



MITCHELL PRESS

Every Impression Matters

Handling Fonts

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FONT STRUCTURE

Type 1 Fonts (MAC & PC)

Type 1 fonts are composed of two parts — a *Screen* font and a *Printer* font for the MAC and a *PFM* (Screen) and a *PFB* (Printer) font for the PC. The Screen portion of the font draws the character onto the screen and the Printer portion of the font sends the necessary mathematical information for the Postscript device (RIP) to be able to print the type correctly. This is still the preferred form of font structure for Postscript printers.

TrueType (MAC & PC)

Both the Screen and Printer fonts are combined as one unit. Up until Level 2 RIPs the TrueType font would quite often not raster properly. That problem has virtually been solved with the new RIPs but the occasional problem may still crop up.

OpenType

OpenType is a new cross-platform font file format developed jointly by Adobe and Microsoft. The two main benefits of the OpenType format are its cross-platform compatibility (the same font file works on Macintosh and Windows computers), and its ability to support widely expanded character sets and layout features, which provide richer linguistic support and advanced typographic control. OpenType fonts containing Postscript data for Macintosh have a **.otf** suffix in the font file name, while TrueType-based OpenType fonts have a **.ttf** file name suffix.

More information on this subject is available on both the Adobe.com and Apple.com web sites.

MultipleMaster Fonts (MAC & PC)

An Adobe Product which allows the user to change type characteristics, that is, alter the stroke weights of a type font for a different look upon output. These alterations are called *instances* which are re-defined by the software each and every time the job is opened. Although the new RIPs tend to process these fonts it is recommended that they not be used. Adobe is no longer supporting this font structure.

System Fonts (MAC up to OS9.2)

System fonts are generally recognized by their names as they are most often named after cities, such as Chicago, Geneva, etc. They are used by the system in menu and folder names and should not be used for text in files as they generally do not have all the necessary components such as print metrics for proper output and will often print out bitmapped if at all. No other font structure with the exception of Adobe Sans MM and Adobe Serif MM (Adobe components for Multiple Master fonts) should be in the system folder.

Fonts and OSX — Keep font libraries as lean as possible

When installing OSX into environments where fonts have to be managed carefully, you have to be aware of the locations of fonts installed by applications as well as OSX itself.

There are a few fonts that OSX requires to operate correctly. Removing the wrong fonts can result in an inoperable system. These fonts reside in the OSX System folder and require root-level access to modify them. They can be found in the following location:

OSX:

/System:Library:Fonts

The minimum required fonts are:

Geneva.dfont

Helvetica.dfont

LucidaGrande.dfont

Monaco.dfont

At Mitchell Press the /System:Library:Fonts (as recommended by our IT department) are:

Geneva.dfont

Keyboard.dfont

LastResort.dfont

LucidaGrande.dfont

Monaco.dfont

The reason for having Helvetica in the set of required fonts is that some applications such as TextEdit use this font in their defaults and will crash on startup if they are not present. This font does not have to be included if an application such as Sitecase is running and it is in general use a font set, usually named Startup or Base fonts.

LucidaGrande is a very important font as it controls the names of desktop items and menus and will render the system inoperable if you remove it.

Other locations where fonts are kept are:

/Library:Fonts

/Users:{user's name}:Library:Fonts

Fonts are sometimes placed in these locations by application installers and should be moved elsewhere or deleted. When working with OS9 based systems, we are used to removing all extra fonts from the System Folder:Fonts folder and keeping only the “city” fonts and the Adobe MMfonts. The same applies to OS9 installs in OSX. We then use a font utility such as Suitcase or Font Reserve to activate fonts as required.

There are some exceptions to the “no extra fonts in the system” rule whether you are running OS9 or OSX. Some examples are Adobe’s OpenType fonts such as MyriadPro-Black.otf which is a font that utilities such as ATM Deluxe and Suitcase don’t appear to handle normally. As most operators tend to use only a few of these typefaces they should be placed in the appropriate system folder fonts location and left at that.

Another very important location that some applications install fonts is as follows:

OSX:

/Library:Application Support: {example: Adobe}: Fonts:Reqr:Base

OS9:

/System Folder:Application Support:{example:Adobe}:Fonts:Reqr.Base

In this example Adobe has installed a set of fonts as part of the Illustrator, InDesign and PhotShop applications suite. There is one font that should be kept in the Base folder and that is Myriad. Illustrator uses this font as a default substitution as part of a PDF creation function. The whole Myriad font set as follows should be kept:

- MyriaBol
- MyriaBollta
- Myriad
- MyriaRom

InDesign also has a font folder and intalls an Adobe OpenType font called KozMinStd-Regular-otf which can be moved without causing any apparent problem. Again, if you want to use this font you can place it into the appropriate system folder. There is also a fonts folder within the Required folder in InDesign. These items appear to be removable without any problems and do not appear in the font selection list when present.

CMaps:

Some Adobe products may also place font folders labeled **CMaps** into the /Library:Adobe:Application Support folders or a destination designated by the application. Do not remove.

Photoshop does not appear to install any extra fonts.

MS Office X installs a set of fonts into the following locations:

- /Microsoft Office X:Office:Fonts
- /Users:{user's name}:Library:Fonts

They can be removed from the user's font folder but the copy in the Office folder may be kept as it does not seem to affect the operation of the application.

More information on this subject is available on both the Adobe.com and Apple.com web sites.

FONT HANDLING SOFTWARE

Adobe Type Manager (MAC & PC)

This piece of software works in conjunction with both the Screen and Printer font metrics in Type 1 and the font metrics in TrueType to give a proper representation of characters on the screen. Before the introduction of ATM the screen fonts came in only the standard sizes, 10, 12, 14, 18, etc. Any other type size, although it would print properly, would appear bitmapped on the screen.

Suitcase 3 to 10 (MAC)

This piece of software enables the operator to gather Type 1 and TrueType fonts into a folder, import them into the application (Suitcase), and then open and close only the fonts required for a specific job.

Suitcase 11 (MAC & PC — MAC running OSX Version x)

This piece of software enables the operator to gather Type 1, TrueType and Open Type fonts into a folder, import them into the application (Suitcase), and then open and close only the fonts required for a specific job.

Note: depending on Mac operating system, i.e., before OSX it may be necessary to place Open Type fonts into the System folder Fonts folder and restart Mac. It may be necessary on the PC to place fonts into the appropriate folder inside the System folder and restart computer.

Super ATM (MAC & PC)

Super ATM can do the work of both ATM and Suitcase inasmuch as the folder containing the fonts can be opened and closed with it as well as giving the proper screen rendering of fonts.

Caution (MAC only)

It should be noted that Super ATM and Suitcase v. 8 and higher will add missing fonts to its internal data base if it can find them resident on the host computer. This can be dangerous in pre-flighting as the MAC doing the original pre-flight may not be the MAC used when Postscript or PDF files are saved, resulting in missing fonts or the operator having to go back and add them to the job font folder.

BOLDING & ITALICIZING

When the **Bolding** and *Italicizing* features are used from the Measurement or Control Pallets in the page layout application be sure that the **bold** or *italic* font is present and running on your system. The type will **bold** or *italicize* on the screen but will not print as such unless the appropriate printer font is running. The *entire font family* should always be open and not just part of it.

FONTS AND ADOBE ACROBAT

Although the type handling software such as ATM or Suitcase will open font folders inside other folders Acrobat prefers that the fonts — both screen and printers — be placed loose inside only one folder. This is a safeguard as the Acrobat Distiller software can be inconsistent as to when it will recognize subset fonts or not.

Licencing

Due to licencing agreements between Adobe Acrobat and some font vendors it may be possible to find that some fonts won't embed when distilling postscript documents. The problem arises with certain fonts, usually TrueType and mainly from the PC but also possible on Macs. It is advised that a type style sheet be made up using all the fonts in the document, saved to postscript and distilled.

TYPE AS CURVES

Saving type as curves is often a good workaround for files that have been created in art programs such as Adobe Illustrator, Freehand, Corel Draw, etc. Changing to curves eliminates the need to send the font structure used in the document as the type has been changed to vector graphics. It should be noted, however, that the hinting and kerning characteristics of the font are lost. To this end Adobe does not recommend saving type as curves below 9 point. We have, however, had text as low as 6 point saved as curves without any major problems. Just be sure it is a sans serif font. Also note that making changes to the text portion of the document requires a great deal of extra work as each character is now an independent graphic.

E-MAIL & FTP OF FONTS

Fonts that are e-mailed or deposited on our FTP site should be compressed by encapsulating them in a Zip (PC) file or a .SIT or .SEA (MAC). This preserves the integrity of the font data.

COLLECT FOR OUTPUT

If possible use preflight software such as FlightCheck to collect the fonts as well as the other components of the job. This is particularly useful for older Quark documents as its own internal Collect for Output does not collect the font structure. This has been rectified in more recent versions of Quark such as v. 6.1 and higher running under OSX. PageMaker 6.5 and 7.0 and InDesign, however, do a very respectable collect for output using their own internal software.