

SECOND EDITION



WINDOWS FONT MANAGEMENT BEST PRACTICES GUIDE

Contents

Why Do You Need to Manage Your Fonts?	1
The Best Practices for Effective Font Management	1
About This Guide	2
Conventions Used in This Guide	2
Collect Your Fonts	3
Back Up Your Files	3
Check for Operating System and Application Updates	3
Show File Extensions	3
Clean Up Your System Fonts	4
Clean Up and Organize Your Fonts	11
Identifying Damaged and Incompatible Fonts	11
Upgrading Older Fonts to New Formats	11
Identifying Duplicate Fonts	11
Manage Your Fonts with Suitcase Fusion	13
Adding Your Fonts	13
Creating and Deleting Sets	13
Managing Duplicate Fonts	13
Make a Plan for the Future	14
Organizing Your Fonts with FontDoctor	14
Backing Up Your Fonts	14
Getting New Fonts	14
Working With Your New Fonts	15
Now What?	15
Appendix A: Working With Windows Restore Points	16
Creating a Restore Point in Windows	16
Reverting Your System Back From a Restore Point	16
Contact Extensis	17

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Disclaimer: Fonts are software and are subject to license restrictions. Any recommendations in this guide regarding moving and using fonts should be considered with respect to the license included with the fonts.

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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 16.

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 **Win** + **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 **Win** + **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	BOOKOSI.TTF	FELIXTI.TTF
AGENCYR.TTF	BRADHITC.TTF	FORTE.TTF
ALGER.TTF	BRITANIC.TTF	FRABK.TTF
ANTQUAB.TTF	BRLNSB.TTF	FRABKIT.TTF
ANTQUABI.TTF	BRLNSDB.TTF	FRADM.TTF
ANTQUAI.TTF	BRLNSR.TTF	FRADMCN.TTF
ARIALN.TTF	BROADW.TTF	FRADMIT.TTF
ARIALNB.TTF	BRUSHSCI.TTF	FRAHV.TTF
ARIALNBI.TTF	BSSYM7.TTF	FRAHVIT.TTF
ARIALNI.TTF	CALIFB.TTF	FRAMDCN.TTF
ARIALUNI.TTF	CALIFI.TTF	FREESCPT.TTF
ARLRDBD.TTF	CALIFR.TTF	FRSCRIPT.TTF
BASKVILL.TTF	CALIST.TTF	FTLTLT.TTF
BAUHS93.TTF	CALISTB.TTF	GARA.TTF
BELL.TTF	CALISTBI.TTF	GARABD.TTF
BELLB.TTF	CALISTI.TTF	GARAIT.TTF
BELLI.TTF	CASTELAR.TTF	GIGI.TTF
BERNHC.TTF	CENSCBK.TTF	GILBI.TTF
BKANT.TTF	CENTAUR.TTF	GILB.TTF
BODB.TTF	CENTURY.TTF	GILC.TTF
BODBI.TTF	CHILLER.TTF	GILI.TTF
BODBLAI.TTF	COLONNA.TTF	GILLUBCD.TTF
BODBLAR.TTF	COOPBL.TTF	GILSANUB.TTF
BODCB.TTF	COPRGTB.TTF	GIL.TTF
BODCBI.TTF	COPRGTL.TTF	GLECB.TTF
BODCI.TTF	CURLZ.TTF	GLSNECB.TTF
BODCR.TTF	ELEPHNT.TTF	GOTHIC.TTF
BODI.TTF	ELEPHNTI.TTF	GOTHICB.TTF
BODPSTC.TTF	ENGR.TTF	GOTHICBI.TTF
BODR.TTF	ERASBD.TTF	GOTHICI.TTF
BOOKOS.TTF	ERASDEMI.TTF	GOUDOS.TTF
BOOKOSB.TTF	ERASLGHT.TTF	GOUDOSB.TTF
BOOKOSBI.TTF	ERASMD.TTF	GOUDOSI.TTF

WINDOWS FONT MANAGEMENT: BEST PRACTICES GUIDE

GOUDYSTO.TTF	LTYPEB.TTF	REFSPCL.TTF
HARLOWSI.TTF	LTYPEBO.TTF	ROCCB.TTF
HARNGTON.TTF	LTYPEO.TTF	ROCC.TTF
HATTEN.TTF	MAGNETOB.TTF	ROCK.TTF
HTOWERT.TTF	MAIAN.TTF	ROCKB.TTF
HTOWERTI.TTF	MATURASC.TTF	ROCKBI.TTF
IMPRISHA.TTF	MISTRAL.TTF	ROCKEB.TTF
INFROMAN.TTF	MOD20.TTF	ROCKI.TTF
ITCBKAD.TTF	MTCORSVA.TTF	SCHLBKB.TTF
ITCEDSCR.TTF	NIAGENG.TTF	SCHLBKBI.TTF
ITCKRIST.TTF	NIAGSOL.TTF	SCHLBKI.TTF
JOKERMAN.TTF	OCRAEXT.TTF	SCRIPTBL.TTF
JUICE.TTF	OLDENGL.TTF	SHOWG.TTF
KUNSTLER.TTF	ONYX.TTF	SNAP.TTF
LATINWD.TTF	OUTLOOK.TTF	STENCIL.TTF
LBRITE.TTF	PALSCRI.TTF	TCBI.TTF
LBRITED.TTF	PAPYRUS.TTF	TCB.TTF
LBRITEDI.TTF	PARCHM.TTF	TCCB.TTF
LBRITEI.TTF	PERBI.TTF	TCCEB.TTF
LCALLIG.TTF	PERB.TTF	TCCM.TTF
LFAX.TTF	PERI.TTF	TCMI.TTF
LFAXD.TTF	PERTIBD.TTF	TCM.TTF
LFAXDI.TTF	PERTILI.TTF	TEMPSITC.TTF
LFAXI.TTF	PER.TTF	VINERITC.TTF
LHANDW.TTF	PLAYBILL.TTF	VIVALDII.TTF
LSANS.TTF	POORICH.TTF	VLADIMIR.TTF
LSANS.D.TTF	PRISTINA.TTF	WINGDNG2.TTF
LSANS.DI.TTF	RAGE.TTF	WINGDNG3.TTF
LSANSI.TTF	RAVIE.TTF	
LTYPE.TTF	REFSAN.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	BRLNSR.TTF	FREESCPT.TTF
AGENCYR.TTF	BROADW.TTF	FRSCRIPT.TTF
ALGER.TTF	BRUSHSCI.TTF	FTLTLT.TTF
ANTQUAB.TTF	BSSYM7.TTF	GARA.TTF
ANTQUABI.TTF	CALIFB.TTF	GARABD.TTF
ANTQUAI.TTF	CALIFI.TTF	GARAIT.TTF
ARIALN.TTF	CALIFR.TTF	GIGI.TTF
ARIALNB.TTF	CALIST.TTF	GILBI.TTF
ARIALNBI.TTF	CALISTB.TTF	GILB.TTF
ARIALNI.TTF	CALISTBI.TTF	GILC.TTF
ARIALUNI.TTF	CALISTI.TTF	GILI.TTF
ARLRDBD.TTF	CASTELAR.TTF	GILLUBCD.TTF
BASKVILL.TTF	CENSCBK.TTF	GILSANUB.TTF
BAUHS93.TTF	CENTAUR.TTF	GIL.TTF
BELL.TTF	CENTURY.TTF	GLECB.TTF
BELLB.TTF	CHILLER.TTF	GLSNECB.TTF
BELLI.TTF	COLONNA.TTF	GOTHIC.TTF
BERNHC.TTF	COOPBL.TTF	GOTHICB.TTF
BKANT.TTF	COPRGTB.TTF	GOTHICBI.TTF
BODB.TTF	COPRGTI.TTF	GOTHICI.TTF
BODBI.TTF	CURLZ.TTF	GOUDOS.TTF
BODBLAI.TTF	ELEPHNT.TTF	GOUDOSB.TTF
BODBLAR.TTF	ELEPHNTI.TTF	GOUDOSI.TTF
BODCB.TTF	ENGR.TTF	GOUDYSTO.TTF
BODCBI.TTF	ERASBD.TTF	HARLOWSI.TTF
BODCI.TTF	ERASDEMI.TTF	HARNGTON.TTF
BODCR.TTF	ERASLGHT.TTF	HATTEN.TTF
BODI.TTF	ERASMD.TTF	HTOWERT.TTF
BODPSTC.TTF	FELIXTI.TTF	HTOWERTI.TTF
BODR.TTF	FORTE.TTF	IMPRISHA.TTF
BOOKOS.TTF	FRABK.TTF	INFROMAN.TTF
BOOKOSB.TTF	FRABKIT.TTF	ITCBLKAD.TTF
BOOKOSBI.TTF	FRADM.TTF	ITCEDSCR.TTF
BOOKOSI.TTF	FRADMCN.TTF	ITCKRIST.TTF
BRADHITC.TTF	FRADMIT.TTF	JOKERMAN.TTF
BRITANIC.TTF	FRAHV.TTF	JUICE.TTF
BRLNSB.TTF	FRAHVIT.TTF	KUNSTLER.TTF
BRLNSDB.TTF	FRAMDCN.TTF	LATINWD.TTF

WINDOWS FONT MANAGEMENT: BEST PRACTICES GUIDE

LBRITE.TTF	NIAGENG.TTF	ROCKB.TTF
LBRITED.TTF	NIAGSOL.TTF	ROCKBI.TTF
LBRITEDI.TTF	OCRAEXT.TTF	ROCKEB.TTF
LBRITEI.TTF	OLDENGL.TTF	ROCKI.TTF
LCALLIG.TTF	ONYX.TTF	SCHLBKB.TTF
LFAX.TTF	OUTLOOK.TTF	SCHLBKBI.TTF
LFAXD.TTF	PALSCRI.TTF	SCHLBKI.TTF
LFAXDI.TTF	PAPYRUS.TTF	SCRIPTBL.TTF
LFAXI.TTF	PARCHM.TTF	SHOWG.TTF
LHANDW.TTF	PERBI.TTF	SNAP.TTF
LSANS.TTF	PERB.TTF	STENCIL.TTF
LSANS.D.TTF	PERI.TTF	TCBI.TTF
LSANS.DI.TTF	PERTIBD.TTF	TCB.TTF
LSANSI.TTF	PERTILI.TTF	TCCB.TTF
LTYPE.TTF	PER.TTF	TCCEB.TTF
LTYPEB.TTF	PLAYBILL.TTF	TCCM.TTF
LTYPEBO.TTF	POORICH.TTF	TCMI.TTF
LTYPEO.TTF	PRISTINA.TTF	TCM.TTF
MAGNETOB.TTF	RAGE.TTF	TEMPSITC.TTF
MAIAN.TTF	RAVIE.TTF	VINERITC.TTF
MATURASC.TTF	REFSAN.TTF	VIVALDII.TTF
MISTRAL.TTF	REFSPCL.TTF	VLADIMIR.TTF
MOD20.TTF	ROCCB.TTF	WINGDNG2.TTF
MSUIGHUB.TTF	ROCC.TTF	WINGDNG3.TTF
MTCORSVA.TTF	ROCK.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	BRUSHSCI.TTF	GARA.TTF
AGENCYR.TTF	BSSYM7.TTF	GARABD.TTF
ALGER.TTF	CALIFB.TTF	GARAIT.TTF
ANTQUAB.TTF	CALIFI.TTF	GIGI.TTF
ANTQUABI.TTF	CALIFR.TTF	GILBI.TTF
ANTQUAI.TTF	CALIST.TTF	GILB.TTF
ARIALN.TTF	CALISTB.TTF	GILC.TTF
ARIALNB.TTF	CALISTBI.TTF	GILI.TTF
ARIALNBI.TTF	CALISTI.TTF	GILLUBCD.TTF
ARIALNI.TTF	CASTELAR.TTF	GILSANUB.TTF
ARLRDBD.TTF	CENSCBK.TTF	GIL.TTF
BASKVILL.TTF	CENTAUR.TTF	GLECB.TTF
BAUHS93.TTF	CENTURY.TTF	GLSNECB.TTF
BELL.TTF	CHILLER.TTF	GOTHIC.TTF
BELLB.TTF	COLONNA.TTF	GOTHICB.TTF
BELLI.TTF	COOPBL.TTF	GOTHICBI.TTF
BERNHC.TTF	COPRGTB.TTF	GOTHICI.TTF
BKANT.TTF	COPRGTL.TTF	GOUDOS.TTF
BODB.TTF	CURLZ.TTF	GOUDOSB.TTF
BODBI.TTF	ELEPHNT.TTF	GOUDOSI.TTF
BODBLAI.TTF	ELEPHNTI.TTF	GOUDYSTO.TTF
BODBLAR.TTF	ENGR.TTF	HARLOWSI.TTF
BODCB.TTF	ERASBD.TTF	HARNGTON.TTF
BODCBI.TTF	ERASDEMI.TTF	HATTEN.TTF
BODCI.TTF	ERASLGHT.TTF	HTOWERT.TTF
BODCR.TTF	ERASMD.TTF	HTOWERTI.TTF
BODI.TTF	FELIXTI.TTF	IMPRISHA.TTF
BODPSTC.TTF	FORTE.TTF	INFROMAN.TTF
BODR.TTF	FRABK.TTF	ITCBLKAD.TTF
BOOKOS.TTF	FRABKIT.TTF	ITCEDSCR.TTF
BOOKOSB.TTF	FRADM.TTF	ITCKRIST.TTF
BOOKOSBI.TTF	FRADMCN.TTF	JOKERMAN.TTF
BOOKOSI.TTF	FRADMIT.TTF	JUICE.TTF
BRADHITC.TTF	FRAHV.TTF	KUNSTLER.TTF
BRITANIC.TTF	FRAHVIT.TTF	LATINWD.TTF
BRLNSB.TTF	FRAMDCN.TTF	LBRITE.TTF
BRLNSDB.TTF	FREESCPT.TTF	LBRTIED.TTF
BRLNSR.TTF	FRSCRIPT.TTF	LBRTIEDI.TTF
BROADW.TTF	FTLTLT.TTF	LBRITEI.TTF

WINDOWS FONT MANAGEMENT: BEST PRACTICES GUIDE

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

HELVETICA HELVETICA

Itam, volorep ratibus. As explanime voluptibus moluptae coniamet, aut quis aut ea volestianis evelecab ilicipsam vit liae same venitii stotatuati natet occum rem dolori cum diae non re rature, omnim serum harchil lentibus et harchiis eaque id ut optae eliate pa velendam nus quiature ne explanimus as sae earitatem qui omnitam, simporp orporerit laccabor restibus sum et provit et aut veroribus et autam quam volumet, quos et que nonem quam quo od mo officipid quibus atet quos eum rescis corem quatur molor magnimo velluptas sunt et, in ped ellupta volut abo. Nam quam debita arcitur? Genistet est poresequi tem et ullabor auditium qui deniatem ius des molendis doluptate et la volecto occat autem que de pratur, optat.

Itam, volorep ratibus. As explanime voluptibus moluptae coniamet, aut quis aut ea volestianis evelecab ilicipsam vit liae same venitii stotatuati natet occum rem dolori cum diae non re rature, omnim serum harchil lentibus et harchiis eaque id ut optae eliate pa velendam nus quiature ne explanimus as sae earitatem qui omnitam, simporp orporerit laccabor restibus sum et provit et aut veroribus et autam quam volumet, quos et que nonem quam quo od mo officipid quibus atet quos eum rescis corem quatur molor magnimo velluptas sunt et, in ped ellupta volut abo. Nam quam debita arcitur? Genistet est poresequi tem et ullabor auditium qui deniatem ius des molendis doluptate et la volecto occat autem que

Using Suitcase Fusion to manage duplicate fonts is discussed in **Manage Your Fonts with Suitcase Fusion** on page 13.

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:

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

Windows 10:

1. Open the Start Menu and choose Windows System > Control Panel
2. In the Control Panel, click on System
3. 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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