



***SuitcaseFusion***<sup>®</sup>**7**

# USER GUIDE



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# Getting started

## System requirements

For complete system requirements, release notes, and other information, see the [Suitcase Fusion 7 Product Support page](#).

### Macintosh

- macOS™ v10.9.5 through 10.12 (Sierra)
- An Internet connection
- Safari® 7 or later or the current release of Firefox® or Chrome™, for viewing Help.

### Windows

- Windows® 7 SP1, Windows 8, Windows 8.1, or Windows 10
- Microsoft® .NET Framework version 4.5.1
- An Internet connection
- Internet Explorer® 10 or later, Microsoft Edge, or the current release of Firefox or Chrome, for viewing Help

## Overview

Here are some steps to take when installing Suitcase Fusion 7.

**1. Back up your system (see page 6)**

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 (see 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 (see page 10)**

Make sure that your operating system and design software (such as Adobe Creative Cloud and QuarkXPress) are up to date.

**4. Remove other font managers (see page 10)**

If you're using Universal Type Client or if you're replacing another font manager, you'll need to disable or remove it first.

**5. What to do about Font Book? (see page 70)**

If you're using macOS, you should disable certain Font Book functions to avoid conflicts with Suitcase Fusion.

**6. Install Suitcase Fusion 7 (see page 12)**

If you're using an older version of Suitcase or Suitcase Fusion, you can take your old data with you.

**7. First-time launch and configuration (see page 24)**

This will help you finish configuring Suitcase Fusion.

**8. Add more fonts (see page 13)**

If you didn't add them the first time you launched Suitcase Fusion 7, or if you have more fonts, add them now.

**9. Get more out of Suitcase Fusion 7 (see page 14)**

Organize your fonts into sets, use auto-activation, and more.

## 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 7 immensely, we still would rather have you be safe than sorry.

## Backup options for Mac

OS X 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 [Use Time Machine to back up or restore your Mac.](#))

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 7, 8, and 10 include the ability to create a system image; open the **Control Panel** and look for **Backup and Restore**.

## 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 OS X and Windows have a simple integrated font manager that lets you install and remove fonts. You can use the appropriate application (Font Book on OS X 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 **Appendix A: Font lists** on page 80 for lists of fonts included with each operating system. Each list shows the font names as they are displayed within Font Book (OS X) or the Fonts control panel (Windows); these names may be different from the font file names or the names that appear in an application's **Font** menu.

### To determine your version of OS X:

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 10.11.4").

### To determine your version of Windows:

1. Open the Control Panel. (For Windows 7, click the **Start** menu and choose **Control Panel**; for Windows 8 through 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 list from **Appendix A: Font lists** on page 80 for your operating system version 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

Armed with the appropriate font list from **Appendix A: Font lists** on page 80, 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 from **Appendix A: Font lists** on page 80.
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.

Once you have completed these steps, go to *Install Suitcase Fusion 7* on page 12.

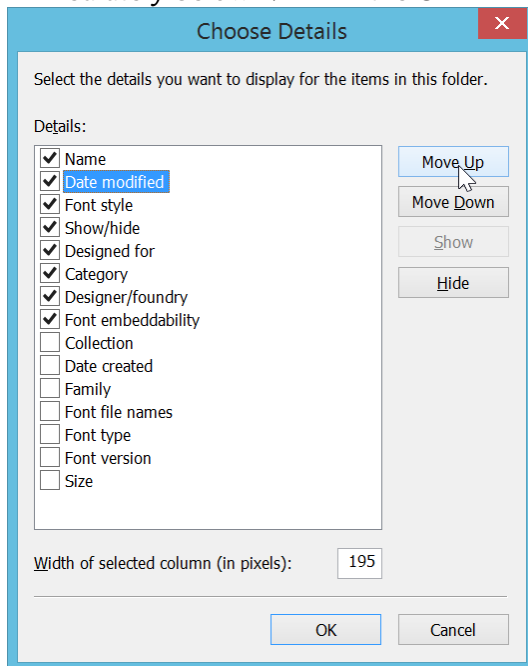
## Collecting third-party fonts on Windows

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**.



- 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.

- 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.)
- Compare the font names in the first column line by line with the appropriate list from **Appendix A: Font lists** on page 80.  
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.
- When you find a font in the Fonts Control Panel that is not in your font list:
  - 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 8/8.1/10) or **Don't copy** (Windows 7).
  - 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**.
- When you have identified and moved all third-party fonts, close the Fonts Control Panel and restart your computer.

Once you have completed these steps, go to **Install Suitcase Fusion 7** on page 12.

## 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 7, 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 7, consider its system requirements and supported software. Suitcase Fusion 7 runs on macOS v10.9.5 and newer, or Windows 7 SP1 and newer. It includes plug-in support for Adobe CS6 and Creative Cloud 2014 and newer, and QuarkXPress 10 and newer. Suitcase Fusion 7 **does not** include plug-ins for applications in the original Adobe Creative Cloud release.

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 7. 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.

## Remove other font managers

Other font managers will conflict with Suitcase Fusion 7; if you have another font manager installed, you will need to disable or remove it before you install Suitcase Fusion.

## Disabling or removing 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 OK to disable Universal Type Client.

If you are using the trial version of Suitcase Fusion 7 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.

### 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 7** on the next page.

## Disabling or removing another font manager

If you are using a different font manager, you should disable or remove it before installing Suitcase Fusion 7.

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 7** on the next page.

# Install Suitcase Fusion 7

If you are already using an older version of Suitcase or Suitcase Fusion, you can use your existing font data with Suitcase Fusion 7.

If you are using Universal Type Server or another font manager, you will need to disable or remove it before you install Suitcase Fusion 7. For details, see ***Remove other font managers*** on page 10.

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

## Upgrading from Suitcase Fusion 2 or later

If you are using Suitcase Fusion 2 through Suitcase Fusion 6, then you can install Suitcase Fusion 7 on top of your existing installation.

Remember that Suitcase Fusion 7 probably has different system requirements than your current software. You may need to upgrade your operating system before you can install Suitcase Fusion 7.

Before you install Suitcase Fusion 7, stop the Type Core for your existing installation.

### To stop the Type Core for Suitcase Fusion 2 for Macintosh:

1. Open System Preferences
2. Click **Suitcase Fusion Core**.
3. Click **Stop**.
4. Quit System Preferences.

### To stop the Type Core for Suitcase Fusion 2 for Windows:

1. Open Control Panel.
2. Click **Suitcase Fusion Core**.
3. Click **Stop**.
4. Exit Control Panel.

### To stop the Type Core for Suitcase Fusion 3 through 6:

1. Start Suitcase Fusion.
2. Open the Preferences dialog.
  - On Mac, choose **Suitcase Fusion > Preferences**.
  - On Windows, choose **Edit > Preferences**.
3. Click the **Type Core** (or **FMCore**) tab.
4. Click **Stop Type Core** (or **Stop FMCore**).
5. In the confirmation dialog, click **Stop** again.

## Upgrading from an earlier version

If you are running Suitcase Fusion 1 for Mac or Suitcase 11 for Windows, there are some things to consider before you upgrade to Suitcase Fusion 7.

### ***Is your computer up to it?***

Suitcase Fusion 7 requires Windows 7 SP1 or newer, or OS X 10.9.5 or newer. You will probably need to install a newer operating system before you can install Suitcase Fusion 7.

### ***Is your design software up to it?***

Suitcase Fusion 7 includes plug-ins for Adobe Creative Suite 6 and Creative Cloud 2014, CC 2015, and CC 2015 (Summer 2016), and QuarkXPress 10, 2015, and 2016. If you don't upgrade your design

software, you cannot take advantage of the auto-activation plug-ins included with Suitcase Fusion 7.

## ***Two ways to upgrade***

If you intend to upgrade an existing installation of Suitcase for Windows or Suitcase Fusion for Macintosh, there are two methods you can use: you can uninstall the older software, then install Suitcase Fusion 7, or you can perform an interim upgrade to Suitcase Fusion 3, then install Suitcase Fusion 7.

See *Upgrading Suitcase Fusion 1 for Mac* on page 89 or *Upgrading Suitcase 11 for Windows* on page 92.

## **Ready to install**

Once your system is ready, download the current Suitcase Fusion 7 installer from the [Suitcase Fusion 7 Product Support page](#).

Before you run the installer, be sure to quit any other programs that are running, especially design applications such as Adobe Illustrator or QuarkXPress.

When you run the Suitcase Fusion 7 installer, it will guide you through the installation process. Double-click the file you downloaded and follow the on-screen instructions.

After installation is complete, we recommend that you restart your computer, even if the installer doesn't specifically require it.

After you restart your computer, launch Suitcase Fusion 7.

**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 need your Extensis account login information (email and password) in order to complete your Suitcase Fusion 7 configuration.

For details on the final setup step, see *First-time launch and configuration* on page 24.

## **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. Locate the fonts on disk.  
You do not need to copy them to your hard drive, but you will need to extract them from archive (.ZIP) files.
2. Start Suitcase Fusion.
3. Select the library that you want to add your fonts to.  
If you haven't created any libraries, the default library is named **Font Library**.
4. Choose **File > Add Fonts to Library**.
5. Select individual fonts or a folder of fonts and click **Add**.

Repeat steps 3–5 to add more fonts from other locations.

See *Adding and removing fonts* on page 29 for additional information.

## Get more out of Suitcase Fusion 7

Here is a look at some of the *other* things that you can do with Suitcase Fusion 7, and things that it can do for you.

### Organize your fonts using libraries and sets

Organize fonts for your projects the way that you work: keep all your fonts in one library and browse them all at once, or create a separate library for each customer, with sets for each project.

See *Organizing your fonts* on page 33.

### Create printed or digital type samples

Keep a printed sample book of all your fonts for customers to browse, or generate a PDF to distribute electronically.

### Test fonts in layout mockups using QuickComp

QuickComp provides a variety of templates that allow you to preview multiple fonts in a design-like environment.

You can apply fonts to the composition sections, then create a font set and print the composition.

See *QuickComp* on page 63.

### Let auto-activation find the right fonts for you

Suitcase Fusion includes auto-activation plug-ins for major design software from Adobe and Quark. When you create new documents in these applications, the associated plug-in will add Font Sense metadata to the file so the fonts used can be identified exactly every time you open the file. For older files, the plug-ins can also identify fonts and even try to pick the best match if the exact original font can't be identified.

For details, see *Auto-activation plug-ins* on page 48.

### Use the Font Panel for Creative Cloud applications

We include the Extensis Font Panel for Adobe Photoshop, Illustrator, and InDesign. This panel gives you access to your Suitcase Fusion libraries, lets you create custom font groups, and allows you to activate fonts without needing to open Suitcase Fusion.

For details, see *The Extensis Font Panel* on page 54.

### Install Suitcase Fusion twice

The Suitcase Fusion EULA allows you to have two *active* installations of Suitcase Fusion 7. This means you can be using Suitcase on two computers at the same time. Two Macs, two PCs, or one of each. Compose a newsletter on one system while you print a poster from another. Use your imagination. (Just don't let someone else use your license; for that, there's Suitcase TeamSync.)

## Back up your fonts to the cloud using TypeSync

Save your entire font collection in the cloud, with the Extensis TypeSync cloud service included with Suitcase Fusion 7.

TypeSync makes it easy to instantaneously synchronize your fonts to another computer. Whether you're upgrading to a new system, or simply synchronizing your library to your second installation of Suitcase Fusion, TypeSync makes it easy.

See **TypeSync** on page 47.

## Keep your team's fonts in sync with Suitcase TeamSync

If you manage or work as part of a design team, you can use Suitcase TeamSync to share font libraries with your team.

Once you have signed up for Suitcase TeamSync, it is easy to share a library with your team:

1. Log in to the [Suitcase TeamSync administration website](#).
2. Create a library to share with your team.
3. Add fonts to your library with Suitcase Fusion.
4. Invite each member of your team to access your shared library.

Each team member needs a copy of Suitcase Fusion 7. You can use Suitcase Fusion with Suitcase TeamSync without purchasing additional copies; download the installer from the [Suitcase Fusion 7 Product Support page](#).

**NOTE:** If someone leaves your team, and you “un-share” your library with that person, their copy of Suitcase Fusion 7 will operate as a 15-day trial.

For more information on Suitcase TeamSync, visit the [Extensis website](#).

# Font Management basics

## 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.

### **blacklist**

(*noun*) A list of fonts that are suspected to be corrupt. (*verb*) To add a font to such a list. Suitcase Fusion marks blacklisted fonts with a red dot in the **Activation** column.

### **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).

### **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 digitally 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.

Myriad Pro Condensed Light	Myriad Pro Semi Condensed Light	Myriad Pro Light	Myriad Pro SemiExtended Light
<i>Myriad Pro Condensed Light Italic</i>	<i>Myriad Pro Semi Condensed Light Italic</i>	<i>Myriad Pro Light Italic</i>	<i>Myriad Pro SemiExtended Light Italic</i>
Myriad Pro Condensed Regular	Myriad Pro Semi Condensed Regular	Myriad Pro Regular	Myriad Pro SemiExtended Regular
<i>Myriad Pro Condensed Italic</i>	<i>Myriad Pro Semi Condensed Italic</i>	<i>Myriad Pro Italic</i>	<i>Myriad Pro SemiExtended Italic</i>
Myriad Pro Condensed Semibold	Myriad Pro Semi Condensed Semibold	Myriad Pro Semibold	Myriad Pro SemiExtended Semibold
<i>Myriad Pro Condensed Semibold Italic</i>	<i>Myriad Pro Semi Condensed Semibold Italic</i>	<i>Myriad Pro Semibold Italic</i>	<i>Myriad Pro SemiExtended Semibold Italic</i>
Myriad Pro Condensed Bold	Myriad Pro Semi Condensed Bold	Myriad Pro Bold	Myriad Pro SemiExtended Bold
<i>Myriad Pro Condensed Bold Italic</i>	<i>Myriad Pro Semi Condensed Bold Italic</i>	<i>Myriad Pro Bold Italic</i>	<i>Myriad Pro SemiExtended Bold Italic</i>
Myriad Pro Condensed Black	Myriad Pro Semi Condensed Black	Myriad Pro Black	Myriad Pro SemiExtended Black
<i>Myriad Pro Condensed Black Italic</i>	<i>Myriad Pro Semi Condensed Black Italic</i>	<i>Myriad Pro Black Italic</i>	<i>Myriad Pro SemiExtended Black Italic</i>

*The ever-expanding Myriad Pro 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 snapshot

A preview of a font saved as a .PNG file. To create a snapshot, drag the snapshot icon  from the preview title bar to the desktop.

## 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.

**global auto-activation**

The ability to automatically activate a font used in a document based on font information stored in the document. Global auto-activation uses the font's PostScript name to determine which font to activate. This is not as accurate as using an auto-activation plug-in but is useful for applications where it isn't critical to have the precise version of a font. If an auto-activation plug-in is available, you should use it rather than relying on global auto-activation. (Global auto-activation is available in Suitcase Fusion for Macintosh.)

**glyph**

The visual presentation of a character. A single character, such as the capital letter A, can have different glyphs in different fonts. Glyphs do not need to represent characters used for text (as seen in the multitude of dingbats 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**

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 keywords 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 keywords as you want to a font.

**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 until it is purposefully deactivated, even through computer restarts.

**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*, *XTension*.

**preview**

To display sample text in a given font. The Preview pane in Suitcase Fusion can display sample text in selected fonts. There are several ways to preview fonts in context, including Web View for web

designers, transparent floating previews to see a text sample overlaid on any other application, and QuickComp to display longer runs of text in a design-like environment.

**QuickComp**

A preview available in Suitcase Fusion that helps you choose fonts for a document based on the type of project.

**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 sets 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.

**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**

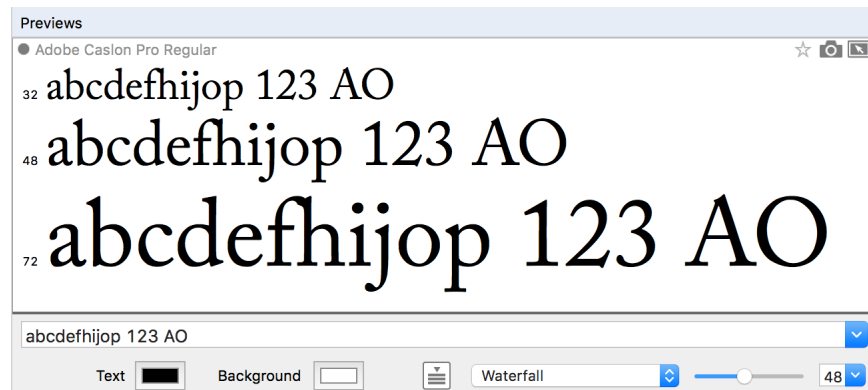
A font family.

**vault**

See *Font Vault*.

### waterfall

A type of font preview available in Suitcase Fusion. The waterfall preview shows a sample of text in three 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*

### XTension

A plug-in for QuarkXPress. Suitcase Fusion provides an XTension that automatically activates fonts in a QuarkXPress document when you open the document.

## Font Management basics

A font manager's main purpose is to make fonts available when they are needed, and remove them from use when you are done with them.

When a font is available for use, it is called an *active* font, and the process of making it available is called *activation*. When the font is removed from availability, it is *deactivated*. This is the major feature of a font manager and other capabilities revolve around the notion of activating and deactivating—or *managing*—fonts.

Without benefit of a font manager, your computer normally stores all fonts in one or more system font folders, and keeps all fonts active all the time.

This can pose several problems for a professional designer who may have hundreds or even thousands of fonts:

- Because active fonts are loaded into system memory, the memory available to applications will be reduced.
- Applications may take a long time to generate their **Font** menus, and those menus can take a long time to scroll through.
- If you need different versions of the same font for different projects or clients, you will need to manually install and remove the appropriate version.
- Fonts stored in system folders are harder to access for collecting copies and for making backups.

A font manager solves all these problems by keeping fonts separate from the system font folders, and allowing you to activate only the fonts that you need.

A *professional* font manager goes beyond these basics by providing automatic activation of specific font versions for individual documents, identification of duplicate fonts, and other advanced features.

# Suitcase Fusion basics

## Key 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 InDesign, Adobe Photoshop, Adobe Illustrator, Adobe After Effects, Adobe InCopy, and QuarkXPress. Each plug-in provides a connection between the design application and the Type Core, so in affect the application can activate and deactivate fonts as it needs them, and Suitcase Fusion doesn't even have to be running!

### 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.

**NOTE:** Multiple versions of fonts 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 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 they use cannot identify which versions are used in their 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 (**View > Columns > Font Sense**).

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.

## 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.

# First-time launch and configuration

The first time that you start Suitcase Fusion 7, 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 or Suitcase Fusion, you will only be prompted to log in; you can install plug-ins and enable Google Fonts manually.

## Log in

Suitcase Fusion no longer requires 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.

## Organize

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. (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; see *Suitcase Fusion Preferences* on page 68.

### ***Vault location***

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

You can instead tell Suitcase Fusion to use an existing font vault (click **Select**), or create a new Vault in a different location (click **New**). If you change your mind and want to use the default location, click **Default**.

You can change your Vault's location at any time; see *The Font Vault* on page 64.

## Add Fonts

In order for Suitcase Fusion to manage your fonts, you need to add them to its internal database. You only need to do this once, and Suitcase will always know about all of your fonts.

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; see *Adding and removing fonts* on page 29.



## 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; see *The Google Fonts library* on page 35.

**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 InDesign, Illustrator, Photoshop, InCopy, After Effects, and QuarkXPress.

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. For more information on the Font Panel, see *The Extensis Font Panel* on page 54.

You can install or remove plug-ins at any time from the **Plug-in Manager** within Suitcase Fusion; see *Auto-activation plug-ins* on page 48.

## 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; see *Suitcase Fusion Preferences* on page 68.

## 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.

### Extra System fonts

OS X 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.

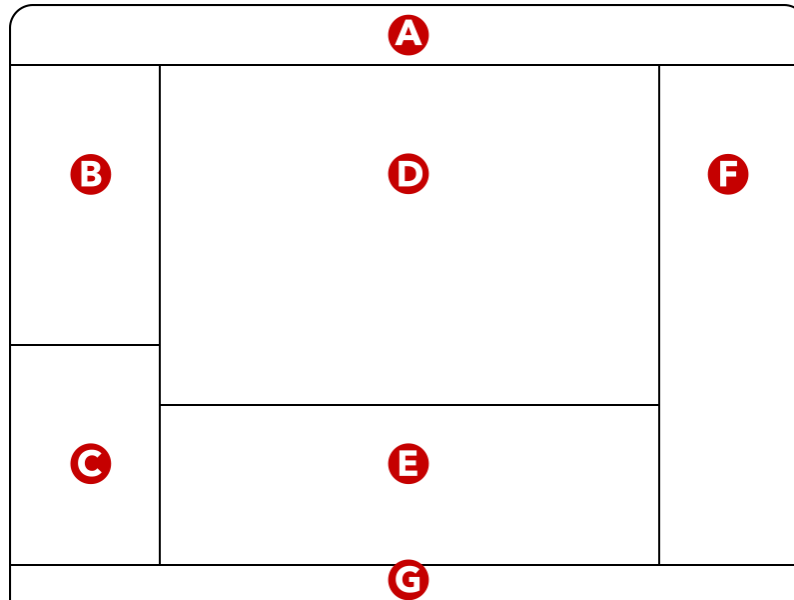
Suitcase Fusion can clean these caches, making sure they get properly refreshed.

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; see ***Cleaning font caches*** on page 66.

## Getting around in Suitcase Fusion

In Suitcase Fusion, you will do most of your work in the Main window, which consists of five panels, the toolbar, and the status bar.



A: Toolbar; B: Libraries panel; C: Smart Searches panel;  
D: Font Previews; E: Font List; F: Details panel; G: Status bar

## Changing the window

- To **resize the window panels**, drag the divider between panels.
- To **show or hide the toolbar**, choose **View > Show/Hide Toolbar** (Mac) or **View > Toolbar** (Windows).
- To **show or hide the Smart Searches panel**, choose **View > Smart Search Panel** (Windows only).
- To **show or hide the Font Previews panel**, choose **View > Show Font Previews** or **View > Hide Font Previews** (Mac) or **View > Previews** (Windows).
- To **show or hide the Font List**, choose **View > Show Font List** or **View > Hide Font List** (Mac) or **View > Font List** (Windows).
- To **show or hide the Details panel**, choose **View > Show Details Panel** or **View > Hide Details Panel** (Mac) or **View > Details Panel** (Windows).

## Toolbar

The toolbar provides access to frequently-used operations, including activation options and set creation.

On OS X, you can customize the buttons that appear on the toolbar; choose **View > Customize Toolbar**.

## Libraries panel

The Libraries panel lists all your local font libraries, your System Fonts, and any external libraries you are currently using.

When you select a library, it will automatically expand to show the sets contained within it, and the Font List, Font Previews, and Details panel will change to reflect the selection.

Similarly, when you select a set, it will expand to show its subsets, and the Font List, Font Previews, and Details panel will change.

For more on libraries, see *Libraries* on page 34.

For more information on sets, see *Sets* on page 36.

## Smart Searches panel

A Smart Search is a saved set of search criteria. Click an item in the Smart Searches panel to display the fonts from all libraries that match the criteria.

Suitcase Fusion includes a number of convenient Smart Searches, and you can add your own to fit your needs.

For details on Smart Searches, see *Smart Search* on page 58.

## Font Previews

The Font Previews shows a preview of the selected fonts. You can choose among several types of previews: ABC 123, Waterfall, Paragraph, and QuickType.

Depending on the type of preview selected, you can change background and text color, the text to preview, and text size. QuickComp and Web View offer a number of other options.

For more on previews see *Previewing and printing* on page 38, *QuickComp* on page 63, and *Web View* on page 61.

## Font List

For most Preview types, the Font List shows a list of fonts with several columns of information. You can activate or deactivate fonts from this pane, choose the information columns to display and the order they appear, and sort the font list by any of the columns.

For information about activating fonts, see *Activating and deactivating fonts* on page 31.

For information about displaying columns in the font list, see *The Font List* on page 43.

For QuickComp and Web View, fonts are displayed as small thumbnails. Since these previews are primarily for displaying fonts in different contexts rather than choosing fonts for activation, it is more practical to get a small preview of each font rather than a listing of fonts and their attributes.

## Details panel

The Details panel includes two tabs: Info and Attributes.

Info displays relevant information about whatever is selected: a library, set, or individual fonts. If you have multiple items selected, the Info tab displays information about one at a time, and lets you choose other items in your selection from a pop-up menu.

Info also provides shortcuts to start a Find operation based on any of several criteria, and also allows you to directly edit some font attributes.

Attributes allows you to create attributes, assign them to fonts, or remove them from fonts.

For more details, see *The Details panel* on page 45.

## Status bar

If you are adding, removing, activating or deactivating a large number of fonts, it may take some time for Suitcase Fusion to process your request.

The status of your request is always displayed at the bottom of the Suitcase Fusion interface, along with a cancel button if required. If you want to view more detailed information, open the Activity Viewer window.

To display the Activity Viewer, choose **Window > Activity Viewer** (Mac) or **Tools > Activity Viewer** (Windows).

## What's new in Suitcase Fusion 7

- **TypeSync™**: Save your font collection in the cloud and synchronize it with a second system. Suitcase Fusion 7 includes the Extensis TypeSync cloud service and a license for up to two simultaneous system connections (Mac, Windows, or one of each).
- **Adobe® After Effects®**: Suitcase Fusion 7 includes an auto-activation plug-in for Adobe After Effects CC 2015 and CC 2017.
- **Smart Search**: Saved search criteria that automatically update to identify fonts across all your libraries simultaneously.
- **Setup wizard**: The first time you run Suitcase Fusion 7, it will guide you in configuring your font libraries.
- **No serial number**: Use your Extensis.com account to validate your installation and to sync your font libraries between computers using TypeSync.

## What's new since Suitcase Fusion 4

### Suitcase Fusion 6

- Font Panels optimized for the Adobe Creative Cloud application architecture.
- Archive and restore the Font Vault.
- Support for Adobe Creative Cloud 2015 and QuarkXPress 2015.

### Suitcase Fusion 5

- QuickComp, a new Preview option that displays your font choices in a variety of document layouts.
- Reorganized Library pane.
- Redesigned Info panel, including the new Fontspiration tab.
- Support for Adobe Creative Cloud and CC 2014 and QuarkXPress 10.
- Support for Adobe Typekit fonts in Suitcase Fusion and the Extensis Font Panel.

### Suitcase Fusion 4

- Auto-activation plug-in for Adobe InCopy.
- Extensis Font Panel for Adobe Illustrator, InDesign, and Photoshop.
- Auto-activation plug-in and Extensis Font Panel for Adobe Creative Suite 6 applications.
- Set text and background colors in Preview.
- Specify Favorite fonts.

# Features

## Adding and removing fonts

add font, remove font, temporary font, in place, font vault, adding and removing fonts, adding fonts in place, removing fonts

You can add fonts to a Suitcase Fusion library in a number of ways:


- Select a library or set, choose **File > Add Fonts**, then choose one or more font files to add to the selected library and click **Add**. (If you select a set, the fonts will be added to the parent library then to the set list.)
- Select a library or set, then drag one or more font files or folders that contain fonts into the Font List pane. (You can also drag a disc such as a CD that contains fonts into the Font List pane; Suitcase Fusion will find all the fonts on the disc and add them to your library.)
- Select a library or set, choose **File > Add Fonts**, select a folder of fonts, then click **Add**. A new set with the same name as the folder will be created, then the fonts will be added to the library and then to the set list.
- Drag a folder of fonts onto a library or set. A new set with the same name as the folder will be created, then the fonts will be added to the library and then to the set list.

The first two methods add fonts directly to a set or library; the second two methods create a new set and add fonts to it.

When you add fonts, Suitcase Fusion performs a scanning process that finds, examines, and organizes all the fonts. The amount of time the scan takes depends on a variety of factors, including: the number of fonts you're adding, the speed of your computer and the media on which the fonts are stored.

The progress of the scan is shown in the **Activity** area across the bottom of the Suitcase Fusion main window. A progress indicator gives information about the operation such as **Searching for Fonts** or **Processing Files**.



Click the progress graph  to display the **Activity Viewer**, which shows you the status of each font file being added.

Click **Stop**  in the **Activity** area to stop adding the fonts. The fonts that are already added will remain in Suitcase Fusion. You can also click **Stop** in the **Activity Viewer** next to an individual font.

## Temporary fonts

Temporary fonts are managed by Suitcase Fusion until you log off or restart your computer. This is useful if you have fonts that are used only with a specific project and that you may not want on your system after working on the project.

Temporary fonts are always added in place and never added to the Font Vault.

Temporary fonts are shown as a blue dot with box around it  in the status column of the **Font List** and **Font Previews**. Deactivated temporary fonts show as an empty blue box .

**To temporarily add fonts to Suitcase Fusion:**

1. Choose **File > Add Temporarily**.
2. Navigate to the font you want to add and click **Open** or **Select**.

On the Macintosh, you can drag a font or folder of fonts onto the Suitcase Fusion dock icon; the fonts are added temporarily and automatically activated. This works even if you drag fonts onto the dock icon when Suitcase Fusion is not running. Suitcase Fusion launches and adds the fonts.

## Adding fonts in place

There may be a reason you need to use fonts but not add them to your Font Vault. In many cases these reasons are addressed by treating the fonts as temporary and loading them only for the current work session.

Suitcase Fusion may identify a font as corrupt but it might still be useable and be crucial for a project or client, or you may have a personal font you want to use on your work desktop (always providing that the font's license allows this use).

If you find you want to add a font permanently to Suitcase Fusion, but keep it out of the Font Vault, you can add the font and leave it in place, in a folder on your computer.

### To add fonts in place:

1. Make a folder for your fonts in a location that you have control over, such as in your Home folder or your Documents folder.  
Do not make a folder inside a system fonts folder or another user's Home folder.
2. Copy the fonts to the new folder.  
If you need to add different fonts to different libraries, place them in separate folders on your hard drive.
3. Open Suitcase Fusion.
4. Hold down the **OPTION** key (Mac) or **ALT** key (Windows) and drag the folder of fonts to the library you want to add them to.  
Suitcase Fusion will create a new set with the fonts in it.

The Location column in the **Font List** shows the folder where fonts added in place are stored.

## Removing fonts

- To remove a font from a set, click the set in the **Libraries** panel, then select a font in the Font List or Font Previews, then choose **Edit > Delete From Set**.  
If you remove a font from a set, it will still be present in the set's parent library and any other sets it belongs to.
- To remove a set, click the set in the **Libraries** panel, then choose **Edit > Delete Set**.  
If you remove a set from a library, none of the fonts in that set will be removed from the library or from other sets in the library.
- To remove a font from a library, select the library in the **Libraries** panel, then select a font in the **Font List** or **Font Previews**, then choose **Edit > Delete from Library**.  
If you remove a font from a library, it will also be removed from any sets within that library. The font will not be removed from other libraries.
- To remove a library, click the library in the **Libraries** panel, then choose **Edit > Delete Library**.
- To remove all temporary fonts at once, choose **Edit > Remove All Temporary Fonts**.

The first four options can also be accessed by right-clicking on a font, set, or library, then choosing the appropriate **Delete** option from the shortcut menu.

# Activating and deactivating fonts

An active font is one that is available to use in applications on your computer.

Fonts can be activated manually or automatically. Manually activated fonts can be activated permanently or temporarily; automatically activated fonts are always activated temporarily.

Temporarily activated fonts are active until you shut down or log off from your computer.

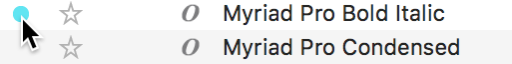


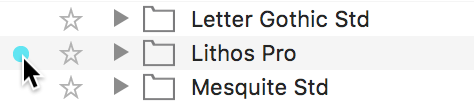
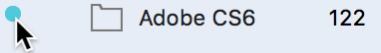
Permanently activated fonts are re-activated when you restart or log back in to your computer.

Of course, you can deactivate any font manually at any time; deactivated fonts will not be reactivated when you restart your computer.

## Manual activation

You can activate a font, set, or any group of fonts manually from within Suitcase Fusion: select a font or group and click the green ● toolbar button to activate the fonts permanently, or click the blue ● button to activate them temporarily.














You can also click the “activation area” for a font, family, or set to activate a font or group of fonts.

TO ACTIVATE	CLICK HERE
a single font	Next to the font name in the <b>Font List</b> 
a single font	Next to the font name in the <b>Font Previews</b> 
a single font	Next to the font name in a floating preview 
a font family	Next to the font family in the <b>Font List</b> 
a set	Next to the set in the <b>Libraries</b> panel 

Click the activation area to activate the font, family, or set temporarily; hold down the **OPTION** key (Mac) or **ALT** key (Windows) while clicking to activate the font permanently.

## Activation status

The activation area next to a font, family, or set will show an icon indicating the font's or font group's activation status.

ICON	DESCRIPTION	ACTIVATION STATUS
	Blank or gray dot	Deactivated
	Gray circle with a white center	Some fonts are active and some are not
	Blue dot	Temporarily activated
	Green dot	Permanently activated
	Blue 4-point star	Activated by plug-in or global auto-activation
	Blue dot inside a blue box	Added and activated temporarily
	Blue box	Added temporarily and deactivated
	Green dot on a lock	Permanently activated system font
	Lock	Deactivated system font
	Red circle with a white center	Some fonts are active and some could not be activated
	Red circle with a red slash	The font is not supported on this platform
	Red dot with white x	The font is corrupt
	Red dot with white question mark	The font added in-place is missing

## Automatic activation

With automatic activation, the Suitcase Fusion Type Core determines which fonts need to be activated when you launch an application or open a document. There are three kinds of automatic activation:

- **Global auto-activation**, available in Suitcase Fusion for Macintosh, allows Suitcase Fusion to activate fonts in documents based on the font's Postscript name. This is useful for applications not supported by an auto-activation plug-in, such as Microsoft Word or Apple Pages. For more information, see **Global auto-activation** on page 63.
- **Application Sets**, where you create a set of fonts that will be activated whenever you start a particular application. For more information, see **Sets** on page 36.
- **Auto-activation plug-ins**, which use Extensis Font Sense technology to identify each font used in your design documents and activates the appropriate fonts when you open a document.

These plug-ins are available for various Adobe applications and recent versions of QuarkXPress.

### **Auto-activation plug-ins and Font Sense**

The automatic activation plug-ins rely on Font Sense metadata saved with each document. Font Sense is a unique ID that Suitcase Fusion generates for each font. It is based on information



contained within the font itself, so each font will always have the same Font Sense ID on every computer. Since the Font Sense information is stored with the document, you can open the document on any computer with Suitcase Fusion installed and be guaranteed that it will know which fonts to activate with the document.

Font Sense information is calculated and added to a design document every time that you save it. If you have older documents created before you started using Suitcase Fusion, you can add Font Sense data to them by opening and re-saving them. Make sure that you have the correct fonts installed and activated before you re-save the document. While your design application can identify the font by name, if you have multiple versions of the font then you may need to review the document to make sure that the correct versions of each font are activated.

For more information about using auto-activation plug-ins, see ***Auto-activation plug-ins*** on page 48.

## Deactivation

To manually deactivate a font, click the “activation area” for the font.

Fonts that are activated by an auto-activation plug-in will be automatically deactivated when you close the document that activated them.

Temporary fonts will be deactivated when you shut down or log out of your computer.

## Organizing your fonts

Suitcase Fusion provides many ways to organize and display your fonts.

The Font Vault holds all of your non-system fonts, maintaining them in a secure location where they can be easily activated or deactivated, along with extended metadata that makes them easier to find, identify, and apply. See ***The Font Vault*** on page 64.

**Libraries:** A library holds a large collections of fonts. Depending on your workflow, you may only have one font library (aside from your system fonts). However, you can create multiple libraries to segregate fonts by client, job type, operating system, and even to share fonts online using Suitcase TeamSync. See ***Libraries*** on the next page.

**Sets:** Sets are smaller groupings of fonts within a library. Sets can be used for specific jobs, documents, or any aspect of your workflow where it makes sense to worker with smaller groupings of fonts. You might have a library of fonts for each client, with sets for each type of job. You can even create sets within sets if necessary. See ***Sets*** on page 36.








**Families:** A font family is a collection of typefaces sharing a common design that were meant to be used together. Some families consist of a single face, many families have four faces (a “normal” face and one each bold, italic, and bold italic), while some families have dozens of faces of varying weights, widths, and stylistic embellishments (such as italics, outline, or shadow). Suitcase Fusion attempts to group fonts by family, but you can disable this grouping. See ***Families*** on page 38.












**Favorite fonts:** Everyone has a set of “go-to” fonts that could be considered their favorites. Suitcase Fusion lets you easily identify your favorite fonts so that you can call them up instantly. See ***Favorites*** on page 38.

# Libraries

Font libraries are the basic large collections of fonts in Suitcase Fusion. Displayed in the upper left corner of the interface, the **Libraries** panel displays all of your font libraries, as well as the sets contained within each library.

There are six kinds of font libraries, listed in this order in the **Libraries** panel:

- **Suitcase TeamSync libraries**  are shared among a small team or workgroup. See *Keep your team's fonts in sync with Suitcase TeamSync* on page 15 for more information.
- **Local libraries**  are libraries that you use only on your local computer, and are not shared or managed anywhere else.
- **TypeSync libraries**  are libraries that you create locally on one system and sync through the Extensis TypeSync cloud service. See *TypeSync* on page 47 for more information.
- **The System Fonts library**  consists of fonts installed with your operating system. Some of these fonts are required and are indicated with a  locked icon.
- **The Google Fonts library**  is an optional set of fonts available for free from Google; see *The Google Fonts library* on the next page for details.
- **The Typekit library**  shows fonts you have synchronized using Adobe's Typekit service; see *The Typekit library* on page 36 for more information.

ICON	DESCRIPTION	REPRESENTS
	Gray folder	Local library
	Hollow folder	Set
	Hollow folder with gear	User-saved Smart Search
	Hollow folder with lock	Built-in Smart Search
	Desktop computer screen and keyboard	System fonts
	Hollow folder with chasing arrows	Shared TypeSync library
	Hollow folder with broken connection	Offline TypeSync library
	Hollow folder with chasing arrows and purple badge	Suitcase TeamSync library
	Hollow folder with broken connection and purple badge	Offline Suitcase TeamSync library
	White script "F" on a red background	Google Fonts library
	Bright green "Tk" on black background	Adobe Typekit library

You may need only a single font library, but there are some reasons why you might want to create additional libraries.


- Keep some new and unproven fonts out of your main workflow.
- Keep fonts for different clients separated.
- Keep separate libraries for platform-specific fonts and fonts shared between Mac and Windows systems.
- If you are using Suitcase TeamSync, you might keep separate libraries for different projects. (Suitcase TeamSync shared libraries are created through the Suitcase TeamSync administration website, but you add fonts to them through Suitcase Fusion.)
- Use libraries as a way to control auto-activation, since you can activate across all libraries or specify a distinct library for plug-in activations.  
For example, you may have a client that only uses fonts that are licensed for specific projects. You could create a separate library that contains only the approved, licensed fonts for that client. Then when using the Suitcase Fusion auto-activation plug-ins, restrict font activation to only that library. This keeps you from inadvertently using an unapproved font for that client's projects.

To add a new library, choose **File > New Library**.

## ***The Google Fonts library***

Google Fonts are free open source fonts for use with the Google Fonts API. Suitcase Fusion brings these fonts to your desktop for use in all your applications.

Google Fonts are available in Suitcase Fusion and from the Extensis Font Panel in Adobe Photoshop, Illustrator, and InDesign CS6 and Creative Cloud 2014 and later.

- **To enable the Google Fonts** from within Suitcase Fusion, choose **File > Enable Google Fonts**. The Google Fonts library icon  will be displayed in the Suitcase Fusion Library pane.

**NOTE:** When you run Suitcase Fusion 7 for the first time, the Setup process gives you the option of enabling Google Fonts.


- **To disable access to Google Fonts**, choose **File > Disable Google Fonts**.

Suitcase Fusion periodically updates the list of Google Fonts. To manually synchronize fonts, **File > Synchronize Fonts**.

You can do almost anything with the Google Fonts library that you can do with any other library in Suitcase Fusion, including add or edit tags and other properties, create sets, copy fonts to another library, collect fonts for output, and mark favorite fonts. You can't rename the library, add or remove fonts, or delete the library.

For additional information, see [About Google Fonts](#).

## The Typekit library

Typekit fonts that you have currently synced to your desktop are available in Suitcase Fusion as a separate library with this icon . If you remove all Typekit fonts from your system, the Typekit library will not be displayed.

- You can use Typekit fonts in any Suitcase Fusion preview, including Web View and QuickComp.
- Typekit fonts are fully compatible with Font Sense, ensuring your documents will always use the correct font.
- You can assign keywords to Typekit fonts, and mark Typekit fonts as favorites.
- You can search for Typekit fonts.
- You can use Typekit fonts as the basis for a QuickMatch operation, and also use QuickMatch to find fonts in the Typekit library.
- If a conflict occurs between a Typekit font and a font in another library, the Typekit font will be used and the conflicting font will be deactivated.
- If you want to use a font that conflicts with a Typekit font, use the Adobe Creative Cloud application to remove the Typekit font from your desktop.
- Typekit fonts are available in the Extensis Font Panel in supported Adobe applications.

**NOTE:** Your license with Adobe allows you to use Typekit fonts in any application and embed them in documents for distribution; see the [Typekit Services Agreement](#) for specific rights and restrictions.

## Sets

Within each library, you can group fonts into “sets” for specific clients, jobs, applications, templates, or whatever organizational purpose you require. An ad agency, for example, might create sets for client names and job numbers, while a magazine publisher might create sets for each article.

Sets are shown in the **Libraries** panel. A set is subordinate to its parent library.

A font set is similar to a playlist in a digital music player: the set is a list of fonts contained in the library, so adding fonts to a set or removing fonts from a set doesn’t change the library. (If you drag a font from the desktop directly into a set, the font is added to the set’s parent library first, then added to the set list.)

You can create as many sets as you need, place sets within other sets, and place the same font in more than one set.

Once fonts are in a set, you can manipulate the fonts as one unit. For example, you can activate all the fonts, deactivate all the fonts, or collect all the fonts for delivery to a service bureau.

- **To create a new set**, choose **File > New Set** and type a name for the set.
- **To add fonts to a set**, select fonts and drag them to the set in the **Libraries** panel. This adds them to both the library and the set at the same time.
- **To create a new set from selected fonts**, select fonts in the **Font List** or **Font Previews**, then choose **File > New Set from Selection**.
- **To create a new set from a folder of fonts**, drag the folder to a library or set in the **Libraries** panel. The fonts are added to your library and to a new set with the same name as the folder.
- **To remove fonts from a set**, click the set, select the fonts to remove, then choose **Edit > Delete From Set**. Removing fonts from a set does not remove them from the library.
- **To rename a set**, double-click the set name and type a new name.
- **To move fonts from one set to another**, select the fonts in the first set and drag them to the second.
- **To copy fonts from one set to another**, select the fonts in the first set, hold down the **OPTION** key (Mac) or **ALT** key (Windows) and drag the fonts to the second set.
- **To copy a set from one library to another**, drag the set from the first library to the second library. Fonts are copied to the second library, and the original set is not changed.
- **To delete a set**, select the set and choose **Edit > Delete Set**. Deleting a set does not remove fonts in the set from the library.

**NOTE:** You can also create a set consisting of all the fonts in an open design document; see *Creating a set from an open document* on page 52.

## **Application Sets**

An Application Set is a set of fonts that will be activated temporarily when you launch an application.

**NOTE:** You should not use Application Sets for applications that have an auto-activation plug-in. The plug-in uses Extensis Font Sense technology to ensure that the precise font used in a document will be activated, whereas the Application Set cannot override a font with the same name that is already active.

- **To create an Application Set**, choose **File > New Application Set**, then select the desired application.

# Families

A font family is a group of related fonts sharing a similar design that were intended to be used together.

When Suitcase Fusion groups fonts into a family, it uses the following criteria:

- **Name:** Fonts with the same family name.
- **Foundry:** Fonts are from the same foundry. Therefore, a Bauhaus font from Bitstream will be placed in a different family than a Bauhaus font from Monotype.
- **Type:** Fonts are the same type. Therefore, a PostScript Helvetica font will be placed in a different family from a TrueType Helvetica font.

These criteria often produce multiple families with the same name, such as a TrueType Times from Apple and PostScript Times from Adobe. To tell the difference between families, look at the **Type** and **Foundry** columns. In addition, if the current library has two different versions of a font with the same name, foundry, and type, they will be placed in the same family. For example, you might have two different versions of Garamond-Book in the Garamond family.

## Grouping fonts by family

Suitcase Fusion can display fonts individually in the **Fonts List**, but by default it groups fonts by typeface family.

You can toggle family grouping on and off by choosing **View > Group Fonts by Family**.

When fonts are grouped by family, you can perform font management activities on the entire family in one operation, including activating and deactivating, adding a family to a set, changing attributes of all fonts in the family, and collecting the entire family of fonts.

**To view and work with fonts in a family:**

- To view the fonts within a family, click the arrow next to a family's folder.
- If you are displaying fonts according to specific find criteria, such as foundry, only fonts that fit the criteria are displayed within each family.
- To perform an operation on an entire family, such as activating it, click the family's folder to select it, then perform the operation as you would for a single font.

# Favorites

Suitcase Fusion allows you to easily mark fonts as favorites, then use this when sorting or searching for fonts.

You can mark favorites in any library, including Typekit and Google Fonts.

- **To mark a font as a favorite**, click the star icon ☆ in the **Font List**, in **Font Previews**, or in a floating preview pane.
- **To clear a favorite**, click the gold star icon ★.

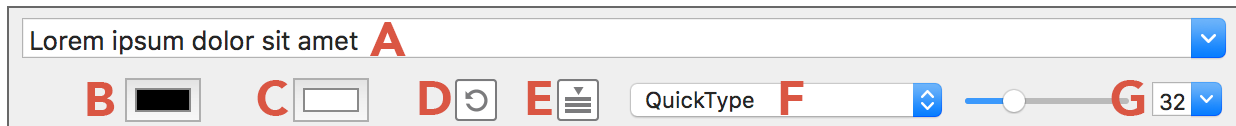
To see all your favorite fonts from all libraries, click **Favorite Fonts** in the **Smart Search** panel below the **Libraries** panel.

## Previewing and printing

While you're designing a document, you may need to identify a font by look rather than by name. To quickly show you what fonts look like, Suitcase Fusion displays live previews of fonts selected in the **Font List**. You can edit the preview text, choose the type of preview, adjust the size, and change the text and background colors.

Suitcase Fusion includes four preview types that show a short text in all selected fonts. Choose the preview type from the **Preview Type** pop-up menu.

- **ABC 123:** Displays the alphabet in uppercase, the alphabet in lowercase, and the numerals and symbols found at the top of the keyboard.
- **Paragraph:** Displays a full paragraph of text.
- **QuickType:** Quickly enter a line of text to preview. The sample text field includes a drop-down menu that allows you to choose other text samples.
- **Waterfall:** Displays a partial alphabet and sample numerals at various sizes. The sample text field includes a drop-down menu that allows you to choose other text samples.



**A:** Sample text; **B:** Text color; **C:** Background color; **D:** Reset colors;  
**E:** Show/hide preview text; **F:** Preview Type; **G:** Preview size

- A.** Paste or type new sample text in the field; for QuickType and Waterfall previews, you can choose new text using the drop-down menu.
- B.** Click to change the text color for all previews.
- C.** Click to change the background color for all previews.
- D.** Reset text and background colors to defaults.
- E.** Show or hide the preview text editing field.
- F.** Choose the preview type.
- G.** Use the slider or menu to set the size of the preview text.

You can hide the **Font Previews** if you want to devote as much space as possible to the **Font List**.

- **To hide Font Previews,** choose **View > Hide Font Previews** (Mac) or **View > Previews** (Windows).
- **To show Font Previews,** choose **View > Show Font Previews** (Mac) or **View > Previews** (Windows).
- **To resize Font Previews relative to the Font List,** drag the divider between them up or down.

## Font Preview

The **Font Previews** panel contains a list of previews for selected fonts in the **Font List** (or all fonts if none are selected).

Each individual panel in the **Font Previews** includes several controls or pieces of information.




**A:** Activation button; **B:** Font name; **C:** Text size (Waterfall only);  
**D:** Sample text; **E:** Favorite button; **F:** Font snapshot; **G:** Floating preview

- A.** Click to activate the font temporarily; hold down **OPTION** (Mac) or **ALT** (Windows) and click to activate permanently. Click again to deactivate.
- B.** The name of the selected font face.
- C.** For Waterfall previews, three samples are displayed. The value before the sample text is the point size of each sample. The middle sample point size can be set using the controls below the **Font Previews**.
- D.** Sample text can be specified using the controls below the **Font Previews**.
- E.** Click to set this font face as a favorite; click again to remove it from your favorites.
- F.** Drag the icon to the desktop to create an image file with the sample text.
- G.** Drag the icon out of the Suitcase Fusion window to create a floating window showing the sample text.

## Floating previews

Floating previews allow you to preview fonts in the context of a project without activating the fonts. Floating previews are torn off from the Suitcase Fusion window, but still respond to any changes in preview text, color, and size. To be most useful, you will likely want to use this feature in conjunction with QuickType previews.

Floating previews always display on top of all other applications in operating system.


- **To tear off a floating preview**, select a font in the **Font List**, then drag the  icon out of the Suitcase Fusion window.
- **To activate or deactivate the font**, click the activation icon next to the font name in the floating preview.
- **To close all floating previews**, choose **Window > Floating Previews > Close** (Mac) or **Tools > Floating Previews > Close All** (Windows).



## Font snapshots

You can “tear off” a preview and save it as a picture file, for use as a reference, for customer approval, or for use in a graphics application.

Previews are saved as Portable Network Graphic (PNG) files using the selected preview text, size, and colors.

- **To save a preview as a graphic**, select a font in the **Font List**, then drag the  icon into a document or to the desktop or a folder.

The resulting file will be named for the font you are previewing.

## Other preview types

The **Preview Type** pop-up menu includes two advanced preview types. For details, see **Web View** on page 61 and **QuickComp** on page 63.

## Printing previews

Even in our digital world, you sometimes just need to see something on paper for it to make sense. For this reason, Suitcase Fusion includes the ability to print sample pages of fonts in the preview window.

### To print sample pages:

1. In the **Font List**, select the fonts that you want to include in a printed sample page.
2. Customize the preview type, text and size.  
The sample pages include text across the width of a printed page using your text and size settings.
3. Choose **File > Print Preview Pane**.

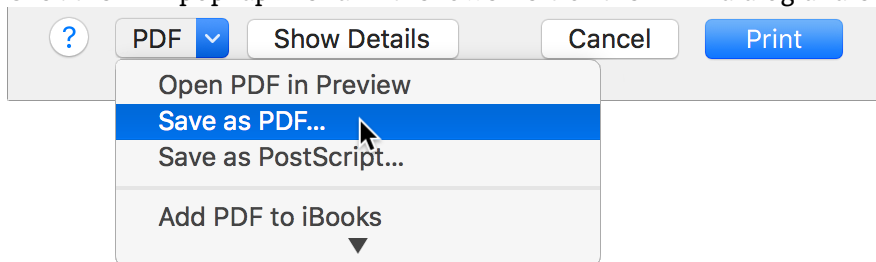
**NOTE:** If you have a large number of fonts in the preview pane, or a very large point size selected, it may take a long time and many pages to print.

## Saving a PDF

If you are using macOS, or if you have Adobe Acrobat installed on Windows, you can “print” your preview as a PDF file.

### To save a PDF on macOS:

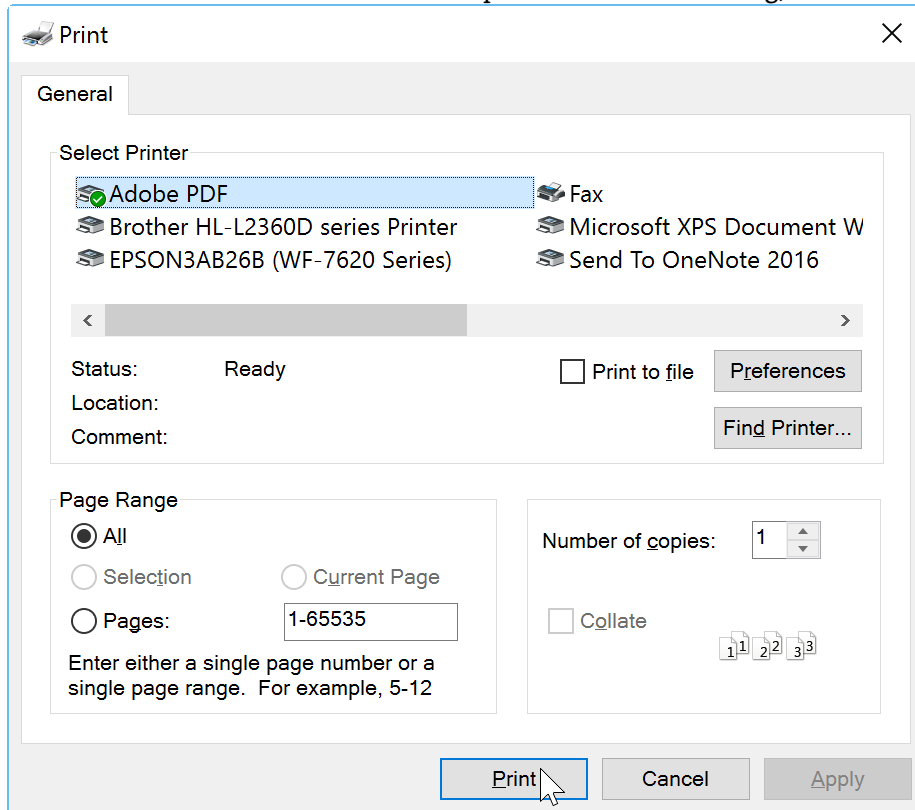
1. Select fonts and customize the preview type.
2. Choose **File > Print Preview Pane**.
3. Click the **PDF** pop-up menu in the lower left of the **Print** dialog and choose **Save as PDF**.



4. Enter a name for the PDF and click **Save**.

**To save a PDF on Windows with Adobe Acrobat installed:**

1. Select fonts and customize the preview type.
2. Choose **File > Print Preview Pane**.
3. Click **Adobe PDF** in the **Select Printer** pane of the **Print** dialog, then click **Print**.



4. Enter a name for the PDF and click **Save**.

## Searching for fonts

Suitcase Fusion includes two methods to locate specific fonts in your libraries: QuickFind and Find, and QuickMatch.

You can also use QuickMatch to locate fonts that are visually similar to another font. For more information, see **QuickMatch** on page 60.

## Using QuickFind

QuickFind is the fastest way to locate a font.

Select a library or set then click in the QuickFind field and starting typing. The **Font List** automatically updates to show fonts or families that contain the characters that you enter.



By default, QuickFind searches a number of font properties to find a match: Name, PostScript Name, Family, Foundry, Classification, Font Type, and Tags. To narrow the parameters of your QuickFind search to a single font property, click the magnifying glass icon in the QuickFind field and select a property from the menu. Click **✕** in the QuickFind field to clear the search and display all fonts and families in the selected library or set.



## Using Find

Find gives you additional options for locating fonts. You can search for fonts by any combination of attributes such as name, foundry, keywords, style, type, classification and version. When you specify Find criteria, you specify each criterion (such as “foundry”), a qualifier (such as “matches”), and a value (such as “Adobe”). Your Find operation can include up to six search criteria.

### To search with the Find controls:

1. Choose **Edit > Find Fonts**. The **Find** controls display at the top of the **Font List**.
2. Choose an option from the drop-down menu to specify whether you want to find fonts that match *any* of your conditions or fonts that match *all* of your conditions.  
Choosing “any” can produce a larger set of results than choosing “all.” With the “any” selection, every font that matches any of your search conditions is returned as a result; with the “all” selection, only fonts that match all of your search conditions are returned.
3. Choose a find criterion from the first pop-up menu: Postscript Name, Menu Name, Family Name, Activation, Duplicates, Font Sense ID, Temporary Fonts, Type, Version, Classification, Foundry, Tag, Style, Favorite, or Date Added.
4. Depending on the criterion that you select, different pop-up menus and fields let you specify exactly what you’re searching for. If you choose **Type**, for example, you can choose **matches** or **does not match**, and then choose from a list of supported font types.
5. To add more criteria, click . To remove a criterion, click  on the same row.

As you specify find criteria, the **Font List** updates to display only fonts in the selected library that match the criteria.

## The Font List

For most Preview types, the Font List shows a list of fonts with several columns of information. Fonts can be activated or deactivated from this pane, you can choose the columns to display and the order they appear in, and you can sort the font list by any of the columns.

For information about activating fonts, see *Activating and deactivating fonts* on page 31.

For QuickComp and Web View, fonts are displayed as small thumbnails. Since these previews are primarily for displaying fonts in different contexts rather than choosing fonts for activation, it is more practical to get a small preview of each font rather than a listing of fonts and their attributes.

For more information, see *Web View* on page 61 and *QuickComp* on page 63.

You can hide the **Font List** if you want to devote as much space as possible to **Font Previews**.

- **To hide the Font List**, choose **View > Hide Font List** (Mac) or **View > Font List** (Windows).
- **To show the Font List**, choose **View > Show Font List** (Mac) or **View > Font List** (Windows).
- **To resize the Font List relative to the Font Previews**, drag the divider between them up or down.

# Columns

The **Font List** can display columns of information for each font that includes Activation status, Favorite status, Font Name, Font Type, Foundry, Classification, Font Family, Font Version, Font Sense ID, the date the font was added to Suitcase Fusion, the font's Postscript Name, and where the font file is located. You can display any combination of columns that is useful to you, arrange the columns so you can easily see the information you need, and sort fonts according to any column.

- **Display Columns:** Choose from the **View > Columns** menu or right-click a column heading to enable or disable columns of font information. If necessary, scroll to the right or expand the Suitcase Fusion window to see all the columns.

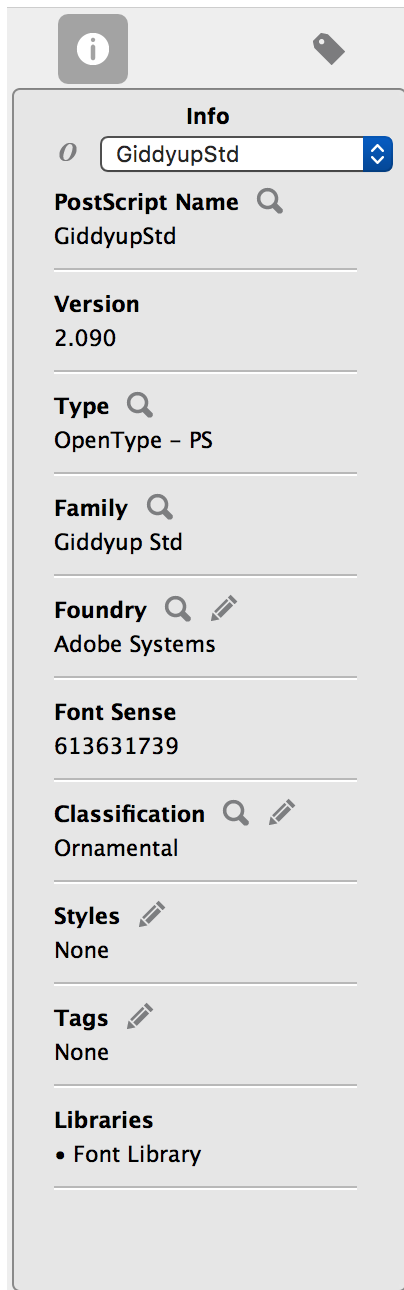
- **Arrange Columns:** Drag the column headings (such as **Type** or **Version**) to change the order of columns.

**NOTE:** The **Activation** and **Name** columns can't be hidden or moved; the **Favorite** column can be hidden but not moved.

- **Resize Columns:** To adjust the width of a column, drag the separator bar between the column headings.
- **Sort By Column:** Click a column head to sort fonts or families according to that information. For example, click **Class** to sort alphabetically by classification.

# The Details panel



The **Details** panel has two tabs: **Info** and **Attributes**.





## The Info tab

The pop-up menu at the top of the **Info** tab lists whatever is selected in the main window: a library, one or more sets, or one or more fonts. If you have selected multiple sets or fonts, you can choose one of the selected items to display its information.

- **If you have a library selected**, the **Info** tab displays the library's icon, name, type, and the number of fonts in the library.
- **If you have a set selected**, the **Info** tab displays the set's icon, name, and the number of fonts in the set.
- **If you have a font selected**, the **Info** tab displays the font's icon, PostScript name, version, type, family, foundry, Font Sense ID, class, styles, tags, and the libraries that include the font.

With a font selected, you can click one of the  icons to search the current library for other fonts with the same value. For example, to find all fonts with the same type as the selected font, click the  next to **Type**.

To edit an attribute of the selected font, click the  icon next to the attribute name. For example, to add a tag to the font, click the  next to **Tags**.

## The Attributes tab

The **Attributes** tab allows you to view and change attributes applied to one or more selected fonts. Choose the attribute to view from the pop-up menu at the top, then make any desired changes in the list below. Changes are applied immediately and do not need to be saved.

See **Font attributes** on the next page for details.

# Font attributes




A font's attributes are pieces of information about the font, especially as it is used in your workflow. Most fonts come with pre-defined attributes (such as *Foundry*); you can modify existing attributes and add new ones to aid in the way you organize and use fonts.

Attributes are applied to fonts, so they are consistent through all sets and libraries. (Changing attributes does not affect the actual font file, only how its properties are displayed in Suitcase Fusion.)

Available attributes are:

- **Classification:** A font's Classification (sometimes shortened to *Class*) describes its general look in historic terms. Each font can have only one classification. Suitcase Fusion assigns a classification when you add a font, but since this is a subjective assignment, you can change it.
- **Foundry:** The name of the company that licensed the font to you. Each font can have only one foundry assigned. Suitcase Fusion attempts to extract this information from the font, but you can modify it if necessary.
- **Tags:** Tags are words or short phrases that you assign to a font. These can be anything you need to help organize and find fonts, such as client or project information, or even a "rating." Fonts can have multiple tags.
- **Styles:** Styles are descriptions of typographic embellishments applied to a font, such as bold or italic. Suitcase Fusion assigns styles to fonts as you add them, usually based on information in the font name. Sometimes you may disagree with a style assignment, so you can change them. Fonts can have multiple styles assigned, and you can create your own to suit your needs.

## Working with attributes

- **To show the Attributes,** click the **Attributes** tab at the top of the **Details** panel.
- **To view a specific set of attributes,** choose it from the pop-up menu at the top of the **Attributes** tab.
- **To assign or unassign a specific attribute,** select one or more fonts, then check or uncheck the box for the desired attribute.
- **To add a custom attribute,** click  at the bottom of the **Attributes** tab, then enter a name for the attribute.
- **To remove an attribute,** select it in the list and click  at the bottom of the **Attributes** tab. You cannot remove built-in attributes.
- **To edit an attribute name,** double-click its entry in the list. You cannot edit built-in attributes.
- **To restore a font's original attributes,** select the font, then click  at the bottom of the **Attributes** tab.

# Advanced features

## TypeSync

Your license for Suitcase Fusion 7 allows you to install and use the software on two systems simultaneously. (Note that this does not allow two different users to install and use the software.)

This means that you can use Suitcase Fusion on two computers (two Macs, two PCs, or one of each) for any and all of your work.

The primary purpose of TypeSync is to synchronize your font libraries between these two computers automatically.

## Enabling TypeSync

TypeSync requires an active Internet connection.

**To start syncing a specific library**, right-click the library, then choose **Enable Library Syncing** from the shortcut menu.

You can only synchronize local non-system libraries. You can't sync system, Google Fonts, or Typekit libraries.

**To use the library on another computer**, start Suitcase Fusion on that computer and sign in using the same Extensis account that you used on the first computer.

If the newly-synchronized library is not displayed, then choose **File > Synchronize Fonts**.

## Using TypeSync

TypeSync uses a secure cloud server to synchronize your fonts.

A synced library works just like a local library; you can add and remove fonts and sets, edit attributes, and collect fonts. Any change you make on one computer is immediately synchronized to the cloud, then your other computer will automatically synchronize. Only a font's activation status is unique on each computer.

Suitcase Fusion updates synced libraries every 15 minutes. If you need to update synced libraries sooner, then choose **File > Synchronize Fonts**.

## Disabling TypeSync

To stop synchronizing a library, right-click on the library and choose **Disable Library Syncing**. This only stops the synchronization from one computer.

The previously-synced library will not be removed from either computer.

## Using TypeSync as backup

In a pinch, your TypeSync libraries can serve as a backup if you lose access to your computer. You should not rely on this as your only backup; you will not be able to retrieve any fonts that you have not synced.

Instead of relying on TypeSync as a backup, you should have a regular backup plan for your computer, and use Suitcase Fusion's Font Vault Archive feature. See **Archiving the Font Vault** on page 66.

## TypeSync vs. Suitcase TeamSync

TypeSync is ideal for individuals who use two computers and want to make sure they have access to all their fonts all the time.

Suitcase TeamSync is designed for small to medium sized teams that might be working on different projects or different parts of the same project.

Suitcase TeamSync uses web-based administration to create libraries and manage users.

TypeSync is free for your personal use with your license of Suitcase Fusion on up to two of your own computers; Suitcase TeamSync is an annual subscription with no practical limit on the number of users.

For more information about Suitcase TeamSync, see the [Extensis website](#).

## Using TypeSync and Suitcase TeamSync together

You can use the same Extensis account for both TypeSync and Suitcase TeamSync. It is up to you to ensure that you do not violate a font license by sharing it inappropriately.

## Auto-activation plug-ins

To automatically activate precisely the correct fonts used in documents, Suitcase Fusion includes plug-in software modules that use the Extensis Font Sense technology.

The plug-ins save Font Sense metadata—information that uniquely identifies fonts—with documents, and then use that metadata to automatically activate the correct fonts when you open a document.

For more information, see **Font Sense** on page 22.

## Installing and removing plug-ins

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

**NOTE:** The plug-ins for Photoshop, Illustrator, and InDesign also include the Extensis Font Panel. See **The Extensis Font Panel** on page 54.

This first time you launch Suitcase Fusion after installation, the setup wizard will detect any compatible design applications and allow you to install the plug-ins to take advantage of precise Font Sense-powered activation.

You can install and remove auto-activation plug-ins at any time using the Plug-in Manager.

**NOTE:** You must have administrative privileges on the computer to install or remove plug-ins.

### To install or remove auto-activation plug-ins:

1. Close your design applications.
2. Choose **Suitcase Fusion > Manage Plug-ins** (Mac) or **Tools > Manage Plug-ins** (Windows).
3. In the Plug-in Manager window, check the box next to a plug-in to install it, or clear the box to remove it.
4. Click **Done**.

Plug-in status changes take effect the next time you launch the design application.



When new versions of the design applications are released, Extensis typically creates a new plug-in that is compatible with the new version. Stay up-to-date by using the Check for Updates feature of Suitcase Fusion.

## Auto-activation preferences

The auto-activation plug-in for each application has its own set of preferences that control how it works. By default, the plug-ins auto-activate fonts according to Font Sense metadata when documents are opened, save detailed Font Sense data within documents, and deactivate auto-activated fonts when you close documents.

As you use a plug-in, you may find that a default setting is not appropriate for your workflow and need to change it.

**To change auto-activation preferences for Adobe Photoshop,** choose **File > Automate > Extensis** to open the Extensis dialog, then click **Preferences**.

**To change preferences for Adobe Illustrator, InCopy, and InDesign,** choose **Type > Suitcase Fusion > Suitcase Fusion Auto-Activation Preferences**.

**To change preferences for QuarkXPress,** choose **Utilities > Suitcase Fusion > Suitcase Fusion Auto-Activation Preferences**.

The plug-in for Adobe After Effects has no user interface. Here are its built-in settings:

- **Auto-activation:** on. To disable auto-activation, remove the plug-in. See *Installing and removing plug-ins* on the previous page.
- **Font Sense support:** on.
- **Best match:** not available.
- **Embedded objects:** Photoshop and Illustrator documents are rendered when they are inserted, so the plug-in can't scan the files for fonts.
- **Activate entire font family:** off. Only individual faces used in an After Effects project will be activated.
- **Close opened fonts:** when application quits.

### ***TIP FOR INSERTING DOCUMENTS INTO AN AFTER EFFECTS PROJECT***

Before you add your documents to your After Effects project:

1. Launch Illustrator and Photoshop.
2. Make sure the Illustrator and Photoshop preferences to close open fonts are disabled.
3. Open your Illustrator and Photoshop documents.
4. Quit Illustrator and Photoshop.
5. Add the documents to your After Effects project.

This should ensure that the correct fonts are active when you add the files to your project.

## ***Enabling Auto-Activation***

When **Enable Auto-Activation** is checked, the plug-in scans each document as you open it to determine which fonts the document uses. The plug-in identifies fonts by looking at the document's Font Sense data, if available, or looking at the fonts by name where they are used in the document. **Enable Auto-Activation** is checked by default; to disable automatic activation, clear the checkbox.

With auto-activation disabled, your design application will determine how fonts are handled. In some cases, a different version of the desired font may be activated or the font may be reported as unavailable.

## ***Enabling Font Sense support***

The plug-in saves detailed Font Sense metadata within documents, and then uses that information to auto-activate fonts in documents as you open them.

To disable use of Font Sense, uncheck **Enable Font Sense support**.

If Font Sense support is disabled but auto-activation is enabled, the plug-in will activate fonts based on the font's name, which may result in the incorrect version of the font being activated. In general, Font Sense provides superior automatic font activation.

## ***Picking the best match when the original font is missing***

Sometimes, an original font may be missing or may become damaged. By default, if this occurs when you're using automatic activation, the plug-in will automatically pick what it considers to be the "best" replacement font. If you prefer to resolve this situation yourself, disable **Pick best match when original is missing**.

See *Missing fonts* on page 53.

## ***Activating fonts in embedded objects***

When **Activate fonts in embedded objects** is enabled, the plug-ins look at the Font Sense metadata saved with embedded Illustrator EPS and Photoshop PSD documents to auto-activate fonts. When this feature is disabled, as it is by default, the plug-ins still scan graphics for fonts, but will only identify fonts by name.

**NOTE:** Currently, only Adobe Illustrator EPS files and Adobe Photoshop PSD files with unrasterized text layers are saved with Font Sense metadata.

## ***Activating entire font families***

By default, the Suitcase Fusion auto-activation plug-ins activate individual font faces rather than all the fonts in entire typeface families. For example, if a document requires Minion-Bold, a plug-in would activate only Minion-Bold, not the entire Minion typeface family.

You can choose to activate entire families by enabling the **Activate entire font families** preference. This can be helpful if, for example, you decide to apply bold or italics to body text—those instances of the base font will already be active.

## Closing open fonts

You can specify when auto-activated fonts are deactivated: when you quit the application, or when you close the document. By default, the plug-ins deactivate fonts when you quit an application. To change this setting, select options in the **Close opened fonts** area.

**When application quits:** Quitting the design application deactivates all the fonts that were auto-activated since the last time you launched the application. This is the default setting.

**On document close:** Closing the document deactivates auto-activated fonts when you close a document (provided the fonts aren't required by other open documents). Check this option if you need to keep a minimum of fonts active and if most of your documents use different fonts. Because Suitcase Fusion scans each document as you close it, this setting can get tedious if you open and close documents often.

### NOTES:

- Changes to this setting do not apply to already open documents.
- If both settings are unchecked, auto-activated fonts will be left activated until you log out or restart your computer.

## Plug-ins and libraries

The auto-activation plug-ins can be configured to activate fonts from all libraries (the default) or from a single library.

If you need to create documents with fonts from a single library (for instance, if you have all of a specific client's fonts in a separate library), you can use just that library.

Your library selection works as follows:

- When you open a document, the plug-in activates fonts in the document from the selected library.
- If fonts are reported as missing, you may have the wrong library selected; switch libraries and check the document's fonts.
- You can change libraries at any time, even while a document is open and fonts are active.

### To change library settings:

- In Adobe Photoshop, choose **File > Automate > Extensis** to open the Extensis dialog, then select a specific library or **All Libraries** from the **Select Library** pop-up menu.
- In Adobe Illustrator, InCopy, or InDesign, choose **Type > Suitcase Fusion > Select Library**, then select a specific library or **All Libraries**.
- In QuarkXPress, choose **Utilities > Suitcase Fusion > Select Library**, then select a specific library or **All Libraries**.

## Fonts in a document

When you open a document that contains Font Sense metadata, the auto-activation plug-in scans the document to see what fonts are used in it, and then automatically activates precisely those fonts (provided the fonts reside in the selected library). The following fonts are considered to be “used” in a document:

- Fonts applied to text.
- The font specified in the application’s Normal style sheet.
- Fonts applied to text on master pages, whether or not the master pages are applied to document pages.

**NOTE:** By default, the auto-activation plug-ins activate individual instances of fonts rather than all the fonts in a family. For example, if a document requires Minion-Bold, a plug-in would activate only Minion-Bold, not the entire Minion family. You can, however, choose to activate entire families by selecting the **Activate entire font families** option in the plug-in’s auto-activation preferences.

## Embedded graphics

The auto-activation plug-ins will scan graphic files embedded in your documents for fonts. By default, the plug-ins will identify fonts in graphics by name.

When **Activate fonts in embedded objects** is enabled, the plug-ins look at the Font Sense metadata saved with Illustrator EPS and Photoshop PSD documents to auto-activate fonts. If Font Sense data is not available for a graphic file, the plug-ins identify fonts by name.

**NOTE:** Currently, the only embeddable files that are saved with FontSense metadata are Adobe Illustrator EPS files and Adobe Photoshop PSD files with un rasterized text layers.

## Checking the fonts in a document

Any time you want to ensure that all the fonts used in a document are active, you can use the **Check Document Fonts** command. For example, if you drag an InDesign snippet onto a page or update a QuarkXPress composition zone, the fonts used in those items may not be active. Or, if you apply a previously unused style sheet to text, the font specified in it may not be active.

**To check document fonts:**

- In Adobe Photoshop, choose **File > Automate > Extensis**, then click **Check Document Fonts**.
- In Adobe Illustrator, InDesign, or InCopy, choose **Type > Suitcase Fusion > Check Document Fonts**.
- In QuarkXPress, choose **Utilities > Suitcase Fusion > Check Document Fonts**.

## Creating a set from an open document

The Suitcase Fusion auto-activation plug-ins add a **Create Document Set** command directly to the application. This creates a set consisting of all the fonts applied to text on printing pages in the active document (or layout).

For example, a 20-page newsletter created using InDesign might use many diverse fonts. You may wish to use these same fonts in future newsletters. Creating a set in Suitcase Fusion and then locating and adding each font to it would be time consuming. The auto-activation plug-ins can find the fonts and create the set automatically. The set will be built from the fonts available in the current library.

**To create a set from a document:**

1. Open a document and make sure all the fonts are active.  
In QuarkXPress, open a project and select a layout.
2. Select the desired library:
  - In Adobe Photoshop, choose **File > Automate > Extensis** and choose a library from the **Select Library** drop-down menu.
  - In Adobe InDesign, InCopy, or Illustrator, choose **Type > Suitcase Fusion > Select Library** and select a library.
  - In QuarkXPress, choose **Utilities > Suitcase Fusion > Select Library** and select a library.
3. Choose **Create Document Set** (from the Extensis dialog in Photoshop, the **Type > Suitcase Fusion** submenu in Illustrator, InCopy, and InDesign, or the **Utilities > Suitcase Fusion** submenu in QuarkXPress).
4. Type a name for the set.
5. Click **OK**.

If the fonts in the document change, be sure to recreate the set or add the new fonts to the set manually.

***Collecting document fonts***

You can also collect fonts used in a document; see *Collecting fonts from within design applications* on page 59.

**Missing fonts**

If you open a document and a **Missing Fonts** dialog is displayed, first make sure you have the appropriate library selected in the plug-in. If switching libraries doesn't solve the problem, note the details about the missing fonts.

If a font is missing, it may have not been added to Suitcase Fusion, and thus can't be automatically activated. Confirm that all of the necessary fonts have been added to Suitcase Fusion and open the document again.

## Best match for missing font

If you open documents that contain Font Sense metadata—and the appropriate library is selected—you should rarely encounter missing fonts. In some cases, however, you may be missing the precise font. If other fonts are available with the same name, the plug-ins can auto-activate the “best” font for you to use (provided that **Pick best match when original is missing** is enabled in auto-activation preferences, as it is by default). The best font will be used in the document and its information will be recorded in the Font Sense metadata for future use.

In determining the “best” font, the plug-ins prefer (in order of importance):

- An active font over an inactive font (except for active system fonts);
- The font type that is recorded in the Font Sense metadata; if that does not exist, OpenType fonts are preferred over PostScript fonts, and PostScript fonts are preferred over TrueType fonts;
- The Foundry in the Font Sense metadata; if that does not exist, Adobe is preferred over other foundries;
- Higher versions are preferred over lower versions.

**NOTE:** Although it’s convenient to have Suitcase Fusion select fonts for you, keep in mind that the “best” font is not always the correct font. This is particularly true when you consider that Suitcase Fusion’s first preference is for active fonts over inactive fonts. For example, if you keep a TrueType version of Helvetica permanently active, and a document requires a PostScript version of Helvetica, Suitcase Fusion will opt for the active TrueType version—even if you have other PostScript versions of Helvetica.

## The Extensis Font Panel

Suitcase Fusion includes the Extensis Font Panel for Adobe Photoshop, Illustrator, and InDesign, providing direct access to your Suitcase Fusion, Adobe Typekit, and Google font collections.

The Font Panel offers a convenient way to select and activate your fonts directly within your creative applications.

### Opening the Font Panel

To open the Extensis Font Panel, choose **Window > Extensions > Extensis** in Adobe Photoshop, Illustrator, or InDesign. (The font panel is part of the auto-activation plug-in; if you have disabled the plug-in for an application, the font panel will not be available.)

The drop-down menu at the top of the panel allows you to display your Suitcase Fusion Fonts, Google Fonts, Typekit fonts, or custom font digests in the panel.

You can move, collapse, or group the Extensis Font Panel just like you do other panels within Adobe applications.

## Activating and deactivating fonts

When you select a font in the Font Panel, it becomes activated.

If you apply a font from the Font Panel to text in your document, then save the document, Font Sense data for that font will be saved with the document, and that font will be automatically activated the next time you open the document. (Font Sense data will only be saved if you haven't disabled this option.)

When you quit the application, the font is deactivated, unless it is in use in another document or application.

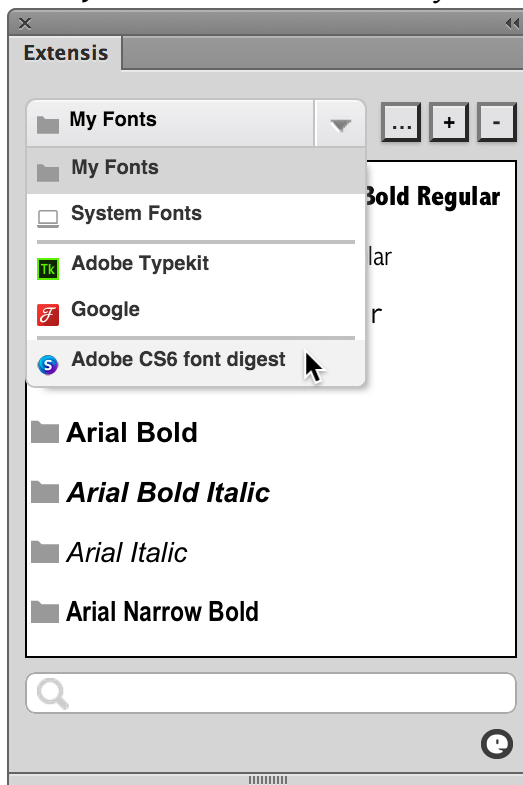
## Applying a font



In Adobe Photoshop, you can apply fonts from the Extensis Font Panel to individual type layers.

In InDesign and Illustrator, you can apply a font to a text block or selected text.

**To apply a font from the Extensis Font Panel:**

1. Open the Extensis Font Panel.
2. Select the desired font collection or digest (such as **My Fonts** or **Google**).  
The **My Fonts** collection shows all your local and online libraries from Suitcase Fusion.



3. Select the text that you want to change.  
In Photoshop, choose the **Move** tool , then select the type layer.  
Using InDesign or Illustrator, select some text, or choose the **Selection** tool  and select one or more text blocks.
4. Click the desired font in the Extensis Font Panel.

## Modifying type


Once you have applied a font from the Extensis Font Panel, that font becomes activated for your current session, and the font and its styles will appear in your design application's **Font** and **Style** drop-down menus. You can use the font just as if it were any other font activated by Suitcase Fusion. In particular, you can:

- Apply the font to any selected text, using the **Font** menu.
- Change the size of the applied font by selecting the desired text and choosing a new size from the **Font Size** menu or entry field.
- Apply a different style by selecting the desired text and choosing a style from the **Style** menu.



## Font digests

Besides the main font collections, you can create your own groups that include only the fonts you want to see.

### To create a font digest:

1. Click  at the top of the Font Panel.  
The panel will show a hierarchy of all the font groups you have available, including and sets in your Suitcase Fusion Fonts libraries.
2. Check the box next to a set, library, or Smart Search to include those fonts in your digest.  
The pane at the bottom of the Font Panel lists all the fonts you've included so far as well as showing how many fonts you have selected.
3. Type a name for the Font Digest at the top of the Font Panel, then click **Done** to create your digest.

Font digests are added to the pop-up menu of font groups.

- **To remove a digest**, select it from the pop-up menu and click .
- **To edit a digest**, select it in the list and click . Check boxes to add groups of fonts to the digest, clear checked boxes to remove fonts, then click **Done** when you are finished editing.

**NOTE:** Your font digests will be available in the Font Panel in all supported design apps.

## External libraries

You can use Google Fonts by choosing **Google** from the pop-up menu of libraries and digests. If the Google Fonts are not displayed, enable them through Suitcase Fusion.

You can use Typekit fonts by choosing **Typekit** from the pop-up menu of libraries and digests. You manage your Typekit fonts through the Creative Cloud desktop application.

You can add Typekit fonts to font digests. If you remove a Typekit font from your desktop, it will also be removed from your font digests.




## Tips for Photoshop users

You may find the following features of Photoshop helpful when working with type layers.

### *The Layers panel*

Much of Photoshop's versatility comes from its ability to work with art, type, and special effects on multiple layers within a document. The Layers panel lets you:

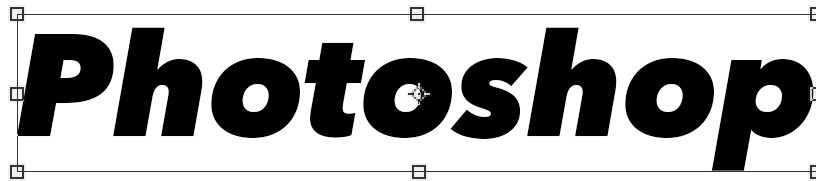
- Quickly identify the selected layer (the selected layer is highlighted in the panel)
- Select a different layer (by clicking on it in the panel)
- Ensure that the selected layer is a Type layer (Type layers have the icon  in the panel)


To display the **Layers** panel, choose **Window > Layers**.


### *Transform controls*

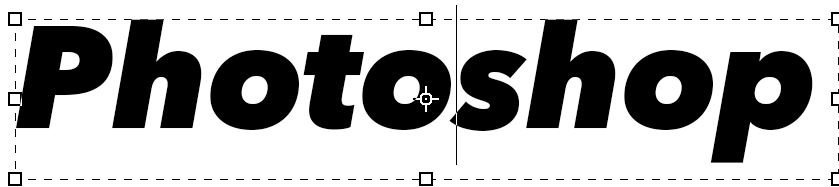
While typically used to reshape or resize objects, the Transform controls in Photoshop also show you the boundaries of an object, which can sometimes be difficult to determine with text blocks.

The Transform controls appear as a dotted line surrounding the object, with resize handles and a transform reference point.



To show the Transform controls, select the **Move** tool , then check **Show Transform Controls** in the options bar.

If you use the Transform controls in Photoshop to resize a text block, the text will be resized to match the new proportions of the box. If you instead want to just resize the text box itself, choose the **Type** tool , click within the text, and use the controls to resize the text box without changing the size or shape of the text.



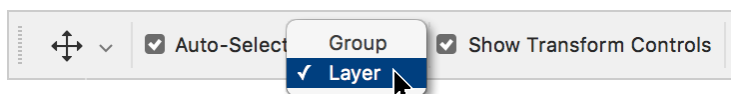
**TIP:** If the Transform controls are not visible when you are editing text, choose **Type > Convert to Paragraph Text**.

## Layer auto-select

By default, clicking within the Photoshop document window has no effect on which layer is selected. You can change this behavior so that, when you click on an object with the **Move** tool, that object's layer is selected.

This makes it easy to select a layer visually when you can't necessarily distinguish it using the Layers panel.

To enable layer auto-select, select the **Move** tool, check **Auto-Select** in the options bar, then choose **Layer** from the **Auto-Select** pop-up menu.



## The Character panel

The Character panel lets you change font, style, size, color, and many other type properties either for selected text, or for an entire Type layer.

When using the Character panel in conjunction with the Extensis Font Panel you gain full control over type options in Photoshop.


Choose **Window > Character** to display the Character panel.

## Smart Search

A Smart Search is a set of saved search criteria; clicking a Smart Search shows you the fonts in all your libraries that match the saved search criteria.

If you tend to search for the same fonts again and again—all OpenType PS from Font Haus, for example—you can create a Smart Search. In this case, the Smart Search will display all the fonts in all libraries whose Type is OpenType PS and whose Foundry is Font Haus.

Smart Searches are displayed below the **Libraries** panel. Suitcase Fusion includes several useful Smart Searches.

- **To create a Smart Search from Find criteria**, choose **Edit > Find Fonts**, specify the Find criteria, then click .
- **To create a Smart Search from scratch**, choose **File > New Smart Search**, then specify the Find criteria.
- **To edit the criteria for a Smart Search**, right-click the set and choose **Edit Smart Search** from the shortcut menu.

**NOTE:** If you have used earlier versions of Suitcase Fusion, then you might recognize Smart Search as a supercharged version of the “Smart Set” from earlier versions.

For more information on using Find, see *Searching for fonts* on page 42.

# Collecting fonts

Sometimes you may need to copy a specific subset of fonts from Suitcase Fusion to use elsewhere. Suitcase Fusion, and the auto-activation plug-ins for your design software, include the ability to collect copies of fonts to a separate folder.

**NOTE:** If you collect a font that has been added in place (that is, it is not in the Font Vault), the whole font file will be collected, even if the file contains fonts you did not choose to collect. When you collect fonts that are stored in the Font Vault, only the faces that you select will be collected.

See ***Adding and removing fonts*** on page 29 for more information about adding fonts in place.

## Collecting fonts from within Suitcase Fusion

1. Select individual faces, font families, or sets within Suitcase Fusion.
2. Choose **File > Collect Fonts for Output**.
3. In the **Collect for Output** dialog, navigate to the location where you want to save the font copies and click **Choose** (Mac) or **Select** (Windows).

A copy of all the selected fonts will be made in a folder called **Collected Fonts**.

### ***Collecting fonts using drag and drop***

(This feature is only available in Suitcase Fusion for Macintosh.)

1. Select individual faces, font families, or sets within Suitcase Fusion.
2. Drag the selected fonts to the desktop, a flash drive, or any other location.

A copy of all the selected fonts will be made in a folder called **Collected Fonts**.

## Collecting fonts from within design applications

The **Collect Fonts for Output** feature creates a copy of all the fonts applied to text on printing pages in the active document or layout.

When a document is finished and ready for delivery to a service bureau, you can collect fonts for output.

1. Open the document or select the layout and make sure no fonts are missing. The plug-ins cannot collect missing fonts.
2. Choose **Collect Fonts for Output**:
  - In Adobe Photoshop, choose **File > Automate > Extensis** and click **Collect Fonts for Output**.
  - In Adobe InDesign, InCopy, or Illustrator, choose **Type > Suitcase Fusion > Collect Fonts for Output**.
  - In QuarkXPress, choose **Utilities > Suitcase Fusion > Collect Fonts for Output**.
3. Navigate to the location where you want to save the new fonts folder.
4. Type a name for the folder in the field.
5. Click **Save**. Suitcase Fusion copies the fonts and places them in the new folder in the specified location.



## Glyph View

The Glyph View window allows you to view and compare the glyphs from selected fonts. This tool can be helpful when:

- Comparing the details of a specific glyph in multiple fonts.
- Locating a specific character or symbol within a font.
- Determining how robust the character palette is in a font.
- Needing to know the Unicode value of a character, and what keyboard commands are used to create it.

To open the Glyph View window, select one or more fonts and choose **Window > View Glyphs** (Mac) or **Tools > View Glyphs** (Windows).

### Font menu

Choose one of your selected fonts from the menu, or use  and  to view the previous or next font.

### Recent glyphs

This shows the glyphs that you double-clicked recently, making it easy to revisit them. (This shows glyphs from different fonts, so selecting one of these glyphs will automatically select its font.)

### Show

Choose a font subset to display from the **Show** pop-up menu. Each subset corresponds to a Unicode block.

A block is only listed on the menu if the font contains at least one glyph in that block.

For details about Unicode character blocks, see <http://www.unicode.org/charts/>.

### Go to Glyph

Enter a glyph ID to scroll to and select that glyph.

### Size

Enter a font size, choose one from the menu, or drag the slider to change the size of the font displayed in the Glyph View window.

### Glyph information

This area of the window displays the glyph name, code point in the font, glyph ID, and the number of glyphs in the selected font.

### Screen tip

For details about a specific glyph, point the mouse at the glyph and wait. A screen tip will be displayed, showing the font name, glyph ID, code point, code page, glyph name, and the keystroke used to type the character.

## QuickMatch

QuickMatch allows you to find fonts in your libraries that are visually similar to a selected font.

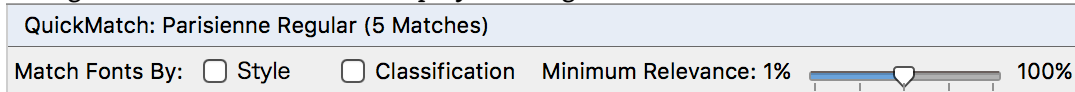
### To use QuickMatch:

1. Select a font that you want to match.
2. Select any preview type except Web View or QuickComp.  
**NOTE:** QuickMatch uses the characters in the preview text to match against; if there are characteristic letters in the font you are matching, add those or enter those in the preview text.
3. Choose **Edit > QuickMatch**.

The **Font Previews** panel shows the fonts from all available libraries that most closely resemble the selected font.

At this point you can:

- Change the number of results displayed using the controls above the **Font Previews**.



- Choose a different library to match against.
- Select another font from the **Font List**; the QuickMatch results will be updated automatically.
- Select a font in the **Font Previews** and add it to a set, or perform another QuickMatch using it as the target font to match against.

## Web View

Use Web View to view an existing website or HTML page with fonts from your system.

### To preview a website in Suitcase Fusion:

1. Choose **Web View** from the **Preview Type** pop-up menu.
2. Enter the address of the website or specific page that you want to preview in the address bar at the top of the Web view, then press **RETURN** (Mac) or **ENTER** (Windows).

### To preview an HTML file in Suitcase Fusion:

1. Choose **Web View** from the **Preview Type** menu at the bottom of the window.
2. Click the drop-down button at the end of the address bar and choose **Browse**.
3. Select the file that you want to preview.


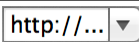








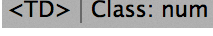
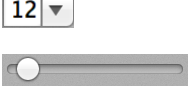

## Customizing the Web View

You can apply fonts from any library to any text element on the page, or to the entire page.

### Selecting elements

- To select an element on the page, click it once.  
Selected elements are surrounded by a dotted marquee.
- To select multiple elements, hold down the **COMMAND** key (Mac) or **CONTROL** key (Windows) and click each element.  
**NOTE:** Depending on how the page is structured, you might click on part of a page that selects the parent element of several elements (such as an entire list rather than one item in the list).
- To deselect an element, hold down the **COMMAND** key (Mac) or **CONTROL** key (Windows) and click the element.

## Web View controls

	<b>Back and Forward</b> Page through visited websites, removing any formatting changes.
	<b>Address Bar</b> Enter any web address, select any previously visited address from the drop down menu, or select <b>Browse</b> from the menu to open any local HTML file.
	<b>Font Painter</b> To apply a font to multiple elements, click a font thumbnail, click the Font Painter button, then click elements on the Web View. Click Font Painter again when you are finished.
	<b>Font Filter</b> (Windows only) Hides font thumbnails for all fonts that you have not applied to the Web View.
	<b>Select Body</b> Selects the entire body of the web page.
	<b>Clear selections</b> Removes all selections and resets the formatting.
	<b>Previous Change and Next Change</b> Allows you to review the changes made to a page one at a time.
	<b>Restore style</b> (Windows only) Restores the original style to the selected elements.
	<b>Reload page</b> Removes any formatting and reloads the current page.
	<b>Stop</b> Stops loading the current page.
	<b>Selection information</b> Displays the HTML tag and class of the current selection.
	<b>Font size</b> Select different font sizes from the drop down menu or by moving the slider.
	<b>Font thumbnail</b> The font thumbnails give an example of a few characters in the font. Click a thumbnail to apply the font to an element.




# QuickComp

QuickComp provides a variety of templates that allow you to preview multiple fonts in a design-like environment.

You can apply fonts to the composition sections, then create a font set and print the composition.

**NOTE:** Many of the QuickComp templates are designed as full-page layouts. It will be easier to work with QuickComp if you maximize the Suitcase Fusion window.

## To use QuickComp:

1. Choose **QuickComp** from the **Preview Type** pop-up menu.
2. Click a template in the **Template Gallery** to open it.
3. Click a type block, then select a font to apply to the block.
- **To change type size for a selected block**, use the size controls at the bottom right.
- **To change the template colors**, use the Text and Background color pickers.  
To reset the colors to the defaults, click .
- **To print your QuickComp**, choose **Print** from the **QuickComp Tools**  menu.  
The printout includes a page summarizing the selected fonts.
- **To create a set with the fonts used in your QuickComp**, choose **New Set from QuickComp Fonts** from the **QuickComp Tools**  menu.

# Global auto-activation


(This feature is only available in Suitcase Fusion for Macintosh.)

Suitcase Fusion has the ability to automatically activate fonts when documents need them. This is in addition to the plug-in based automatic font activation.

Global auto-activation activates a font based on the requested font's Postscript name only, but is handy for applications, such as text editors, when it isn't as critical that you have the precise version of a font.

**NOTE:** For precise auto-activation, be sure to install the appropriate plug-in (see *Installing and removing plug-ins* on page 48). When using an application's plug-in, it is not necessary to add the application to the Global Auto-Activation list.

## To enable global auto-activation for an application:

1. Choose **Suitcase Fusion > Preferences**.
2. Click the **Activation** tab.
3. In the **Global Auto-activation Options** area, enable the **Auto-activate fonts for the following applications** option.
4. Click , navigate to the application that you want to add, then click **Open**.  
You can also drag the application icon from the Finder into the global auto activation list.

**To disable global auto-activation for a specific application**, select the application in the Global Auto-activation list then click .

# The Font Vault

The Font Vault is a single, secure, managed repository that stores your entire Suitcase Fusion database, as well as your fonts.

All of your font data, including font sets, keywords and custom classifications, styles and foundries are also stored in the Font Vault.

The Font Vault also stores references to fonts added in-place from your hard disk or other locations.

Since you can use more than one Font Vault, it is possible to entirely change how fonts are organized in Suitcase Fusion and used on your system just by switching to a new Font Vault.

## Using the Font Vault

To tell Suitcase Fusion to add fonts to the Font Vault:

1. Choose **Suitcase Fusion > Preferences** (Mac) or **Edit > Preferences** (Windows).
2. In the Preferences dialog, enable the **Copy added fonts to the Suitcase Fusion Vault** option.  
(When you first install Suitcase Fusion, this option is enabled by default.)

## Consolidate fonts in the Font Vault

In all likelihood, you have fonts in multiple folders on your computer, network, and even on external disks.

The Font Vault is a secure location on your computer where Suitcase Fusion can store and automatically organize your fonts. Fonts are secured, so that you won't accidentally delete a font. You can easily manage and use fonts that are stored in the Font Vault.

## Font Vault benefits

The Font Vault has many benefits, including:

- Suitcase Fusion does not allow true duplicate fonts into the Font Vault. This makes managing your fonts much easier and minimizes storage needs.
- The Font Vault is secure, so you can't accidentally delete an important font file.
- Fonts are automatically separated into font faces, so you only activate the font faces you need.
- With your font files stored in the Font Vault you can easily manage these files with Suitcase Fusion including: adding or deleting fonts, copying (collecting) fonts, previewing fonts, and of course, activating fonts.
- The Font Vault can be backed up to a remote location, and restored in case of emergency. See *Archiving the Font Vault* on page 66.

If you currently organize your fonts with folders on disk, upgrading to the Font Vault gives you access to all of the organizational features of Suitcase Fusion. You no longer need to manually move font files from one folder to another. In addition, Suitcase Fusion provides excellent organization automatically when collecting files for output. Collected fonts are logically organized into families, and can even be further organized by sets that you've created.

For complete font security and reliability, Extensis recommends using the Font Vault.



## Creating a new Font Vault

To create a new font vault:

1. Choose **Suitcase Fusion > Preferences** (Mac) or **Edit > Preferences** (Windows).
2. Under **Font Vault Location**, click **New Vault**.
3. Navigate to the location where you want the new Font Vault, enter a name for it, and click **Save** (Mac) or **Create** (Windows).
4. When prompted to cancel or restart Suitcase Fusion, click **Restart**.

The new Font Vault will be created and automatically selected.

## Using a different Font Vault

If you have multiple Font Vaults, or want to use a restored backup, you may need to switch between vaults.

To select a different font vault:

1. Choose **Suitcase Fusion > Preferences** (Mac) or **Edit > Preferences** (Windows).
2. Under **Font Vault Location**, click **Select Vault**.
3. Click **Select**.
4. Navigate to the location of the other Font Vault and click **Open** (Mac) or **OK** (Windows).
5. When prompted to cancel or restart Suitcase Fusion, click **Restart**.

The new Font Vault will be automatically selected.

**NOTE:** The default location for the Suitcase Fusion Font Vault is in the user's Library folder, which is hidden on OS X. To access the default font vault from within the **Select File** dialog, press **COMMAND-SHIFT-G** to display the **Go to Folder** window, type **~/Library/Extensis/Suitcase Fusion**, and click **Go**.

## Maintenance tasks

Computers are like cars: if you provide proper maintenance, the likelihood of an unexpected breakdown can be greatly reduced.

For keeping your computer running in peak condition, you should follow some basic maintenance procedures:

- Keep your operating system and software up-to-date.
- Keep your computer secure, both physically and digitally.
- Run maintenance utilities regularly.
- Make sure the computer has plenty of airflow to keep it from overheating.
- Keep your computing environment clean, to avoid getting dust and dirt in your computer.

Even the best-maintained cars and computers can still have a breakdown. Parts wear out and accidents happen. If your car breaks down and you can't drive it, you can rent a replacement. If your computer breaks down, you can't rent new data. As part of your computer maintenance plan, you should keep a current backup of your system, and keep an eye on wear and tear, especially on critical parts like your hard disks.

## Staying up-to-date

We regularly update Suitcase Fusion to fix issues, add features, or to work with an operating system update. Be sure to keep your copy of Suitcase up-to-date.

Suitcase Fusion includes an automatic update feature that downloads and installs the newest components, including auto-activation plug-ins.

## **Macintosh**

To enable automatic updates, choose **Suitcase Fusion > Preferences** and check the box labeled **Update Suitcase Fusion automatically**.

To check for updates manually, choose **Suitcase Fusion > Check for Updates**.

## **Windows**

To enable automatic updates, choose **Edit > Preferences** and check the box labeled **Update Suitcase Fusion automatically**.

To check for updates manually, choose **Tools > Check for Updates**.

## **Archiving the Font Vault**

Suitcase Fusion allows you to create an archive of your Font Vault, including your libraries and sets. The archive can be used as a backup, or to move your fonts from one system to another. (**NOTE:** Fonts are subject to license agreements from the manufacturers or vendors. Before moving or copying fonts, be sure that your licenses allow your proposed use.)

You can archive your Font Vault to a folder on your local system, a removable drive, a network drive, or a cloud storage service.

### **To archive your Font Vault:**

1. Choose **File > Font Vault Archive > Archive**.
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, then click **Save**.

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

## **Restoring a Font Vault**

### **To restore a previously-archived Font Vault:**

1. Choose **File > Font Vault Archive > Restore**.
2. Suitcase Fusion will need to stop the Type Core to restore your Font Vault. To proceed, click **Restore**.
3. Navigate to the archive that you want to restore, select it, and click **Open**.

Suitcase will restore the Font Vault and restart.

**NOTE:** Restoring a Font Vault will overwrite your current Font Vault, including any sets that you have created.

## **Cleaning font caches**

(This feature is only available in Suitcase Fusion for Macintosh.)

Many applications, including your operating system, store information about fonts you use frequently. This makes accessing those fonts much faster. These font caches can become out of sync, which can lead to slower performance and to fonts not displaying properly.

It is a good idea to clean your font caches from time to time. If you are seeing problems with the way some fonts are displayed, or suddenly experience a slowdown when loading a program, it's probably a good idea to clean your caches.

Suitcase Fusion will clean the caches maintained by:

- macOS;
- Microsoft Office 2008, 2011, and 2016;
- Adobe InDesign CS6, Creative Cloud, Creative Cloud 2014, CC 2015, and CC 2017;
- Adobe Illustrator CS6, Creative Cloud, Creative Cloud 2014, CC 2015, and CC 2017;
- Adobe Acrobat X, XI, and DC;
- Adobe Reader X, XI, and DC;
- QuarkXPress 10, 2015, and 2016.

**To clean your font caches:**

1. Quit all other applications.
2. Launch Suitcase Fusion.
3. Choose **File > Clean Font Caches**.
4. Click **Clean and Restart**.
5. When prompted, enter your system password and click **OK**.

Suitcase Fusion will delete all the font cache files for the OS and the applications you have installed, then restart your computer.

When you restart, your computer will rebuild its font cache. Each application will rebuild its cache the next time you use it.

## Restoring warning messages

From time to time while you are using Suitcase Fusion, the application will warn you about the consequences of an action or command. If you don't want to be warned about that specific action again, you can click a checkbox to disable the warning in the future.

**To restore all warnings that you have previously disabled:**

1. Open the **Preferences** dialog.  
Mac: **Suitcase Fusion > Preferences**  
Windows: **Edit > Preferences**
2. Click **Restore Disabled Messages**.

# Stopping the Type Core

Suitcase Fusion keeps fonts active through the use of a background application called the Type Core. Because the Type Core is always running in the background, you can exit Suitcase Fusion and still keep the fonts you want active.

The Type Core starts the first time you start Suitcase Fusion, then will automatically start every time you log in to your computer, unless you manually stop the core. To start the core after stopping it, you just need to start Suitcase Fusion.

## To stop the Type Core:

1. Open the **Preferences** dialog.  
Mac: **Suitcase Fusion > Preferences**.  
Windows: **Edit > Preferences**.
2. Click **Stop Suitcase Fusion Type Core**.
3. In the warning dialog, click **Stop Type Core**.

Suitcase Fusion will exit.

**NOTE:** You do not need to keep Suitcase Fusion open to keep fonts active or to activate fonts with the auto-activation plug-ins.

# Suitcase Fusion Preferences

To change settings for Suitcase Fusion, choose **Suitcase Fusion > Preferences** (Mac) or **Edit > Preferences** (Windows).

The Preferences dialog has two tabs: **General** and **Activation**.

## General preferences

### ***Application Options***

Check **Update Suitcase Fusion automatically** to allow Suitcase Fusion to check for updates every time you start the application.

Check **Share system profile and usage data with Extensis** to anonymously send information about your computer and how you use Suitcase Fusion to Extensis. This information allows Extensis to determine what may have happened if Suitcase Fusion has crashed, and also to determine how features are used.

Click **Restore Disabled Messages** (Mac) or **Restore** (Windows) to start displaying all messages, even if you previously disabled display of some messages.

### ***Font Vault Options***

Select **Copy added fonts to the Suitcase Fusion Vault** to allow Suitcase Fusion to copy fonts to its secure location. See **The Font Vault** on page 64.

Select **Added fonts are left in their original location** to have Suitcase Fusion leave added fonts in their original location. Fonts left “in place” are not as secure as fonts in the Vault, and are not backed up when you archive your vault.

Select a library to use for fonts that are added temporarily by dragging them to the Suitcase Fusion icon in the Dock (Macintosh only). See **Temporary fonts** on page 29.

## Font Vault Location

The path to the current font vault is displayed.

Click **New Vault** to create and use a new font vault.

Click **Select Vault** to start using a different font vault.

For details, see *The Font Vault* on page 64.

## Type Core Options

The Type Core is the background application that manages font activation and many other chores for Suitcase Fusion, the auto-activation plug-ins, and the Extensis Font Panel.

Click **Stop Suitcase Fusion Type Core** to stop the Type Core.

## Activation preferences

### Activation Options

Choose **Activate the requested font** to have Suitcase Fusion activate the font you asked for if it conflicts with another already active font.



Choose **Keep the current font active** to have Suitcase Fusion ignore your activation request if the font you asked for conflicts with another already active font.

Check the box labeled **Notify me if a conflict occurs** to be notified any time there is an activation conflict.

### Global Auto-Activation Options

This feature is only available in Suitcase Fusion 7 for Macintosh.

Suitcase Fusion can activate fonts for applications in this list when a document for the application is opened.

Click  to add an application to the list; select an application and click  to remove it from the list.

See *Global auto-activation* on page 63.

### Auto-Activation Options

Click **Plug-in Manager** to open the Plug-in Manager. See *Auto-activation plug-ins* on page 48.

## Using “questionable” fonts

Suitcase Fusion protects your system by not allowing you to add fonts that appear to be damaged or have invalid information.

Often these fonts turn out to be older fonts whose only failing is that they don’t conform to more recent font standards.

Sometimes you still need to use this type of font because a client’s document relies on it.



You can add these fonts in one of two ways:

- temporarily, so that they are removed when you deactivate them; or
- in place, so they are always available but are not included in your Font Vault.

Fonts that have structural issues can still be a risk to your system; we recommend adding these types of fonts temporarily unless you need to use them frequently.

### To add a font temporarily:

1. Choose **File > Add Temporarily**.
2. Navigate to the font you want to add and click **Open** (Mac) or **Select** (Windows).

Temporary fonts are shown as a blue dot in a blue box  when active, and a blue box  when deactivated.

To deactivate and remove all temporary fonts, choose **Edit > Remove All Temporary Fonts**.

To remove some temporary fonts, select the fonts in the **Font List** and choose **Edit > Delete from Library**.

### To add a font in place:

1. Select one or more fonts or folders of fonts (on your Desktop or elsewhere on your computer).
2. Hold down the **OPTION** key (Mac) or **ALT** key (Windows) and drag the selected fonts to a local library or to the **Font List** of Suitcase Fusion.

When you add a font in place, the **Location** column lists its filepath; the location of fonts in the Font Vault are listed as **Vault**.

Remember that Suitcase Fusion relies on fonts that you add “in place” to always be in the same location. These fonts will not be included if you archive your font vault.

## Upgrading questionable fonts

You should consider replacing or upgrading fonts that Suitcase Fusion won't load. This will allow you to streamline your workflow.

First, try replacing the suspect font with a copy from the original source, or retrieve a known good backup copy.

If Suitcase still refuses to load the font, try repairing it with Font Doctor.

Whether you can repair and add the troublesome font or not, you should consider upgrading older fonts, especially PostScript fonts or TrueType fonts from Mac OS 9 or Windows XP or earlier.

Check with the original vendor to see if there is an OpenType version of the font available.

If you can't track down the original font, use a service like [Identifont](#) or [Font Matcherator](#) to locate a similar font.

You can also use QuickMatch within Suitcase Fusion to find a font that you already have that is similar to your questionable font; see **QuickMatch** on page 60.

## What to do about Font Book?

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

Font Book and Suitcase Fusion can get in each other's way. 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.

In addition, Font Book has basic automatic font activation that can conflict with Suitcase Fusion's plug-ins and other activation mechanisms. You should disable this feature within Font Book.

### To disable Font Book automatic activation:

1. Open Font Book.
2. Choose **Font Book > Preferences**.
3. Disable the option labeled **Automatic font activation**.
4. Close the **Font Book Preferences** window, then quit Font Book.

## Working with older documents

Font Sense is designed to ensure that the precise fonts used in a document are auto-activated each time the document is opened. If you use Font Sense consistently—and make the appropriate fonts available to other users—you should never encounter missing fonts, font conflicts, or confusion regarding multiple versions of the same font.

Documents that are created without the benefit of the auto-activation plug-ins do not include Font Sense information. This includes older documents that you have created as well as documents that you may take on from other sources.

The following steps describe how you can add Font Sense data to your older documents:

1. Open a document and identify the fonts that it uses.
2. Close the document and quit the application.
3. Open Suitcase Fusion and create a set that contains just the fonts used in the document.
4. Activate only that set and make sure that no other fonts (other than System fonts) are activated.
5. Make sure that the auto-activation plug-in is installed for the desired application.
6. Start the application and make sure that the auto-activation feature is enabled.
7. Open the document.
8. Make a small change to the document (for instance, add a space at the end of the first paragraph) and save it. This records the Font Sense metadata within the document. You can then undo the change and save the document again.

Make sure that any computer that you share this document with has access to the fonts used in the document. Use the **Collect Fonts for Output** feature to gather the fonts from within the design application, or include the set in a shared Suitcase TeamSync library.

Remember, fonts are copyrighted and licensed software; following the font license is your responsibility.

For more information, see:

- **Font Sense** on page 22
- **Auto-activation plug-ins** on page 48
- **Keep your team's fonts in sync with Suitcase TeamSync** on page 15

## Managing fonts installed by another application

Sometimes when you install an application, you get more than just the application. Many design applications also include a selection of fonts.

When you install a new application, take some time during installation to explore the options available. Often, a custom installation will allow you to install fonts to a folder that you choose.

If you follow this option, then you can easily add those fonts to Suitcase Fusion.

If you don't have the option to install fonts to a custom location, or if you've already installed an application that includes fonts, you can still remove those fonts from the System fonts folder and add them to Suitcase Fusion.

If you are using macOS, chances are good that the fonts were installed in the User fonts folder. Follow the process in ***Collecting third-party fonts on your Mac*** on page 7 to move the new fonts out of the System font folders.

For Windows, follow the steps in ***Collecting third-party fonts on Windows*** on page 8 to gather the new fonts together.



# How do I...

## Logging in to Suitcase Fusion

### How do I log in to Suitcase Fusion?

Start Suitcase Fusion, enter the email address and password for your Extensis.com account, then click **Login**.

See also *First-time launch and configuration* on page 24.

---

### How do I log out from Suitcase Fusion?

On Mac, choose **Suitcase Fusion > Log Out**, then click **Log Out** in the confirmation dialog.

On Windows, choose **Tools > Log Out**.

The login window will be displayed; click **Quit** to close it and quit Suitcase Fusion.

---

### How do I work with fonts when I am offline?

Suitcase Fusion “checks in” with the Extensis server every 30 days. Typically, you can just disconnect and go. If you plan to be offline for an extended period, then you should first log out, then log back in, so you have a full 30 days to work offline.

If you are disconnected from the Internet, you will not be able to use TypeSync or Suitcase TeamSync services, and online help will be unavailable.

---

### How do I change my password?


Log in to your Extensis account at <https://secure.extensis.com/loginpage>. If you have forgotten your password, you can reset it on this page.

Once you are logged in, click **Change password** on the **My Profile** page.

---

## Activating and deactivating fonts


### How do I activate fonts for my current session?

To activate fonts temporarily, select the desired fonts and click the blue **Temporary**  button on the toolbar.

See *Activating and deactivating fonts* on page 31.

---


### How do I activate fonts permanently?

Select the desired fonts and click the green **Permanent**  button on the toolbar.

See *Activating and deactivating fonts* on page 31.

---

### How do I deactivate fonts?

Select the fonts to deactivate and click the gray **Deactivate**  button on the toolbar.

See *Activating and deactivating fonts* on page 31.

---

# Adding and deleting fonts

## How do I add new fonts to Suitcase Fusion?

- To add fonts to a library, drag the fonts from their original location to the desired library in Suitcase Fusion.
- To add fonts to a specific set, drag the fonts to the desired set.
- To add a folder of fonts as a new set, drag the folder to the desired library.

The new set will have the same name as the folder.

See *Adding and removing fonts* on page 29.

---

## How do I remove fonts?

To delete fonts from a library, select the library, select the fonts you want to remove, then choose **Edit > Delete from Library**.

See *Adding and removing fonts* on page 29.

---

# Sorting and finding fonts

## How can I sort fonts?

To sort fonts by name, click the **Name** column heading. The arrow in the heading indicates whether sorting is in ascending (A-Z) or descending (Z-A) order; click the column heading again to change the order.

Click a different column heading to sort fonts by that property.

To display other columns, choose **View > Columns**, then choose the column to display.


---

## How can I quickly find a specific font?

To find a font quickly by name, click in the QuickFind field at the top right of the Suitcase Fusion window, then start typing the font's name. The font list will show only fonts whose names start with the text that you type.

---

## How can I find fonts that have certain properties or match specific criteria?

To find fonts with specific properties, choose **Edit > Find Fonts**. Use the pop-up menus to specify criteria, and click  to specify additional properties.

The font list will update to show only fonts that match the specified criteria.

See *Searching for fonts* on page 42.

---

# Previewing fonts

## How do I hide or display font previews?


Normally the **Preview** pane appears at the top of the Suitcase Fusion window.

To hide the **Preview** pane, choose **View > Hide Font Previews** (Mac) or **View > Previews** (Windows).

To show the **Preview** pane, choose **View > Show Font Previews** (Mac) or **View > Previews** (Windows).

---

## How can I change the preview text and size?

There are four preview types: **ABC 123**, **Waterfall**, **Paragraph**, and **QuickType**. You can edit the text displayed for any of these; click  to display the **Preview Configuration** field. (**Waterfall** and **QuickType** previews also include a drop-down menu that allows you to select from several text blocks.)

You can change the text size by typing a new size, choosing a size from the drop-down menu, or using the slider.

See *Previewing and printing* on page 38.

---

## How can I print a font preview?

You can easily print font samples using the **Preview** pane.

Set the preview type, edit the text as desired, choose a size, select the fonts to preview, then choose **File > Print Preview Pane**.

In the **Print** dialog, make whatever changes you want for printing, then click **Print**.

With the appropriate software installed, you can also create a PDF or other document that captures font samples.

---

## How can I identify special characters?



To view all the characters in a font, select the font, then choose **Window > View Glyphs** (Mac) or **Tools > View Glyphs** (Windows).

The **Glyph View** window shows all the glyphs (characters) in the font, the number of glyphs, and information about the currently selected glyph.

For details, see *Glyph View* on page 60.

---

## What else can I do with font previews?

- Suitcase Fusion allows you to create a graphic snapshot of any previewed font. Drag the  icon from the font's preview into a document or onto the desktop.
  - You can also create a preview window that floats above all other applications. This is a quick way to see text in a specific font in any context, such as on a web page, in an email, or a design program, without having to activate the font. Drag the  icon from the font's preview panel to create a floating window.
-

# Working with font sets

## How can I create a set and add fonts to it?

You can create a set in a library or nested inside another set. Select the desired library or set and choose **File > New Set**. You can then drag fonts from your new set's parent, or from any other set or library into the new set.

You can also create a set by choosing a library or set, choosing fonts within that selection, then choosing **File > New Set from Selection**. The new set will be created with the selected fonts.

You can add fonts at any time to your set, by dragging them from another library or set or adding them directly to the set from font files using **File > Add Fonts to Set**.

---

## How can I create a set from fonts I collected into a folder?

If you have a folder of fonts that you want to use in their own set, drag the folder of fonts to the desired library or set.

The new set will have the same name as the folder, and all the fonts in it will be added to the set (as well as to the parent set and library).

---

## How can I create a set based on the fonts in my document?

If you create a document and want to use the same fonts in other documents or projects, you can create a set that contains them.

Open your document in your design application, choose a library for the document, then choose **Create Document Set**.

The details for this process differs for each design program; see *Creating a set from an open document* on page 52 for specific instructions.

---

## How can I copy fonts to another set?

Select the fonts you want to copy, hold down the **OPTION** key (Mac) or **ALT** key (Windows), then drag the selected fonts to the desired set.

**NOTE:** If you do not hold down the modifier key, the fonts will be moved from the first set to the second.

---

## How can I remove a font from a set?

Select the fonts you want to delete, then choose **Edit > Delete From Set**.

This will not remove the fonts from the set's parent set or library.

---

# Working with font attributes

## How can I use attributes to find fonts?

Choose **Edit > Find Fonts**. Use the pop-up menus to specify criteria for finding fonts.

- The first menu in each row identifies the criterion to use.
- Depending on the criteria you select, different menus and fields let you specify exactly what you're searching for. For example, if you choose **Type** as the criterion, you can choose **matches** or **does not match** from the second pop-up menu, then choose a font type from the third menu.

Other examples of valid criteria are **Family Name contains Helveti** and **Activation deactivated**.

The **Font** pane will automatically update to show only the fonts matching your criteria.

See *Searching for fonts* on page 42.

---

## How do I apply attributes to a font?

1. Select the fonts you want to change.
2. Choose **View > Show Attributes** to show the **Attributes** panel.
3. Choose the attribute that you want to modify—such as **Tags**—from the pop-up menu at the top of the **Attributes** panel.
4. Select one or more values for the attribute from the checklist in the **Attributes** panel.

See *Font attributes* on page 46.

---

## How can I change default attributes?


You can change the default Classification, Foundry, and Style of a font.

1. Select the fonts that you want to change.
  2. Choose **View > Show Attributes** to display the **Attributes** panel.
  3. Choose the attribute that you want to modify from the pop-up menu at the top of the **Attributes** panel.
  4. Select one or more values for the attribute from the checklist in the **Attributes** panel.
- Fonts can have only one Foundry or Classification but can have multiple Tags and Styles.

See *Font attributes* on page 46.

---

## How can I restore default attributes?

1. Select the fonts that you want to revert to a default attribute.
2. Choose **View > Show Attributes** to display the **Attributes** panel.
3. Choose the attribute you want to revert from the pop-up menu at the top of the **Attributes** panel.
4. Click **Reset Attributes** .

If a confirmation dialog appears, click **Reset**.

---

## What else can I do with font attributes?

- You can add (and remove) custom values for attributes such as Styles and Tags. See *Font attributes* on page 46.
  - You can add tags to fonts to find specific fonts easily. See *Font attributes* on page 46.
  - You can use attributes to create a Smart Search that will always contain only fonts that match specific criteria. See *Smart Search* on page 58.
-

# Handling problems with fonts

## What can I do if Suitcase Fusion won't add my font?

If Suitcase Fusion refuses to add a font to your library, the font is probably corrupt.

Suitcase may offer to add the font in-place, without adding it to your Font Vault, so that you can use it anyway.

Before choosing to add the font in-place, you should try to fix it with Font Doctor.

See *Using “questionable” fonts* on page 69.

---

## How do I make sure all of the fonts in my documents have been activated?

In applications that have a Suitcase Fusion Auto-Activation plug-in, you can confirm that all the fonts for a specific document have been activated.

- In Adobe Photoshop, choose **File > Automate > Extensis**, then click **Check Document Fonts**.
  - In Adobe Illustrator, InCopy, or InDesign, choose **Type > Suitcase Fusion > Check Document Fonts**.
  - In QuarkXPress, choose **Utilities > Suitcase Fusion > Check Document Fonts**.
- 

## How do I deal with activation conflicts?

You can tell Suitcase Fusion what to do in the event that an application attempts to activate a font that conflicts with a font that is already active.

Open the Preferences dialog (on Mac, choose **Suitcase Fusion > Preferences**; on Windows, choose **Edit > Preferences**), click the **Activation** tab, then specify whether Suitcase should **Activate the requested font** or **Keep the current font active**.

If you want to be alerted when there is a font conflict, check the box labeled **Notify if a conflict occurs**.

---

## What can I do about missing fonts?

If you receive a message about missing fonts when you open a document, make sure that you have selected the correct library in the application's auto-activation plug-in.

If a font is missing, it may have not been added to Suitcase Fusion, and thus can't be automatically activated. Confirm that all of the necessary fonts have been added to Suitcase Fusion and open the document again.

If worst comes to worst and you do not have access to the font, you can allow Suitcase to pick the best match from the fonts in your library.

For more information on missing fonts and best matches, see *Missing fonts* on page 53.

---

## Other actions

### How do I archive my Font Vault?

Choose **File > Font Vault Archive > Archive**, click **Archive**, select a destination, then click **Save**.

Suitcase Fusion needs to stop the Type Core to archive the Font Vault. Once the archive is saved, Suitcase Fusion will restart.

---

### How do I restore an archived Font Vault?

Choose **File > Font Vault Archive > Restore**, click **Restore**, select an archived Font Vault, then click **Open**.

Suitcase Fusion needs to stop the Type Core to restore the Font Vault. Once the archive is restored, Suitcase Fusion will restart.

---

### How do I restore warning messages?

Open the **Preferences** dialog (on OS X, choose **Suitcase Fusion > Preferences**; on Windows, choose **Edit > Preferences**), then click **Restore Disabled Messages**.

---

# Appendix A: Font lists

## Fonts included with OS X 10.9 Mavericks

Al Bayan	Diwan Kufi	Iowan Old Style	Oriya Sangam MN	Superclarendon
Al Nile	Diwan Thuluth	Kai	Osaka	Symbol
Al Tarikh	Euphemia UCAS	Kailasa	Palatino	Tahoma
American Typewriter	Farah	Kaiti SC	Papyrus	Tamil MN
Andale Mono	Farisi	Kaiti TC	PCMyungjo	Tamil Sangam MN
Arial	Futura	Kannada MN	PilGi	Telugu MN
Arial Black	GB18030 Bitmap	Kannada Sangam MN	Plantagenet Cherokee	Telugu Sangam MN
Arial Narrow	Geeza Pro	Kefa	PT Mono	Thonburi
Arial Rounded MT Bold	Geneva	Khmer MN	PT Sans	Times
Arial Unicode MS	Geneva CY	Khmer Sangam MN	PT Sans Caption	Times New Roman
Athelas	Georgia	Kokonor	PT Sans Narrow	Trebuchet MS
Avenir	Gill Sans	Krungthep	PT Serif	Verdana
Avenir Next	Gujarati MT	KufiStandardGK	PT Serif Caption	Waseem
Avenir Next Condensed	Gujarati Sangam MN	Lantinghei SC	Raanana	Wawati SC
Ayuthaya	GungSeo	Lantinghei TC	Sana	Wawati TC
Baghdad	Gurmukhi MN	Lao MN	Sathu	Webdings
Bangla MN	Gurmukhi MT	Lao Sangam MN	Savoye LET	Weibei SC
Bangla Sangam MN	Gurmukhi Sangam MN	Libian SC	Seravek	Weibei TC
Baoli SC	Hannotate SC	LiHei Pro	Silom	Wingdings
Baskerville	Hannotate TC	LiSong Pro	Sinhala MN	Wingdings 2
Beirut	HanziPen SC	Lucida Grande	Sinhala Sangam MN	Wingdings 3
BiauKai	HanziPen TC	Malayalam MN	Skia	Xingkai SC
Big Caslon	HeadLineA	Malayalam Sangam MN	Snell Roundhand	Yuanty SC
Brush Script MT	Hei	Marion	Songti SC	YuGothic
Chalkboard	Heiti SC	Marker Felt	Songti TC	YuMincho
Chalkboard SE	Heiti TC	Menlo	STFangsong	Yuppy SC
Chalkduster	Helvetica	Microsoft Sans Serif	STHeiti	Yuppy TC
Charcoal CY	Helvetica CY	Mishafi	STIXGeneral	Zapf Dingbats
Charter	Helvetica Neue	Monaco	STIXIntegralsD	Zapfino
Cochin	Herculanum	Mshtakan	STIXIntegralsSm	Apple Braille
Comic Sans MS	Hiragino Kaku Gothic Pro	Muna	STIXIntegralsUp	Apple Chancery
Copperplate	Hiragino Kaku Gothic ProN	Myanmar MN	STIXIntegralsUpD	Apple Color Emoji
Corsiva Hebrew	Hiragino Kaku Gothic Std	Myanmar Sangam MN	STIXIntegralsUpSm	Apple LiGothic
Courier	Hiragino Kaku Gothic StdN	Nadeem	STIXNonUnicode	Apple LiSung
Courier New	Hiragino Maru Gothic Pro	Nanum Brush Script	STIXSizeFiveSym	Apple SD Gothic Neo
Damascus	Hiragino Maru Gothic ProN	Nanum Gothic	STIXSizeFourSym	Apple Symbols
DecoType Naskh	Hiragino Mincho Pro	Nanum Myeongjo	STIXSizeOneSym	AppleGothic
Devanagari MT	Hiragino Mincho ProN	Nanum Pen Script	STIXSizeThreeSym	AppleMyungjo
Devanagari Sangam MN	Hiragino Sans GB	New Peninim MT	STIXSizeTwoSym	
Didot	Hoefler Text	Noteworthy	STIXVariants	
DIN Alternate	Impact	Optima	STKaiti	
DIN Condensed	InaiMathi	Oriya MN	STSong	



## Fonts included with OS X 10.10 Yosemite

Al Bayan	Devanagari Sangam MN	Iowan Old Style	Optima	STIXSizeTwoSym
Al Nile	Didot	ITF Devanagari	Oriya MN	STIXVariants
Al Tarikh	DIN Alternate	Kailasa	Oriya Sangam MN	STKaiti
American Typewriter	DIN Condensed	Kaiti SC	Osaka	STSong
Andale Mono	Diwan Kufi	Kaiti TC	Palatino	STXihei
Arial	Diwan Thuluth	Kannada MN	Papyrus	Sukhumvit Set
Arial Black	Euphemia UCAS	Kannada Sangam MN	PCMyungjo	Superclarendon
Arial Hebrew	Farah	Kefa	Phosphate	Symbol
Arial Hebrew Scholar	Farisi	Khmer MN	PilGi	Tahoma
Arial Narrow	Futura	Khmer Sangam MN	Plantagenet Cherokee	Tamil MN
Arial Rounded MT Bold	GB18030 Bitmap	Kohinoor Devanagari	PT Mono	Tamil Sangam MN
Arial Unicode MS	Geeza Pro	Kokonor	PT Sans	Telugu MN
Athelas	Geneva	Krungthep	PT Sans Caption	Telugu Sangam MN
Avenir	Georgia	KufiStandardGK	PT Sans Narrow	Thonburi
Avenir Next	Gill Sans	Lantinghei SC	PT Serif	Times
Avenir Next Condensed	Gujarati MT	Lantinghei TC	PT Serif Caption	Times New Roman
Ayuthaya	Gujarati Sangam MN	Lao MN	Raanana	Trattatello
Baghdad	GungSeo	Lao Sangam MN	Sana Regular	Trebuchet MS
Bangla MN	Gurmukhi MN	Libian SC	Sathu	Verdana
Bangla Sangam MN	Gurmukhi MT	LiHei Pro	Savoye LET	Waseem
Baoli SC	Gurmukhi Sangam MN	LiSong Pro	Seravek	Wawati SC
Baskerville	Hannotate SC	Lucida Grande	Shree Devanagari 714	Wawati TC
Beirut	Hannotate TC	Luminari	SignPainter	Webdings
Big Caslon	HanziPen SC	Malayalam MN	Silom	Weibei SC
Bodoni 72	HanziPen TC	Malayalam Sangam MN	Sinhala MN	Weibei TC
Bodoni 72 Oldstyle	HeadLineA	Marion	Sinhala Sangam MN	Wingdings
Bodoni 72 Smallcaps	Heiti SC	Marker Felt	Skia	Wingdings 2
Bodoni Ornaments	Heiti TC	Menlo	Snell Roundhand	Wingdings 3
Bradley Hand	Helvetica	Microsoft Sans Serif	Songti SC	Xingkai SC
Brush Script MT	Helvetica Neue	Mishafi	Songti TC	Yuantai SC
Chalkboard	Herculanum	Mishafi Gold	STFangsong	YuGothic
Chalkboard SE	Hiragino Kaku Gothic Pro	Monaco	STHeiti	YuMincho
Chalkduster	Hiragino Kaku Gothic ProN	Mshtakan	STIXGeneral	Yuppy SC
Charter	Hiragino Kaku Gothic Std	Muna	STIXIntegralsD	Zapf Dingbats
Cochin	Hiragino Kaku Gothic StdN	Myanmar MN	STIXIntegralsSm	Zapfino
Comic Sans MS	Hiragino Maru Gothic Pro	Myanmar Sangam MN	STIXIntegralsUp	Apple Braille
Copperplate	Hiragino Maru Gothic ProN	Nadeem	STIXIntegralsUpD	Apple Chancery
Corsiva Hebrew	Hiragino Mincho Pro	Nanum Brush Script	STIXIntegralsUpSm	Apple Color Emoji
Courier	Hiragino Mincho ProN	Nanum Gothic	STIXNonUnicode	Apple SD Gothic Neo
Courier New	Hiragino Sans GB	Nanum Myeongjo	STIXSizeFiveSym	Apple Symbols
Damascus	Hoefler Text	Nanum Pen Script	STIXSizeFourSym	AppleGothic
DecoType Naskh	Impact	New Peninim MT	STIXSizeOneSym	AppleMyungjo
Devanagari MT	InaiMathi	Noteworthy	STIXSizeThreeSym	

# Fonts included with Mac OS X 10.11 El Capitan

Al Bayan	Diwan Kufi	Kefa	Papyrus	STSong
Al Nile	Diwan Thuluth	Khmer MN	PCMyungjo	Sukhumvit Set
Al Tarikh	Euphemia UCAS	Khmer Sangam MN	Phosphate	Symbol
American Typewriter	Farah	Klee	PilGi	Tahoma
Andale Mono	Farisi	Kohinoor Bangla	PingFang HK	Tamil MN
Arial	Futura	Kohinoor Devanagari	PingFang SC	Tamil Sangam MN
Arial Black	GB18030 Bitmap	Kohinoor Telugu	PingFang TC	Telugu MN
Arial Hebrew	Geeza Pro	Kokonor	Plantagenet Cherokee	Telugu Sangam MN
Arial Hebrew Scholar	Geneva	Krungthep	PT Mono	Thonburi
Arial Narrow	Georgia	KufiStandardGK	PT Sans	Times
Arial Rounded MT Bold	Gill Sans	Lantinghei SC	PT Sans Caption	Times New Roman
Arial Unicode MS	Gujarati MT	Lantinghei TC	PT Sans Narrow	Trattatello
Avenir	Gujarati Sangam MN	Lao MN	PT Serif	Trebuchet MS
Avenir Next	GungSeo	Lao Sangam MN	PT Serif Caption	Tsukushi A Round Gothic
Avenir Next Condensed	Gurmukhi MN	Libian SC	Raanana	Tsukushi B Round Gothic
Ayuthaya	Gurmukhi MT	LiHei Pro	Sana	Verdana
Baghdad	Gurmukhi Sangam MN	LiSong Pro	Sathu	Waseem
Bangla MN	Hannotate SC	Lucida Grande	Savoye LET	Wawati SC
Bangla Sangam MN	Hannotate TC	Luminari	Shree Devanagari 714	Wawati TC
Baoli SC	HanziPen SC	Malayalam MN	SignPainter	Webdings
Baskerville	HanziPen TC	Malayalam Sangam MN	Silom	Weibei SC
Beirut	HeadLineA	Marker Felt	Sinhala MN	Weibei TC
Big Caslon	Heiti SC	Menlo	Sinhala Sangam MN	Wingdings
Bodoni 72	Heiti TC	Microsoft Sans Serif	Skia	Wingdings 2
Bodoni 72 Oldstyle	Helvetica	Mishafi	Snell Roundhand	Wingdings 3
Bodoni 72 Smallcaps	Helvetica Neue	Mishafi Gold	Songti SC	Xingkai SC
Bodoni Ornaments	Herculanum	Monaco	Songti TC	Yuanti SC
Bradley Hand	Hiragino Kaku Gothic StdN	Mshtakan	STFangsong	Yuanti TC
Brush Script MT	Hiragino Maru Gothic ProN	Muna	STHeiti	YuGothic
Chalkboard	Hiragino Mincho ProN	Myanmar MN	STIXGeneral	YuMincho
Chalkboard SE	Hiragino Sans	Myanmar Sangam MN	STIXIntegralsD	YuMincho +36p Kana
Chalkduster	Hiragino Sans GB	Nadeem	STIXIntegralsSm	Yuppy SC
Cochin	Hoefler Text	Nanum Brush Script	STIXIntegralsUp	Yuppy TC
Comic Sans MS	Impact	Nanum Gothic	STIXIntegralsUpD	Zapf Dingbats
Copperplate	InaiMathi	Nanum Myeongjo	STIXIntegralsUpSm	Zapfino
Corsiva Hebrew	Iowan Old Style	Nanum Pen Script	STIXNonUnicode	Apple Braille
Courier	ITF Devanagari	New Peninim MT	STIXSizeFiveSym	Apple Chancery
Courier New	ITF Devanagari Marathi	Noteworthy	STIXSizeFourSym	Apple Color Emoji
Damascus	Kailasa	Optima	STIXSizeOneSym	Apple SD Gothic Neo
DecoType Naskh	Kaiti SC	Oriya MN	STIXSizeThreeSym	Apple Symbols
Devanagari MT	Kaiti TC	Oriya Sangam MN	STIXSizeTwoSym	AppleGothic
Devanagari Sangam MN	Kannada MN	Osaka	STIXVariants	AppleMyungjo
Didot	Kannada Sangam MN	Palatino	STKaiti	

## Fonts included with macOS Sierra

Al Bayan	Corsiva Hebrew	Hoefler Text	New Peninim MT	STIXNonUnicode
Al Nile	Courier	Impact	Noteworthy	STIXSizeFiveSym
Al Tarikh	Courier New	InaiMathi	Optima	STIXSizeFourSym
American Typewriter	Damascus	Iowan Old Style*	Oriya MN	STIXSizeOneSym
Andale Mono	DecoType Naskh	ITF Devanagari	Oriya Sangam MN	STIXSizeThreeSym
Arial	Devanagari MT	ITF Devanagari Marathi	Palatino	STIXSizeTwoSym
Arial Black	Devanagari Sangam MN	Kailasa	Papyrus	STIXVariants
Arial Hebrew	Didot	Kannada MN	Phosphate	STSong
Arial Hebrew Scholar	DIN Alternate Bold*	Kannada Sangam MN	PingFang HK	Sukhumvit Set
Arial Narrow	DIN Condensed Bold*	Kefa	PingFang SC	SuperClarendon*
Arial Rounded MT Bold	Diwan Kufi	Khmer MN	PingFang TC	Symbol
Arial Unicode MS	Diwan Thuluth	Khmer Sangam MN	Plantagenet Cherokee	Tahoma
Athelas*	Euphemia UCAS	Kohinoor Bangla	PT Mono	Tamil MN
Avenir	Farah	Kohinoor Devanagari	PT Sans	Tamil Sangam MN
Avenir Next	Farisi	Kohinoor Telugu	PT Sans Caption	Telugu MN
Avenir Next Condensed	Futura	Kokonor	PT Sans Narrow	Telugu Sangam MN
Ayuthaya	GB18030 Bitmap	Krungthep	PT Serif	Thonburi
Baghdad	Geeza Pro	KufiStandardGK	PT Serif Caption	Times
Bangla MN	Geneva	Lao MN	Raanana	Times New Roman
Bangla Sangam MN	Georgia	Lao Sangam MN	Sana	Trattatello
Baskerville	Gill Sans	Lucida Grande	Sathu	Trebuchet MS
Beirut	Gujarati MT	Luminari	Savoye LET	Verdana
Big Caslon	Gujarati Sangam MN	Malayalam MN	Seravek*	Waseem
Bodoni 72	Gurmukhi MN	Malayalam Sangam MN	Shree Devanagari 714	Webdings
Bodoni 72 Oldstyle	Gurmukhi MT	Marion*	SignPainter	Wingdings
Bodoni 72 Smallcaps	Gurmukhi Sangam MN	Marker Felt	Silom	Wingdings 2
Bodoni Ornaments	Heiti SC	Menlo	Sinhala MN	Wingdings 3
Bradley Hand	Heiti TC	Microsoft Sans Serif	Sinhala Sangam MN	Zapf Dingbats
Brush Script MT	Helvetica	Mishafi	Skia	Zapfino
Chalkboard	Helvetica Neue	Mishafi Gold	Snell Roundhand	Apple Braille
Chalkboard SE	Herculanum	Monaco	STIXGeneral	Apple Chancery
Chalkduster	Hiragino Kaku Gothic StdN	Mshtakan	STIXIntegralsD	Apple Color Emoji
Charter*	Hiragino Maru Gothic ProN	Muna	STIXIntegralsSm	Apple SD Gothic Neo
Cochin	Hiragino Mincho ProN	Myanmar MN	STIXIntegralsUp	Apple Symbols
Comic Sans MS	Hiragino Sans	Myanmar Sangam MN	STIXIntegralsUpD	AppleGothic
Copperplate	Hiragino Sans GB	Nadeem	STIXIntegralsUpSm	AppleMyungjo

Fonts marked with \* are treated differently in Sierra; they are usually not available in Apple applications such as TextEdit, but can be used in third-party applications such as Microsoft Word or Adobe InDesign. Some of these fonts can be used in Apple's iBooks e-book reader. It is unclear why these fonts are treated differently; for one explanation, see Kurt Lang's ever-growing article, [Font Management in macOS and OS X](#) (search the page for "Athelas" to find the relevant portion).

## Downloadable fonts for macOS Sierra

Baoli SC	Lantinghei SC	PilGi	Weibei TC
Baoli TC	Lantinghei TC	Songti SC	Xingkai SC
BiauKai	Libian SC	Songti TC	Xingkai TC
GungSeo	Libian TC	STFangsong	Yuanti SC
Hannotate SC	LiHei Pro	STHeiti	Yuanti TC
Hannotate TC	LingWai SC	STKaiti	YuGothic
HanziPen SC	LingWai TC	Toppan Bunkyu Gothic	YuKyokasho
HanziPen TC	LiSong Pro	Toppan Bunkyu Midashi Gothic	YuKyokasho Yoko
HeadLineA	Myriad Arabic	Toppan Bunkyu Midashi Mincho	YuMincho
Hei	Nanum Brush Script	Toppan Bunkyu Mincho	YuMincho +36p Kana
Hiragino Sans CNS	Nanum Gothic	Tsukushi A Round Gothic	Yuppy SC
Kai	Nanum Myeongjo	Tsukushi B Round Gothic	Yuppy TC
Kaiti SC	Nanum Pen Script	Wawati SC	Apple LiGothic
Kaiti TC	Osaka	Wawati TC	Apple LiSung
Klee	PCMyungjo	Weibei SC	

macOS Sierra includes access to a number of downloadable fonts. Some of these fonts used to be included with OS X, and some are new. These are generally large Asian fonts that are not required by macOS and may be infrequently used in Western countries. You can preview and download these fonts using Font Book. Launch Font Book, select the **All Fonts** collection, then select one of these fonts. The **Preview** window will show a subset of the font. Click **Download** in the **Preview** window to download the entire font. (The fonts are downloaded to a protected System location that you can't access; you can use Font Book to remove the font from your system.)

## Legacy fonts included with macOS Sierra

Academy Engraved LET	Forgotten Futurist	Noto Sans Inscriptional Parthian	Noto Sans Sundanese
Al Firat	Garamond	Noto Sans Javanese	Noto Sans Syloti Nagri
Al Khalil	Geneva CY	Noto Sans Kaithi	Noto Sans Syriac Eastern
Al Rafidain	Helevtica CY	Noto Sans Kayah Li	Noto Sans Tagalog
Algiers	Hopper Script	Noto Sans Kharoshthi	Noto Sans Tagbanwa
Asphalt	Jazz LET	Noto Sans Lepcha	Noto Sans Tai Le
Balega	Journal Sans New Inline	Noto Sans Limbu	Noto Sans Tai Tham
Bank Gothic	Koufi Abjadi	Noto Sans Linear B	Noto Sans Tai Viet
Basra	Laimoon	Noto Sans Lisu	Noto Sans Thaana
Bebas Neue	Lantinghei TC Extralight	Noto Sans Lycian	Noto Sans Tifinagh
Blackmoor LET	Mona Lisa Solid ITC TT	Noto Sans Lydian	Noto Sans Ugaritic
BlairMdiTC TT	Nisan Regular	Noto Sans Mandaic	Noto Sans Vai
Bodoni Ornaments ITC TT	Noto Sans Avestan	Noto Sans Meetei Mayek	Noto Sans Yi
Bodoni SvtyTwo ITC TT	Noto Sans Balinese	Noto Sans Mongolian	Party LET
Bodoni SvtyTwo OS ITC TT	Noto Sans Bamum	Noto Sans New Tai Lue	PortagolTC TT
Bodoni SvtyTwo SC ITC TT	Noto Sans Batak	Noto Sans Nko	Princetown LET
Book Antiqua	Noto Sans Brahmi	Noto Sans Ogham	Raya
Bookman Old Style	Noto Sans Buginese	Noto Sans Ol Chiki	Rockwell Bold
Bordeaux Roman Bold LET	Noto Sans Buhid	Noto Sans Old Italic	Santa Fe LET
Bradley Hand ITC TT	Noto Sans Carian	Noto Sans Old Persian	Scheme Bold
Braganza	Noto Sans Cham	Noto Sans Old South Arabian	SchoolHouse Cursive B
Capitals	Noto Sans Cham	Noto Sans Old Turkic	SchoolHouse Printed A
Century Gothic	Noto Sans Cuneiform	Noto Sans Osmanya	Somer
Century Schoolbook	Noto Sans Cypriot	Noto Sans Phags Pa	Stone Sans ITC TT
Charcoal CY	Noto Sans Egyptian Hieroglyphs	Noto Sans Phoenician	Stone Sans Sem ITC TT
Dear Joe Four	Noto Sans Glagolitic	Noto Sans Rejang	Synchro LET
Dear Joe Four Small	Noto Sans Gothic	Noto Sans Runic	The Hand Serif Semibold
Dijla	Noto Sans Hanunoo	Noto Sans Samaritan	Tw Cen MT
Druk Heavy Italic	Noto Sans Imperial Aramaic	Noto Sans Saurashtra	Type Embellishments One LET
Fakt Slab Stencil Pro Medium	Noto Sans Inscriptional Pahlavi	Noto Sans Shavian	Zawra

Apple includes a set of fonts for backwards compatibility with older documents (see <https://support.apple.com/en-us/HT206872>); by default they are not available for use in your applications. These fonts are stored in subfolders within \Library\Application Support\Apple\Fonts\. You could move these fonts from this folder and add them to your Suitcase Fusion library if you want to have continuous access to them.

**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.

## Fonts included with Windows 7

**NOTE:** While all versions of Windows include the font Marlett Regular, it is usually not displayed in the Fonts Control Panel. We have included Marlett Regular in these lists so that, on the off chance that you see it, you don't try to remove it.

Aharoni Bold	FangSong Regular	Meiryo UI	Raavi
Andalus Regular	FixedSys Regular	Microsoft Himalaya Regular	Rod Regular
Angsana New	Franklin Gothic	Microsoft JhengHei	Roman Regular
AngsanaUPC	FrankRuehl Regular	Microsoft New Tai Lue	Sakkal Majalla
Aparajita	FreesiaUPC	Microsoft PhagsPa	Script Regular
Arabic Typesetting Regular	Gabriola Regular	Microsoft Sans Serif Regular	Segoe Print
Arial	Gautami	Microsoft Tai Le	Segoe Script
Batang Regular	Georgia	Microsoft Uighur Regular	Segoe UI
BatangChe Regular	Gisha	Microsoft YaHei	Segoe UI Symbol Regular
Browallia New	Gulim Regular	Microsoft Yi Baiti Regular	Shonar Bangla
BrowalliaUPC	GulimChe Regular	MingLiU Regular	Shruti
Calibri	Gungsuh Regular	MingLiU_HKSCS Regular	SimHei Regular
Cambria	GungsuhChe Regular	MingLiU_HKSCS-ExtB Regular	Simplified Arabic
Cambria Math Regular	Impact Regular	MingLiU-ExtB Regular	Simplified Arabic Fixed Regular
Candara	IrisUPC	Miriam Fixed Regular	SimSun Regular
Comic Sans MS	Iskoola Pota	Miriam Regular	SimSun-ExtB Regular
Consolas	JasmineUPC	Modern Regular	Small Fonts Regular
Constantia	KaiTi Regular	Mongolian Baiti Regular	Sylfaen Regular
Corbel	Kalinga	MoolBoran Regular	Symbol Regular
Cordia New	Kartika	MS Gothic Regular	System Bold
CordiaUPC	Khmer UI	MS Mincho Regular	Tahoma
Courier New	KodchingUPC	MS PGothic Regular	Terminal
Courier Regular	Kokila	MS PMincho Regular	Times New Roman
DaunPenh Regular	Lao UI	MS Sans Serif Regular	Traditional Arabic
David	Latha	MS Serif Regular	Trebuchet MS
DFKai-SB Regular	Leelawadee	MS UI Gothic Regular	Tunga
DilleniaUPC	Levenim MT	MV Boli Regular	Utsaah
DokChampa Regular	LilyUPC	Narkisim Regular	Vani
Dotum Regular	Lucida Console Regular	NSimSum Regular	Verdana
DotumChe Regular	Lucida Sans Unicode Regular	Nyala Regular	Vijaya
Ebrima	Malgun Gothic	Palatino Linotype	Vrinda
Estrangelo Edessa Regular	Mangal	Plantagenet Cherokee Regular	Webdings Regular
EucrosiaUPC	Marlett Regular	PMingLiU Regular	Wingdings Regular
Euphemia Regular	Meiryo	PMingLiU-ExtB Regular	

## Fonts included with Windows 8/8.1

**NOTE:** While all versions of Windows include the font Marlett Regular, it is usually not displayed in the Fonts Control Panel. We have included Marlett Regular in these lists so that, on the off chance that you see it, you don't try to remove it.

Aharoni Bold	FreesiaUPC	Microsoft Sans Serif Regular	Segoe UI
Aldhabi Regular	Gabriola Regular	Microsoft Tai Le	Segoe UI Emoji Regular*
Andalus Regular	Gadugi	Microsoft Uighur	Segoe UI Symbol Regular
Angsana New	Gautami	Microsoft YaHei	Shonar Bangla
AngsanaUPC	Georgia	Microsoft YaHei UI	Shruti
Aparajita	Gisha	Microsoft Yi Baiti Regular	SimHei Regular
Arabic Typesetting Regular	Gulim Regular	MingLiU Regular	Simplified Arabic
Arial	GulimChe Regular	MingLiU_HKSCS Regular	Simplified Arabic Fixed Regular
Batang Regular	Gungsuh Regular	MingLiU_HKSCS-ExtB Regular	SimSun Regular
BatangChe Regular	GungsuhChe Regular	MingLiU-ExtB Regular	SimSun-ExtB Regular
Browallia New	Impact Regular	Miriam Fixed Regular	Sitka Banner*
BrowalliaUPC	IrisUPC	Miriam Regular	Sitka Display*
Calibri	Iskoola Pota	Modern Regular	Sitka Heading*
Cambria	JasmineUPC	Mongolian Baiti Regular	Sitka Small*
Cambria Math Regular	Javanese Text Regular*	MoolBoran Regular	Sitka Subheading*
Candara	KaiTi Regular	MS Gothic Regular	Sitka Text*
Comic Sans MS	Kalinga	MS Mincho Regular	Small Fonts Regular
Consolas	Kartika	MS PGothic Regular	Sylfaen Regular
Constantia	Khmer UI	MS PMincho Regular	Symbol Regular
Corbel	KodchingUPC	MS Sans Serif Regular	System Bold
Cordia New	Kokila	MS Serif Regular	Tahoma
CordiaUPC	Lao UI	MS UI Gothic Regular	Terminal
Courier New	Latha	MV Boli Regular	Times New Roman
Courier Regular	Leelawadee	Myanmar Text	Traditional Arabic
DaunPenh Regular	Leelawadee UI*	Narkisim Regular	Trebuchet MS
David	Levenim MT	Nirmala UI	Tunga
DFKai-SB Regular	LilyUPC	NSimSum Regular	Urdu Typesetting
DilleniaUPC	Lucida Console Regular	Nyala Regular	Utsaah
DokChampa Regular	Lucida Sans Unicode Regular	Palatino Linotype	Vani
Dotum Regular	Malgun Gothic	Plantagenet Cherokee Regular	Verdana
DotumChe Regular	Mangal	PMingLiU Regular	Vijaya
Ebrima	Marlett Regular	PMingLiU-ExtB Regular	Vrinda
Estrangelo Edessa Regular	Meiryo	Raavi	Webdings Regular
EucrosiaUPC	Meiryo UI	Rod Regular	Wingdings Regular
Euphemia Regular	Microsoft Himalaya Regular	Roman Regular	Yu Gothic*
FangSong Regular	Microsoft JhengHei	Sakkal Majalla	Yu Mincho*
FixedSys Regular	Microsoft JhengHei UI	Script Regular	
Franklin Gothic	Microsoft New Tai Lue	Segoe Print	
FrankRuehl Regular	Microsoft PhagsPa	Segoe Script	

Fonts marked with \* are included with Windows 8.1 but not with Windows 8.

## Fonts included with Windows 10

**NOTE:** While all versions of Windows include the font Marlett Regular, it is usually not displayed in the Fonts Control Panel. We have included Marlett Regular in these lists so that, on the off chance that you see it, you don't try to remove it.

Arial	Lucida Console Regular	MS Sans Serif Regular	Sitka Banner
Calibri	Lucida Sans Unicode Regular	MS Serif Regular	Sitka Display
Cambria	Malgun Gothic	MS UI Gothic Regular	Sitka Heading
Cambria Math Regular	Marlett Regular	MV Boli Regular	Sitka Small
Candara	Microsoft Himalaya Regular	Myanmar Text Regular	Sitka Subheading
Comic Sans MS	Microsoft JhengHei	Nirmala UI	Sitka Text
Consolas	Microsoft JhengHei UI	NSimSun Regular	Small Fonts Regular
Constantia	Microsoft New Tai Lue	Palatino Linotype	Sylfaen Regular
Corbel	Microsoft PhagsPa	PMingLiU-ExtB Regular	Symbol Regular
Courier New	Microsoft Sans Serif Regular	Roman Regular	System Bold
Courier Regular	Microsoft Tai Le	Script Regular	Tahoma
Ebrima	Microsoft YaHei	Segoe MDL2 Assets Regular	Terminal
FixedSys Regular	Microsoft YaHei UI	Segoe Print	Times New Roman
Franklin Gothic	Microsoft Yi Baiti Regular	Segoe Script	Trebuchet MS
Gabriola Regular	MingLiU_HKSCS-ExtB Regular	Segoe UI	Verdana
Gadugi	MingLiU-ExtB Regular	Segoe UI Emoji Regular	Webdings Regular
Georgia	Modern Regular	Segoe UI Historic Regular	Wingdings Regular
Impact Regular	Mongolian Baiti Regular	Segoe UI Symbol Regular	Yu Gothic
Japanese Text Regular	MS Gothic Regular	SimSun Regular	Yu Gothic UI
Leelawadee UI	MS PGothic Regular	SimSun-ExtB Regular	



## Appendix B: Upgrading an older version

### Upgrading Suitcase Fusion 1 for Mac

**NOTE:** The original version of Suitcase Fusion for Mac was called **Suitcase Fusion**; in these notes, we are including the 1 to avoid confusion.

In order to upgrade from Suitcase Fusion 1 you must perform one of the following procedures:

- Collect fonts from Suitcase Fusion 1, uninstall Suitcase Fusion 1, then install Suitcase Fusion 7. This is the recommended method, but does not retain any of your organizational data.
- Uninstall Suitcase Fusion 1, install a demo copy of Suitcase Fusion 3, upgrade your Suitcase Fusion 1 data, then install Suitcase Fusion 7 and upgrade the Suitcase Fusion 3 data. This method is useful if you have important sets that would be difficult to re-create.

Keep in mind that Suitcase Fusion 7 has different system requirements than Suitcase Fusion. After you have performed one of the following procedures, you will need to upgrade your Mac's operating system.

**IMPORTANT:** Before removing any software, you should have a full backup of your system.

# Method 1: Uninstalling Suitcase Fusion 1

1. Stop managing System Fonts.  
If you use Suitcase Fusion 1 to manage any of your System Fonts, you will need to restore those to their normal state.
  - a. Start Suitcase Fusion 1.
  - b. Choose **Tools > Manage System Fonts**.
  - c. From the **View** pop-up menu, choose **All Managed System Fonts**.
  - d. Uncheck all the fonts in the list.
  - e. Click **Apply**, then click **Done**.
2. Collect fonts.
  - a. Choose **View > Show Suitcase Fusion Fonts**.
  - b. Select all the fonts in the list.
  - c. Choose **Tools > Collect Fonts for Output**.
  - d. Navigate to the folder where you want to collect your fonts and click **Collect**.  
Fonts will be collected into a folder named Collected Fonts.
3. Quit Suitcase Fusion 1.
4. Uninstall plug-ins.
  - a. Make sure none of your design applications are running.
  - b. Manually remove the Extensis plug-in from each of your design applications. In the Applications folder, open each application's folder and look in the Plug-ins or XTensions folder.  
In the Adobe Illustrator Plug-ins folder, move any of the following files to the Trash:
    - SCFusionILLCSPlugin
    - SCFusionILLCS2Plugin.aip
    - SCFusionILLCS3Plugin.aipIn the Adobe InDesign Plug-ins folder, move any of the following files to the Trash:
    - SCFusionIDCSPlugin.pln
    - SCFusionIDCS2Plugin.framework
    - SCFusionIDCS3.InDesignPluginIn the QuarkXPress XTensions folder, move any of the following files to the Trash:
    - Suitcase Fusion XT6 (j).axt
    - Suitcase Fusion XT6.xnt
    - Suitcase Fusion XT7.xntWhen you have removed all the plug-ins, empty the Trash.
5. Un-install Suitcase Fusion 1.  
Delete the Extensis Suitcase Fusion folder from inside the Applications folder.
6. Remove remnants.
  - a. Open the folder /Users/<your user name>/Library/Application Support/Extensis/.  
**NOTE:** To open your user Library folder on OS X 10.7 and higher, hold down the **OPTION** key and select **Go > Library**.
  - b. Delete the Suitcase folder inside the Extensis folder.  
If the Extensis folder is empty, you can delete it, too.
  - c. Open the folder /Users/<your user name>/Library/Preferences/.
  - d. Delete the file com.extensis.SuitcaseFusion.plist.

Once you have completed these steps, go to **Install Suitcase Fusion 7** on page 12.

## Method 2: Interim upgrade to Suitcase Fusion 3

Suitcase Fusion 3 runs on Mac OS X 10.5.8 through 10.7. If your Mac is not yet running one of these operating systems, you may need to upgrade your OS after you have uninstalled Suitcase Fusion 1.

When you install Suitcase Fusion 3, you can import all of your previous data into the new installation. This includes all of your fonts, sets, and other information.

Because the import process checks all fonts for integrity, if you added any fonts “in place” from removable media such as DVDs, flash drives, or external hard disks, you will need to have these available during the import process.

**NOTE:** If you have multiple users on the same computer and want to migrate each user's data, you must run the **Import** command for each user.

1. Uninstall plug-ins (see step 4 above).
2. Quit Suitcase Fusion 1.
3. Un-install Suitcase Fusion 1.  
Delete the Extensis Suitcase Fusion folder from inside the Applications folder.
4. Install Suitcase Fusion 3.  
Download the appropriate installer from the list below:
  - <http://bin.extensis.com/SuitcaseFusion3-M-14-2-1-EN.zip> (English, Español, Italiano, Português)
  - <http://bin.extensis.com/SuitcaseFusion3-M-14-2-1-DE.zip> (Deutsch)
  - <http://bin.extensis.com/SuitcaseFusion3-M-14-2-1-FR.zip> (Français)
  - <http://bin.extensis.com/SuitcaseFusion3-M-14-2-1-JA.zip> (日本語)
5. Start Suitcase Fusion 3.  
When prompted, choose the 30-day demo.
6. Choose **Suitcase Fusion 3 > Import Fusion database**.  
If the menu item is not available, then older Suitcase Fusion 1 data was not detected.
7. When prompted, insert external media or mount necessary network drives requested by Suitcase Fusion 3.  
At the end of the import process, the import log will be displayed. The log tells you if any of your fonts failed to import, and if there were any other errors in the import process.
8. Stop the Suitcase Fusion 3 FMCore.
  - a. Choose **Suitcase Fusion 3 > Preferences**.
  - b. Click **FMCore**.
  - c. Click **Stop FMCore**.
  - d. In the confirmation dialog, click **Stop FMCore** again.

Once you have completed these steps, go to **Install Suitcase Fusion 7** on page 12.

# Upgrading Suitcase 11 for Windows

In order to upgrade from Suitcase 11 for Windows you must perform one of the following procedures:

- Collect fonts from Suitcase for Windows, uninstall Suitcase, then install Suitcase Fusion 7.  
This is the recommended method, but does not retain any of your organizational data.
- Uninstall Suitcase, install a demo copy of Suitcase Fusion 3, upgrade your Suitcase data, then install Suitcase Fusion 7 and upgrade the Suitcase Fusion 3 data.  
This method is useful if you have important sets that would be difficult to re-create.

Keep in mind that Suitcase Fusion 7 has different system requirements from Suitcase for Windows. After you have performed one of the following procedures, you may need to upgrade your version of Windows.

**IMPORTANT:** Before removing any software, you should have a full backup of your system.

# Method 1: Uninstalling Suitcase 11

1. Uninstall plug-ins.
  - a. Choose **Tools > Uninstall Plug-ins**.
  - b. Quit Suitcase.
2. Collect fonts from the Suitcase Vault.
  - a. Make a desktop folder named "Collected Fonts."
  - b. Open your Suitcase Vault folder (C:\Documents and Settings\<your login name>\Application Data\Extensis\Suitcase\Suitcase Font Database.suitcasevault\).
  - c. Select all folders except the one named Data and drag them to the Collected Fonts folder on the desktop.
  - d. Start Suitcase.
  - e. Choose **View > Show Suitcase Fonts**.

If all the fonts in the Fonts list have a ? symbol in the first column, it means all of your fonts were in the Suitcase Vault, and have been moved to the desktop. Quit Suitcase and proceed to Step 4.

If some fonts do not have a ? in the first column, these fonts were added in place. If you know where all of these fonts are located, or if they are not important to your Suitcase Fusion installation, you can quit Suitcase and proceed to Step 4.
3. Collect fonts that were added in place.
  - a. Select all the fonts with a ? in the first column, then click **Remove**. Answer **OK** to the prompt.

The Fonts list now shows all fonts that were not in the Suitcase vault.
  - b. For each font in the Fonts list, select it and press **CTRL-R**.

This reveals the font in Windows Explorer and selects the file.
  - c. With the font selected in Explorer, press **CTRL-C** to copy the file.
  - d. Open the Collected Fonts folder and press **CTRL-V**.

This places a copy of the font in the Collected Fonts folder.

When all fonts have been copied to the Collected Fonts folder, quit Suitcase.
4. Un-install.
  - a. Open Windows **Control Panel**.
  - b. Double-click **Programs and Features**. (Windows XP users need to double-click **Add or Remove Programs**.)
  - c. Select Extensis Suitcase, then click **Uninstall**. (In Windows XP, click **Remove**.)
  - d. Follow the prompts to uninstall Suitcase.
5. Remove remnants.
  - a. Open the Extensis folder (C:\Documents and Settings\<your login name>\Application Data\Extensis\).
  - b. Delete the Suitcase folder.

(If there are no other folders inside the Extensis folder, you can delete the Extensis folder as well.)

Once you have completed these steps, go to *Install Suitcase Fusion 7* on page 12.

## Method 2: Interim upgrade to Suitcase Fusion 3

When you install Suitcase Fusion 3, you can import all of your old previous Suitcase data into the new installation. This includes all of your fonts, sets and other information.

When you import data into Suitcase Fusion 3, the following are imported from earlier versions of Suitcase for Windows:

- All fonts in your font vault.
- All references to fonts added in-place.
- Your entire Suitcase for Windows database, including all sets.

Because the import process checks all fonts for integrity, if you added any fonts in place from removable media such as DVDs, flash drives, or external hard disks, you will need to have these available during the import process.

**NOTE:** If you have multiple users on the same machine and want to migrate each user's data, you must run the Import command for each user.

1. Uninstall plug-ins.  
Choose **Tools > Uninstall Plug-ins**.
2. Quit Suitcase.
3. Un-install Suitcase.
  - a. Open Windows **Control Panel**.
  - b. Double-click **Programs and Features**. (Windows XP users need to double-click **Add or Remove Programs**.)
  - c. Select Extensis Suitcase, then click **Uninstall**. (In Windows XP, click **Remove**.)
  - d. Follow the prompts to uninstall Suitcase.
4. Install Suitcase Fusion 3.  
Download the appropriate installer from the list below:
  - <http://bin.extensis.com/SuitcaseFusion3-W-14-2-O-EN.zip> (English, Español, Italiano, Português)
  - <http://bin.extensis.com/SuitcaseFusion3-W-14-2-O-DE.zip> (Deutsch)
  - <http://bin.extensis.com/SuitcaseFusion3-W-14-2-O-FR.zip> (Français)
  - <http://bin.extensis.com/SuitcaseFusion3-W-14-2-O-JA.zip> (日本語)
5. Start Suitcase Fusion 3.  
When prompted, choose to use the 30-day demo.
6. Choose **Tools > Import Suitcase for Windows data**.  
If the menu item is not available, then no older Suitcase data was detected.
7. When prompted, insert any external media or mount any necessary network drives requested by Suitcase Fusion 3.  
At the end of the import process, the import log will be displayed.  
This tells you if any of your fonts failed to import, and if there were any other errors in the import process.  
**NOTE:** If you stop the import process, Suitcase Fusion 3 retains all data imported up to the point that the import process was stopped. To import the remaining data, restart the import process. Suitcase Fusion 3 automatically knows if the fonts and data have already been imported and does not create duplicates in your new Font Vault.

Once you have completed these steps, go to **Install Suitcase Fusion 7** on page 12.

# Recommended Reading

## Extensis guides

### **Font Management Best Practices Guides**

<http://www.extensis.com/font-management/font-management-best-practices-guides/>

- Server-Based Font Management Best Practices Guide
- Mac OS Font Management Best Practices Guide
- Font Management in Windows Best Practices Guide

Best practice recommendations for efficiently working with fonts in professional workflows.

### **Abbreviations in Font Names: The Definitive Guide**

<http://font-management.extensis.com/font-abbreviations-guide>

This guide describes many common abbreviations used in font names.

## Web sites

### **Adobe Type: Type references and tips**

<http://www.adobe.com/products/type/adobe-type-references-tips.html>

A wealth of documents, references, and tips about type.

### **CreativePro**

<http://creativepro.com>

Articles, forums, and blogs for creatives. Topic areas include Business, Fonts, Graphics, Hardware, Photography, Print, and Web/Mobile.

### **Design Observer**

<http://designobserver.com/>

Articles and commentary on design, culture, and change.

### **Digital Arts**

<http://www.digitalartsonline.co.uk/>

This site covers graphic design, 3D, animation, video, effects, and web and interactive design.

### **The Graphic Mac**

<http://www.thegraphicmac.com/>

Provides design resources and Adobe Creative Cloud and macOS tips.

### **Graphics.com**

<http://www.graphics.com/>

Articles, tutorials, downloads, news, and other resources for graphic creatives.

### **HOW**

<http://www.howdesign.com/>

HOW started as (and continues as) a print magazine but also hosts design competitions, HOW U for online design courses, and more.

### **I Love Typography**

<http://ilovetypography.com/>

John Boardley's site that aims to bring typography to the masses.

### **Macworld**

<http://www.macworld.com/>

General news and reviews about Apple, its products, and its markets.

### **net magazine**

<http://www.netmagazine.com/>

A print and web-based magazine for web designers and developers.

### **Print Magazine**

<http://www.printmag.com/>

Print Magazine is, oddly enough, a print magazine that covers commercial, social, and environmental design. Subscriptions are available in print and iPad versions, and issues can be purchased in PDF format as well.

### **Typographica**

<http://typographica.org/>

Reviews and commentary on type and type-related books.

### **Web Designer**

<http://www.webdesignermag.co.uk/>

A leading authority for web creatives. Web Designer covers cutting-edge web tech like HTML5, CSS3, and jQuery.

## Conferences

### **ATypI**

<http://www.atypi.org/>

The Association Typographique Internationale is a worldwide organization dedicated to type and typography. They sponsor multiple gatherings around the world throughout the year.

### **TypeCon**

<http://www.typecon.com/>

Annual conference presented by the Society of Typographic Aficionados.

## Books

**Anatomy of a Typeface** by Alexander S. Lawson, ISBN-13: 978-0879233334

A comprehensive exploration of letter forms and their classifications.

**The Elements of Typographic Style: Version 4.0** by Robert Bringhurst, ISBN-13: 978-0881792126

Updated and revised edition of the style guide by poet and typographer Bringhurst.

**Getting it Right With Type: The Dos and Don'ts of Typography** by Victoria Squire, ISBN-13: 978-1856694742

An introduction to the basics of typography.

## More for type designers

**The Art of the Letter** by Doyald Young, ISBN-13: 978-0974338316

A beautiful book about typography that showcases some of the author's logos and typefaces.



**BRIEM.NET**

<http://briem.net/>

Thoughts on handwriting, lettering, and type design.

**Crafting Type: Font Design Workshops For Beginners**

<http://craftingtype.com>

Concentrated workshops for beginners in type design.

**Designing Type** by Karen Cheng, ISBN-13: 978-0300111507

Describes the processes behind creating and designing type.

**Diacritics Project**

<http://diacritics.typo.cz/>

Designing a font with correct accents.

**Fontographer: Type by Design** by Stephen Moye, ISBN-13: 978-1558284470

Out of print but available used, this is a great intro no matter what tool you use.

**The Stroke: Theory of Writing** by Gerrit Noordzij, ISBN-13: 978-0907259305

Discusses the theory of writing as the concepts behind the letters on the page.

# Contacting Extensis

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## Corporate Buying

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**Web:** <http://www.celartem.com/en/>

# Technical Support

Technical support for current products is available by phone or through the Extensis website.

- **North America:** (800) 796-9798 , select option 3 (8:00 am–4:00 pm Pacific time, Monday–Friday)
- **US:** (503) 274-7030
- **Europe:** +44 (0)1604 654 270
- **Web:** <http://www.extensis.com/support/>
- **Web Support Form:** <https://secure.extensis.com/technical-support> (requires login)

Answers to frequently asked questions, troubleshooting tips, and more can also be found at the [Extensis support page](#).

Extensis also maintains a searchable [Knowledge Base](#) of in-depth articles on various technical topics.

## Creating a tech support case

If you are experiencing a problem with a current product, you can submit a tech support case using the [Extensis Web Support Form](#).

To access the form, you must log in using your Extensis account. Once you have logged in, provide as much of the following information as you can:

- Product name and version number;
- Serial number, if you have it available;
- Computer operating system version;
- Other details about your computer system, including RAM, hard drive size and free space, and processor type and speed;
- A description of the problem, including any error message that might be displayed;
- Your phone number if you want to have a representative contact you.

## Support Policy

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. For complete details see the [Extensis Product Support Policy](#).

For details on currently supported products, see:

- [Portfolio Support Guide](#)
- [Universal Type Server Support Guide](#)
- [Universal Type Client Support Guide](#)
- [Suitcase Fusion Support Guide](#)

## Community Support

Extensis maintains community forums on all current and many older products. Often, problems you may be experiencing have been discovered and answered here. In addition, suggestions you have may help others resolve issues.

The forums also serve as a way for Extensis to take the pulse of our user community so that we can identify bugs and other issues and gather suggestions for improving our software.

Please visit the [Extensis Forums](#) and bookmark the page.

# Suitcase Fusion EULA

CELARTEM, INC., doing business as Extensis  
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**2. Software Access.** Use of the Software requires an Internet connection to validate your Software license at time of launch. A recurring Internet connection is also required to fully enable the Software's functionality, or periodically re-validate your Software license. Use of the Software will also require you to obtain and maintain an Extensis account ("Extensis Account").

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February 2016



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