SUITCASE FUSION 8
USER GUIDE

CONTENTS

GETTING STARTED
System requirements

For complete system requirements, release notes, and other information, see **Suitcase Fusion 8 Support**.

> **NOTE:** Some features require an Internet connection.

Macintosh

» OS X® 10.11 through 10.13
» Safari® 9 or later or the current release of Firefox® or Chrome™, for viewing Help

Windows

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

What's new

View release notes for the current version of Suitcase Fusion at Extensis.com.

Version 19.1

Expandable Family view
» Family view in Suitcase Fusion now displays each font family on a single row in a scrolling list.
» Expand and collapse single families or all families to see font tiles or other preview types.

Learn more on page 46.

Enhanced sorting
» Sort the **Font** pane by Name, Type, Foundry, Activation status, or Favorite.
» Sort fonts no matter what view you use.
» Sort options are saved when you quit Suitcase Fusion.

Learn more on page 35.

SkyFonts integration
» Manage all of your synced SkyFonts™ from within Suitcase Fusion.
» Activate, deactivate, and collect fonts for output.
» SkyFont downloads appear immediately within Suitcase Fusion.
» Direct link to MyFonts.com to purchase and install additional fonts.

Learn more on page 53.

Suitcase Fusion 8 Support: https://www.extensis.com/support/suitcase-fusion-8/
Suitcase Fusion 8 Release Notes: https://www.extensis.com/support/suitcase-fusion-8/release-notes/

Version 19.0

Suitcase Fusion 8 sports a completely redesigned user interface, making it easier than ever to find what you need, then get back to work.

This includes:

» No more split display between font lists and font previews: one panel displays all the information you need to see.
» Compact Tile preview showing more fonts at a time.
» Quicker access to glyph view, with more details presented.
» Faster, more dedicated QuickMatch, integrated into the main panel.

Other new and improved features include:

» Display of supported languages for each font.
» Auto-activation plug-ins for the latest design applications from Adobe and Quark.
» Support for macOS High Sierra and Windows 10 Fall Creators Update.

Quick installation guide

If you just want to jump in and get going with Suitcase Fusion 8, you've come to the right place.

If you want to take things more methodically, please see **Getting started in detail** on the next page.

1. Check the system requirements.
   You need to be running Mac OS X 10.11 or later, or Windows 7 or 10. See **System requirements** on the previous page for details.
2. Disable or uninstall any other font manager.
   If you are running Suitcase Fusion 5, 6, or 7, you can just quit that program and continue. (We recommend that you uninstall an older version but it is not required.)
   If you are running Universal Type Server or a different font manager, uninstall it or disable it before running Suitcase Fusion.
   See **Remove other font managers** on page 11 for instructions.
3. Download the Suitcase Fusion 8 installer.
   Get it here: **Suitcase Fusion 8 Support**.
4. Install the application.
   On Mac, open the disk image and drag the Suitcase Fusion 8 icon into your Applications folder.
   On Windows, run the installer and follow the instructions.
5. Start Suitcase Fusion 8.

If you are not upgrading an older version, when you start Suitcase Fusion 8 for the first time it will present the setup wizard. Follow the on-screen instructions to finish the setup. See **First-time launch and configuration** on page 15 for details on the setup wizard.

If you have upgraded from an older version of Suitcase Fusion, then Suitcase Fusion 8 will have you back up your original font vault and update your plug-ins. See **After you upgrade** on page 17 for details on upgrading.

Getting started in detail

Overview

Here are some steps we recommend when installing Suitcase Fusion 8.

1. **Back up your system** (below)
   This is always a good idea when installing new software; if something goes wrong or you just don't like it, you can get your computer back the way it was.
2. **Gather your fonts** (on the next page)
   If you have third-party fonts that you want to use with Suitcase, get all of the discs and downloaded files together so that you can install them.
3. **Update your software** (on page 11)
   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** (on page 11)
   If you're using an older version of Suitcase Fusion, you can leave it installed, but we recommend removing it.
   If you're using Universal Type Client or if you're replacing another font manager, you'll need to remove or disable it first.
5. Disable built-in font activation on macOS (see **Font Book** on page 13)
   The automatic activation feature of Font Book on Mac OS X El Capitan 10.11 can conflict with Suitcase Fusion.
6. **Install Suitcase Fusion 8** (on page 14)
   If you're using a recent version of Suitcase Fusion, you can take your old data with you.
7. **First-time launch and configuration** (on page 15)
   This will help you finish configuring a new installation of Suitcase Fusion.
   If instead you upgraded from an older version, see **After you upgrade** on page 17.
8. **Add more fonts** (on page 19)
   If you didn't add them the first time you launched Suitcase Fusion 8, or if you have more fonts, add them now.

Back up your system

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

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

While we expect that you will like Suitcase Fusion 8 immensely, we still would rather have you be safe than sorry.

Backup options for Mac

macOS comes with a built-in backup option called Time Machine. Time Machine is primarily geared towards keeping regular backups of your documents; it does not create a bootable backup disk. If your main concern is making sure you have hourly backups of your data, Time Machine is easy to

use: just plug in a new hard drive. (For more information on using Time Machine, see the Apple article **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 includes 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 macOS and Windows have a simple integrated font manager that lets you install and remove fonts. You can use the appropriate application (Font Book on macOS or the Fonts control panel on Windows), along with a list of fonts included with your computer, to identify and remove third-party fonts.

Use Time Machine to back up or restore your Mac: https://support.apple.com/en-us/HT201250

Carbon Copy Cloner: https://bombich.com/

SuperDuper! https://www.shirt-pocket.com/SuperDuper/SuperDuperDescription.html

Drive-cloning utilities - The best Mac apps for making a bootable backup:
https://www.macworld.com/article/2461362/

Acronis True Image: https://www.acronis.com/en-us/personal/computer-backup/

See **Font lists** on page 78 for lists of fonts included with each operating system. Each list shows the font names as they are displayed within Font Book (macOS) 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 macOS:
1. Click the Apple menu and choose **About this Mac**.
2. The operating system is listed at the top and the version number immediately below this (such as "Version 10.13.0").

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

Use the list from **Font lists** on page 78 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 **Font lists** on page 78, 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 **Font lists** on page 78.
3. When you find a font in Font Book that is not on your font list, hold down the **COMMAND** key and click it.
4. Continue until you have scanned all the fonts in the All Fonts collection.

5. Choose **File > Export Fonts**.
6. Enter a name for the exported fonts folder (such as "3rd party other fonts") and save it on the Desktop.
7. When the fonts have been exported, choose **File > Remove Fonts**. Click **Remove** at the prompt.
   If **Remove Fonts** is grayed out, it means you have accidentally selected a font that is a protected System Font. Review your list and `COMMAND`-click to de-select any incorrect fonts, then remove the selected fonts.

Collecting third-party fonts on Windows

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

1. Create a folder on the desktop for your third-party fonts. In this example, we call the folder **3rdparty**.
2. Open the Fonts Control Panel.
3. Position the Fonts Control Panel window so that you can see the **3rdparty** folder on the desktop.
4. Choose **View > Details**, then choose **View > Choose details**.
   If the **View** menu is not visible in Windows 7, click **Organize** and choose **Layout > Menu bar**.
5. In the **Choose Details** dialog, check the box labeled **Date modified**.
6. Click the **Date modified** text so that it is highlighted, then click **Move up** until **Date modified** is immediately below **Name** in the **Choose Details** dialog, then click **OK**.
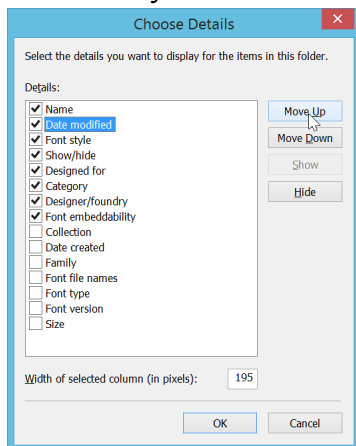
The Fonts control panel should display a list of installed fonts, with the **Name** column first, then the **Date modified** column.
7. Click the heading of the **Date modified** column once.
   The list of fonts will now be sorted with the most recently installed fonts at the top. (We are making the assumption that the most recently installed fonts are probably third-party fonts; this will make it easier to identify them.)
8. Compare the font names in the first column line by line with the appropriate list from **Font lists** on page 78.
   We have sorted the fonts chronologically, but if you prefer working through them alphabetically, click the **Name** column head to sort the fonts by name.

9. When you find a font in the Fonts Control Panel that is not in your font list:
   a. Drag the font from the Fonts Control Panel window to the **3rdparty** folder on the desktop.
      If you get a message about copying files that have the same names, click **Skip these files** (Windows 10) or **Don't copy** (Windows 7).
   b. Click **Delete** above the list of fonts, then click **Yes** in the confirmation dialog.
      If you get a message about deleting a font collection, click **Yes**.
      If you get a message that a font is in use, click **Skip**.
      If you get a message that a font is a protected system font, click **Close**.
10. When you have identified and moved all third-party fonts, close the Fonts Control Panel and restart your computer.

Update your software

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

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

Before you install Suitcase Fusion 8, 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 8, consider its system requirements and supported software. Suitcase Fusion 8 runs on OS X 10.11 and newer, or Windows 7 SP1 or Windows 10. It includes plug-in support for Adobe Creative Cloud 2015 and newer, QuarkXPress 2015 and 2016 for Mac and Windows, and QuarkXPress 2017 for Mac.

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 8. 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 8; if you have another font manager installed, you will need to disable or remove it before you install Suitcase Fusion.

Removing an older version of Suitcase Fusion

If you are using Suitcase Fusion 5, 6, or 7, you can leave your older version installed when you install Suitcase Fusion 8. Just make sure it isn't running!

> NOTE: We recommend that you uninstall these versions so as not to cause confusion.
>
> The uninstall process leaves your Font Vault and other information intact, so it will be available for Suitcase Fusion 8 to use.

Macintosh

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

» **Suitcase Fusion 7 Uninstaller**
» **Suitcase Fusion 6 Uninstaller**
» **Suitcase Fusion 5 Uninstaller**

Windows

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

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

Disabling 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 okay to disable Universal Type Client.

If you are using the trial version of Suitcase Fusion 8 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.

Suitcase Fusion 7 Uninstaller: http://bin.extensis.com/Suitcase_Fusion_7_Uninstaller.zip
Suitcase Fusion 6 Uninstaller: http://bin.extensis.com/Suitcase_Fusion_6_Uninstaller.zip
Suitcase Fusion 5 Uninstaller: http://bin.extensis.com/SuitcaseFusion5-Uninstaller.zip

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 8** 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 8.

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 8** on the next page.

Font Book

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

Font Book and Suitcase Fusion can get in 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 on OS X El Capitan 10.11 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.

Install Suitcase Fusion 8

If you are already using Suitcase Fusion 5 or newer, you can use your existing font data with Suitcase Fusion 8.

If you are using Universal Type Server or another font manager, you will need to disable or remove it before you install Suitcase Fusion 8. For details, see **Remove other font managers** on page 11.

If you have installed applications since you started using your current version of Suitcase Fusion, consider going through the process outlined under **Gather your fonts** on page 8. This will help you "reclaim" any third-party fonts that have been installed.

Ready to install

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

Macintosh

To install Suitcase Fusion 8 on your Mac:

1. Confirm that your computer meets the minimum system requirements. See **System requirements** on page 5.
2. Download the installer from **Suitcase Fusion 8 Support**.
3. If your browser did not automatically mount the Suitcase Fusion disk image, double-click the downloaded DMG file.
4. Drag the Suitcase Fusion 8 application to your Applications folder.
   If you are upgrading an older version and are prompted about an existing copy, replace the older version.

Windows

To install Suitcase Fusion 8 on your Windows PC:

1. Confirm that your computer meets the minimum system requirements. See **System requirements** on page 5.
2. Download the installer from **Suitcase Fusion 8 Support**.
3. If your browser did not automatically extract the Suitcase Fusion installer from the ZIP file, double-click the downloaded ZIP file.
4. Double-click the Suitcase Fusion 8 installer.
5. Follow the on-screen instructions to complete the installation.

Upgrading

If you are currently using Suitcase Fusion 5 or later, you can install Suitcase Fusion 8 and it will use your existing Font Vault, libraries, and sets.

You should uninstall the previous version of Suitcase Fusion before you install Suitcase Fusion 8. This step is optional but highly recommended.

For details on removing older versions of Suitcase Fusion, see **Removing an older version of Suitcase Fusion** on page 12.

First run

What happens the first time you run Suitcase Fusion 8 depends on whether this is a brand new installation, or if you are upgrading from an older version of Suitcase Fusion.

New installation of Suitcase Fusion 8

> **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 8). You will also need your Extensis account login information (email and password) in order to complete your Suitcase Fusion 8 configuration.

The first time you run a new installation of Suitcase Fusion 8, you will be presented with the setup wizard that will help you add fonts and complete your setup of Suitcase Fusion 8.

See **First-time launch and configuration** below for details.

Upgrade from previous version of Suitcase Fusion

The first time you run Suitcase Fusion 8 after upgrading an older version, it will prompt you to archive your old Font Vault and database, then to upgrade any auto-activation plug-ins.

For details, see **After you upgrade** on page 17.

First-time launch and configuration

The first time that you start Suitcase Fusion 8, it will take you through a series of setup steps where you specify application settings and add your fonts.

> **NOTE:** If you have upgraded from a previous version of Suitcase Fusion, the process will be different, see **After you upgrade** on page 17.

Log in

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

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

Add Fonts

Font Vault Options

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

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

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

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

You can change this setting in the **Preferences** dialog; see **Preferences** on page 59.

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

You can change your Vault's location at any time; see **Font Vault Location** on page 60.

Select Fonts to Add

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

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

You can easily add fonts to Suitcase Fusion at any time; see **Adding and removing fonts** on page 28.

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 **Google Fonts** on page 44.

> **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 68.

You can install or remove plug-ins at any time from the **Plug-Ins** pane of the Preferences window; see **Plug-Ins Preferences** on page 61.

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 **Preferences** on page 59.

Finish

You're ready to start using Suitcase Fusion.

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

System Fonts

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

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

Font Caches (macOS only)

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

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

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

Any time you start having performance or font display issues, you can have Suitcase Fusion clean your font caches; see **Cleaning font caches** on page 72.

After you upgrade

The first time that you run Suitcase Fusion 8 after you have upgraded from a previous version, Suitcase needs to do some updates.

If you have upgraded from Suitcase Fusion 7, you should be automatically logged in to Suitcase Fusion 8.

If you are coming from Suitcase Fusion 5 or 6, then the login will be new to you.

Logging in to Suitcase Fusion 8

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

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

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

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

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

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

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

Font management for multiple users

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

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

For more information about Suitcase TeamSync, see **TeamSync: Sharing fonts on a team** on page 56 in this document, or **Suitcase TeamSync** on the Extensis website.

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

Upgrading your Font Vault database

The first time you start Suitcase Fusion 8 after upgrading from a previous version, it will prompt you to upgrade your database. It will also automatically create a backup of your Font Vault.

This is important because Suitcase Fusion 8 uses a different database structure than previous versions, so without a backup you would not be able to revert to the earlier version.

When you are prompted, click **Upgrade**, then choose a location for the Font Vault archive.

Updating your plug-ins

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

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

If you skip this step, you can update the plug-ins later in the **Preferences** dialog. See **Plug-Ins Preferences** on page 61 for details.

Add more fonts

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

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

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

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

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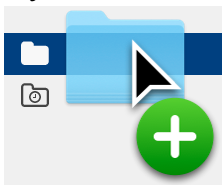
At the bottom of the **Libraries** panel, Suitcase Fusion displays the progress of adding fonts to your library.

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

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

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

You can safely delete the set created by adding the folder of fonts.

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 most 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 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.

Type terminology

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

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

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

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

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

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

code point
Any of the numerical values that exist in a character set. For the 7-bit ASCII set, the possible code points are in the range 0–127. In Unicode, there are 1,114,112 code points (in the range 0–10FFFF hex), although Unicode 10, released in June 2017, identifies 136,690 separate characters.

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

core
See **Type Core**.

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

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

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

family
A **font family**.

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

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

font family

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

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

The Aktiv Grotesk family

Font Panel

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

Font Sense

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

Font Vault

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

foundry

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

glyph

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

Same character, different glyphs

keyword

See **tag**.

library

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

permanent activation

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

plug-in

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

preview

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

QuickFind

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

QuickMatch

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

QuickType

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

set

A collection of fonts within a library in Suitcase Fusion.

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

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

tag
A word or phrase assigned to a font to describe it, link it to other fonts, and make it easier to locate using search tools. You can add tags to fonts that denote a project name, client, owner, or even a description that you feel more accurately describes the font. You can add as many tags as you want to a font. Also called a **keyword**.

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

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

typeface
A **font**.

typeface family
A **font family**.

vault
See **Font Vault**.

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

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

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

Width vs. weight

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

Suitcase Fusion concepts

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

Activation

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

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

There are typically two types of font activation: manual and automatic. Manual activation means that you (through the Suitcase Fusion interface) activate and deactivate fonts. Automatic activation

means that Suitcase Fusion (or more accurately, one of its components) decides when fonts need to be activated or deactivated—and takes care of it for you.

Type Core

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

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

Extensis includes plug-ins for common design software: Adobe 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 the application can activate and deactivate fonts as it needs them, and Suitcase Fusion doesn't even have to be running!

Font Vault

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

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

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

Font Sense

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

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

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

When you open a document that requires a specific font, activating just any font with the same name is not an option. In the font world, Helvetica is not Helvetica is not Helvetica. Even fonts with the same name from the same foundry, such as Adobe Garamond, exist in multiple versions.

Using the wrong font can result in text reflow, which can alter line and page breaks, cut text off, and have a bad effect on the overall design.

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

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

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

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

FONTS
Adding and removing fonts
The Font Vault

The Font Vault is a single, secure, managed repository that holds your Suitcase Fusion database your fonts.

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

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

Adding fonts to the vault

When you have configured Suitcase Fusion to use the Font Vault, all fonts are added to the Vault automatically.

The default is for Suitcase to use the Vault. You can check or change this setting in Preferences.

You can quickly move fonts that you added in place to the Font Vault. Choose **Edit > Copy In-Place Fonts to Vault**. (This will not move temporary fonts or corrupt fonts, which are always added in place.)

⏱ Adding fonts temporarily

Temporary fonts are managed by Suitcase Fusion until you shut down, restart, or log out from your computer. This is useful if you have fonts that are used only with a specific project 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.

To add fonts temporarily, drag one or more fonts or folders of fonts to the **Temporary Fonts** library.

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

When you add a font temporarily, it is not added to the Font Vault; instead, it is added in place. This means that Suitcase Fusion leaves the font on disk and activates it from that location.

When you attempt to add a font that is corrupt, Suitcase Fusion will not add it to the Font Vault but will offer to add it in place instead.

You can also configure Suitcase Fusion to always add fonts in place and avoid using the Font Vault.

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 folder or another user's Home folder.

2. Copy your 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. Open **Preferences**.

   In macOS, choose **Suitcase Fusion > Preferences**; in Windows, choose **Edit > Preferences**.

5. Under **Font Adding Options**, select **Added fonts are left in their original location**.

6. Close **Preferences**.

7. Add your fonts to Suitcase Fusion.

Identifying fonts as in-place or Vault fonts

The **Info** panel for each font will show its location: Vault, a special library (such as Google or Typekit), or the path to the font on disk.

To show the **Info** panel for a selected font, choose **View > Show Info**, then click the **Info** tab.

Locating fonts that you added in place

If you need to quickly locate a font that you have added in place, right-click it in the **Fonts** panel and choose **Reveal in Finder** or **Reveal in Explorer** from the shortcut menu.

Moving in-place fonts to the Font Vault

You can move all fonts previously added in place to the Font Vault (except temporary and corrupt fonts).

Choose **Edit > Copy In-place Fonts to Vault**.

> **NOTE:** This does not change the **Preferences** setting for **Font Adding Options**; if you have opted to add fonts in place, fonts that you add in the future will still be added in place.

Removing vault fonts

When you remove fonts from Suitcase Fusion, what happens to them depends on the context:

» If you select a set in the Libraries pane, then select and remove a font, the font will only be removed from that set, not from the library or any other set.

» If you select a library, then select and remove a font, the font will be permanently deleted from that library and all sets in that library.

» If you remove a set, no fonts are removed from the library.

» If you remove a library, all fonts in that library are permanently deleted.

To remove a font, set, or library, select it, then choose **Edit > Delete** or press the `DELETE` or `BACKSPACE` key. You can also right-click on a font, set, or library, then choose the appropriate **Delete** option from the shortcut menu.

If the action you have chosen will permanently delete fonts from your library, Suitcase Fusion will prompt you to continue.

Removing temporary fonts

Temporary fonts are automatically removed when you shut down, restart, or log out from your computer. You can remove a temporary font manually by deleting it from the Temporary Fonts library.

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

Removing fonts added in place

You can remove fonts that you added in place using the same methods for removing Vault fonts.

Activating and deactivating fonts

Font activation

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**.

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.

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 they are manually or automatically deactivated, or 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.

You can deactivate any font manually at any time, whether it was activated manually or automatically, and whether it was activated temporarily or permanently. Deactivated fonts will not be reactivated when you restart your computer.

Activation controls

You can activate any number of fonts with as little as one click.

To activate a single font temporarily, click the activation button in the font preview.

To activate a single font permanently, hold down the **OPTION** key (Mac) or **CTRL** key (Windows) and click the activation button in the font preview.

To activate a font family, click the activation button next to the family name in the family group header.

(In order to show fonts grouped by family, make sure that **View > Group Fonts by Family** is enabled.)
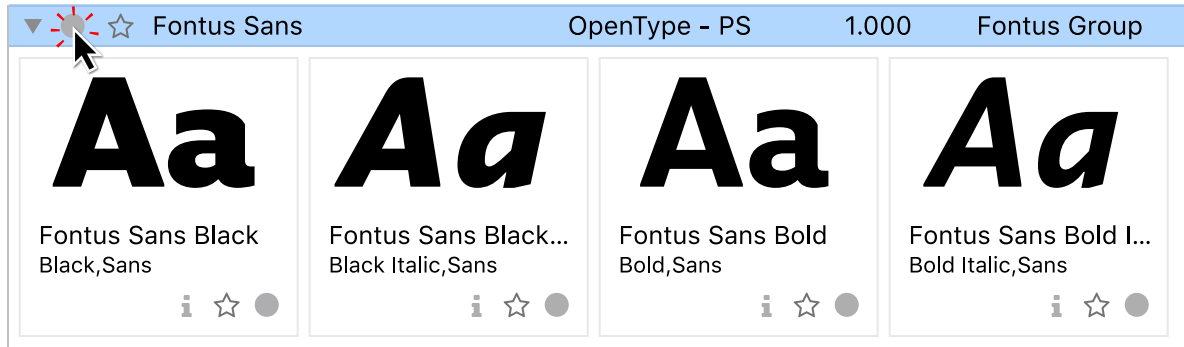
To activate a family permanently, hold down **OPTION** (Mac) or **CTRL** (Windows) and click the family activation button.

To activate one or more fonts temporarily, select the fonts and do one of the following:

» Click the large blue activation button in the toolbar, or
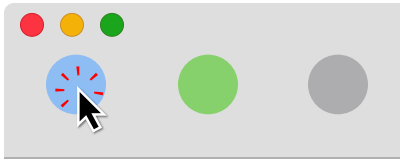
» Right-click any selected font and choose **Activate** from the shortcut menu, or

» Choose **File > Activate**, or

» Press **COMMAND+O** (Mac) or **CTRL+O** (Windows).

To activate one or more fonts permanently, select the fonts and do one of the following:

» Click the large green activation button in the toolbar, or
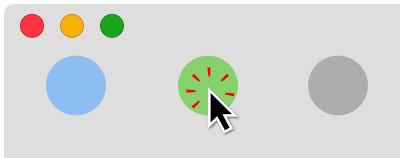
» On Mac, hold down the **OPTION** key, right-click any selected font and choose **Activate Permanently** from the shortcut menu, or

» On Mac, hold down the **OPTION** key and choose **File > Activate Permanently**, or

» Press **COMMAND+OPTION+O** (Mac) or **CTRL+ALT+O** (Windows).

To activate all the fonts in a set, library, or Smart Search temporarily, do one of the following:

» Click to the far left of the set or library name in the **Libraries** panel (this will not work to activate fonts in a Smart Search), or
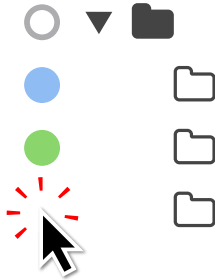
» Right-click the set, library, or Smart Search name and choose **Activate** from the shortcut menu, or

» Select the set, library, or Smart Search and click the large blue activation button in the toolbar, or

» Select the set, library, or Smart Search and choose **File > Activate**, or

» Select the set, library, or Smart Search and press **COMMAND+O** (Mac) or **CTRL+O** (Windows).

Use similar methods to permanently activate the fonts in a set, library, or Smart Search.

> **TIP:** A hollow circle ○ next to a set or library in the **Libraries** panel indicates that there are multiple types of activation used within the font group.

Other ways to activate fonts

Auto-activation

Auto-activation works in tandem with Suitcase Fusion's auto-activation plug-ins. These plug-ins work within several design applications from Adobe and Quark. The plug-ins will uniquely identify each font used in a document and add that information as part of the document when you save it.

When you open a document that includes this metadata, the application plug-in will automatically activate the exact font.

This is a real boon for teams using Suitcase Fusion or Universal Type Server; you can share documents with other users and the correct font will always be identified and activated.

For more details on auto-activation plug-ins, see **Plug-ins and the Font Panel** on page 63.

Application set activation

You can create a custom set of fonts that will be activated whenever you launch a specific application.

This is convenient if you need to use specific fonts in company correspondence, or you have a favorite font that you use in your spreadsheet.

> **NOTE:** You should not create application sets for design applications like Adobe Illustrator or QuarkXPress; use auto-activation plug-ins with these applications.

To create an application set:

1. Choose **File > New Application Set**.
2. Select the application that you want to create a set for and click **Create**.
3. Add fonts to the application set.

Font Panel activation

The Font Panel is included as part of the auto-activation plug-in for several Adobe applications. It provides access to your Suitcase Fusion libraries directly so that you can select and activate a font from within your design application without having to launch Suitcase Fusion first.

The Font Panel lets you create custom digests: groups of fonts that are shared among your design applications. This lets you have quick access to the fonts you commonly use for design so that you can activate and start using them as quickly as if they were already on your Fonts menu.

For details about the Font Panel, see **The Extensis Font Panel** on page 68.

Deactivating

To deactivate fonts:

» Click the blue or green activation button in a font preview, or
» Select one or more fonts and click the large gray **Deactivate** button in the toolbar, or
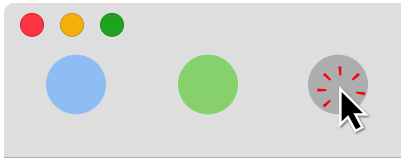
» Select one or more fonts and choose **File > Deactivate**, or
» Select one or more fonts, right-click one of the selected fonts and choose **Deactivate** from the shortcut menu, or
» Click the blue or green activation button to the left of a library or set in the **Libraries** panel.

Previewing fonts

There are four preview types available in the Suitcase Fusion main window. Select a preview from the **View > Preview** menu or click an icon at the bottom of the main window.

Tile: This view shows a tile for each font. Each tile displays a two-character sample of the font and lists the font's name and its styles. There are also controls for showing the font info ⓘ, setting the font as a favorite ☆, and activating the font ⬤.

QuickType: QuickType displays a sentence in each font, along with the font name, info, favorite, and activation controls. You can select a sentence to display from the drop-down menu at the bottom of the window, or type your own text. You can change the text size using the slider, menu, or by entering a value.

Waterfall: This view displays the preview sentence in four different sizes. You can select a different sentence or enter your own text.

ABC123: This view displays the upper- and lowercase English letters, digits, and some standard symbols. You can change the text size using the controls at the bottom of the window.

Other ways to preview

The **Info** panel includes a **Preview** tab. This tab shows the sample text at 60 points. You can edit the text in this window. (This will change the sample text used for the QuickType and Waterfall previews.)

The **Info** panel also includes the **Glyphs** tab. This tab shows all the glyphs in the font. You can also view any available Unicode subset of the font.

ORGANIZATION
Sorting the font list

You can sort the font list by one of several criteria, in either ascending (A–Z) or descending (Z–A) order.

When you sort fonts by **Name**, the list is continuous. If you sort by any other criterion (such as **Type**), the list is broken into groups. The groups are sorted in the order chosen, and fonts within each group are listed in ascending alphabetical order.

You can sort using the pop-up menu and sort direction button above the font list, or using the **Sort By** options on the **View** menu.

▶	●	☆	Asphalt	OpenType – PS
▶	●	☆	Balega	OpenType – PS
▶	●	☆	Bebas Neue	OpenType – PS
▶	●	☆	Black Jack	OpenType – PS
▶	●	☆	Braganza	TrueType
▶	●	☆	Dear Joe Four	OpenType – TT
▶	●	☆	Dear Joe Four	TrueType
▶	●	☆	Druk	OpenType – PS
▶	●	☆	Fakt Slab Stencil Pro	OpenType – PS
▶	●	☆	Forgotten Futurist	OpenType – TT
▶	●	☆	Frontage Condensed	OpenType – PS
▶	●	☆	Hopper Script	OpenType – TT
▶	●	☆	Journal Sans New	OpenType – PS
▶	●	☆	Museo Sans	OpenType – TT
▶	●	☆	Museo Slab	OpenType – TT
▶	●	☆	Newslab	OpenType – PS
▶	●	☆	Scheme	OpenType – PS
▶	●	☆	The Hand Serif	OpenType – PS

Font list sorted by Name in Ascending order

TrueType				
▶	●	☆	Braganza	TrueType
▶	●	☆	Dear Joe Four	TrueType
OpenType – TT				
▶	●	☆	Dear Joe Four	OpenType – TT
▶	●	☆	Forgotten Futurist	OpenType – TT
▶	●	☆	Hopper Script	OpenType – TT
▶	●	☆	Museo Sans	OpenType – TT
▶	●	☆	Museo Slab	OpenType – TT
OpenType – PS				
▶	●	☆	Asphalt	OpenType – PS
▶	●	☆	Balega	OpenType – PS
▶	●	☆	Bebas Neue	OpenType – PS
▶	●	☆	Black Jack	OpenType – PS
▶	●	☆	Druk	OpenType – PS
▶	●	☆	Fakt Slab Stencil Pro	OpenType – PS
▶	●	☆	Frontage Condensed	OpenType – PS
▶	●	☆	Journal Sans New	OpenType – PS
▶	●	☆	Newslab	OpenType – PS
▶	●	☆	Scheme	OpenType – PS
▶	●	☆	The Hand Serif	OpenType – PS

Font list sorted by Type in Descending order

Searching for fonts and characters

Suitcase Fusion gives you several ways to find fonts, based on what you know about the font or fonts that you want to find, and what you will do with them afterward.

» QuickFind is very fast and searches common properties of fonts. If you know part or all of a font name, this is the place to start.

» Advanced Find lets you fine-tune your search based on multiple criteria, including when you added the font to your library.

» QuickMatch lets you find fonts that look similar to another font.

When you have found the font or fonts that you are looking for, you can add them to your Favorites, add them to any set, or create a new set including those fonts.

QuickFind

QuickFind is the fastest way to locate a font in any of your libraries.

Click in the QuickFind field and starting typing. The Fonts panel updates to show fonts or families from all your libraries that contain the characters that you enter.

QuickFind matches individual words in the search text rather than the exact search string. If you search for "regular round din" Suitcase Fusion will find the font "DIN Next Rounded LT Pro Regular" (provided you have it installed).

By default, QuickFind searches a number of font properties to find a match: Name, PostScript Name, Family, Foundry, Classification, and Tags. To narrow the parameters of your QuickFind search to a single font property, click the magnifying glass at the left end of the QuickFind field then select a property from the menu.

Click **Clear** ⊗ at the right end of the QuickFind field to clear the search.

Advanced Find

Advanced Find gives you additional options for locating fonts. You can search for fonts by any combination of attributes such as name, foundry, tags, 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 Fonts panel.
2. Optionally, select the libraries and sets that you want to search in.
   Click the first pop-up menu labeled **Search In** and choose the library or selection to search in. You can choose to search in **All** libraries, the **Selected Libraries and Sets**, or any individual library.
3. Choose an option from the second pop-up 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.
4. Choose a property to search on from the left pop-up menu in the criterion row.
   Depending on the property that you select, different pop-up menus and fields let you specify exactly what to find. 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.

The Fonts panel updates automatically to display only fonts in the specified search location that match your chosen criteria.

Smart Search

To save your Find criteria as a Smart Search, click **Save** 💾 at the top right of the **Find** panel.

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

For more details about Smart Search see **Advanced Find and Smart Searches** on page 52.

> **NOTE:** The icon 💾 represents a **floppy disk**. The floppy disk was a form of magnetic storage media, similar in concept to the all but vanished hard disk, used extensively from the 1960's until the early 2000's.
>
> Floppies came primarily in 3 sizes: 8 inch, 5.25 inch, and 3.5 inch. As the size of the media decreased, storage capacity increased. When they were finally abandoned, 3.5" floppy disks had a capacity of 2.88MB, about 1/400 the size of the memory in a modern smart watch.
>
> You can often see the hardy plastic-encased disks used as drink coasters by older people with a mildly sad sense of humor.
>
> The floppy disk promises to have a long second life as the **Save** icon.

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. Choose **Edit > QuickMatch**.
   You can also click 🔍 on the toolbar, or open the font's **Info** pane and click the **QuickMatch** tab.

The chosen font's **QuickMatch** pane shows the five fonts from all available libraries that most closely resemble the selected font.

Finding glyphs

Modern fonts contain hundreds or even thousands of characters. Most large fonts follow the Unicode system of organizing characters. In Unicode, characters are grouped together by their usage (typically a language or language group, although there are groups for mathematical symbols and emoji, among others). Each character in each group is assigned a unique name. Fonts that use the Unicode system for encoding advertise to applications what character groups they support, and applications can identify features of the font based on this information.

Suitcase Fusion can display all the glyphs in a font, or in any one Unicode group supported by the font; select a font and click **Glyphs** ɡ on the toolbar to display the **Glyphs** pane for that font.

You can choose a Unicode subset from the pop-up menu at the bottom left of the **Glyphs** pane.

You can search the displayed glyphs by name to find whether a font supports a specific glyph. For searching, you should view the entire font rather than any Unicode subset.

Type a part of the glyph's name in the **Search** field at the bottom right of the **Glyphs** pane.

For example, if you want to find out whether a font includes the symbol for recycling, you can search within the font's **Glyphs** pane for recy to find it.

If you want to look to see if other fonts have this symbol, leave the **Glyphs** pane open and click the next font.

Learn more about the Glyphs pane on page 62.

Editing font info

Suitcase Fusion extracts certain information about your fonts to help you locate and organize them.

You can edit the information that Suitcase Fusion stores about your fonts, and add your own information, such as tags. Suitcase Fusion will not modify your font files.

Extracted font information

Suitcase Fusion stores several pieces of information about a font that it extracts directly from the font file. This information includes:

» The font's full name
  This is usually the name you see in the **Font** menu in your applications.

» The font's Postscript name
  This is the name that most applications use to uniquely identify a font. Unfortunately, this is usually not sufficient information; see **Font Sense** on page 26.

» The font's family

» The font's style or styles, if any

» The type or format of the font

» The font's version number

» The foundry
  This may be the company or individual who created the font, or the distributor

Modifying extracted information

You can change the Classification, Foundry, or Style information for any font in any library.

Changing this information does not modify the actual font file; changes are made in Suitcase Fusion's database and is only used when working with fonts in Suitcase.

To change an attribute:

1. Select one or more fonts to modify.
2. Choose **Edit > Edit Attributes**.
3. In the Attributes window, click the **Classifications**, **Foundries**, or **Styles** tab.
4. Select the attribute to apply to the selected fonts.
   Fonts can only have one **Classification** or **Foundry** assigned, but can have multiple **Styles**.
   If any attribute has a dash in the selection box or button, it means that attribute is applied to some of the fonts in your selection.
5. When you are finished changing attributes, click **Done**.

Adding information

In addition to the information that Suitcase Fusion extracts from your fonts, you can attach more information to each font.

Favorite

You can mark your favorite fonts so that they are always quickly available.

To mark a font as a favorite, click the star icon in the font's tile.

You can use the Favorite status as a criterion for Advanced Find (see **Advanced Find and Smart Searches** on page 52).

All your favorites are automatically listed in the Favorite Fonts Smart Search.

Adding Tags

You can tag your fonts with a word or phrase that will help you identify them and what you use them for.

Tags can be anything: a client's name, a word or phrase that describes the font, or even a phrase telling you how to use (or how not to use) the font.

Some example tags are:
   » XYZ Company corporate font
   » whimsical
   » love this ampersand!
   » do not use except in posters
   » good for body text

While some people find it beneficial to limit tags to single words or simple phrases, Suitcase Fusion does not restrict you to this.

To add a new tag:
   1. Select a font (to add tags, it doesn't matter which font is selected).
   2. Choose **Edit > Edit Attributes**, or click **Edit Attributes** ⋙ on the toolbar.
   3. In the Attributes window, click the **Tags** tab.
   4. Click ⊞.
      Suitcase Fusion adds a new tag named **Untitled Tag**, and selects the text for editing.
   5. Type a new word or phrase for the tag and press **ENTER**.

When you are finished entering tag, click **Done**.

To change a tag, double-click the tag's text, then edit the text and press **ENTER**.

To remove a tag, select it and click ⊟.

To apply a tag to a font:
1. Select one or more fonts that you want to apply tags to.
2. Choose **Edit > Edit Attributes** and click the **Tags** tab.
3. Check the box next to each tag that you want to apply to the selected fonts.
   A box that has a dash in it means the tag is applied to some of the fonts in the selection; click the box once to check it, and again to clear it

To remove a tag from a font, uncheck the box next to the tag.

By default, QuickFind will search tags. See **QuickFind** on page 36.

You can use one or more tags when using the Advanced Find feature in Suitcase Fusion; see **Advanced Find** on page 36.

Comments

You can add a comment to each font. Comment text is not added to the font file itself; think of it as notes for yourself on how you might use the font, special characters in the font, or pitfalls of using the font.

To add a comment to a font:
1. Select the font.
2. Choose **View > Show Info**.
3. Click the **Info** tab, and type your text in the **Comment** field.

Comments can be up to 1024 characters long.

You can use Advanced Find to find specific comments, or to find fonts that do (or do not) have a comment added.
1. Choose **Edit > Find Fonts**.
2. Choose **Comment** from the first pop-up menu in the search criterion row.
3. Choose an operation from the second pop-up menu.
   - Choose **font has comment** or **font does not have comment** to identify fonts based on the existence of comment text.
   - Choose a **contain** or **match** option and enter text to identify fonts based on the content of the comment text.

Learn more about Advanced Find on page 36.

Organizing your fonts
Libraries and sets
Libraries

Font libraries are the basic large collections of fonts in Suitcase Fusion.

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.

The Libraries panel on the left of the Suitcase Fusion window displays all of your font libraries, as well as the sets contained within each library.

There are five font library groups, listed in the **Libraries** panel:

» **TeamSync Libraries** are shared among a small team or workgroup.

This library group will only be visible if you are a member of a TeamSync group. **Learn more** on page 56.

» **TypeSync Libraries** are libraries that you create locally on one system and sync through the Extensis TypeSync cloud service.

This group is only visible if you share a local library using TypeSync. **Learn more** on page 55.

» **Local Libraries** are libraries that you use only on your local computer, and are not shared or managed anywhere else.

» **Third-Party Fonts** libraries include the fonts from any third-party services that sync to your desktop.

» **System Fonts** libraries contain fonts installed with your operating system. Some of these fonts are required and are indicated with a locked icon.

» **Smart Searches** aren't libraries but are listed in the **Libraries** panel for convenient access. **Learn more** on page 52.

Libraries panel icons

Here are the icons that you may see in the **Libraries** panel:

Icon	Description	Represents
TeamSync Libraries		
	Cloud with upward arrow	TeamSync library
	Cloud with X	Offline TeamSync library
TypeSync Libraries		
	Cloud with upward arrow	TypeSync library
	Cloud with X	Offline TypeSync library
Local Libraries		
	Gray folder	Local library
	Clock	**Temporary Fonts** library
Third-Party Fonts		
	Bright green "Tk" on black background	**Adobe Typekit** library
	White "F" on a red circle	**Google Fonts** library
	Stylized blue "S" with arrowheads on each end	**SkyFonts** library
System Fonts		
	Computer screen	System fonts library
Smart Searches		
	Folder with lock	Built-in Smart Search
	Folder with gear	User-created Smart Search
Other		
	Hollow folder	Font set (any library)
	Application's icon	Application set

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**.

Tk Adobe Typekit

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

» 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.

Typekit Services Agreement: http://www.adobe.com/go/typekit_terms

F **Google Fonts**

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.

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

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

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

S **SkyFonts**

SkyFonts is an application for macOS and Windows that lets you quickly install fonts from participating sites (such as MyFonts.com).

To manage your SkyFonts fonts, install them using the SkyFonts application, then activate and deactivate them using the SkyFonts library in Suitcase Fusion.

For details about using SkyFonts with Suitcase Fusion, see **SkyFonts** on page 53.

For more information about the SkyFonts service, visit **SkyFonts.com**.

About Google Fonts: https://fonts.google.com/about
SkyFonts: https://skyfonts.com

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 or 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 **Fonts** panel, 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 66.

Application Sets

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

> **WARNING:** 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.

The application set displays using the application's icon in the **Libraries** panel.

Families

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

By default, Suitcase Fusion displays fonts in family groups. To toggle family grouping on and off, choose **View > Group Fonts by Family**.

Head of the Family
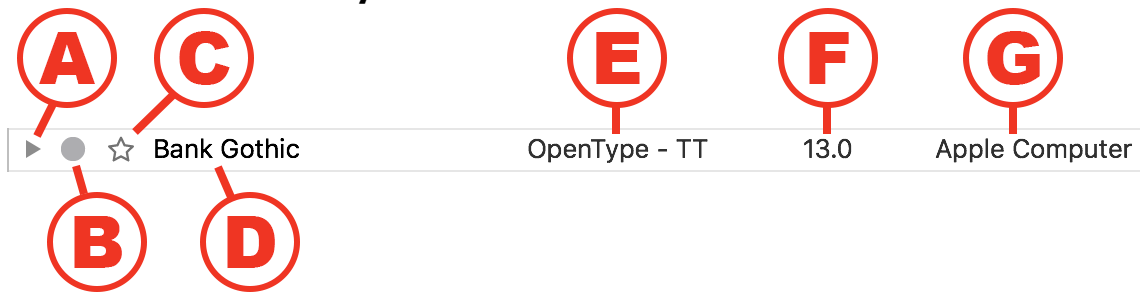
Families can be collapsed so that Suitcase Fusion shows just a scrolling list of your fonts, or expanded to display individual fonts using the selected preview type.

When collapsed, the family listing includes these elements:

A. **Expand/Collapse**
Show or hide previews for each member of the family.

B. **Activation**
Shows the family's activation status and lets you activate or deactivate the entire family.
⬤ means all fonts are deactivated, ⬤ means all fonts are activated temporarily, ⬤ means all fonts are activated permanently, and ○ means fonts have mixed activation.
Learn more about activation on page 30

C. **Favorite**
Shows the family's **Favorite** status and lets you set the entire family as a **Favorite**.
☆ means no fonts in the family are favorites, ★ means all fonts are favorites, and ☆ means some fonts are favorites and some are not.

D. **Family Name**

E. **Type**

This is the type or format of all fonts in the family, such as "OpenType-PS" or "TrueType".

Since **Type** is one of the criteria used to determine family grouping, this will be the same for all members of the family.

You may have more than one family with the same family name but each with a different **Type**.

F. **Version**

If all members of the family share the same version number, that value is shown here. Otherwise, the **Version** will be displayed as "--".

G. **Foundry**

This is the company or person that created or distributes the font.

Since **Foundry** is one of the criteria used to determine family grouping, this will be the same for all members of the family.

If a font doesn't have a **Foundry** assigned, it will be displayed as "--".

You may have more than one family with the same family name but different **Foundry** values.

How grouping works

Suitcase Fusion groups fonts into families using 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.

Sometimes two fonts with the same family name will be of different types or have different foundries; Suitcase Fusion lists these fonts as two separate families.

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.

To tell the difference between families, look at the **Type** and **Foundry** details in the family header or **Info** pane. To tell the difference between same-named fonts in a family, look at the **Version** detail in the **Info** pane.

> **TIP:** You can merge two families that differ only by **Foundry** by assigning the individual fonts in both families to the same **Foundry**.
>
> **Learn more** on page 38.

Working with families

> **NOTE:** If you are displaying fonts according to specific find criteria, only fonts that fit the criteria are displayed within each family.

» **To select all the fonts in a family,** click in the family group header.
» **To copy a family to a library or set,** drag the family group header to the target.
» **To expand or collapse a family,** click the triangle at the far left of the family header.
» **To expand or collapse all families,** hold down **OPTION** (Mac) or **CTRL** (Windows) and click the triangle.
» **To activate all the fonts in a family,** click the activation icon to the left of the family name in the family group header.
» **To permanently activate the family,** hold down **OPTION** (Mac) or **CTRL** (Windows) and click the family activation icon.
» **To deactivate the family,** click the family activation icon again.
» **To mark the fonts in a family as favorites,** click the star icon in the family group header.
» **To remove a family from your favorites,** click the star icon again.

Copying and moving fonts

You can copy or move fonts between sets and libraries with almost no restrictions.

» **To move fonts from one set to another within the same library,** click the source set, select the fonts in the **Fonts** panel, then drag the selected fonts to the destination set.
» **To copy fonts from one set to another within the same library,** click the source set, select the fonts, hold down the **OPTION** key (Mac) or **ALT** key (Windows), then drag the fonts to the destination set.
» **To copy fonts from one library to a different library,** click the source library (or a set within the source library), select the fonts, then drag the fonts to the destination library (or to a set in the destination library).
» **To copy a set from one library to another,** drag the source set to the target library.

Here are the tasks that you **cannot** perform within Suitcase Fusion:

- » You cannot copy or move fonts in to or out of the **Adobe Typekit** library.

   No set operations are possible within the **Adobe Typekit** library.

   To add or remove fonts from the **Adobe Typekit** library, use the Adobe Creative Cloud application.

- » You cannot collect fonts from the **Adobe Typekit** library.

- » You cannot copy or move fonts in to the **Google Fonts** library.

   You can copy fonts from the **Google Fonts** library to another library, but you cannot move fonts from the **Google Fonts** library.

- » You cannot copy or move fonts in to the **SkyFonts** library.

- » You cannot remove fonts from the **SkyFonts** library. Use the SkyFonts application to remove fonts.

- » You can copy SkyFonts fonts to another local library or set, but you cannot copy SkyFonts fonts to a TeamSync or TypeSync library.

- » You cannot copy or move fonts in to or out of the **Temporary Fonts** library. **Learn more** on page 28.

- » You cannot copy or move fonts in to or out of any of the **System Fonts** libraries.

   On macOS, use the Font Book application to remove fonts from the **User** library.

   On Windows, use the Fonts control panel to remove fonts.

- » You cannot copy or move fonts into any Smart Search.

   Smart Searches are not libraries or sets; you should be able to copy fonts out of most Smart Searches, depending on the library that the font originates from. **Learn more** on page 52.

Using metadata to help organize your fonts

Metadata refers to information, or data, about data.

In the case of Suitcase Fusion, our fonts are data, and pieces of information about them—styles, foundry, and tags, among others—are the metadata.

You can use font metadata, whether it is built in or you add it yourself, to help organize your fonts, and keep them organized over time.

Families

Families are a built-in organizational tool in Suitcase Fusion.

The term **family** refers to a group of related fonts that were designed to be used together. Fonts in a family will vary in weight, style, or width, but not in overall design.

Family information is not stored as part of the font itself, so Suitcase uses other pieces of font metadata (such as the font's name, foundry, and format) to determine a font's family.

Suitcase Fusion allows you to display fonts in family groups or as stand-alone entries. When you enable family grouping (choose **View > Group Fonts by Family**), each family is grouped separately, with the family name displayed above the group.
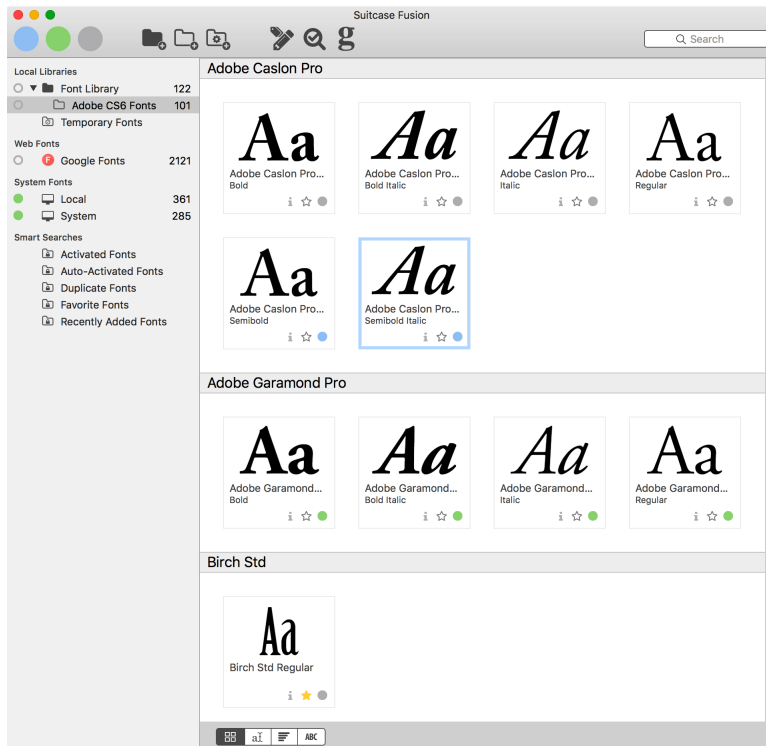
Grouping fonts by family helps you identify at a glance whether a particular font is available in the weights and styles that you need for your project.

Learn more about Families on page 46.

Favorites

For a quick way to group fonts, click the **Favorite** icon for the desired fonts.

Your favorite fonts are instantly available; click the Favorite Fonts Smart Search (Smart Searches are grouped at the bottom of the Libraries panel).

QuickFind and sets

QuickFind can instantly identify fonts whose name or other criteria include the text you enter.

Say you wanted to find certain Helvetica fonts, then keep them together for a project.

Select the libraries that you want to search, then type start typing **helvetica** in the QuickFind field in the toolbar.

Suitcase Fusion doesn't wait for you to finish typing; it starts finding fonts as soon as you start typing, and quickly reduces the number of fonts displayed to match what you type.

When you have typed enough of your search text to narrow the search results, you can select the fonts that you are interested in and create a set. Choose **File > New Set from Selection**, then enter the name for the set.

Set names

When you name your sets, you should have some goal in mind, and perhaps set a naming convention.

For example, you could use set names to identify projects, or clients, or to identify fonts by their usefulness.

You can even use multiple naming conventions; just be sure to use names like "Client: Cupcakes 4 All" or "Font Faves: Cool Dingbats."

> **TIP:** You can put sets within sets, so you could have a set for a client, then sets within that client set for each of the client's projects.

Advanced Find and Smart Searches

The Advanced Find feature can help you locate fonts matching multiple criteria.

Once you have found these fonts, you can create a Smart Search that you can use to immediately identify the fonts again.

Suppose you want quick access to all Garamond fonts in TrueType format.

1. Choose **Edit > Find Fonts**.
2. Click the **Search In** pop-up menu and choose **All**.
   This will have Suitcase Fusion search in all your libraries.
3. In the **Find** panel, choose **all** from the pop-up menu in **Choose fonts that match all of the following conditions**.
   This will ensure that Suitcase finds only fonts that both have Garamond in their name and are TrueType format.
4. In the next row in the **Find** panel, click the first pop-up menu and choose **Name**.
   You could choose **PostScript Name** or **Family Name** and probably get the same results.
5. Click the second pop-up and choose **contains**.
6. In the field to the right, type **Garamond**.
   Searching is not case-sensitive so you don't need to capitalize your search text.
7. At the far right of the **Find** panel, click ⊕ to add another search criterion.
8. In the next row, choose **Type** from the first pop-up, **matches** from the second, and **TrueType** from the third.
   The **Fonts** panel now lists all the fonts in all your libraries that match the search criteria.
9. Click **Save** 🖫 to save the search as a Smart Search. Name it something appropriate, such as **Garamond TrueType**.
   Smart Searches are saved at the bottom of the **Libraries** panel.

The advantage of a Smart Search is that, no matter how your libraries change, the Smart Search will always display the fonts that match your criteria; you won't need to re-create the search to find the matching fonts.

Tags

Tags are your secret weapon in font organization. A tag is a word or phrase that you associate with one or more fonts.

You can create tags that say anything that you want, and associate as many tags as you like with each font.

You can then use the search and set tools described earlier to organize your tagged fonts, or you can rely on tags to find fonts on the fly.

For details about adding and using tags, see **Adding Tags** on page 39.

SkyFonts

If you use SkyFonts from Monotype®, Suitcase Fusion can manage those fonts along with your other fonts.

With Suitcase Fusion, you can:
- » Activate and deactivate SkyFonts fonts
- » Add SkyFonts fonts to local libraries
- » Create sets within the SkyFonts library
- » Collect SkyFonts fonts for output
- » Use SkyFonts fonts from the Extensis Font Panel in supported Adobe applications

You cannot:
- » Delete fonts from the SkyFonts library (do this through the SkyFonts application)
- » Share the SkyFonts library using Suitcase TypeSync
- » Upload SkyFonts fonts to Suitcase TypeSync or Suitcase TeamSync libraries
- » Add outside fonts to the SkyFonts library
- » Manage SkyFonts trial fonts
- » Use Google Fonts installed through SkyFonts
  (Use the Suitcase Fusion Google Fonts library instead)

> **NOTE:** SkyFonts installs fonts locally, in a custom folder in the current user's home directory. Suitcase Fusion identifies these fonts and lets you manage them separately, but does **not** move the fonts into the Font Vault.

Getting started with SkyFonts

SkyFonts works with several font services, such as Fonts.com and MyFonts. When you acquire a font through one of these services, you will have the option to download the font or to install it using SkyFonts.

If you choose to download a purchased font manually, then you can add it to Suitcase Fusion using the normal process. (If you do this, be mindful of the font's license for how many systems you can install it on.)

If you let SkyFonts install the font, it will be installed on your system but Suitcase Fusion will identify it and include it in the SkyFonts library. (SkyFonts can also sync fonts to multiple systems, up to the limit of each font's license.)

If you have SkyFonts installed, any fonts you have already installed will appear in the SkyFonts library.

If you wish to try SkyFonts:

1. Click the **Download SkyFonts** button in the **SkyFonts** library panel.
2. Install the SkyFonts application.

> **NOTE:** If you install the SkyFonts application while the SkyFonts library is open (showing the **Download SkyFonts** panel), you may need to refresh the display; click once on another library, then click the SkyFonts library again.

3. Link SkyFonts with any service except Google Fonts. (Since Google Fonts are already available through Suitcase Fusion, any Google Fonts you install through SkyFonts will automatically be disabled.)
   Linking to a service usually just requires you to create an account with an email address and password.
   For your convenience, Suitcase Fusion includes a toolbar button that directly links to MyFonts.com.
4. Most of the services have at least a few typefaces available for free; find one and install it using SkyFonts.
   Try Museo Slab 500 from Fonts.com, or Lumiere Five from MyFonts.

SkyFonts installs the font and it appears immediately in your SkyFonts library in Suitcase Fusion.

SkyFonts and Font Sense

SkyFonts are completely compatible with Font Sense; when you use a SkyFonts font in a supported document, the font's Font Sense information will be written to the document just as any other font, and when you open the document, the SkyFont font will be automatically activated.

SkyFonts in the Font Panel

The Font Panel provides one-click access to activating and using fonts in Adobe Illustrator, InDesign, and Photoshop. SkyFonts appear in the **My Fonts** group, and are identified with the SkyFonts icon Ⓢ.

Learn more about the Extensis Font Panel on page 68.

SkyFonts and Google Fonts

SkyFonts gives you free access to Google Fonts. Suitcase Fusion disables Google Fonts installed by SkyFonts, in favor of its own Google Fonts library.

If you want to use Google Fonts within Suitcase Fusion, enable the Google Fonts library (choose **File > Enable Google Fonts**).

Learn more about Google Fonts on page 44.

SkyFonts trial fonts

SkyFonts allows you to install some fonts on a trial basis, giving you access for an hour to test the font with your projects. Suitcase Fusion does not include these fonts in the SkyFonts library.

SHARING
TypeSync: Sharing fonts with yourself

Your license for Suitcase Fusion allows you to have two active copies of the software, and does not limit you to how many times you install it.

You are, however, restricted to installing the software only on your own computers (any mix of Macs and PCs), and only using it yourself.

If you have a need to share fonts on a team or small workgroup, take a look at TeamSync.

The primary purpose of TypeSync is to synchronize your font libraries between your 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.

> **NOTE:** You can only synchronize local non-system libraries. You can't sync System, Google Fonts, or Adobe Typekit libraries.

To use your synced libraries 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 that 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**.

Synching between multiple computers

The Suitcase Fusion EULA allows you to install Suitcase on as many of your own computers as you want to. You will be limited to actively using the software on just two computers at a time (they can be any combination of Macs and Windows PCs).

Extensis determines your active usage by your login; if you attempt to log in using a third computer, you will be alerted that two computers are already in use. You can then manually disconnect one of the other computers and try again, or you can remotely disconnect both computers to continue.

This would allow you to sync your font library to as many computers as you want, two at a time.

Remember that this usage of Suitcase Fusion is only allowed for your personal computers and is not designed or intended for multiple users; you should look at TeamSync if you need to share font libraries with other users.

> **NOTE:** Most fonts are licensed like software and will have some restriction on the number of systems they can be installed on. You are responsible for adhering to the licenses for installing your fonts. If you need to share fonts and monitor licenses, please see **Universal Type Server**.

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 69.

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 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 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 **TeamSync: Sharing fonts on a team** below.

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.

TeamSync: Sharing fonts on a team

If you work on projects as part of a group, or manage a group working on creative projects, Suitcase TeamSync may fill your needs for font sharing and management.

TeamSync is a subscription-based service for managing fonts for a group of users.

Universal Type Server: https://www.extensis.com/universal-type-server/

Here's how it works:

- » Purchase an annual subscription to TeamSync for members of your team.
  Subscriptions now include a License Administrator account at no additional cost.
  You can subscribe to TeamSync on the Extensis website: **Suitcase TeamSync Pricing**
- » When you subscribe to TeamSync, you become the License Administrator: the person who creates libraries and invites users to join the team.
  You can also assign Administrator duties to other team members.
- » You log in to the TeamSync Administration website, create libraries, invite users, and assign libraries to users.
  Log in to the TeamSync administration website here: **Suitcase TeamSync Administration**
- » You and other team members that you designate can manage fonts in TeamSync libraries using Suitcase Fusion.
  Download Suitcase Fusion from **Suitcase Fusion 8 Support**.
- » Team members use fonts in TeamSync libraries just as they do with their desktop fonts.
- » Team members do not need to purchase a copy of Suitcase Fusion; since you are paying for their subscription to TeamSync, they have access to all the features of Suitcase at no additional cost. (We consider this to be a very nice thing on your part, and we won't forget it. In fact, we'll remind you every year when your TeamSync subscription is about to expire.)

For more information about Suitcase TeamSync, visit **Suitcase TeamSync**.

Cross-platform font issues

TypeSync and TeamSync allow you to sync fonts between platforms: fonts that you use on Windows can be synced to a Mac running Suitcase Fusion, and fonts from a Mac can by synced to a Windows PC.

There are a few caveats with this, of course:

- » Before attempting to use a font on the opposite platform, make sure the font's license allows it.
  Typically a font license will specify how many devices it can be used on, not which type, but in some cases—especially for system fonts—you may not be allowed to use them on another platform.
- » Some fonts are not compatible between platforms. In these cases, Suitcase Fusion will show that the font is incompatible.
  Typically these are older font formats, such as PostScript fonts, Macintosh resource fork fonts, and Macintosh DFONTs.

» Some older TrueType fonts, while compatible with the opposite platform, will use a platform-specific encoding rather than Unicode.

While the ASCII characters 32-96 will appear the same, some non-ASCII characters such as accented letters and curly quotes are mapped to different character locations (codepoints) and display as different characters on the opposite platform. These fonts are not always easy to spot, but will generally have fewer than 256 characters.

This is one reason that older TrueType fonts are not ideal in a modern workflow; another is that they will often lack hinting, ligatures, and other features of modern fonts that we take for granted. The difference will show in your documents.

If you are working in a cross-platform environment, or work with others or for others who use different platforms, avoid using platform-specific fonts and older TrueType fonts.

OTHER FEATURES
Preferences

Use the Preferences window to set application update and reporting options, Font Vault use and location, activation conflict handling, and to manage auto-activation plug-ins.

General Preferences
Application Options

» **Update Suitcase Fusion automatically:** When you check this box, Suitcase Fusion will periodically check for updates. If there is an update available, Suitcase will show a window with the release notes for the update and allow you to proceed or cancel.

If you disable this option, you can check for updates manually: on macOS, choose **Suitcase Fusion > Check for Updates**; on Windows, choose **Help > Check for Updates**.

» **Share system profile and usage data with Extensis:** When you enable this option, you give Extensis permission to collect and use general, anonymous information about your installation of Suitcase Fusion and how you use it.

» **Restore user disabled warning messages:** Some messages that Suitcase Fusion presents include an option to stop reporting that specific message in the future. If you want to see what you've been missing, click this button; all messages that you had previously disabled will be presented again.

Font Vault Options

» **Copy added fonts to the Suitcase Fusion Vault:** When you select this option, Suitcase will copy any fonts that you add to its Font Vault, and manage and activate them from there. Using this option allows Suitcase Fusion to eliminate duplicate fonts and manage fonts with multiple versions.

This is the default option and you should not disable it without good reason.

» **Added fonts are left in their original location:** When you select this option, Suitcase does not copy your fonts, but leaves them where they are on disk and activates them in place.

This option requires you to leave the fonts where they are and never move them.

When you keep fonts out of the Font Vault, Suitcase cannot identify duplicates.

There are few good reasons to use this option; the best reason would be to segregate fonts that are corrupt and keep them out of your Font Vault, but Suitcase Fusion does this automatically. See **Corrupt fonts** on page 70.

Activation Options

This setting determines how Suitcase Fusion will react when you (or an auto-activation plug-in) attempt to activate a font that conflicts with a font that is already active.

» **Activate the requested font:** With this option selected, Suitcase will activate the font that you (or your design application) asked for.

This is the default option and is almost always the desired case. Enabling this option allows Suitcase to temporarily disable a conflicting font (even a system font) in favor of the desired font.

» **Keep the current font active:** If you have selected this option, then Suitcase Fusion will ignore requests from the auto-activation plug-ins and the Extensis Font Panel to activate a conflicting font.

You might wish to enable the **Keep the current font active** setting if you want to replace the font used in a document with a different version. To achieve this:

1. Quit the design application.
2. Activate the desired font.
3. Enable this option and close the **Preferences** window.
4. Open the design application, then open the document with the font to be replaced.
5. Make a minor change to the document (add and delete a single character, for example).
6. Save the document.

The new font replaces the old.

Go back to Suitcase Fusion Preferences and restore this setting when you are finished.

Font Vault Location

This shows where your current Font Vault is located, and lets you create a new Vault or use a different Vault.

> **NOTE:** If you want to restore your Font Vault from a backup, see **Maintenance** on page 69.

To create a new 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 to save the new Font Vault, enter a name for it, then 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.

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

When Suitcase Fusion restarts you will be using the newly-selected Font Vault.

> **NOTE:** The default location for the Suitcase Fusion Font Vault on macOS is in the user's **Library** folder, which is normally hidden. 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, then click **Go**.

Type Core Options

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 that 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 stop the Type Core:
1. Choose **Suitcase Fusion > Preferences** (Mac) or **Edit > Preferences** (Windows).
2. Click **Stop Suitcase Fusion Type Core**.
3. In the warning dialog, click **Stop Type Core**.
   Suitcase Fusion will exit.

To start the core after stopping it, you just need to start Suitcase Fusion.

Plug-Ins Preferences

Use the **Plug-Ins** pane of the Preferences window to enable, disable, or update plug-ins for your design software.

For information about auto-activation, see **Plug-ins and the Font Panel** on page 63.

For information about the Extensis Font Panel, see **The Extensis Font Panel** on page 68.

Application menu

The pop-up menu at the top of the **Plug-Ins** pane shows the applications that Suitcase Fusion provides plug-ins for. Choose an application from the menu to activate or deactivate available plug-ins for recent versions of the application.

Suitcase Fusion scans your system for compatible applications when you start it; if you install or update an application, restart Suitcase Fusion to make it scan your system again.

Application list

When you select an application from the pop-up menu, the list below shows the supported versions of that application.

Beside each listed application is a checkbox; check the box to enable the plug-in for that version of the selected application. Clear the checkbox to disable the plug-in.

> **WARNING:** If you disable a plug-in through the Suitcase Fusion **Preferences** window, then none of the functions of that plug-in will be available to the software, including the Extensis Font Panel.

If an application in the list is grayed out, that means that Suitcase Fusion could not find that application. If it is installed, then try the following to see if Suitcase can find it:

1. Stop the Type Core.
2. Launch then quit the application.
3. Restart Suitcase Fusion.

Updating plug-ins

If you have outdated plug-ins, the **Plug-Ins** pane of the **Preferences** window will display a message. The outdated plug-ins will be shown with their version number in red in the list of plug-ins for each application.

To update the plug-ins, click **Update all Plug-ins**.

This will also install any plug-ins that have not been installed; if you don't want to use any specific plug-in, just uncheck it before you close the **Preferences** window.

Glyphs

The **Glyphs** pane allows you to view all of the glyphs in a font, or the glyphs in a specific Unicode block.

This can be useful when looking for a specific symbol in a font, or when comparing a glyph between multiple fonts.

To open the **Glyphs** pane, select a font, choose **View > Show Info**, then click the **Glyphs** tab in the **Info** panel.

The **Glyphs** pane includes a grid of all the gyphs in the font. Click a glyph to display details about it on the right. Details include a larger preview, the Unicode name for the character, the hexadecimal code point, the glyph's ID, and the platform-specific keystroke used to generate that character from a U.S. keyboard. (If the character can't be accessed from the U.S. keyboard, no keystroke is displayed.)

At the bottom left of the **Glyphs** pane is the Unicode block pop-up menu. It lists all the Unicode blocks in the font with at least one glyph. Choose a block from the menu to filter the display to only that block. Select **Entire Font** to see all the glyphs; with this selection, the menu will also list the number of glyphs in the font.

The **Search** field in the **Glyphs** pane allows you to search for a specific glyph, by name or by keyboard character. For example, in an emoji font, if you search for "6" (without the quotes) you will likely see the digit 6 and several ideographs with names like SQUARED CJK UNIFIED IDEOGRAPH-6E80. If you search for "six" you will again see the digit 6, but also CLOCK FACE SIX OCLOCK and others.
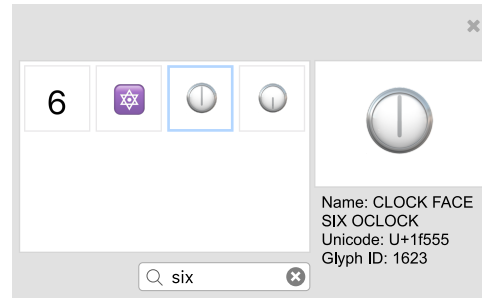
Search Glyphs for "6"	*Search Glyphs for "six"*

To copy a character from the **Glyphs** pane, right-click on the character in the grid and choose **Copy** from the shortcut menu. If it is not activated, Suitcase Fusion will activate the font temporarily. You can then paste the glyph—complete with font information—into another application, such as Microsoft Word or Apple Pages. (This feature won't completely work in some design applications. However, the font will be activated, and the correct character will be pasted, but you may have to apply the font to the character manually.)

The **Glyphs** pane will remain open until you close it or switch to a set or library that does not include the selected font. To compare glyphs between fonts, select the first font, open the **Glyphs** pane and select a glyph, then select the second font in the same library.

Plug-ins and the Font Panel

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.

Suitcase Fusion includes plug-ins for recent versions of Adobe After Effects, InCopy, InDesign, Illustrator, and Photoshop, as well as QuarkXPress.

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

Installing plug-ins

When you first start Suitcase Fusion 8, it searches your computer for compatible applications, and then:

» If this is a new installation, the setup wizard will give you the option to install plug-ins for the applications it found.

» If this is an upgrade from an older version, Suitcase will alert you to missing or incompatible plug-ins and offer to install newer versions for you.

You can enable and disable plug-ins manually in the **Preferences** window; see **Plug-Ins Preferences** on page 61.

If you have installed a new application and the **Preferences** window does not allow you to install the new plug-in, you can force Suitcase Fusion to re-scan for applications by quitting and re-starting Suitcase.

Your design application will not recognize the new plug-in until you quit and restart it.

Updating plug-ins

Occasionally, Extensis will update an auto-activation plug-in, to fix a bug, add new functionality, or to correct an incompatibility due to a software update.

Plug-in updates are distributed as part of the Suitcase application update; if you don't have automatic update checks enabled, then you should perform a manual update check regularly. See **Application Options** on page 59.

Each time that you start Suitcase Fusion, it checks whether it has newer plug-ins for your software and will offer to update them for you.

If you choose to skip the update, you can update the plug-ins manually through the **Preferences** window. See **Plug-Ins Preferences** on page 61.

When you update a plug-in, be sure to quit and re-start the design application to have it recognize the update.

Accessing the plug-in

There are some differences in how you access and use the Extensis auto-activation plug-ins between design applications.

Adobe After Effects and Photoshop

In After Effects and Photoshop, you access the auto-activation features of the Extensis plug-in through a dialog.

» **To access the dialog from After Effects,** choose **Window > Extensis**.

» **To access the dialog from Photoshop,** choose **File > Automate > Extensis**.

To perform any of the functions of the plug-in, open the **Suitcase Fusion** dialog, perform the function, then click **OK** in the dialog.

Adobe Illustrator, InCopy, and InDesign

In Illustrator, InCopy, and InDesign, the auto-activation features are available from a sub-menu. Choose **Type > Suitcase Fusion > (function)**, where **(function)** is the desired auto-activation feature.

QuarkXPress

In QuarkXPress, the auto-activation features are available from a sub-menu. Choose **Utilities > Suitcase Fusion > (function)**, where **(function)** is the desired feature.

Plug-in preferences

Each application allows you to set preferences for whether auto-activation is enabled and how it behaves. The preferences available are:

Setting	Applications supported	Default	Details
Enable Suitcase Fusion Auto-Activation	All	On	This setting allows the plug-in to communicate with the Type Core and activate fonts when you open a document. With this setting turned off, the application can only use those fonts that are activated manually (including those activated from within the Extensis Font Panel).
Enable Font Sense Support	All except After Effects	On	This setting allows the plug-in to save Font Sense data with the document. If this setting is disabled, the plug-in tries to determine the fonts used by font name information alone, which may result in the incorrect font being activated.
Pick the best match when original is missing	All except After Effects	On	If this setting is enabled and the original font as determined by the plug-in is not available, the plug-in will use a smart algorithm to determine which font to activate. If this setting is disabled, control over what to do about a missing font is turned over to the application.
Activate fonts in embedded objects	InCopy, InDesign, QuarkXPress	On	If a document includes an embedded graphic, the plug-in will attempt to activate fonts used in that object. If an embedded object is an Illustrator EPS or Photoshop PSD with unrasterized font layers, the plug-in will look for FontSense metadata in the embedded graphic and use that. Otherwise, the plug-in identifies fonts used in the embedded object by name,
Activate entire font family	All	Off	If this is enabled, then the plug-in will activate an entire family rather than one face.
Close opened fonts: When <application> quits	All	On	If this is enabled, the plug-in will deactivate fonts that were activated by the application when you quit the application.
Close opened fonts: On document close	All except Photoshop	Off	If this is enabled, the plug-in will deactivate any fonts that it activated when you opened the document.

Using the plug-ins

When you open a document that contains Font Sense metadata, the auto-activation plug-in reads the metadata to see what fonts are used, 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.

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.

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 After Affects, choose **Window > 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 Adobe Photoshop, choose **File > Automate > Extensis**, then select a library from the **Select Library** pop-up menu.
» In QuarkXPress, choose **Utilities > Suitcase Fusion > Select Library**, then select a library.

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 After Effects, choose **Window > Extensis**, then click **Check Document Fonts**.
» In Adobe Illustrator, InDesign, or InCopy, choose **Type > Suitcase Fusion > Check Document Fonts**.
» In Adobe Photoshop, choose **File > Automate > Extensis**, then click **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 After Effects, choose **Window > Extensis** then choose a library from the **Select Library** pop-up menu.
   - In Adobe Illustrator, InCopy, or InDesign, choose **Type > Suitcase Fusion > Select Library** then select a library.
   - In Adobe Photoshop, choose **File > Automate > Extensis** and select a library from the **Select Library** pop-up menu.
   - In QuarkXPress, choose **Utilities > Suitcase Fusion > Select Library** and select a library.
3. Create the set:
   - In After Effects, choose **Window > Extensis**, then click **Create Document Set**.
   - In Illustrator, InCopy, or InDesign, choose **Type > Suitcase Fusion > Create Document Set**.
   - In Photoshop, choose **File > Automate > Extensis**, then click **Create Document Set**.
   - In QuarkXPress, choose **Utilities > Suitcase Fusion > Create Document Set**.
4. Type a name for the set and 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 fonts from within design applications

When a document is finished and ready for delivery to a service bureau, you can collect the fonts used in a document to include with the delivery.

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.
1. Open the document or select the layout and make sure no fonts are missing.
   The plug-ins cannot collect missing fonts.
2. Collect the fonts:
   - In Adobe After Effects, choose **Window > Extensis**, then click **Collect Fonts for Output**.
   - In Adobe Illustrator, InCopy, or InDesign, choose **Type > Suitcase Fusion > Collect Fonts for Output**.
   - In Adobe Photoshop, choose File > Automate > Extensis and click **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 collected fonts, type a name for the folder, then click **Save**.

Suitcase Fusion copies the fonts to the new folder.

The Extensis Font Panel

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

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

> **NOTE:** 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.

To open the Extensis Font Panel, choose **Window > Extensions > Extensis** in Adobe Photoshop, Illustrator, or InDesign.

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

Using the font panel

Use the pop-up menu at the top of the panel allows to display a subset of your Suitcase Fusion fonts: your local, TypeSync, and TeamSync libraries collected together as **My Fonts**; Google fonts; Adobe Typekit fonts; system fonts; or custom collections called **font digests**.

To apply a font:
- » In Photoshop, select a type layer in the Layers panel, then click a font in the Font Panel. (In Photoshop, you can use the Font Panel to apply a font to a layer, but not a text selection.)
- » In Illustrator and InDesign, click a block of text with the Move tool or select some characters with the Type tool, then click a font in the Font Panel.

When you apply a font in the Font Panel to text in your document, the font becomes activated.

When you save the document, Font Sense data 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.

Font digests

Besides the main font libraries, you can create your own groups that include only the fonts that 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 your libraries, sets, and Smart Searches.
2. Check the box next to a font group 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 **Edit**. Check the boxes next to sets, Smart Searches, or libraries to add those groups of fonts to the digest. Clear checked boxes to remove fonts from the digest. Click **Done** when you are finished editing.

> **NOTE:** Every font digest is available in the Font Panel in all supported design applications.

Maintenance

Backing up your fonts

There are two simple ways you can back up fonts from your libraries: collecting and archiving.

The Collect Fonts feature was originally designed to allow you to easily gather fonts to deliver to a service bureau with your document. It still works perfectly for that purpose. It is also convenient if you want to quickly make sure you have a copy of critical fonts.

There are two ways to collect fonts:
- » Drag selected fonts from Suitcase Fusion to the desktop.
- » Select fonts and choose **File > Collect Fonts for Output**.

Archiving the Font Vault

Archiving your font vault ensures that all of your font data is saved and can easily be restored. Archiving is especially useful if you want to move your fonts to a new system.

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.

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 Fusion 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.

Notes about font archives:

» All of your libraries except system libraries, SkyFonts, and the Adobe Typekit library are archived. This includes TeamSync, TypeSync, and the Google Fonts library.
To disable the Google Fonts library before creating an archive, choose **File > Disable Google Fonts**.

» Font Vault archives are not cross-platform; an archive created with Suitcase Fusion for Mac can only be restored on a Mac, and an archive created with Suitcase Fusion for Windows can only be restored on a Windows PC.

» To extract the contents of a Font Vault archive, change the file extension to `.ZIP` and use the OS feature or an unZIPping utility to extract the files.

Resolving problems

When you add fonts to Suitcase Fusion, the scanning process and the information collected help you clean up your font library and make sure all your fonts are usable. Suitcase Fusion does not allow orphan bitmap or orphan outline fonts, so they are not an issue. However, corrupt fonts, duplicate fonts and missing fonts may still cause problems.

Corrupt fonts

Corrupt fonts can be the source of document problems as well as cause operating system issues. Suitcase Fusion defines a corrupt font as any font for which the font resources cannot be opened, appear to contain inconsistent information, or have incorrect values in important fields of the font file resource.

Most of the time, if a font is corrupt, it cannot be repaired. However, there are certain types of minor problems that can be corrected, and there are certain types of problems that can be safely ignored. The scanning process identifies corrupt or problem fonts and, depending on the type of problem, Suitcase Fusion either fixes the problem and adds the font to the library, or gives you the option to add the fonts in place.

If you choose to add any potentially corrupt fonts in place, they are put into a new date-stamped set named "Problem Fonts" so that you can review them and take appropriate action.

Adding potentially corrupt fonts in place does have risks. Corrupt fonts may still not activate properly, and may cause potential printing problems. The ability to add corrupt fonts in place is only provided as a convenience if you are absolutely unable to obtain a fresh copy of the font from your backups or from the font foundry. It is highly recommended that you remove a potentially corrupt font from your library as soon as it is no longer needed.

Duplicate fonts

In Suitcase Fusion, a "duplicate font" is a font with the same Font Sense ID—meaning the exact same name, foundry, type, version number, FOND ID, kerning table, and outline file size as another font.

There are no "true" duplicates stored in a Suitcase Fusion Font Vault. If you are storing all of your fonts in the Font Vault, and you try to add a font that would be considered a duplicate, it is not allowed into the vault. If you are adding fonts in place, you can add the same font from multiple locations, and it is definitely possible to have the same font in Suitcase Fusion multiple times.

Since the criteria for duplicate fonts is so specific, and fonts can only be added to the Font Vault once, if you see several fonts with the same name in a library it's either because the fonts were

added in place, or that you have different versions of the same font. For example, you may have two versions of a font, one that contains the Euro glyph, as well as an older one that does not. In this case, you may want to pare your libraries down to one version of each font.

To locate duplicate fonts, click the Duplicate Fonts Smart Search near the bottom of the **Libraries** panel. (You may wish to disable family groups when viewing duplicate fonts; choose **View > Group Fonts by Family** if the menu item is checked.)

The built-in Duplicate Fonts Smart Search searches all your libraries. If you want to narrow the search to a specific library or selection, use Advanced Find.

1. Choose **Edit > Find Fonts**.
2. At the top right of the **Advanced Find** panel, choose the scope of the search: **All**, **Selected Libraries and Sets**, or a specific library.
3. In the find criterion, choose **Duplicates** from the first pop-up menu, and choose **PostScript Name** from the second pop-up menu.

Try to determine the differences between the duplicate fonts. If you need to display more information for a font, select it and choose **View > Show Info**.

Once you determine the differences, decide which font to keep and remove the other font from the library. See **Adding and removing fonts** on page 28.

> **NOTE:** Before you remove fonts, create a backup of the fonts by collecting them to other media.

If you need multiple versions of the same font in a library—for example, in a library for advertisers' fonts—you can leave "duplicates" in the library.

Missing fonts

Suitcase Fusion notifies you if you attempt to activate or preview a font that is missing. Fonts are considered missing if they are added in place and then the original font file is moved or deleted.

To indicate a missing font, Suitcase Fusion displays a red circle with a white question mark ❓ for the activation status icon.

To locate and re-link missing fonts:
1. In the **Fonts** panel, select the missing fonts.
2. Choose **Edit > Locate Missing Fonts**.
3. Navigate to the folder where you want Suitcase Fusion to look for the missing fonts.
4. Click **Locate**.

Suitcase Fusion searches the selected folder and all subfolders, and will re-link any of the missing fonts that it finds. If some of the fonts are not found, Suitcase will display a message and you can search a different folder.

Font conflicts

If you attempt to activate a font that conflicts with an already open font, typically Suitcase Fusion deactivates the currently active font and activates the requested font instead.

You can control how Suitcase reacts to font conflicts by changing the settings in the Suitcase Fusion Preferences.

To change how Suitcase Fusion handles font conflicts:
1. Choose **Suitcase Fusion > Preferences** (Mac) or **Edit > Preferences** (Windows).
2. Under **Activation Options**, select either:
   - **Activate the requested font** to always activate the font that you requested or was requested by an auto-activation plug-in, or
   - **Keep the current font active** to prevent the new font from deactivating the currently active font.

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;
» Adobe Acrobat and Acrobat Reader 11 and DC;
» Adobe After Effects CC 2015, CC 2017, and CC 2018;
» Adobe Illustrator CC 2015, CC 2017, and CC 2018;
» Adobe InCopy CC 2015, CC 2017, and CC 2018;
» Adobe InDesign CC 2015, CC 2017, and CC 2018;
» Adobe Photoshop CC 2015, CC 2017, and CC 2018;
» Microsoft Office 2011 and 2016;
» QuarkXPress 2015, 2016, and 2017.

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.

Removing Suitcase Fusion

Before you remove Suitcase Fusion from your system, you may want to make a backup copy of your Font Vault. See **Maintenance** on page 69.

To remove Suitcase Fusion from your Macintosh:
1. Download the uninstaller from **Suitcase Fusion 8 Support**.
2. Quit all other running programs.
3. Run the uninstaller and follow the instructions.

To remove Suitcase Fusion from your Windows PC:
1. Quit all other running programs.
2. Open Windows **Control Panel**.
3. Click **Programs and Features**.
4. Select **Extensis Suitcase Fusion**.
5. Click **Uninstall**.
6. Follow the prompts to uninstall.

Suitcase Fusion 8 Support: https://www.extensis.com/support/suitcase-fusion-8/

REFERENCE
Mac keyboard shortcuts by function

Function	Keystroke	Notes
Activate (temporary)	⌘+O	Works with any selection: one or more fonts, sets, or libraries
Activate Permanently	⌘+OPTION+O	
Add Fonts to Library/Set	⌘+L	Key action depends on the selection focus Adding a font to a set also adds it to the parent library
Collect Fonts for Output	⌘+D	
Copy	⌘+C	
Cut	⌘+X	
Deactivate	⌘+K	
Delete from Library	DELETE or ⌫	Key action depends on the selection focus
Edit Attributes	⌘+T	Modify attributes applied to selected fonts, and create new attributes
Find Fonts	⌘+F	Opens the **Advanced Find** panel to search for fonts using multiple criteria
Group Fonts by Family	⌘+E	Toggles family grouping on or off
Hide Info	⌘+I	Toggles info display on or off; changes menu item accordingly Displays the info panel for the first font in a selection
Hide Toolbar	⌘+OPTION+T	
Main Window	⌘+0 (the digit zero)	
Minimize	⌘+M	
New Library	⌘+B	
New Set	⌘+N	The new set is created inside whatever is selected in the **Libraries** panel
New Smart Search	⌘+OPTION+N	Creates a new untitled Smart Search and opens the Advanced Find pane
Paste	⌘+V	
Preferences	⌘+,	
Quit	⌘+Q	
Redo	⌘+SHIFT+Z	
Remove All Temporary Fonts	⌘+;	
Remove from Set	DELETE or ⌫	Key action depends on the selection focus
Reveal in Finder	⌘+R	Shows the selected fonts in the Finder. (Only available for System fonts and fonts added in place.)
Select All	⌘+A	Key action depends on the selection focus
Show Info	⌘+I	Toggles info display on or off; changes menu item accordingly
Show Toolbar	⌘+OPTION+T	
Undo	⌘+Z	

Mac keyboard shortcuts by keystroke

Keystroke	Function	Notes
⌘+,	Preferences	
⌘+;	Remove All Temporary Fonts	
⌘+0 (the digit zero)	Main Window	
⌘+A	Select All	Key action depends on the selection focus
⌘+B	New Library	
⌘+C	Copy	
⌘+D	Collect Fonts for Output	
DELETE or ⌦	Delete from Library/Remove from Set	Key action depends on the selection focus
⌘+E	Group Fonts by Family	Toggles family grouping on or off
⌘+F	Find Fonts	Opens the **Advanced Find** panel to search for fonts using multiple criteria
⌘+I	Show/Hide Info	Toggles info display on or off; changes menu item accordingly
⌘+K	Deactivate	
⌘+L	Add Fonts to Library/Set	Key action depends on the selection focus Adding a font to a set also adds it to the parent library
⌘+M	Minimize	
⌘+N	New Set	The new set is created inside whatever is selected in the **Libraries** panel
⌘+OPTION+N	New Smart Search	Creates a new untitled Smart Search and opens the Advanced Find pane
⌘+O	Activate (temporary)	Works with any selection: one or more fonts, sets, or libraries
⌘+OPTION+O	Activate Permanently	
⌘+Q	Quit	
⌘+R	Reveal in Finder	Shows the selected fonts in the Finder. (Only available for System fonts and fonts added in place.)
⌘+T	Edit Attributes	Modify attributes applied to selected fonts, and create new attributes
⌘+OPTION+T	Show/Hide Toolbar	
⌘+V	Paste	
⌘+X	Cut	
⌘+Z	Undo	
⌘+SHIFT+Z	Redo	

Windows keyboard shortcuts by function

Function	Keystroke	Notes
Activate (permanent)	**CTRL**-click any Activation button or **CTRL**+**ALT**+**O**	
Activate (temporary)	**CTRL**+**O**	Works with any selection: one or more fonts, sets, or libraries
Add Fonts to Library/Set	**CTRL**+**L**	Key action depends on the selection focus Adding a font to a set also adds it to the parent library
Collect Fonts for Output	**CTRL**+**D**	
Copy	**CTRL**+**C**	
Cut	**CTRL**+**X**	
Deactivate	**CTRL**+**K**	
Delete from Library	**DEL** or ⌦	Key action depends on the selection focus
Edit Attributes	**CTRL**+**T**	Modify attributes applied to selected fonts, and create new attributes
Exit	**ALT**+**F4**	
Find Fonts	**CTRL**+**F**	Opens the **Advanced Find** panel to search for fonts using multiple criteria
Group Fonts by Family	**CTRL**+**E**	Toggles family grouping on or off
Help	**F1**	Opens the online Help system
Hide Info	**CTRL**+**I**	Toggles info display on or off; changes menu item accordingly Displays the info panel for the first font in a selection
New Library	**CTRL**+**B**	
New Set	**CTRL**+**N**	The new set is created inside whatever is selected in the **Libraries** panel
New Smart Search	**ALT**+**N**	Creates a new untitled Smart Search and opens the Advanced Find pane
Paste	**CTRL**+**V**	
Remove from Set	**DEL** or ⌦	Key action depends on the selection focus
Select All	**CTRL**+**A**	Key action depends on the selection focus
Show Info	**CTRL**+**I**	Toggles info display on or off; changes menu item accordingly
Undo	**CTRL**+**Z**	

Windows keyboard shortcuts by keystroke

Keystroke	Function	Notes
CTRL+A	Select All	Key action depends on the selection focus
CTRL+B	New Library	
CTRL+C	Copy	
CTRL-click any Activation button	Activate (permanent)	
CTRL+D	Collect Fonts for Output	
DEL or ⌦	Delete from Library/Remove from Set	Key action depends on the selection focus
CTRL+E	Group Fonts by Family	Toggles family grouping on or off
CTRL+F	Find Fonts	Opens the **Advanced Find** panel to search for fonts using multiple criteria
F1	Help	Opens the online Help system
ALT+F4	Exit	
CTRL+I	Show/Hide Info	Toggles info display on or off; changes menu item accordingly
CTRL+K	Deactivate	
CTRL+L	Add Fonts to Library/Set	Key action depends on the selection focus Adding a font to a set also adds it to the parent library
ALT+N	New Smart Search	The new set is created inside whatever is selected in the **Libraries** panel
CTRL+N	New Set	Creates a new untitled Smart Search and opens the Advanced Find pane
CTRL+O	Activate (temporary)	Works with any selection: one or more fonts, sets, or libraries
CTRL+ALT+O	Activate (permanent)	
CTRL+T	Edit Attributes	Modify attributes applied to selected fonts, and create new attributes
CTRL+V	Paste	
CTRL+X	Cut	
CTRL+Z	Undo	

Font lists

The following lists of fonts attempt to identify the fonts included with operating systems supported by Suitcase Fusion.

Use these lists to assist you in culling fonts that are unnecessary to your workflow, or that were installed by other applications.

» **Fonts included with macOS High Sierra 10.13** on page 79
» **Fonts included with macOS Sierra 10.12** on page 80
» **Fonts included with OS X El Capitan 10.11** on page 81
» **Extra fonts in macOS** on page 82
» **Fonts included with Windows 10** on page 84
» **Fonts included with Windows 7** on page 85

For assistance identifying third-party fonts, see **Gather your fonts** on page 8.

Fonts included with macOS High Sierra 10.13

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

Fonts marked with * are not included but are available for download; see **Downloadable fonts** on page 82.

macOS High Sierra also includes a set of legacy fonts for compatibility with older documents; see **Legacy fonts and language support** on page 82.

Fonts included with macOS Sierra 10.12

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

Fonts marked with * are not included but are available for download; see **Downloadable fonts** on page 82.

macOS Sierra also includes a set of legacy fonts for compatibility with older documents; see **Legacy fonts and language support** on page 82.

Fonts marked with ** are installed but are not visible in Font Book. These fonts can be activated and deactivated by Suitcase Fusion, but may not be available in some applications, especially Apple applications such as TextEdit. It is unclear why these fonts are different; 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).

Font Management in macOS and OS X: http://www.jklstudios.com/misc/osxfonts.html

Fonts included with OS X El Capitan 10.11

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	

OS X El Capitan also includes a set of legacy fonts for compatibility with older documents; see **Legacy fonts and language support** on page 82.

Extra fonts in macOS

OS X El Capitan, macOS Sierra, and macOS High Sierra include more fonts than are installed in the system folders.

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

Legacy fonts and language support

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

These fonts are located in multiple folders inside `/Library/Application Support/Apple/Fonts/`.

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

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

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

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

Using the legacy fonts

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

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

Downloadable fonts

Apple makes a selection of fonts available for download on macOS Sierra and High Sierra. Some of these fonts were included in older versions of the Mac OS, and some are new. These are primarily Asian fonts that are not required by macOS and may be infrequently used in Western countries.

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

Identifying the downloadable fonts

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

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

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

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

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

Here are the font families available for download in macOS Sierra and macOS High Sierra at the time of this writing:

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

Fonts included with Windows 10

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
Javanese Text Regular	MS Gothic Regular	SimSun Regular	Yu Gothic UI
Leelawadee UI	MS PGothic Regular	SimSun-ExtB Regular	

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.

Fonts included with Windows 7

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	

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.

FAQ

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**.

Learn more on page 15.

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.
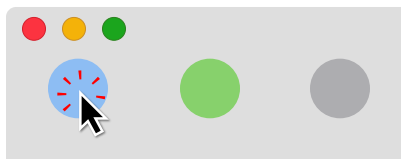
Learn more on page 30.

How do I activate fonts permanently?

Select the desired fonts and click the green **Permanent** button on the toolbar.
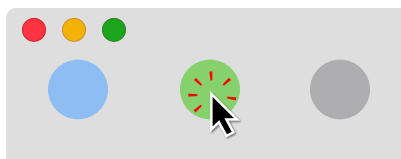
Learn more on page 30.

How do I activate a family of fonts?

Enable **View > Group Fonts by Family** to show fonts in their family groups.

To activate a family, click the activation icon to the left of the family name in the family group header. To permanently activate the family, hold down **OPTION** (Mac) or **CTRL** (Windows) and click the family activation icon.
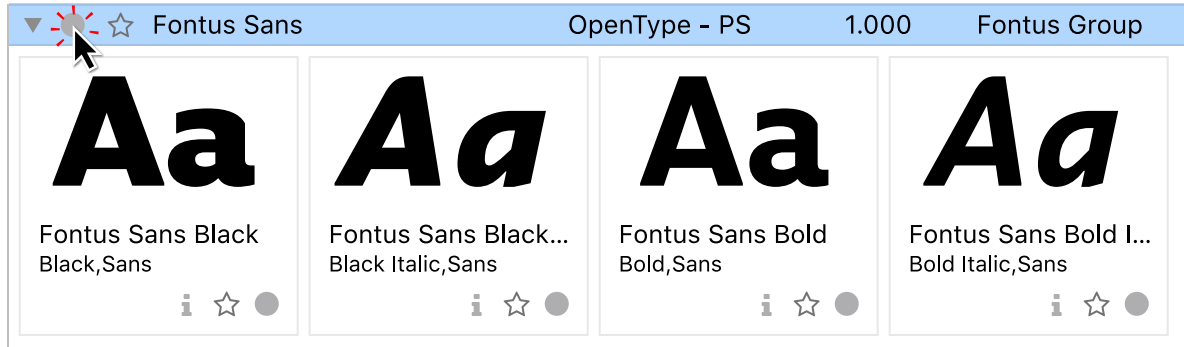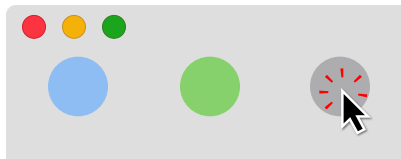

Learn more about activation on page 30.

Learn more about families on page 46.

How do I deactivate fonts?

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

Learn more on page 30.

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.

Learn more on page 28.

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**.

Learn more on page 29.

Finding fonts

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 **Fonts** panel will update to show only fonts that match the specified criteria.

Learn more on page 35.

Previewing fonts

How can I change the preview text and size?

There are two resizable preview types: **ABC 123** and **QuickType**. Use the slider or font size menu at the bottom right of the Suitcase Fusion window to change the font size.

You can edit the text the QuickType preview or choose from the pop-up list at the bottom of the Suitcase Fusion window.

How can I identify special characters?

To view all the characters in a font, select the font, choose **View > Info**, then click the **Glyphs** tab.

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

Learn more on page 62.

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 66 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**.

This will not remove the fonts from the set's 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.

Learn more on page 35.

How do I apply attributes to a font?
1. Select the fonts you want to change.
2. Choose **Edit > Edit Attributes**.
3. Click the tab for the attribute that you want to modify, such as **Tags**.
4. Select one or more values for the attribute from the checklist.

Learn more on page 38.

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 **Edit > Edit Attributes**.
3. Click the tab for the attribute that you want to modify.
4. Select one or more values for the attribute from the checklist.
   Fonts can have only one Foundry or Classification but can have multiple Tags and Styles.

Learn more on page 38.

What else can I do with font attributes?

» You can add (and remove) custom values for attributes such as Styles. **Learn more** on page 38.
» You can add tags to fonts to find specific fonts easily. **Learn more** on page 39.
» You can use attributes to create a Smart Search that will always contain only fonts that match specific criteria. **Learn more** on page 36.

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.

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 After Effects, choose **Window > Extensis**, then click **Check Document Fonts**.
» In Adobe Illustrator, InCopy, or InDesign, choose **Type > Suitcase Fusion > Check Document Fonts**.
» In Adobe Photoshop, choose **File > Automate > Extensis**, then click **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 window (on macOS, choose **Suitcase Fusion > Preferences**; on Windows, choose **Edit > Preferences**). Under **Activation Options**, specify whether Suitcase should **Activate the requested font** or **Keep the current font active**.

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.

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** window (on macOS, choose **Suitcase Fusion > Preferences**; on Windows, choose **Edit > Preferences**), then click **Restore user disabled warning messages**.

CONTACTING EXTENSIS

Extensis

1800 SW First Avenue, Suite 500
Portland, OR 97201
Phone: (503) 274-2020 (not for support)
Fax: (503) 274-0530
Web: https://www.extensis.com

Extensis Europe

Suite 18, Newton House
Kings Park Road, Moulton Park
Northampton NN3 6LG, United Kingdom
Phone: +44 (0)1604 654 270
Fax: +44 (0)1604 654 268

Customer Service

Web: https://www.extensis.com/contact/
Support Request: https://help.extensis.com/hc/en-us/requests/new

Sales

Phone: (503) 274-4492 (North America)
Email: NA_sales@extensis.com (North America)
Web: https://www.extensis.com/contact-us-form/ (all regions)
We also work with distributors around the world; **find one near you**.

Celartem, Inc.

Phone: +81 3 5574 7236
Email: sales_ap@celartem.com
Web: http://www.celartem.com/en/

Extensis: https://www.extensis.com
Customer Service: https://www.extensis.com/contact/
Support Request: https://help.extensis.com/hc/en-us/requests/new
Sales: https://www.extensis.com/contact-us-form/
Resellers: https://www.extensis.com/resellers/
Celartem: http://www.celartem.com/en/

TECHNICAL SUPPORT

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

Answers to frequently asked questions, troubleshooting tips, and more can be found at **Support**.

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 this **Support Request**.

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 contact information.

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 **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**

Support: https://www.extensis.com/support/
Knowledge Base: https://help.extensis.com/hc/en-us/
Support Request: https://help.extensis.com/hc/en-us/requests/new
Support Policy: https://www.extensis.com/support/support-policy/
Portfolio Support Guide: https://www.extensis.com/support/portfolio-support-guide/
Universal Type Server Support Guide: https://www.extensis.com/support/universal-type-server-support-guide/
Universal Type Client Support Guide: https://www.extensis.com/support/universal-type-client-support-guide/
Suitcase Fusion Support Guide: https://www.extensis.com/support/suitcase-fusion-support-guide/

SUITCASE FUSION EULA

CELARTEM, INC., doing business as Extensis
1800 SW FIRST AVENUE, SUITE 500
PORTLAND, OR 97201
(503) 274-2020 Phone
(503) 274-0530 Fax
https://www.extensis.com

SOFTWARE LICENSE AGREEMENT

IMPORTANT—READ CAREFULLY. This Software License Agreement ("Agreement") is a legal agreement between you (either as an individual or a single entity) and Celartem, Inc., doing business as Extensis ("Extensis"), for Extensis' software products, which includes computer software, associated media, printed materials, online or electronic documentation, and any subsequent updates, bug fixes, or patches which may be provided by Extensis (collectively "Software"), and for any related services which may also be provided by Extensis. By installing, copying or using the Software you agree to be bound by the terms and conditions of this Agreement.

1. Software License.

1.1 Extensis grants to you a non-exclusive, non-transferable license to the Software for the applicable duration of your Software license (the "Term") subject to the terms of this Agreement. If authorized under your Software license, you may allow your designated employees or independent contractors to have access to and use of the Software (collectively "Authorized Users") subject to the terms of this Agreement. You may install the Software on any number of computers, desktops, or laptops (collectively "Computer") and if applicable, may have up to two (2) copies of the Software simultaneously active at a time for each Authorized User license granted to you hereunder. Your permitted number of Authorized Users, if applicable, is determined by the Software product, type of license and number of Authorized Users purchased by you under this Agreement. The number of Authorized Users accessing the Software, directly or indirectly (e.g., via a multiplexing program, web portal application, or other device or application server), at any point in time must not exceed the total number of Authorized Users that you are licensed for.

1.2 The Software is unpublished software, trade secret and confidential or proprietary information of Extensis or its licensors and is developed at private expense. The Software is a "commercial item," as that term is defined in 48 C.F.R. 2.101 (Oct. 1995), consisting of "commercial computer software" and "commercial computer software documentation," as such terms are used in 48 C.F.R. 12.212 (Sept. 1995). Consistent with 48 C.F.R. 12.212 and 48 C.F.R. 227.7202-1 through 227.7202-4 (June 1995), you acquire Software with only those rights set forth herein if you are a U.S. Government end user.

1.3 You may not create derivative works based on the Software or any part thereof. You may not disclose to any third party nor allow any third party to have access to or use of the Software. You may not reverse engineer, decompile or disassemble the Software, in whole or in part, except and only to the extent that applicable law such expressly permits such activity. You may not remove, obscure or alter any notice of copyright, patent, trade secret, trademark or other proprietary right or disclaimer appearing in or on the Software or any accompanying materials (collectively "Ownership Notices"). You may make a single copy of the Software for your internal backup or archival use

only provided you retain or include all Ownership Notices in such copy. Making additional copies or duplicating the Software by any other means including electronic transmission is illegal.

1.4 You may not transfer the Software outside of the country where the Software license was originally purchased. You may not transfer the Software to any third party without the express prior written consent of Extensis. You may not use, copy, modify, adapt, translate, lend, lease, rent, sublicense, assign, sell or transfer the Software or any copies thereof, in whole or in part, except as expressly provided in this Agreement. All right, title to and ownership of all applicable intellectual property rights in the Software, including but not limited to patents, copyrights and trade secrets remain with Extensis and its licensors. All other rights not expressly granted hereunder are reserved by Extensis.

1.5 The Software works with certain open source fonts, libraries and other software components ("Open Source Software") which are subject to their respective licensors' applicable terms and conditions. The Open Source Software's applicable terms and conditions are contained in Extensis' or its licensor's online electronic documentation accompanying the Open Source Software. Your use of the Open Source Software shall be governed solely by the applicable Open Source Software terms and conditions.

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").

3. Extensis Online Services.

3.1 The Software facilitates your access to content and various web-based services that are hosted or managed by Extensis ("Extensis Online Services"). Examples of such Extensis Online Services include, and are not limited to, storage of your font files or other data ("Your Content"). In some cases an Extensis Online Service might appear to be a feature or extension within the Software but is instead hosted or managed by Extensis. Extensis Online Services might not be available in all languages or to residents of all countries and Extensis may, at any time and for any reason, modify or discontinue the availability of any Extensis Online Service.

3.2 The Software may cause your Computer, without notice, to automatically connect to the Internet on install, on launch and on a periodic basis to facilitate your access to Extensis Online Services. In addition, the Software may, without notice, automatically connect to the Internet to: (a) validate your Software license; (b) provide you with additional Software information, features, or functionality; (c) provide you with Software updates that are available for download and installation on your Computer; or (d) notify Extensis of the results of installation attempts. You may also receive information from Extensis related to your Software license or Extensis Account.

3.3 If you access Extensis Online Services then additional information such as your Extensis Account number, user name, and password may be transmitted to and stored by Extensis. As permitted by applicable law or per your consent, Extensis may: (a) send you transactional messages to facilitate the Extensis Online Services; or (b) deliver in-product marketing to provide information about the Software and other Extensis products and Services using information including but not limited to platform version, version of the Software, license status, and language.

3.4 Your access to Extensis Online Services shall also be subject to the following terms current at the time of your access:

Extensis' terms of use at **https://www.extensis.com/terms-of-use/** ("Terms of Use")

Extensis' privacy policy at **https://www.extensis.com/privacy-policy/** ("Privacy Policy").

Any additional terms of use that might be presented to you at the time of your access to an Extensis Online Services ("Additional Terms of Use").

Extensis reserves the right to, from time to time, in its sole discretion to update or modify the Terms of Use, Privacy Policy and any Additional Terms of Use and such changes will take effect when posted by Extensis. It is your responsibility to be aware of and abide by the most current version of the Terms of Use, Privacy Policy and any Additional Terms of Use. Your continued use of the Extensis Online Services constitutes your acceptance of the most current version of these terms.

3.5 If you use Extensis Online Services to store Your Content, you agree that you are solely responsible for Your Content. The use, posting, distribution, or publication of any of Your Content does not constitute or imply an endorsement, recommendation, advice, opinion or comment by Extensis, nor is an assurance of legality, quality or safety by Extensis. You represent that you own or have all appropriate rights and license to Your Content and that you grant Extensis a non-exclusive, worldwide, royalty free right to store Your Content in connection with your use of Extensis Online Services.

3.6 Extensis Online Services provides links to third party websites. These links are provided for your convenience only and Extensis reserves the right to terminate any third party website link at any time for any reason. Extensis does not control any of these third party websites, their content, terms of use, or privacy policies. Extensis makes no endorsement, promise, representation, warranty or guarantee and shall not have any responsibility in connection with these third party websites, including without limitation, any products or services offered through such third party websites. If you choose to access and use such third party websites you do so entirely at your own risk. Your access to and/or use of these third party websites and related products and services shall be governed by the third party website's terms and conditions, including its terms of use and privacy policy, and applicable terms and conditions for its products and services.

4. Consent to Use of Data. In addition to information that may be collected through Internet connections and/or Extensis Online Services as described in Section 3 above, you agree that Extensis may collect and use technical data and related information, including but not limited to technical information about your Computer, system and application software, and peripherals, that is gathered periodically to facilitate the provision of updates, product support and other services to you (if any) related to the Software. Extensis may use this information, as long as it is in a form that does not personally identify you, to improve its products or to provide services or technologies to you.

5. Restrictions. Extensis may use any information collected to detect or prevent fraudulent or unauthorized use not in accordance with a valid Software license or Extensis Account. If Extensis cannot validate your Software license, then the Software may become inactive without additional notice until Extensis revalidates your Software license. If you fail to maintain an Extensis Account, pay any applicable fees as they become due, or if Extensis discovers any fraudulent or unauthorized use or access to the Software or Extensis Online Services, then Extensis shall have to right to restrict your use or access to the Software and/or Extensis Online Services, suspend your Software license or Extensis Account, or terminate the Agreement pursuant to Section 9 Term and Termination below. Any such restriction, suspension or termination shall be in addition to any

other rights and remedies Extensis has under law and equity and shall not be a breach of this Agreement by Extensis.

6. Audit. Extensis shall have the right to inspect and audit your records pertaining to the Software to ensure ongoing compliance with this Agreement. Extensis or Extensis' independent certified public accountant shall conduct such inspection and audit at Extensis' expense. Any inspection and audit will be conducted during regular business hours with reasonable notice and will not unreasonably interfere with your normal business activities. Inspections and audits will not occur more frequently than once a year, however, if past inspections and audits reveal major discrepancies, Extensis shall have the right at any time to an inspection and audit upon written request. If any inspection and audit reveals any underreported, unpaid or unauthorized use of the Software, then you shall promptly pay to Extensis the then current fee representing the underreported, unpaid or unauthorized use of the Software. In addition, you will be responsible for the costs and expenses of the inspection and audit if such inspection and audit reveals that the then current fee representing the underreported, unpaid or unauthorized use of the Software is equal to or greater than 5% of the amounts actually paid by you for such Software.

7. WARRANTY AND DISCLAIMER OF WARRANTY. THE SOFTWARE, EXTENSIS ONLINE SERVICES AND ANY OTHER RELATED SERVICES PROVIDED BY EXTENSIS ARE PROVIDED "AS IS". EXTENSIS DISCLAIMS ALL OTHER WARRANTIES ON THE SOFTWARE, EXTENSIS ONLINE SERVICES AND ANY OTHER RELATED SERVICES, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR FOR ANY IMPLIED WARRANTY ARISING FROM COURSE OF PERFORMANCE, COURSE OF DEALING, USAGE OR TRADE, OR NONINFRINGEMENT. EXTENSIS DOES NOT REPRESENT OR WARRANT THAT THE SOFTWARE, EXTENSIS ONLINE SERVICES OR ANY OTHER RELATED SERVICES WILL ACHIEVE ANY SPECIFIC RESULT OR REQUIREMENT IN YOUR BUSINESS, OPERATE WITHOUT INTERRUPTION, OR BE ERROR-FREE IN OPERATION. YOUR STATE MAY PROVIDE YOU WITH SPECIFIC LEGAL RIGHTS WITH RESPECT TO WARRANTIES, SUCH RIGHTS VARY FROM STATE TO STATE.

8. LIMITATION OF LIABILITY. IN NO EVENT SHALL EXTENSIS BE LIABLE FOR ANY DAMAGES RESULTING FROM LOSS OF DATA, USE, PROFIT OR REVENUE, OR FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL OR PUNITIVE DAMAGES, HOWEVER CAUSED, EVEN IF EXTENSIS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXTENSIS' LIABILITY FOR ANY OTHER DAMAGES SHALL IN NO EVENT EXCEED THE AMOUNT YOU PAID UNDER THIS AGREEMENT. THIS LIMITATION OF EXTENSIS' LIABILITY FOR SOFTWARE, EXTENSIS ONLINE SERVICES AND ANY OTHER RELATED SERVICES WILL APPLY REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT INCLUDING NEGLIGENCE OR ANY OTHER BASIS. BECAUSE YOUR STATE MAY NOT ALLOW THE ABOVE EXCLUSIONS OR LIMITATIONS OF LIABILITY, THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU.

9. Term and Termination. The Term of your Software license is determined by the Software product and type of license purchased by you under this Agreement (e.g. perpetual or subscription based). If your Software license is a subscription based license and you choose not to renew your subscription in a timely manner, your Software license, Extensis Account and access to Extensis Online Services will terminate under this Agreement. If you are in default of any provision of this Agreement, Extensis may immediately terminate your Software license, Extensis Account and access to Extensis Online Services under this Agreement. In the event of any termination described above, you must cease all use of the Software and destroy the Software and any copy thereof, in whole or in part.

10. Export. You cannot export or re-export the Software or any direct product thereof without the express prior written consent of Extensis and the appropriate United States or foreign government export licenses and approvals.

11. Force Majeure. Extensis shall not be liable to you for any delay or failure by Extensis to perform its obligations under this Agreement or otherwise if such delay or failure arises from any cause or causes beyond the reasonable control of Extensis, including, but not limited to, labor disputes, strikes, other lab or industrial disturbances, acts of God, floods, lightning, shortages of materials, rationing, utility or communications failures, earthquakes, casualty, war, acts of the public enemy, riots, insurrections, embargoes, blockages, actions, restrictions, regulations or orders of any government, agency or subdivisions thereof.

12. Invalid Provision. The invalidity or unenforceability of any provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

13. Governing Law. This Agreement shall be governed by the laws of the State of Oregon, excluding that body of law known as conflicts of law, and the United Nations Convention on Contracts for the Sale of Goods.

14. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior or contemporaneous agreements of the parties with respect to such subject matter.

June 2018

ERRATA AND HELP UPDATES

Look here to find where we have made corrections and updates to the Suitcase Fusion Help system.

View release notes for the current version of Suitcase Fusion at Extensis.com.

2018-07-17

» First Help release for Version 19.1; see **What's new** on page 5.

2018-02-14

» Version 19.0.5 includes a method to promote fonts that you added in place to the Font Vault. **Learn more** on page 28.
» The buttons on the front Help page and the footer on all pages were causing some display issues; since the buttons duplicated menu options, we removed them, and we cleaned up the footer issues.
» On help pages that have a side menu, the side menu now stays in place (it doesn't scroll off screen when you scroll a long page).

2017-11-09

» Updated references to QuarkXPress to include QuarkXPress 2015. Note that Suitcase Fusion 8 **does** include an auto-activation XTension for QuarkXPress 2015.

2017-11-01

» Added information about activating families. **Learn more** on page 31.
» Added information about working with families. **Learn more** on page 46.
» Reformatted the FAQs to be easier to navigate (and to maintain!) **Learn more** on page 86.
» Removed information about temporarily adding fonts in place.

2017-10-18

» First release.

Feedback

If you have constructive criticism concerning the Suitcase Fusion documentation, we'd like to hear from you.

Please send your comments to **docfeedback@extensis.com**. If you are commenting on a specific page, please include the link for that page in the Help system (copy it from the browser's URL bar), or the document title and page number from the PDF.

INDEX

— W —