Creating a Restore Point in Windows

### Windows 7:

- Click Start button, then click on Control Panel
- In the Control Panel, click on System
- Click *System protection* in the left-hand pane; if you are prompted for a password, enter your administrator password

### Windows 10:

- Open the Start Menu and choose Windows System > Control Panel
- In the Control Panel, click on System
- Click *System protection* in the left-hand pane; if you are prompted for a password, enter your administrator password

In the System Properties window, go to Protection Settings, select “Local Disk (C:)(System)”, and click *Configure...* Click on *Restore system settings and previous versions of files*, then click OK to close the window.

To create a restore point, click *Create...* and enter a description for the restore point (such as “Before removing third-party fonts”), then click *Create*.

## Reverting Your System Back From a Restore Point

If you created a restore point before moving fonts from your system font folder, you can revert Windows back to the restore point if a problem occurs.

**Windows 7:** Click the Start Button, then select All Programs > Accessories > System Tools > System Restore.

**Windows 10:** Open the Start Menu and choose Windows System > Control Panel. In the Control Panel, click on Recovery, then click on *Open System Restore*.

In the System Restore wizard, click *Next* to display the list of restore points. If your restore point isn't visible in Windows 7, check the box labeled *Show more restore points*. Select the desired restore point in the list, then click *Next*. Confirm that the restore point you've selected is the correct one, then click *Finish*.

Windows will warn you that reverting to the restore point cannot be undone; click *Yes*. When Windows is done reverting to the restore point, your PC will restart.

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