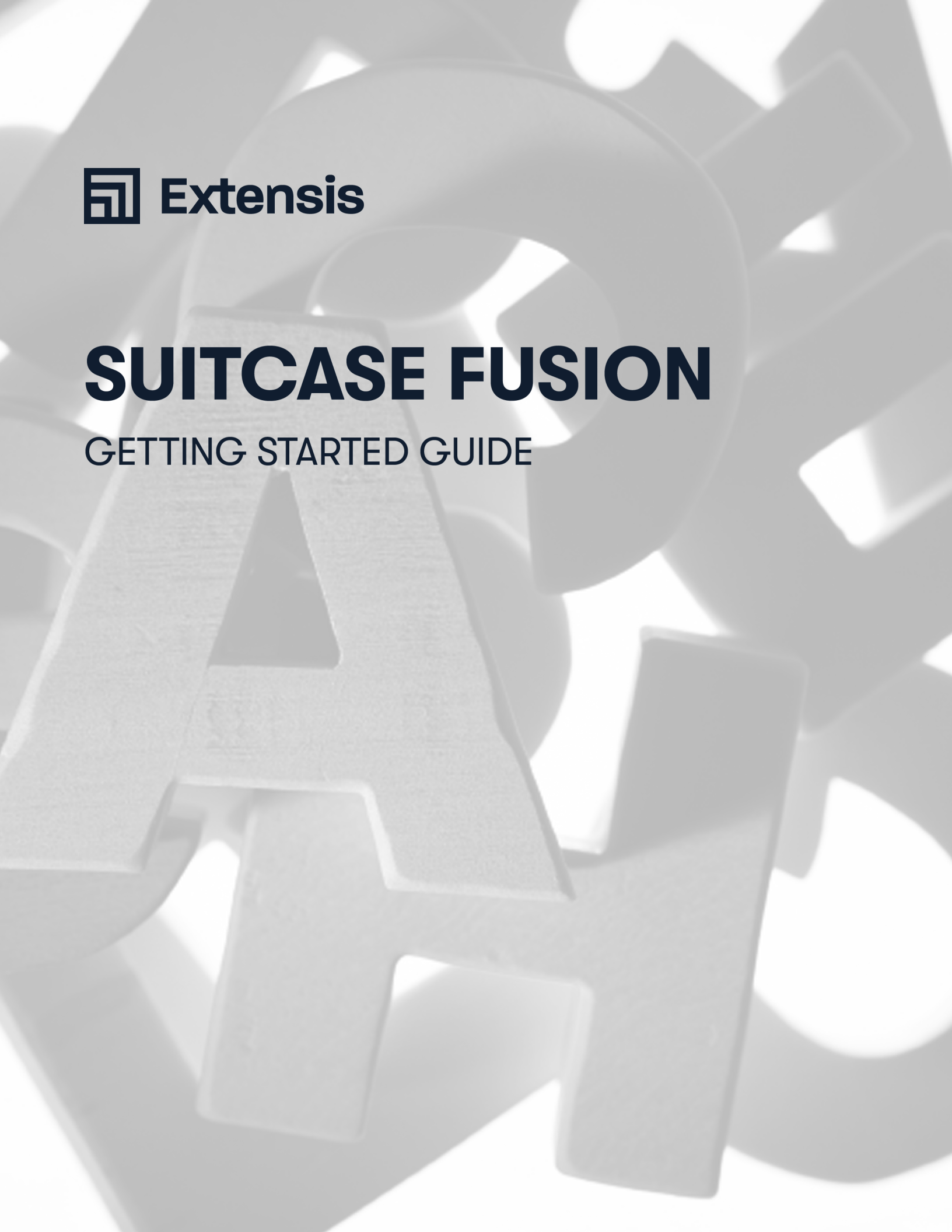


Extensis

SUITCASE FUSION

GETTING STARTED GUIDE

Legal notices

Copyright © 2014–2020 Celartem, Inc., doing business as Extensis. This document and the software described in it are copyrighted with all rights reserved. This document or the software described may not be copied, in whole or part, without the written consent of Extensis, except in the normal use of the software, or to make a backup copy of the software. This exception does not allow copies to be made for others. Licensed under U.S. patents issued and pending.

Celartem, Extensis, MrSID, NetPublish, Portfolio Flow, Portfolio NetPublish, Portfolio Server, Suitcase Fusion, Type Server, TurboSync, TeamSync, and Universal Type Server are registered trademarks of Celartem, Inc.

The Celartem logo, Extensis logos, Extensis Portfolio, Font Sense, Font Vault, FontLink, QuickFind, QuickMatch, QuickType, Suitcase, Suitcase Attaché, Universal Type, Universal Type Client, and Universal Type Core are trademarks of Celartem, Inc.

Adobe, Acrobat, After Effects, Creative Cloud, Creative Suite, Illustrator, InCopy, InDesign, Photoshop, PostScript, and XMP are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Apache Tika, Apache Tomcat and Tomcat are trademarks of the Apache Software Foundation.

Apple, Bonjour, the Bonjour logo, Finder, iPhone, Mac, the Mac logo, Mac OS, OS X, Safari, and TrueType are trademarks of Apple Inc., registered in the U.S. and other countries. macOS is a trademark of Apple Inc. App Store is a service mark of Apple Inc.

IOS is a trademark or registered trademark of Cisco in the U.S. and other countries and is used under license.

Elasticsearch is a trademark of Elasticsearch BV, registered in the U.S. and in other countries.

Google, Android, and Google Play are trademarks of Google Inc.

Intel and Intel Core are trademarks of Intel Corporation in the U.S. and/or other countries.

Microsoft, Excel, Internet Explorer, PowerPoint, SQL Server, and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Oracle and Java are registered trademarks of Oracle and/or its affiliates.

All other trademarks are the property of their respective owners.

Suitcase Fusion v21.0.1 ❧ 10 April 2020

Contents

Getting Started 4
- System requirements 4
- Overview 4
- Back up your system 5
- Gather your fonts 6
- Update your software 9
- Other font managers 9
- Install Suitcase Fusion 11
- First-time launch 13
- After you upgrade 15
- Add more fonts 17

Reference 18
- Type terminology 18
- Suitcase Fusion concepts 23
- Mac shortcuts 25
- Windows shortcuts 26
- Font lists 27
- Extra fonts in macOS 27
- Extra fonts for Windows 10 30

Contacting Extensis 32

Support 33

Getting Started

System requirements

For complete system requirements, release notes, and other information, see Suitcase Fusion Support.

Macintosh

- macOS™ 10.13 through 10.15
- Safari® 9 or later or the current release of Firefox® or Chrome™, for viewing Help

Suitcase Fusion is completely 64-bit, optimized for macOS 10.13.4 and later.

Windows

- Windows® 7 SP1 or Windows 10
- Microsoft® .NET Framework version 4.5.1 or later (installed automatically if not already present)
- Internet Explorer® 10 or later, Microsoft Edge, or the current release of Firefox or Chrome, for viewing Help

NOTES

- Some features require an Internet connection.
- Suitcase Fusion requires a 64-bit operating system.
- Suitcase Fusion does not support Windows 8/8.1.
- Suitcase Fusion does not include auto-activation XTensions for QuarkXPress.

Overview

Here are the steps we recommend when installing Suitcase Fusion.

1. **Back up your system** (on the next page)
   This is always a good idea when installing new software; if something goes wrong or you just don't like it, you can get your computer back the way it was.
2. **Gather your fonts** (on page 6)
   If you have third-party fonts that you want to use with Suitcase, get all of the discs and downloaded files together so that you can install them.
3. **Update your software** (on page 9)
   Make sure that your operating system and third-party software (such as Adobe Creative Cloud) are up to date.
4. **Other font managers** (on page 9)
   If you're using an older version of Suitcase Fusion, you can leave it installed, but we recommend removing it.
   If you're using Universal Type Client or if you're replacing another font manager, you'll need to remove or disable it first.
5. **Install Suitcase Fusion** (on page 11)
   If you're using a recent version of Suitcase Fusion, you can take your old data with you.
6. **First-time launch** (on page 13)
   This will help you finish configuring a new installation of Suitcase Fusion.
   If instead you upgraded from an older version, see *After you upgrade* on page 15.
7. **Add more fonts** (on page 17)
   If you didn't add them the first time you launched Suitcase Fusion, or if you have more fonts, add them now.

Back up your system

Your computer carries a lot of valuable, even irreplaceable, information. A good backup strategy can greatly reduce or even eliminate the possibility of catastrophic data loss in case your computer is damaged or dies.

Even if you don't have a regular backup plan, creating a backup before you install new software is a worthy precaution. What if something goes wrong during the installation? What if you just don't like the software? Having a complete system backup lets you easily restore your system to the way it was before you began the installation.

While we expect that you will like Suitcase Fusion immensely, we still would rather have you be safe than sorry.

Backup options for Mac

macOS comes with a built-in backup option called Time Machine. Time Machine is primarily geared towards keeping regular backups of your documents; it does not create a bootable backup disk. If your main concern is making sure you have hourly backups of your data, Time Machine is easy to use: just plug in a new hard drive. (For more information on using Time Machine, see the Apple article Back up your Mac with Time Machine.)

The best defense against a system failure is a bootable backup, which usually consists of a complete copy of your hard drive. With this in hand, you can quickly get back up and running if your computer's hard drive fails. A utility like Carbon Copy Cloner or SuperDuper! lets you easily create a bootable backup.

For more information on backing up your Mac, see the MacWorld article Drive-cloning utilities: The best Mac apps for making a bootable backup.

Backup options for Windows

A simple way to avoid most installation catastrophes on Windows is to create a restore point before installing new software. The restore point captures the state of your system files; if something goes wrong during installation, you can quickly restore your system to the previous configuration. Search in Windows Help for "restore point" to find out more.

A restore point isn't a catch-all; it can't protect your documents and would be no help in the event of a hard drive failure. For that, you should consider a utility that creates a complete disk image, such as Acronis True Image.

Windows includes the ability to create a system image; open the **Control Panel** and look for **Backup and Restore**.

Back up your Mac with Time Machine: `https://support.apple.com/en-us/HT201250`
Carbon Copy Cloner: `https://bombich.com/`
SuperDuper!: `https://www.shirt-pocket.com/SuperDuper/SuperDuperDescription.html`
Drive-cloning utilities - The best Mac apps for making a bootable backup:
`https://www.macworld.com/article/2461362/`
Acronis True Image: `https://www.acronis.com/en-us/personal/computer-backup/`

Gather your fonts

In order to let Suitcase Fusion manage your fonts, you need to add them to the Suitcase Fusion Vault. You can do this at any time; the easiest time to add your fonts is after installing Suitcase Fusion and running it for the first time.

To be ready for this, you should gather all your fonts together.

Fonts you have licensed are likely to be in one of three locations: on a CD or DVD, in a downloaded file, or installed on your system.

Locating discs and downloaded files should be relatively simple. In the case of downloads, many websites keep records of your purchases and will let you re-download files if you can't locate the originals.

Identifying third-party fonts that are installed on your system can be time-consuming. We have a few tips to help.

Using the font lists

Both macOS and Windows have a simple integrated font manager that lets you install and remove fonts. You can use the appropriate application (Font Book on macOS or the Fonts control panel on Windows), along with a list of fonts included with your computer, to identify and remove third-party fonts.

See ***Font lists*** on page 27 for links to lists of fonts included with recent versions of macOS and Windows.

> **NOTE:** The lists are provided by Apple and Microsoft; the names listed may be slightly different than the names displayed in Font Book (Mac) or the Fonts control panel (Windows).

To determine your version of macOS:

1. Click the Apple menu and choose **About this Mac**.
2. The operating system is listed at the top and the version number immediately below this (such as "Version 10.14.0").

To determine your version of Windows:

1. Open the Control Panel. (For Windows 7, click the **Start** menu and choose **Control Panel**; for Windows 10, press ***WIN+X*** and choose **Control Panel**.)
2. If your Control Panel is set to **View by Category**, change this to **View by Large icons** or **View by Small icons**. (This setting is accessed from a pop-up menu at the top right of the Control Panel window.)
3. Click the **System** control panel.
4. The Windows version is listed at the top, under **Windows edition** (for example, "Windows 10 Pro").

Use the appropriate font list to help you identify which fonts were not installed as part of your operating system. These are the fonts that you need to remove.

Collecting third-party fonts on your Mac

Using the appropriate font list from the **Reference** section of this document, start Font Book, located in the Applications folder.

The first column at the left of the Font Book window shows font collections. The group at the top of the list includes the All Fonts collection, which is all fonts installed on your Mac.

Font Book may also show a Computer collection and a User collection immediately below the All Fonts collection. The User collection consists of fonts that you have installed manually. (Most applications install fonts as part of the System fonts, so they are in the Computer collection.)

To quickly gather all fonts in the User collection:

1. Click the User collection.
2. Choose **File > Export Collection**.
3. Enter a name for the folder (such as “3rd party user fonts”) and save it on the Desktop.
4. When the User fonts have been exported, select any font in the list of User fonts (the second column in the Font Book window).
5. Choose **Edit > Select All** to select all the User fonts.
6. Choose **File > Remove Fonts**. Click **Remove** at the prompt.

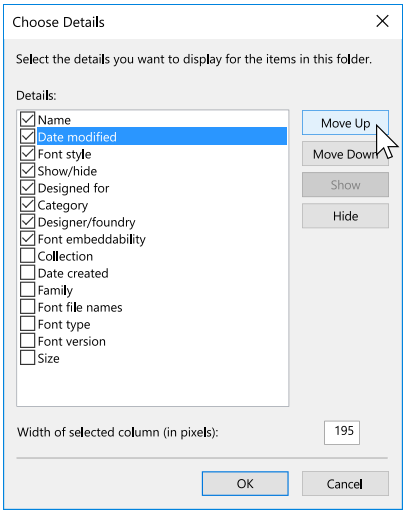
To locate and remove other third-party fonts:

1. Click the All Fonts collection.
2. Compare the list in the second column line by line with the appropriate font list.
3. When you find a font in Font Book that is not on your font list, hold down the ***COMMAND*** key and click it.
4. Continue until you have scanned all the fonts in the All Fonts collection.
5. Choose **File > Export Fonts**.
6. Enter a name for the exported fonts folder (such as “3rd party other fonts”) and save it on the Desktop.
7. When the fonts have been exported, choose **File > Remove Fonts**. Click **Remove** at the prompt.
   If **Remove Fonts** is grayed out, it means you have accidentally selected a font that is a protected System Font. Review your list and ***COMMAND***-click to de-select any incorrect fonts, then remove the selected fonts.

Collecting third-party fonts on Windows

Before moving fonts, make sure to close any applications that you have open.

1. Create a folder on the desktop for your third-party fonts. In this example, we call the folder **3rdparty**.
2. Open the Fonts Control Panel.
3. Position the Fonts Control Panel window so that you can see the **3rdparty** folder on the desktop.
4. Choose **View > Details**, then choose **View > Choose details**.
   If the **View** menu is not visible in Windows 7, click **Organize** and choose **Layout > Menu bar**.
5. In the **Choose Details** dialog, check the box labeled **Date modified**.
6. Click the **Date modified** text so that it is highlighted, then click **Move up** until **Date modified** is immediately below **Name** in the **Choose Details** dialog, then click **OK**.



   The Fonts control panel should display a list of installed fonts, with the **Name** column first, then the **Date modified** column.

7. Click the heading of the **Date modified** column once.
   The list of fonts will now be sorted with the most recently installed fonts at the top. (We are making the assumption that the most recently installed fonts are probably third-party fonts; this will make it easier to identify them.)
8. Compare the font names in the first column line by line with the appropriate font list.
   We have sorted the fonts chronologically, but if you prefer working through them alphabetically, click the **Name** column head to sort the fonts by name.
9. When you find a font in the Fonts Control Panel that is not in your font list:
   a. Drag the font from the Fonts Control Panel window to the **3rdparty** folder on the desktop.
      If you get a message about copying files that have the same names, click **Skip these files** (Windows 10) or **Don't copy** (Windows 7).
   b. Click **Delete** above the list of fonts, then click **Yes** in the confirmation dialog.
      If you get a message about deleting a font collection, click **Yes**.
      If you get a message that a font is in use, click **Skip**.
      If you get a message that a font is a protected system font, click **Close**.
10. When you have identified and moved all third-party fonts, close the Fonts Control Panel and restart your computer.

Update your software

Software vendors regularly provide free updates to the current version of their software.

These updates can include bug fixes, security patches, and new features.

Before you install Suitcase Fusion, you should make sure that your applications and operating system are up to date.

You should also make a plan to keep your software up-to-date.

Updates vs. upgrades

Don't confuse **updates** with **upgrades**: updates are usually frequent (often monthly), small, relatively minor installations that offer improved performance or security or both, and are almost always free of charge. Upgrades are usually infrequent (often yearly), large, major installations with multiple new features, and are often available for a reduced price over the cost of a new purchase.

Updates typically do not cause incompatibilities with existing software, whereas an operating system upgrade may cause older software to stop functioning, and a major application upgrade may render other software—such as plug-ins—incompatible.

Therefore while it is usually safe to install software updates, you may need to consider carefully before upgrading to a new version of an operating system or application.

Think about major upgrades

Before you decide to install Suitcase Fusion, consider its system requirements and supported software. Suitcase Fusion runs on macOS 10.13 and newer, or Windows 7 SP1 or Windows 10. It includes plug-in support for Adobe Creative Cloud 2018 and newer.

If you are using an older operating system or design software (or both), you will probably need to upgrade your older software in order to use Suitcase Fusion. This is not a decision to make lightly, as it can involve expense, downtime, and workflow disruption. It may be that such upgrades are not even feasible if you rely on other older applications or plug-ins.

Other font managers

Other font managers will conflict with Suitcase Fusion; if you have another font manager installed, you will need to disable or remove it before you install Suitcase Fusion.

Font Book

Font Book is the basic font manager included with macOS. It allows you to install fonts in the system folders and can perform basic validation and activation.

Font Book and Suitcase Fusion can get in the way of each other. For example, if you double-click a font file, Font Book will open it and offer to install it. If you install fonts with Font Book, they will not be in the Suitcase Fusion vault and cannot be managed by Suitcase Fusion.

Older versions of Suitcase Fusion

If you are using Suitcase Fusion 6 or later, you can leave your older version installed when you install Suitcase Fusion. Just make sure it isn't running!

> **NOTE:** We recommend that you uninstall these versions so as not to cause confusion. The uninstall process leaves your Font Vault and other information intact, so it will be available for Suitcase Fusion to use.

Macintosh

To uninstall a previous version of Suitcase Fusion for Macintosh, download and run the appropriate application:

- Suitcase Fusion 9 Uninstaller
- Suitcase Fusion 8 Uninstaller
- Suitcase Fusion 7 Uninstaller
- Suitcase Fusion 6 Uninstaller

Windows

To remove an earlier version of Suitcase Fusion from your Windows PC, use the Control Panel:

1. Open Windows **Control Panel**.
2. Click **Programs and Features** (Windows 10) or **Add/Remove Programs** (Windows 7).
3. Select **Suitcase Fusion**.
4. Click **Uninstall**.
5. Follow the prompts to uninstall.

Disabling Universal Type Client

Universal Type Client is the Extensis software that retrieves fonts from Universal Type Server. If you are a member of a workgroup that uses Universal Type Server, you can't use both Suitcase Fusion and Universal Type Client on the same system.

Check with your workgroup administrator or IT department to make sure it is okay to disable Universal Type Client.

If you are using the trial version of Suitcase Fusion and don't want to remove Universal Type Client, you can disable it temporarily.

To disable Universal Type Client:

1. Start Universal Type Client.
2. Open the **Preferences** dialog.
   - On Mac, choose **Universal Type Client > Preferences**.
   - On Windows, choose **Edit > Preferences**.
3. Click the **Type Core** tab.
4. Click **Stop Type Core**, and in the confirmation dialog click **Stop Type Core** again.

The Universal Type Client's Type Core will be stopped, and Universal Type Client will no longer manage fonts on your system.

The Type Core will start the next time that you launch Universal Type Client, so make sure that Universal Type Client is not set to launch when you start your computer or log in.

As long as you don't start Universal Type Client while you are using Suitcase Fusion, there will be no conflict between their Cores.

Suitcase Fusion 9 Uninstaller: `https://bin.extensis.com/Suitcase_Fusion_9_Uninstaller.zip`
Suitcase Fusion 8 Uninstaller: `https://bin.extensis.com/Suitcase_Fusion_8_Uninstaller.zip`
Suitcase Fusion 7 Uninstaller: `https://bin.extensis.com/Suitcase_Fusion_7_Uninstaller.zip`
Suitcase Fusion 6 Uninstaller: `https://bin.extensis.com/Suitcase_Fusion_6_Uninstaller.zip`

To remove Universal Type Client from your Mac:

1. Start Universal Type Client.
2. Choose **Universal Type Client > Preferences**.
3. Click the **Type Core** tab.
4. Click **Stop Type Core**, and in the confirmation dialog click **Stop Type Core** again.
5. Drag the Universal Type Client application to the Trash, then empty the Trash.

To remove Universal Type Client from Windows:

1. Start Universal Type Client.
2. Choose **Edit > Preferences**.
3. Click the **Type Core** tab.
4. Click **Stop Type Core**, and in the confirmation dialog click **Stop Type Core** again.
5. Open the Control Panel.
6. Choose **Programs and Features**.
7. Select **Universal Type Client**, then click **Uninstall**.
8. Follow the prompts to finish removing Universal Type Client from your system.

Once you have disabled or removed Universal Type Client, continue to ***Install Suitcase Fusion*** below.

Disabling another font manager

If you are using a different font manager, you should disable or remove it before installing Suitcase Fusion.

You need to stop any background applications that your current font manager uses before installing Suitcase Fusion.

If you choose to disable your current Font Manager while using the trial version of Suitcase Fusion, be sure that it is not set to launch when you start your computer or log in.

See the documentation that came with your font manager for details on how to disable or uninstall it.

Once you have disabled or removed your current font manager, continue to ***Install Suitcase Fusion*** below.

Install Suitcase Fusion

If you are already using Suitcase Fusion 6 or later, you can use your existing font data with Suitcase Fusion.

If you are using Universal Type Server or another font manager, you will need to disable or remove it before you install Suitcase Fusion. For details, see ***Other font managers*** on page 9.

If you have installed applications since you started using your current version of Suitcase Fusion, consider going through the process outlined under ***Gather your fonts*** on page 6. This will help you "reclaim" any third-party fonts that have been installed.

Ready to install

Before you install Suitcase Fusion, be sure to quit any other programs that are running, especially an older version of Suitcase Fusion and any design applications such as Adobe Illustrator.

Archive your Font Vault

If you are upgrading from Suitcase Fusion 6, 7, 8, or 9, we recommend that you archive your Font Vault. This will allow you to revert to your older version, and serve as a recovery option should you have any issues during the upgrade.

If you are currently using Suitcase Fusion 7, 8, or 9, the process to archive your Font Vault is the same as for Suitcase Fusion.

If you are using Suitcase Fusion 6, you have the option to archive your Font Vault locally or to Dropbox or Google Drive.

Archiving the Suitcase Fusion 6 Font Vault

1. Choose **File > Font Vault Archive > Archive To** then select the destination option: **Folder**, **Dropbox**, or **Google Drive**.
2. Suitcase Fusion will need to stop the Type Core in order to archive your Font Vault. To proceed, click **Archive**.
3. Enter a name for the archive and choose the destination where it will be saved. (If you chose **Dropbox** or **Google Drive**, your local folder for the service will be automatically selected.)
4. Click **Save**.

The Font Vault will be copied to a compressed file, then Suitcase Fusion will restart.

Macintosh

To install Suitcase Fusion on your Mac:

1. Confirm that your computer meets the minimum system requirements. See *System requirements* on page 4.
2. Download the installer from Suitcase Fusion Support.
3. If your browser did not automatically mount the Suitcase Fusion disk image, double-click the downloaded **.DMG** file.
4. Drag the Suitcase Fusion application to your Applications folder.
   If you are upgrading an older version and are prompted about an existing copy, replace the older version.

Windows

To install Suitcase Fusion on your Windows PC:

1. Confirm that your computer meets the minimum system requirements. See *System requirements* on page 4.
2. Download the installer from Suitcase Fusion Support.
3. If your browser did not automatically extract the Suitcase Fusion installer from the **.ZIP** file, double-click the downloaded **.ZIP** file.
4. Double-click the Suitcase Fusion installer.
5. Follow the on-screen instructions to complete the installation.

Upgrading

If you are currently using Suitcase Fusion 6 or later, you can install Suitcase Fusion and it will use your existing Font Vault, libraries, and sets.

You should uninstall the previous version of Suitcase Fusion before you install Suitcase Fusion. This step is optional but highly recommended.

For details on removing older versions of Suitcase Fusion, see *Older versions of Suitcase Fusion* on page 9.

First run

What happens the first time you run Suitcase Fusion depends on whether this is a brand new installation, or if you are upgrading from an older version of Suitcase Fusion.

New installation of Suitcase Fusion

> **NOTE:** At this point, you should have the fonts that you want to manage collected into a folder on your desktop (see *Gather your fonts* on page 6). You will also need your Extensis account login information (email and password) in order to complete your Suitcase Fusion configuration.

The first time you run a new installation of Suitcase Fusion, you will be presented with the setup wizard that will help you add fonts and complete your setup.

See *First-time launch* below for details.

Upgrade from previous version of Suitcase Fusion

The first time you run Suitcase Fusion after upgrading an older version, it will prompt you to archive your old Font Vault and database, then to upgrade any auto-activation plug-ins.

For details, see *After you upgrade* on page 15.

First-time launch

The first time that you start Suitcase Fusion, it will take you through a series of setup steps where you specify application settings and add your fonts.

> **NOTE:** If you have upgraded from a previous version of Suitcase Fusion, the process will be different. See *After you upgrade* on page 15.

Log in

Suitcase Fusion does not require a serial number. Instead, the first time you start Suitcase, you need to log in with your Extensis.com account credentials.

If you don't have an Extensis.com account but want to try Suitcase Fusion, you can create an account and start a 15 day free trial with access to all of the software's features.

Add Fonts

Font Vault Options

Choose to store your fonts in Suitcase Fusion's Font Vault, or to leave them where they are.

By storing fonts in the Vault, they will always be available and will be secure. When you add fonts, Suitcase Fusion will copy the fonts from their location into the Font Vault.

If you choose to leave fonts in place, Suitcase Fusion will expect to find them exactly where they were when you added them. Suitcase won't find fonts added from a removable device if the device has been disconnected.

> **TIP:** There is almost no reason to add fonts and leave them in place; consider using the Font Vault instead.

You can change this setting in the **Preferences** dialog.

By default, the font vault is stored in a secure location accessible only to the person currently logged in to your computer.

You can change your Vault's location at any time.

Select Fonts to Add

Suitcase Fusion will automatically add System fonts to its database; click **+** to add a folder of fonts to the list. (Select a folder in the list and click **–** if you change your mind.)

You can also drag individual fonts or folders of fonts to the list.

You can easily add fonts to Suitcase Fusion at any time.

Google Fonts

Google has made a large selection of fonts available, free for the asking. To add the Google Font collection to Suitcase Fusion, check the box labeled **Enable Google Fonts**.

You can also enable or disable Google Fonts from within Suitcase Fusion.

> **NOTE:** If you enable Google Fonts, Suitcase Fusion will download the current set of available fonts when you complete the configuration wizard.

Plug-ins

Suitcase Fusion includes auto-activation plug-ins for Adobe After Effects, Illustrator, InCopy, InDesign, and Photoshop.

If you have any of these applications installed, you can install the plug-ins for them. The plug-in allows the application to automatically activate fonts used in a document when you open the document.

The InDesign, Illustrator, and Photoshop plug-ins also include the Extensis Font Panel, which allows you to manually activate fonts from within your design application without needing to run Suitcase Fusion.

You can install or remove plug-ins at any time from the **Plug-Ins** pane of the **Preferences** window.

Updates

Suitcase will check for updates by default; to disable this option, clear the box labeled **Check for updates automatically**.

You can choose to send Extensis information about your computer and how you use the software during an update check. No information that is collected will be able to identify you personally, and will only be used in aggregate form (with data from other users) to help plan future enhancements and features for Suitcase.

You can change these settings at any time in the **Preferences** dialog.

Finish

You're ready to start using Suitcase Fusion.

There are a couple of cleanup items that you can attend to now if you choose to.

System Fonts

macOS and Windows include many System fonts that aren't necessary for your computer to function normally. Many of these fonts are extra fonts for specific languages.

To deactivate these fonts now, check the box labeled **Deactivate non-required System Fonts**.

Font Caches (macOS only)

Many applications, including macOS, store information about frequently-used fonts in order to access those fonts very quickly. Sometimes this data gets out of sync, which might cause fonts to display incorrectly or programs to start performing slowly.

Suitcase Fusion can clean these caches, making sure they get properly refreshed.

If you want to clean your system's font caches now, check the box labeled **Clean font caches**. (This will require you to restart your computer.)

Any time you start having performance or font display issues, you can have Suitcase Fusion clean your font caches.

After you upgrade

The first time that you run Suitcase Fusion after you have upgraded from a previous version, Suitcase needs to do some updates.

If you have upgraded from Suitcase Fusion 7 or later, you should be automatically logged in to Suitcase Fusion.

If you are coming from Suitcase Fusion 6, then the login will be new to you.

Logging in to Suitcase Fusion

Instead of requiring a serial number, Suitcase Fusion now requires you to log in once every 30 days.

When you are presented with the login screen, enter the email address and password that you used when you set up your Extensis account.

The login system allows you to legally use the software on two computers simultaneously.

In addition, you can install the software on as many of your own personal computer systems as you want, and use it on any two of them at a time.

The login system lets the Extensis server know if you are already using Suitcase; if you attempt to log in on a third computer, you will be informed that two other computers are already logged in on your account, and will be given the option of disconnecting both of them. (You can manually log out of one computer if you need to log in on a different one.)

For your ease of mind, no information about your computer systems, location, or any other personal information is used in this transaction; Extensis just counts your connections and stops you from logging in a third time.

> **NOTE:** Remember that the software is for your personal use; you should not share your login information with others.

Font management for multiple users

If you need to use a font manager in a small workgroup, instead of purchasing multiple copies of Suitcase Fusion you should consider Suitcase TeamSync. TeamSync is licensed per user on an annual basis. It uses the familiar Suitcase Fusion application for font management, with cloud-based libraries that are shared among multiple team members.

If your organization has larger font management needs, consider Universal Type Server, which allows multiple workgroups to access fonts from a served repository, and can also monitor font licensing compliance.

For more information about Suitcase TeamSync, see Suitcase TeamSync on the Extensis website.

For more information about Universal Type Server, see Universal Type Server on the Extensis website.

Upgrading your Font Vault database

Suitcase Fusion uses a different database structure than earlier versions.

The first time that you start Suitcase Fusion after upgrading from a previous version, it will automatically back up your database, then prompt you to upgrade. (You will not be able to use Suitcase Fusion if you do not upgrade your database.)

After the upgrade is complete, you will need to accept the new Suitcase Fusion EULA, then log in using your Extensis account email and password.

If you need to revert to your earlier version, use the Support Form so that our support staff can help you use your backup database to return to the prior version. (If you archived your previous Font Vault, you can just restore that archive from within the earlier version.)

Updating your plug-ins

After upgrading your Font Vault, Suitcase Fusion will prompt you to update your auto-activation plug-ins.

While optional, we strongly recommend doing this; if not, your design applications will give you warnings about incompatible plug-ins and auto-activation will not work.

If you skip this step, you can update the plug-ins later in the **Preferences** dialog.

Suitcase TeamSync: `https://www.extensis.com/suitcase-teamsync/`
Universal Type Server: `https://www.extensis.com/universal-type-server/`
Support Form: `https://help.extensis.com/hc/en-us/requests/new/`

Add more fonts

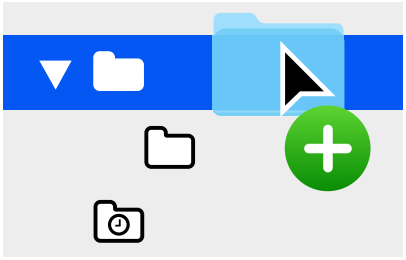
The first time you launch Suitcase Fusion, the configuration wizard will offer to add fonts to your library.

If you did not add fonts at that time, or you have some additional fonts to add, follow these steps:

1. Gather your fonts from their original sources.
   These may be on DVD, from downloads, or on a network server. You will need to extract any fonts that are in archive (**.ZIP**) files.
2. Copy them to a folder on your computer's desktop.
   It doesn't matter what you name the folder.

   > **NOTE:** When you add a folder of fonts to Suitcase Fusion, it will automatically create a set with the same name as the folder. If you don't want the set, you can delete it, and all the fonts will remain in your library.

3. Start Suitcase Fusion, log in, and position the window so that you can see the folder of fonts on your desktop.
4. Drag the folder of fonts onto the desired library in Suitcase Fusion.
   If you haven't created any libraries, the default library is named **Font Library**.



At the bottom of the **Libraries** panel, Suitcase Fusion displays the progress of adding fonts to your library.

The library is the main repository of your fonts. Suitcase automatically creates several libraries for you, and you can add as many more as you may need (although most users only need one library outside of the custom system, cloud, and third-party libraries maintained by Suitcase Fusion).

When you add a folder of fonts, Suitcase Fusion creates a set with the same name as your folder, indented below the selected library.

A set is a collection of fonts that you may gather together for a specific purpose, such as for a client or for newsletters. Sets do not actually hold any fonts; they act more like a music playlist. If you remove a font from a set, or remove a set from your library, all the fonts are still there.

You can safely delete the set that was created when you added the folder of fonts.

Reference

Type terminology

Here are some terms related to fonts, type, and typography. You may encounter many of these in this documentation or while using Suitcase Fusion.

activate

To make a font available for use within applications. Fonts can be activated permanently or temporarily through Suitcase Fusion, and can also be automatically activated using the auto-activation plug-ins for common design applications. See also **auto-activation** and **deactivate**.

attribute

An identifying characteristic of a font. Attributes can be inherent to the font, or assigned by users. Styles and keywords are examples of font attributes.

auto-activation

Font activation performed automatically by an application plug-in when a document using a font is opened. Extensis provides auto-activation plug-ins for popular design applications.

character

A single letter, punctuation mark, number, space, or any other object or symbol that can be assigned to a code point in a font. Compare with **glyph**.

classification

A method of categorizing fonts that indicates specific design attributes of the font. Common classes are serif, sans serif, script, and ornamental. Suitcase Fusion automatically assigns a classification to known font families, but you can change the assigned class and add classification information to unrecognized fonts.

code point

Any of the numerical values that exist in a character set. For the 7-bit ASCII set, the possible code points are in the range 0–127. In Unicode, there are 1,114,112 code points (in the range 0–10FFFF hex), although Unicode 12.1, released in May 2019, identifies 137,929 separate characters.

collect for output

Gather all fonts used in a document or project. This is how Suitcase Fusion allows you to export fonts so that, for example, they can be delivered with a document to a service bureau for output.

core

See **Type Core**.

deactivate

To make a font unavailable to applications. Fonts can be manually deactivated in Suitcase Fusion, or automatically deactivated by a plug-in. Temporarily activated fonts get deactivated when a user logs off the computer.

design document

A design document is a document created with advanced design software. More specifically, we refer to design documents as documents created with design applications supported by an auto-activation plug-in.

face

A **font**. Before digital type, there was little differentiation between the terms **font**, **face**, and **family**. The term “font” has come to be used generically, while some would say “face” is more correct most of the time.

family
A **font family**.

font
A complete set of characters from a font family, in one weight, width, and style. Times New Roman Italic is a font, as is Myriad Pro Condensed Bold Italic. Also called **face** or **typeface**.

font cache
A storage location where an application or the operating system holds copies of frequently-used fonts so they can be loaded quickly. Because font caches can become corrupted and cause problems, Suitcase Fusion can clean the font caches on your Macintosh.

font family
A collection of related fonts that were designed and intended to be used together. Fonts in a family will vary in weight, style, or width, but not in overall design. For ease of navigation and organization, Suitcase Fusion can display fonts in family groups.

Aktiv Grotesk Cd Hairline	Aktiv Grotesk Hairline	Aktiv Grotesk Ex Hairline
Aktiv Grotesk Cd Hairline Italic	*Aktiv Grotesk Hairline Italic*	*Aktiv Grotesk Ex Hairline Italic*
Aktiv Grotesk Cd Thin	Aktiv Grotesk Thin	Aktiv Grotesk Ex Thin
Aktiv Grotesk Cd Thin Italic	*Aktiv Grotesk Thin Italic*	*Aktiv Grotesk Ex Thin Italic*
Aktiv Grotesk Cd Light	Aktiv Grotesk Light	Aktiv Grotesk Ex Light
Aktiv Grotesk Cd Light Italic	*Aktiv Grotesk Light Italic*	*Aktiv Grotesk Ex Light Italic*
Aktiv Grotesk Cd Regular	Aktiv Grotesk Regular	Aktiv Grotesk Ex Regular
Aktiv Grotesk Cd Italic	*Aktiv Grotesk Italic*	*Aktiv Grotesk Ex Italic*
Aktiv Grotesk Cd Medium	Aktiv Grotesk Medium	Aktiv Grotesk Ex Medium
Aktiv Grotesk Cd Medium Italic	*Aktiv Grotesk Medium Italic*	*Aktiv Grotesk Ex Medium Italic*
Aktiv Grotesk Cd Bold	**Aktiv Grotesk Bold**	**Aktiv Grotesk Ex Bold**
Aktiv Grotesk Cd Bold Italic	***Aktiv Grotesk Bold Italic***	***Aktiv Grotesk Ex Bold Italic***
Aktiv Grotesk Cd XBold	**Aktiv Grotesk XBold**	**Aktiv Grotesk Ex XBold**
Aktiv Grotesk Cd XBold Italic	***Aktiv Grotesk XBold Italic***	***Aktiv Grotesk Ex XBold Italic***
Aktiv Grotesk Cd Black	**Aktiv Grotesk Black**	**Aktiv Grotesk Ex Black**
Aktiv Grotesk Cd Black Italic	***Aktiv Grotesk Black Italic***	***Aktiv Grotesk Ex Black Italic***

The Aktiv Grotesk family

Font Panel
Part of the Extensis Suitcase Fusion plug-in for Adobe Photoshop, Illustrator, and InDesign. The Font Panel allows you to view, activate, and deactivate fonts within a document even though Suitcase Fusion is not running.

Font Sense
The patented font identification technology from Extensis. The auto-activation plug-ins included with Suitcase Fusion use Font Sense to ensure that exactly the correct font is activated when it is required by a document.

Font Vault
The location where Suitcase Fusion stores physical font files on your computer. Only complete and non-corrupt fonts are allowed in this secure location.

foundry
A company that designs or distributes fonts. In Suitcase Fusion, the foundry is a font attribute indicating the company listed in the font copyright notice or vendor ID field (not necessarily the font designer). For example, if you license fonts from Adobe, the foundry is listed as Adobe, even though many fonts in the Adobe library were created by other design houses.

glyph
The visual presentation of a character. A single character, such as the capital letter A, is represented by different glyphs in different fonts. Glyphs do not need to represent characters used for text (as seen in the multitude of dingbat fonts available), and in some non-Latin writing systems, a single character can be represented by multiple glyphs within a single font. Western fonts with OpenType features can include multiple glyphs for a single character, such as capital A, capital A with a swash, and a "small cap" capital A.

Same character, different glyphs

keyword
See **tag**.

library
The main collection of fonts in Suitcase Fusion. You can use multiple libraries to organize your fonts as you need to, and further sub-divide your libraries using sets.

permanent activation
To make a font available to all applications, even through computer restarts, until it is purposefully deactivated.

plug-in
A piece of software that can be added to an application or system to give additional functionality. Suitcase Fusion provides plug-ins for popular design applications that automatically activate the fonts used in a specific document when you open the document. See also **Font Sense**.

preview
A display of sample text in a given font. The **Fonts** panel in Suitcase Fusion displays sample text for all fonts.

QuickFind
A tool in Suitcase Fusion that quickly searches through font names and attributes for a string of text.

QuickMatch
A tool in Suitcase Fusion that finds similar fonts based on visual characteristics.

QuickType
A preview mode in Suitcase Fusion that allows you to enter a short string of text that is used to preview fonts. Typically, this text will be a sentence that uses all the letters in the alphabet, or a phrase that uses the characters to be used for a specific purpose.

set
A collection of fonts within a library in Suitcase Fusion.

style
A difference in appearance (such as bold or italic) that differentiates one face from another within a font family. Taken narrowly (as in web design), **style** refers to a difference in appearance such as roman or italic. More generally, **style** includes differences in weight as well. Suitcase Fusion utilizes styles as font attributes. You can search for fonts with specific styles, create Smart Searches based on styles, and even assign alternate styles to fonts. (Note that changing the style attribute for a font in Suitcase Fusion does not affect the appearance of the font nor how it is identified in application font menus.)

system font
A font installed in one of the locations designated by your operating system. Suitcase Fusion allows management of system fonts to a much lesser degree than fonts stored in the Font Vault. Typically, system fonts will include all those that may potentially be used by the operating system.

tag
A word or phrase assigned to a font to describe it, link it to other fonts, and make it easier to locate using search tools. You can add tags to fonts that denote a project name, client, owner, or even a description that you feel more accurately describes the font. You can add as many tags as you want to a font.
For tracked documents, tags are imported from keyword and other metadata; you cannot change document tags from within Suitcase Fusion.
(Tags were previously called **keywords**.)

temporary activation
To make a font available to all applications until it is purposefully deactivated, or until the user logs off the system.

Type Core
A background application installed with Suitcase Fusion that activates and deactivates fonts even when your font manager is not running.

typeface
A **font**.

typeface family
A **font family**.

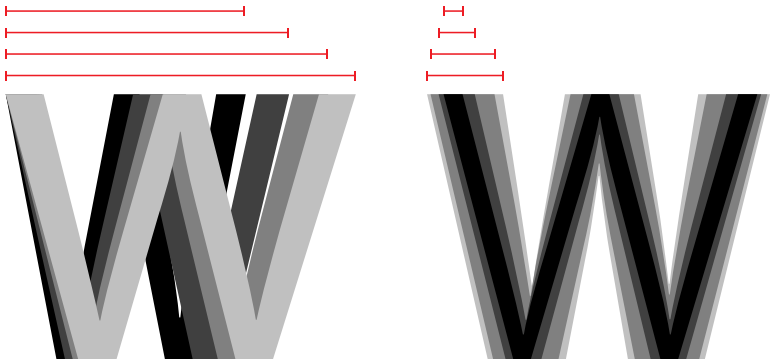
vault
See **Font Vault**.

waterfall
A type of font preview available in Suitcase Fusion. The waterfall preview shows a sample of text in four different sizes.

weight
The relative darkness of characters in the typefaces within a font family, as seen in the width of the strokes used in the characters. Weight is usually indicated by relative terms such as light, bold, black, and heavy. Compare with **width**.

width

An indication of the relative width of characters between typefaces in a font family. Width is indicated by terms such as condensed or extended. Width refers to the width of characters in a typeface, while weight refers to the width of the strokes making up the characters in a typeface.



Width vs. weight

Suitcase Fusion concepts

Suitcase Fusion uses four main concepts to help you seamlessly manage your fonts in just about any production environment. These concepts are activation, the Type Core, the Font Vault, and Font Sense.

Activation

Activation deals with making your fonts available to applications. Without a font manager, all of your fonts are active—and available to your applications—all the time.

A font manager can activate and deactivate fonts, basically turning them on or off.

There are typically two types of font activation: manual and automatic. Manual activation means that you (through the Suitcase Fusion interface) activate and deactivate fonts. Automatic activation means that Suitcase Fusion (or more accurately, one of its components) decides when fonts need to be activated or deactivated—and takes care of it for you.

Type Core

Font activation is made much easier by the Type Core. The Type Core is a background application that starts running when you start your computer. Its main purpose is to wait for a request to activate or deactivate a font, then do it.

This means that auto-activation can be accomplished by any piece of software that knows how to send a request to the Type Core (not just the Suitcase Fusion application).

Extensis includes plug-ins for common design software: Adobe After Effects, Illustrator, InCopy, InDesign,and Photoshop. Each plug-in provides a connection between the design application and the Type Core, so the application can activate and deactivate fonts as it needs them, and Suitcase Fusion doesn't even have to be running!

Font Vault

Normally your computer will keep fonts in very specific locations, where the operating system can find them. However, this would usually mean that you will only be able to maintain one version of any given font. It also means that font files might be a little more susceptible to being damaged.

Suitcase Fusion uses a custom, private location for fonts, called the Font Vault. Any font not required by your computer's operating system can be moved to the Font Vault, which allows Suitcase Fusion and its plug-ins to quickly activate and deactivate fonts.

The Font Vault also makes it possible for Suitcase Fusion to offer many features for organizing your fonts that aren't possible if the fonts are left in your computer's default font folders.

Font Sense

The way that your design application knows what fonts it needs to ask the Type Core to activate is through Font Sense. Font Sense provides a unique ID for every font that you use. When you save a document in your design application, the Extensis plug-in adds the Font Sense ID for each font used in the document to the document's metadata. The next time that you open the document, the Extensis plug-in "reads" the Font Sense information and tells the Font Core to activate those fonts.

The Font Sense ID is unique for every font. This means that you can have multiple versions of a font, and Suitcase Fusion and the auto-activation plug-ins can differentiate between them, and will activate the correct one.

> **TIP:** Multiple font versions can be important for a variety of reasons. You may have documents of varying ages or from different clients that were created with different versions of a font. You should have each version available for these documents, to avoid issues raised by changes in the font's metrics (character spacing, line spacing, and even character shape). Having the original font available for each document means that you won't have to spend valuable time reformatting the document every time that you open it.

When you open a document that requires a specific font, activating just any font with the same name is not an option. In the font world, Helvetica is not Helvetica is not Helvetica. Even fonts with the same name from the same foundry, such as Adobe Garamond, exist in multiple versions. Using the wrong font can result in text reflow, which can alter line and page breaks, cut text off, and have a bad effect on the overall design.

Most applications record the names and sometimes the types (OpenType, PostScript, etc.) of fonts used in documents. But with the various types of fonts, vendors, and versions that exist, font names are not unique identifiers. Most users have multiple versions of many fonts on their computers—particularly common fonts such as Helvetica and Times—and the applications that you use cannot identify which versions are used in your documents. Font Sense technology is designed to overcome the limitations of font names by saving complete font metadata into documents.

The font metadata generated by Font Sense starts with the name, type, foundry, and version number of the fonts. Then, for truly unique font identification, the metadata includes additional items such as checksum values. The final result is the Font Sense identification number, which you can view in Suitcase Fusion, in the font's **Info** panel.

Each time you save a document in a supported application, the plug-in records updated Font Sense metadata with the document. The documents no longer rely solely on names to identify the fonts used in them.

When you open documents containing Font Sense specifications, the plug-ins use the Font Sense data to determine and activate precisely the right fonts. Since the font metadata is saved within the document, detailed font information travels with it. No matter where the document is opened, Font Sense knows precisely which fonts to activate.

Mac shortcuts

FUNCTION	SHORTCUT
Activate	⌘ + O
Activate Permanently	⌘ + OPTION + O —OR— ⌘-click an Activation button in a family heading or font tile
Add Fonts to Library/Set	⌘ + L
Collect Fonts for Output	⌘ + D
Copy	⌘ + C
Cut	⌘ + X
Deactivate	⌘ + K
Delete/Delete Library/Delete Set	DELETE or ⌦
Edit Attributes	⌘ + T
Find Fonts	⌘ + F
Group Fonts by Family	⌘ + E
Hide/Show Info	⌘ + I
Hide/Show Toolbar	⌘ + OPTION + T
Main Window	⌘ + 0 (the digit zero)
Minimize	⌘ + M
New Library	⌘ + B
New Set	⌘ + N
New Smart Search	⌘ + OPTION + N
Paste	⌘ + V
Preferences	⌘ + ,
Quit Suitcase Fusion	⌘ + Q
Redo	⌘ + SHIFT + Z
Remove All Temporary Fonts	⌘ + ;
Remove from Set	DELETE or ⌦
Reveal in Finder	⌘ + R
Select All	⌘ + A
Show/Hide Info	⌘ + I
Show/Hide Toolbar	⌘ + OPTION + T
Undo	⌘ + Z

Windows shortcuts

FUNCTION	SHORTCUT
Activate	CTRL + O
Activate Permanently	CTRL + ALT + O —OR— CTRL-click an Activation button in a family heading or font tile
Add Fonts to Library/Set	CTRL + L
Collect Fonts for Output	CTRL + D
Copy	CTRL + C
Cut	CTRL + X
Deactivate	CTRL + K
Delete/Delete Library/Delete Set	DEL or ⌦
Edit Attributes	CTRL + T
Exit	ALT + F4
Find Fonts	CTRL + F
Group Fonts by Family	CTRL + E
Help	F1
Hide/Show Info	CTRL + I
New Library	CTRL + B
New Set	CTRL + N
New Smart Search	ALT + N
Paste	CTRL + V
Redo	CTRL + Z
Remove from Set	DEL or ⌦
Select All	CTRL + A
Show/Hide Info	CTRL + I
Undo	CTRL + Z

Font lists

Apple and Microsoft provide official lists of fonts included with recent versions of their operating systems.

Use these lists to help determine what fonts were included with your OS and which were installed separately.

Mac fonts

- Fonts included with macOS Catalina
- Fonts includes with macOS Mojave
- Fonts included with macOS High Sierra

Windows fonts

- Windows 10 font list
- Windows 7 font list

Additional fonts

Along with the pre-installed fonts, macOS and Windows provide additional fonts that can be downloaded as needed. macOS also includes older legacy fonts for use with older documents; these legacy fonts can be installed for use within Suitcase Fusion as well.

For details on downloadable and legacy Apple fonts, see ***Extra fonts in macOS*** below.

For details on downloadable fonts in Windows 10, see ***Extra fonts for Windows 10*** on page 30.

Extra fonts in macOS

macOS includes three categories of fonts: pre-installed fonts, downloadable fonts, and document support (legacy) fonts.

Pre-installed fonts are available in your applications and can be displayed and activated by Suitcase Fusion, but are not stored in the Font Vault.

> **FONT LICENSE**
> Remember that these fonts are licensed to you by Apple as part of your operating system; while it should be generally okay to use them in this context (on your Mac, in Mac-created documents), the license may not allow sharing them with a Windows PC or even another Mac that doesn't include them by default.

Downloadable fonts

Some downloadable fonts were included in older versions of macOS, and some are new. These fonts are not required by macOS and may be infrequently used in Western countries.

You can easily identify downloadable fonts in Font Book; the font names are dimmed. Apple includes a preview for each downloadable font so you can get an idea of whether it will suit your needs.

---

macOS Catalina fonts: `https://support.apple.com/en-us/HT210192`
macOS Mojave fonts: `https://support.apple.com/en-us/HT208968`
macOS High Sierra fonts: `https://support.apple.com/en-us/HT207962`
Windows 10 fonts: `https://docs.microsoft.com/en-us/typography/fonts/windows_10_font_list`
Windows 7 fonts: `https://docs.microsoft.com/en-us/typography/fonts/windows_7_font_list`

Apple also separates their published font lists into included, downloadable, and document support lists. See ***Font lists*** on the previous page for links to font lists for recent versions of macOS.

> **NOTE:** In Apple's font list for macOS Catalina dated 7 October 2019, we have noted that many of the fonts listed as downloadable are not displayed in Font Book. (This may be true with font lists for other versions of macOS as well.) It turns out that these fonts are listed incorrectly; they should be listed as document support fonts. If you are looking for one of these fonts, see ***Legacy fonts*** below.

Ordinarily, if you download these fonts through Font Book, Suitcase Fusion will not see them and cannot manage them. Follow these steps to download any of the fonts you want and add them to your Font Vault.

Identifying the downloadable fonts

You can find, view, and download these extra fonts using Font Book. In order to avoid conflicts with Suitcase Fusion during this process, you should stop the Type Core before you continue.

To stop the Type Core, open Suitcase Fusion Preferences and click **Stop Suitcase Fusion Type Core**. In the confirmation dialog, click **Stop Type Core**. Suitcase will quit. (The Type Core will start automatically the next time you start Suitcase Fusion.)

1. Start Font Book. Make sure that the **Sidebar** and **Preview** panels are visible, and that the **Preview** type is **Sample** (choose **View > Show Sidebar**, **View > Show Preview**, and **View > Sample**).
2. Create a new collection for the fonts. Choose **File > New Collection** and name it "Downloadable fonts" or something similar.
3. Scan down the list of fonts, looking for fonts whose name appears grayed out.
4. Select the grayed out font. If a **Download** button appears at the top of the **Preview** panel, drag the font family to your new collection. Do not download the font at this time!
5. Once you have located all the downloadable fonts, review them to determine which if any you would like to download. To review the fonts, click them one at a time to view the available preview. If you decide that you don't want to download that font, just press the ***DELETE*** key to remove it from your collection.
6. When your collection contains only the fonts that you want to download, click the collection, select all the fonts in the collection, then click **Download** at the top of the **Preview** window.
7. Once the fonts have downloaded, select all the fonts in the collection and choose **File > Export Fonts**. Type a name for the export folder (such as "Downloaded fonts"), make sure that the destination is the Desktop, then click **Save**.
8. Once the fonts have been exported, make sure that all of the fonts in the collection are selected and choose **File > Remove Fonts**. In the confirmation dialog, click **Remove**.
   After you remove the fonts from Font Book, they will be displayed again as grayed out fonts that have a download link. Be careful not to download these fonts again so there is no confusion between Font Book and Suitcase Fusion.

You can now add the folder of fonts from your desktop to Suitcase Fusion and manage the new fonts there.

Legacy fonts

Your Mac includes fonts that used to be included as part of the iLife and iWork packages, as well as a group of fonts that provide basic support for several languages.

For macOS High Sierra (10.13) and Mojave (10.14), these fonts are located in multiple folders inside `/Library/Application Support/Apple/Fonts/`.

Starting with macOS Catalina (10.15), these fonts are tucked away inside a system framework (and they are marked as "in use" by the system, so you can't easily remove them.)

None of these fonts are necessary for your system. Apple includes the iLife and iWork fonts because templates that used to be included with older versions of these application suites used some of these fonts, so you could conceivably have documents that rely on them. (If so, the OS will find the correct fonts and activate them in place.)

> **NOTE:** Some of these fonts have been replaced by similar fonts (such as Bodoni SvtyTwo ITC TT, replaced by Bodoni 72); there may be significant differences in glyph coverage, kerning, and other features between the original font and its replacement.

Apple also includes a large set of Noto Sans fonts. Noto is an effort by Google to provide a family of fonts that will render all Unicode characters. Apple includes the Noto Sans fonts for documents that already use them or ask for them by name.

Read more about Google's effort at https://www.google.com/get/noto/.

Finding legacy fonts in macOS Catalina

Some of the legacy fonts in Catalina are hiding in plain sight: they are in the folder `/System/Library/Fonts/Supplemental/`. Check there first for the font you are looking for. If you can't find the font there, then use these steps to find system-controlled fonts.

In order to easily find legacy fonts, you will need to configure the Finder to find system files.

1. In the Finder, press *COMMAND+F* to start a **Find** operation.
2. In the Find criterion, choose **Other** from the first pop-up menu.
3. In the dialog, locate **System files** in the **Attribute** column, then check the box in the **In Menu** column and click **OK**.
4. Choose **System files** from the first pop-up menu, then choose **are included** from the second pop-up menu.
5. Click the **+** button at the right end of the **System files** Find criterion.
6. In the second Find criterion line, choose **Name** from the first pop-up menu, then choose **contains** from the second pop-up menu, then type **`Bodoni SvtyTwo`** in the text field.
   The Finder will locate all files with the text **`Bodoni SvtyTwo`** in the filename.
7. Identify one of the font files (its name will end with **`.ttf`**, **`.ttc`**, or **`.otf`**), then right-click on the font entry and choose **Show in Enclosing Folder** from the shortcut menu.
   This will open the folder that contains the Catalina legacy fonts.

You can use any of these fonts with macOS Catalina.

Using the legacy fonts

You can add any or all of the legacy Apple fonts to your Font Vault. You may want to review them for character set support and styles; most are aimed at the casual home user but some could be indispensable (we're looking at you, 𓂀 Noto Sans Egyptian Hieroglyphs!)

We suggest that you add any desirable fonts to your Font Vault, then remove those fonts from the Application Support location to avoid conflicts. (Be sure to back up the original fonts just in case.)

> **NOTE:** If you are using macOS Catalina, you will not be able to remove legacy fonts from their system location; this should not cause any issues.

Google Noto Fonts: `https://www.google.com/get/noto/`

Extra fonts for Windows 10

With Windows 10, Microsoft has moved a number of fonts into downloadable packages. These packages (and the fonts within them) are listed in the Windows 10 font list.

While most of these packages are devoted to specific languages, one that may be of interest to most users is the Pan-European Supplemental Fonts package. This package includes extended editions of traditional Windows fonts such as Arial Nova and Verdana Pro, as well as several other extended font families.

Installing a font package

1. Click the **Start** menu, then click **Settings**.
2. In **Windows Settings**, click **Apps**. This should open the **Apps & features** panel; if not, click **Apps & features** in the list on the left.
3. In the **Apps & features** panel, click **Optional features**.
4. Click **Add a feature**.
   This lists the available font packages as well as other optional features.
5. Click the package that you want to install, then click **Install**.
   You can install multiple packages at this point; to see installation progress, click the back arrow at the top left of the **Settings** window.

Copying the font package

Once the fonts are installed, you should remove them from the standard Windows installation location and add them to your Suitcase Fusion font vault.

1. Make a folder named "Extra fonts" on the Windows desktop to hold the new fonts.
2. Open the Fonts control panel.
   The easiest way to do this is:
   a. Right-click the **Start** button.
   b. Choose **Run**.
   c. Type `C:\Windows\Fonts` and press *ENTER*.
3. Select the fonts that you want to remove.
   Use the list of fonts for your installed font package here to determine which fonts to remove.
4. Drag the selected fonts from the control panel window into the "Extra fonts" folder on your desktop.

Uninstalling the font package

In order to avoid conflicts, you will need to remove the installed fonts. You can try to delete them from the Fonts control panel, but most On Demand fonts are protected. Instead, you will need to go back to Windows Settings and remove the entire package.

1. Click the **Start** button and choose **Settings**.
2. Click **Apps**, click **Apps & features**, then click **Optional features**.
3. Select the font package to remove, then click **Uninstall**.

Windows 10 fonts on demand: `https://docs.microsoft.com/en-us/typography/fonts/windows_10_font_list#fonts-included-in-feature-on-demand-fod-packages`

Pan-European Supplemental Fonts package: `https://docs.microsoft.com/en-us/typography/fonts/windows_10_font_list#-pan-european-supplemental-fonts`

Adding the fonts to Suitcase Fusion

Once you have copied fonts to the “Extra fonts” folder and removed them from your system, you can add them to Suitcase Fusion.

> **TIP:** If you drag the “Extra fonts” folder into your font library, Suitcase Fusion will install the fonts and add them to a set named **Extra fonts**. You can rename the folder before you copy it to Suitcase Fusion.

There are two ways to add fonts to your library:

- Drag one or more font files (or folders of font files) into a library or set in the Suitcase Fusion window.
  This will copy the fonts to your Font Vault, and add them to the library.
  - If you drag the fonts into a set, Suitcase will add them to that set.
  - If you drag a folder of fonts, Suitcase will create a set with the same name as the folder.
  - If you drag a folder into a set, Suitcase creates a subset within the set.
  - If you drag a folder of folders, Suitcase does not create sub-subsets for all the contained folders.
- Press *CTRL+L* and navigate to the folder of fonts that you want to import.
  - To import the folder, select the folder and click **Add**.
  - To import individual fonts, open the folder, select one or more font files, then click **Add**.

Once you have added the fonts to Suitcase Fusion, you can delete the “Extra fonts” folder from your desktop. (You will remember to make a backup first though, right?)

Contacting Extensis

Extensis

1800 SW First Avenue, Suite 500
Portland, OR 97201
Web: https://www.extensis.com/

Extensis Europe

Suites 17 & 18, Newton House
Kings Park Road, Moulton Park
Northampton NN3 6LG, United Kingdom

Customer Service

Support Form: https://help.extensis.com/hc/en-us/requests/new/

Sales

Web: https://www.extensis.com/contact-us-form/ (all regions)
We also work with resellers around the world; find one near you.

Extensis: `https://www.extensis.com/`
Support Form: `https://help.extensis.com/hc/en-us/requests/new/`
Sales: `https://www.extensis.com/contact-us-form/`
Extensis Channel Partners: `https://www.extensis.com/resellers/`

Support

Use these resources to get answers to questions you have about Suitcase Fusion and other Extensis products.

Suitcase Fusion

Suitcase Fusion Support
This page links to installers and uninstallers, PDF downloads, and other common support resources.

Suitcase Fusion System Requirements
Full system requirements and other information about the current version of Suitcase Fusion.

Suitcase Fusion Release Notes
Historical release notes for all updates to the current major release of Suitcase Fusion.

Suitcase Fusion Knowledge Base
Articles describing situational issues and solutions to user-reported problems with Suitcase Fusion.

Suitcase Fusion How-to Videos
Get hands-on help through short video tutorials (in English).

Suitcase Fusion: Compatibility Guide
Shows compatibility between recent Suitcase Fusion versions, operating systems, and third-party applications.

General resources

Knowledge Base
Search for articles about any current Extensis product, and retired versions as well.

Support Services
Details about types of support and hours of availability, including our Support Policy.

Our Support Policy in a nutshell
Extensis provides full support for the current version of all shipping products. In addition, Extensis provides limited support for older products up to one year after the product version is no longer offered for sale.

Extensis Videos on Vimeo
Hundreds of training sessions, events, and webinars. These are mostly in English, but there are some gems in French and German as well.

Extensis Videos on YouTube
Training, event, and educational videos (in English).

Suitcase Fusion Support: `https://www.extensis.com/support/suitcase-fusion-21/`
Suitcase Fusion System Requirements: `https://www.extensis.com/support/suitcase-fusion-21/system-requirements/`
Suitcase Fusion Release Notes: `https://www.extensis.com/support/suitcase-fusion-21/release-notes/`
Suitcase Fusion Knowledge Base: `https://help.extensis.com/hc/en-us/categories/360002393054`
Suitcase Fusion How-to Videos: `https://help.extensis.com/hc/en-us/sections/360005719774`
Suitcase Fusion: Compatibility Guide: `https://www.extensis.com/support/suitcase-fusion-support-guide/`
Knowledge Base: `https://help.extensis.com/hc/en-us/`
Support Services: `https://www.extensis.com/support/support-policy/`
Extensis Videos on Vimeo: `https://vimeo.com/extensis/videos/`
Extensis Videos on YouTube: `https://www.youtube.com/user/extensisblog`

Support Form
Use this form to submit a support case.

Provide as much of the following information as you can:

- Your email address;
- As the Subject, a brief description of the problem you are having;
- A more detailed description of the problem: when it occurs, whether you can reproduce it, whether it has caused you to lose data, and any other details to help our staff track down the issue.
- Your company name or account number;
- The type of support you need (generally you'll choose **Fix an Issue/Technical Support**);
- The product you're using;
- The version of the product (generally this is in the product's **About** box);
- Your operating system;
- Any creative application that might also be affected.

You can also attach a screen shot or other file related to your issue.

Chat
Click Chat at the bottom right of any page of the English version of the Extensis website. (Chat is only available in English, between 8:00AM and 3:00PM Pacific time, Monday through Friday.)

Learn and Support
Links to white papers, testimonials, blog posts, and other resources.

Legal resources

Extensis EULA
The legalese description of your rights while using Suitcase Fusion and any associated services.

Privacy Policy
Details about information we collect and how we use it, including information specific to Europe and California.

Privacy Shield
Details about our practices regarding personal information transmitted to us from organizations subject to protection laws in the European Economic Area and Switzerland.

Terms of Use
These terms apply to everything you do on our websites and affiliated websites. They are not the same as terms detailed in the Extensis EULA, which apply specifically to software and related services.

Support Form: `https://help.extensis.com/hc/en-us/requests/new/`
Extensis (Chat): `https://www.extensis.com`
Learn and Support: `https://www.extensis.com/learn-and-support/`
Extensis EULA: `https://helpdocs.extensis.com/en/suitcase-fusion/21.0/Content/Legal/extensis-eula.htm`
Privacy Policy: `https://www.extensis.com/privacy-policy/`
Privacy Shield: `https://www.extensis.com/privacy-shield-policy/`
Terms of Use: `https://www.extensis.com/terms-of-use/`