Using FontDoctor™ for Mac OS

MORRISON softDesign™

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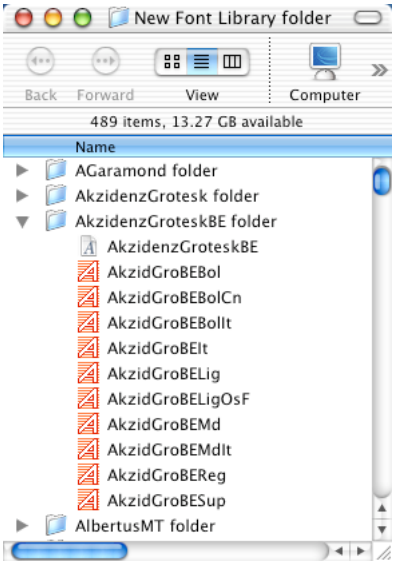
FontDoctor Overview

Fonts are a major source of problems and confusion on the Macintosh. Corrupt fonts, multiple versions of the same font, confusion about which font is which, and more can cost you time and money. FontDoctor is the leading software tool for diagnosing and repairing font problems, organizing font files, archive font files, and providing insight into your fonts through previews and printed samples. With FontDoctor, you can be assured that your font library is corruption-free and carefully organized. FontDoctor works by:

- Eliminating font problems that wreak havoc on system performance and applications by looking at a single font, scanning fonts in a folder, or finding all the fonts on a local hard drive or over a network.
- Diagnosing and repairing common font issues, including missing PostScript fonts, missing bitmaps, corrupt/damaged fonts, font ID conflicts, extra fonts sizes, mixed fonts types, and more.
- Automatically organizing font files by font name, family name, alphabetically, or a host of other flexible font organization options.
- Archiving safe back-up copies of your fonts for later retrieval and restoration.
- Printing reports summarizing diagnosis and organization results, converting font types, and moving fonts within suitcases.

FontDoctor lets you preview and print custom previews of any font.



Automatically create a new font library, organized the way you prefer.

About MorrisonSoftDesign

Morrison SoftDesign is a professional software development company specializing in font software for Apple Macintosh and Windows computers and the publishing industry. All of our products come with a full 30-day Money Back Guarantee, free technical support, and free software updates. Please feel free to contact us if you have any questions or comments regarding any of our products or services. We value your ideas!

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Contacting Technical Support

If you encounter any problems with FontDoctor, complimentary technical support is available the internet or e-mail from **8 a.m. to 5 p.m. EST.**

- www.MorrisonSoftDesign.com (or www.FontDoctor.com)
- techSupport@MorrisonSoftDesign.com

You can also choose **E-Mail Technical Support** from the **Help** menu or visit MorrisonSoftDesign.com and click **Support.**

Updating FontDoctor

To check for updates to FontDoctor, or to visit the Morrison SoftDesign Web site for any reason, choose **Check For FontDoctor Update** from the **Help** menu.

The FontDoctor Help menu.

Getting Started

System Requirements

FontDoctor for Macintosh is available for:

- Mac OS X (version 10.1 or higher)
- Mac OS 9/Classic

Font Doctor supports fonts in the following formats:

- PostScript Type 1 and PostScript Type 3
- TrueType in Macintosh or Windows (.ttf) formats
- Multiple Master
- OpenType
- dfonts (Apple's Mac OS X datafork fonts)
- Bitmap/Suitcase Files

Installing and Registering FontDoctor

You can install FontDoctor from a download or a CD as follows:

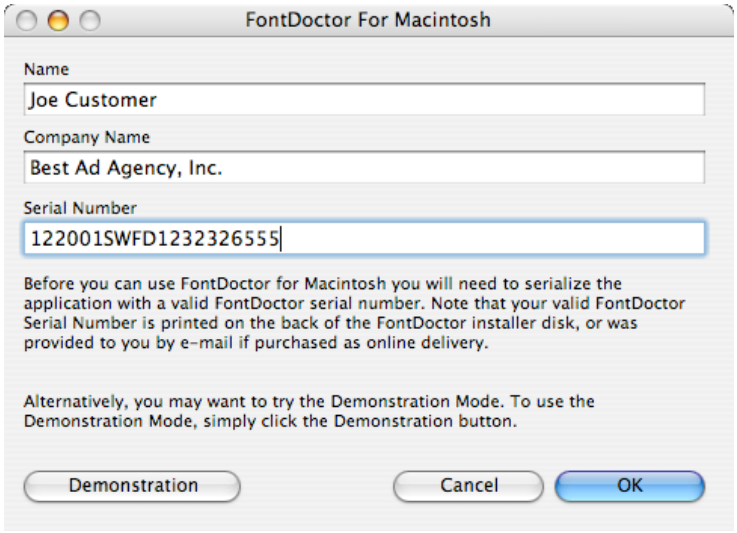
1 Insert the FontDoctor CD or unstuff the downloaded file.

2 Drag the FontDoctor for Macintosh folder to your Applications folder or any other location where you would like to store it.

3 Double-click the **FontDoctor** or **FontDoctor X** icon.

4 In the **Register FontDoctor™ For Macintosh** dialog box, enter the appropriate information in the **Name** and **Company Name** fields.

5 In the **Serial Number** field, enter the number printed on the installer CD envelope or received via e-mail. You must enter the serial number exactly as it appears. If you have not yet purchased FontDoctor, click **Demonstration** to preview a limited version.



The Register FontDoctor™ For Macintosh dialog box.

6 Click **OK** to complete the installation process.

7 When the "thank you" message displays, click **OK.**

8 Click the splash screen to display the **FontDoctor** window and start using the program.

Installing a Demo Version

The demo version of FontDoctor does not let you repair, move, or organize fonts. You can experiment with the demo version for an unlimited amount of time, but we encourage you to register for access to all FontDoctor features, complimentary technical support, and free updates.

To install a demo version, follow the steps in the previous section, "Installing and Registering FontDoctor," except click **Demonstration** in step 5. A prompt reminds you of the demo limitations and provides the registration information. Click **OK** to start experimenting with FontDoctor.

The demo alert, which lists demo limitations and provides contact information for registration.

When you're ready to register FontDoctor, launch it and enter the serial number in the **Register FontDoctor For Macintosh** dialog box.

Quick Start

If you purchased FontDoctor because you suspect that corrupt fonts are causing problems on your system, follow these steps to dive right in, diagnose the fonts, and start solving the problems. Depending on how many fonts you have, the process may take a while. You may, however, need to stay close to your computer to respond to some prompts.

1 If possible, determine which folder on your system contains the problems fonts. For example, if the problems started when you received new fonts from a client for output, you might be able to diagnose just those fonts.

2 Launch FontDoctor. The **Diagnose/Repair Fonts** tabbed panel displays by default.

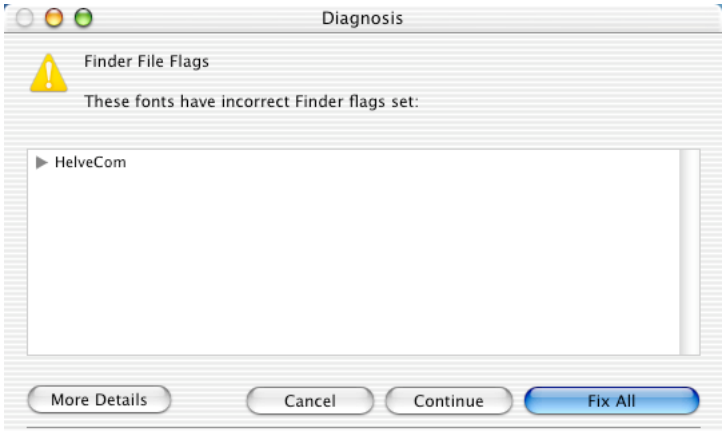
3 To concentrate on corrupt fonts—rather than other font issues such as duplicate fonts— click the **Diagnosis Options** button in the lower-left corner of the tabbed panel. Uncheck all of the group checkboxes except the Font File Structure Options checkboxes. By default, FontDoctor will look for and repair the following common font problems when diagnosing corrupted fonts:

- Missing Style Resources
- Empty Suitcase Files
- Bitmap Table Data
- Finder File Flags
- Old FONT Resource Types

4 Make sure **Include Sub-Folders** is checked in the lower-left corner of the tab. This ensures that FontDoctor reviews all possible font files. (Note that other file types are ignored.)

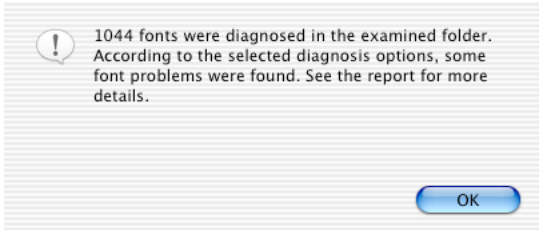
5 Drag and drop a folder, disk, or drive containing the suspect fonts into the **Diagnosis** area at the top of the **Diagnose/Repair Fonts** tab.

6 When FontDoctor encounters problems, the **Diagnosis** dialog box displays. Click **Fix All** to repair the fonts.



The Diagnosis dialog box reports problems and lets you fix them.

8 When the diagnosis and repair process is finished, a summary displays. Click **OK** to close the summary and display a report. If you find the report information useful, you can save or print it. Otherwise, click **Done.**



The summary that displays at the end of the diagnosis process.

9 If you think FontDoctor found and repaired the problem fonts, you can quit the application and resume working. If not, you may wish to diagnose more of your fonts.

If you have any questions about the specifics of the diagnosis process, see “Examining and Repairing Fonts”.

The FontDoctor Interface

FontDoctor's standard Mac OS interface consists of the main FontDoctor window and several menus. When the application is running, the **FontDoctor** window is always open.

Launching FontDoctor

To launch FontDoctor, simply double-click its icon in the FontDoctor folder inside your Applications folder. For easier access to FontDoctor, drag it to the dock (Mac OS X) or place an alias in the **Apple** menu (Mac OS 9).

The FontDoctor X application icon.

To quit FontDoctor, press ⌘+Q, click the **FontDoctor** window's close box, or choose **Quit FontDoctor** from the **FontDoctor X** menu (Mac OS X) or the **File** menu (Mac OS 9).

The FontDoctor Window

The **FontDoctor** window, which displays whenever FontDoctor is running, provides three panels of features. To display a different panel, click one of the tabs at the top of the main window: **Diagnose/Repair Fonts, Organize Fonts,** or **Archive Fonts.**

Expanding the FontDoctor Window

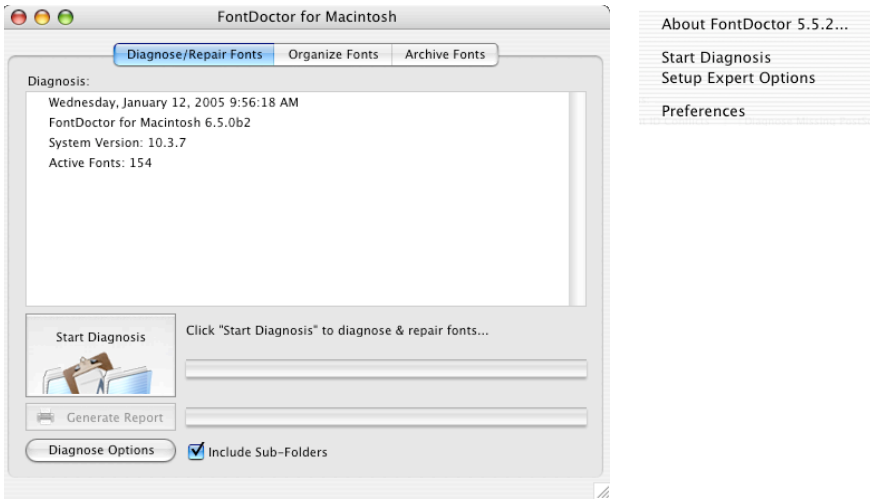
You can expand the **FontDoctor** window to the size of your monitor by clicking the maximize box on the window, dragging the resize box in the lower-right corner, or choosing **Zoom Window** (⌘+/) from the **Window** menu. To restore the **FontDoctor** window to its original size, click the maximize box again or choose **Minimize Window** (⌘+M) from the **Window** menu.

Displaying Context Menus

Control+click within any tab to display a menu (called a "context menu") of helpful shortcuts.

Diagnose/Repair Fonts Tab

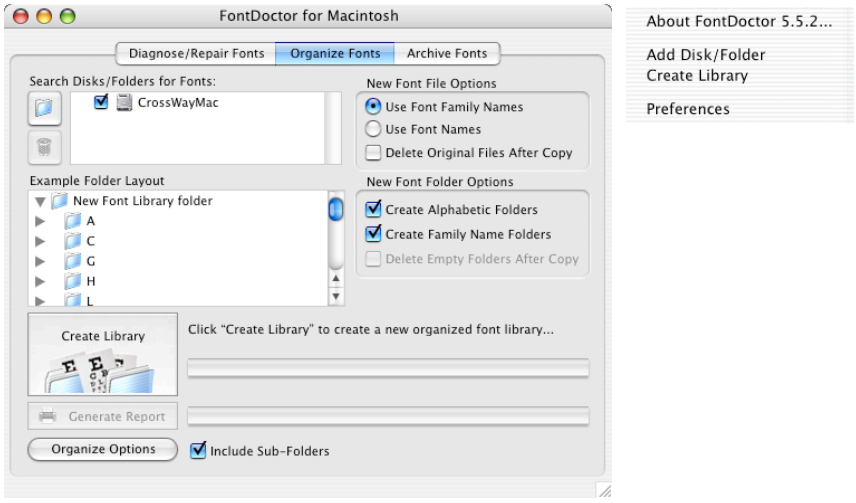
The **Diagnose/Repair Fonts** tab lets you diagnose fonts for possible problems. You can drag any drive, disk, or folder into the tab to start diagnosing the fonts within it. The **Diagnosis Options** area lets you specify what to check the fonts for, and the **Expert Options** button displays options that let you customize the diagnosis. Option+click any check box in the **Diagnosis Options** area to check or uncheck all the boxes.



The Diagnose/Repair Fonts tabbed panel and it's context menu.

Organize Fonts Tab

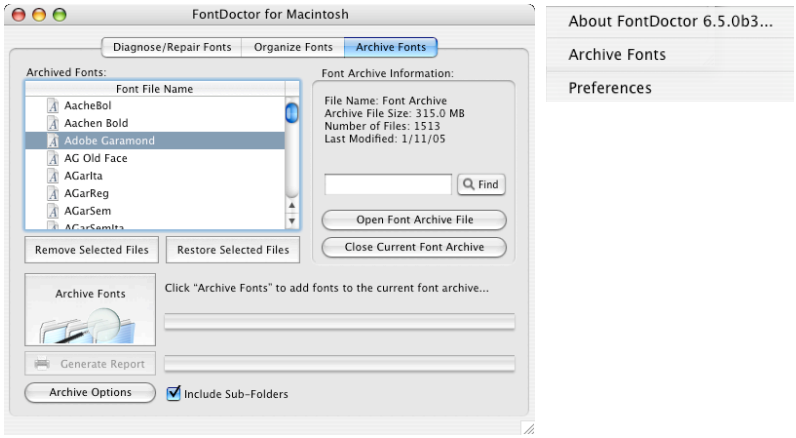
The **Organize Fonts** tab lets you select a drive, disk, or folder of fonts; find the fonts within it; and reorganize them into a **new** folder structure. You can specify which fonts to find and how they should be organized (for example, into folders named A, B, C, etc.). Option+click any check box in the **Search Options** area to check or uncheck all the boxes.



The Organize Fonts tab and its context menu.

Archive Fonts Tab

The **Archive Fonts** tab lets you create a portable font Archive file that contains safe back-up copies of your font files. This allows you to later find and restore any font files you may need quickly and easily.

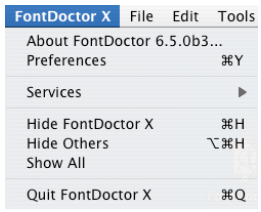


The Archive Fonts tab and it's context menu.

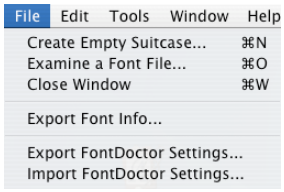
The FontDoctor Menus

The FontDoctor menus provide access to standard Macintosh commands such as **Quit** and **Preferences,** and to less commonly used features such as **Examine a Font File** and **Move Fonts.** Due to different Mac OS standards, the standard menus for the Mac OS X and Mac OS 9 software vary slightly.

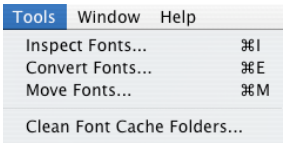
- The Mac OS X only **FontDoctor X** menu provides access to preferences and lets you quit FontDoctor.
- The **File** menu lets you create a new font suitcase, examine an individual font file, and export FontDoctor settings and information. In Mac OS 9, you can quit FontDoctor from the **File** menu.
- The **Tools** menu lets open the Inspect Fonts window, the Convert Fonts window, and the Move Fonts window along with providing access to the Clean Font Cache Folders feature.



The FontDoctor X menu.

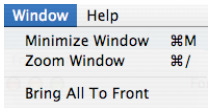


The File menu.



The Tools menu.

- The **Window** menu lets you resize the **FontDoctor** window.
- The **Help** menu lets you access this user guide, check for updates, and contact technical support.



The Window menu.

The Help menu.

Examining and Repairing Fonts

FontDoctor's examination process has two purposes: to fix corrupt fonts and to clean up your font library. You can turn off the options for cleaning up your font library, but FontDoctor always examines for corruption. If you're just getting started with FontDoctor, you might want to first fix corrupt fonts and clean up your entire font library. Then, you can periodically examine fonts for corruption.

FontDoctor can do everything from examine a single font file to finding and examining all the fonts on an entire volume. **Diagnosis Options** available through the **Diagnose/Repair Fonts** tab let you decide exactly what FontDoctor is checking for, including resolving font ID conflicts and finding and removing duplicates. Once FontDoctor has reviewed all the font files, the **Diagnosis** dialog box lets you decide how to handle any potential problems.

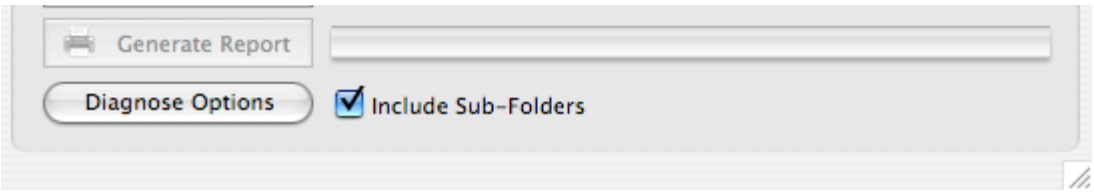
Diagnosing Fonts

Depending on how many fonts you plan to examine, the diagnosis process can take a few seconds, a few minutes, or over an hour. You may need to stay near your computer to respond to the diagnosis. To get started examining fonts:

1 Launch FontDoctor. The **Diagnose/Repair Fonts** tab displays by default.

2 To review the options for diagnosing corrupt fonts, click **Diagnosis Options.** Review the options in the **Font File Structure** area and make changes as necessary. When you're finished, click **Save.**

3 If you're planning to examine all the fonts in nested folders, on a disk, on a hard drive, or on a volume, check **Include Sub-Folders.** in the main window. This ensures that FontDoctor looks inside all the folders to find all the possible font files.

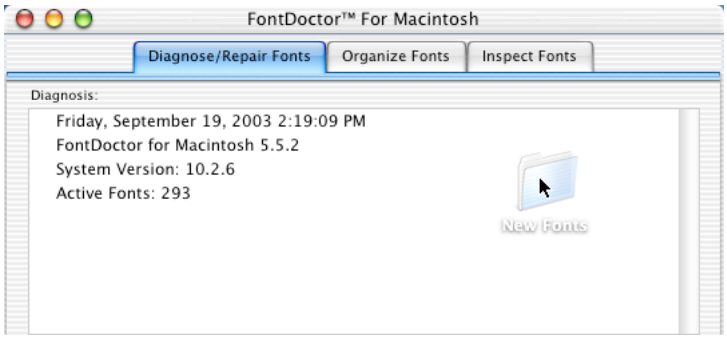


The Include Sub-Folders check box, Diagnose Options button in the Diagnose/Repair Fonts tab.

4 Specify which fonts you want to examine:

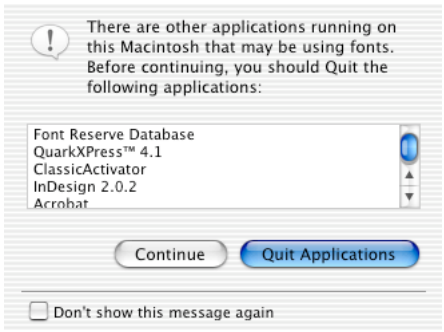
- To examine a single font or suitcase, choose **Examine a Font File** from the **File** menu or press ⌘+O.
- To select a volume, disk, or folder to examine, click **Start Diagnosis** or press the space bar. Click **Select A Fonts Folder** to make your selection. You can also simply drag the volume, disk, or folder into the top portion of the **Diagnose/Repair Fonts** tab.

Note: If FontDoctor notifies you that other applications are running, see the next step.



Dragging a folder of fonts into the Diagnose/Repair Fonts tab.

5 If other applications are running—and therefore using font data—a dialog box lists all the applications. For the most thorough and problem-free diagnosis, click **Quit Applications.** FontDoctor sends an Apple Event message to each application to quit. If an application does not recognize the Apple Event message, double-click it in the list, then use the application's **Quit** command. If you do not wish to quit other applications, click **Continue.**



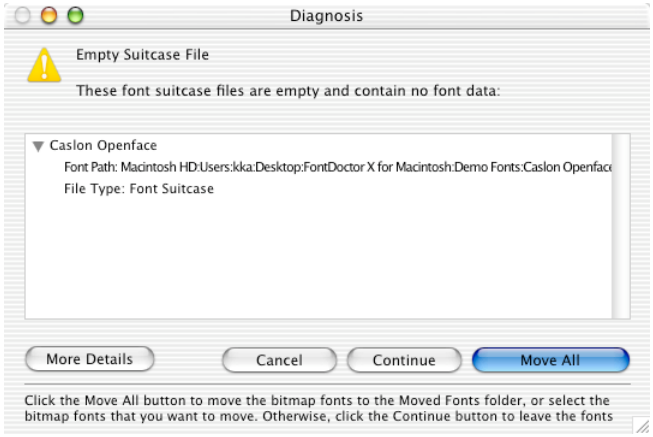
The Quit Applications button shuts down other applications that may be using font data.

useful tip!

*Check **Don't show this message again** to ignore any running applications and automatically proceed with the diagnosis. This box stays checked until you quit FontDoctor. If you never want FontDoctor to warn you about running applications, you can set the **Always Ignore Other Running Applications** preference. Note that the Finder is not considered to be a "running application."*

6 FontDoctor will begin scanning for font files and examining them. If you need to cancel the examination process, press ⌘+period.

8 When FontDoctor encounters a problem, the **Diagnosis** dialog box displays. The problem is described at the top and the affected fonts are listed in the middle. Click the disclosure triangle next to a font to see more information about the font. At the bottom of the dialog box, buttons give you options for how to handle the font problems. The area below the buttons provides helpful tips. The options work as follows:



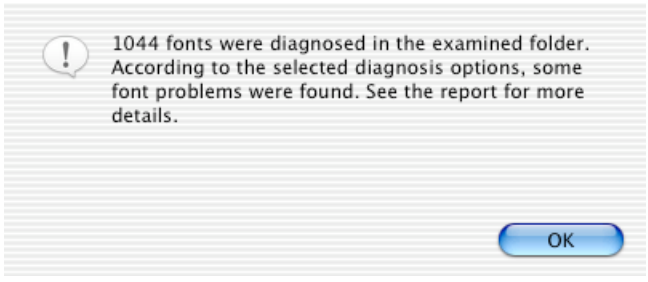
The Diagnosis dialog box reports problems and lets you fix them.

useful tip!

*To locate the font file for a font listed in the **Diagnosis** dialog box, double-click it. FontDoctor will bring the font file to the front in the Finder.*

- **More Details:** Click this to display an explanation about the current diagnosis.
- **Cancel:** Click this to end the diagnosis process without further changes to your fonts.
- **Continue:** Click this to prevent FontDoctor from making repairs or changes to the diagnosed fonts in the current list.
- **Move All:** If a diagnosis, such as duplicate fonts, requires fonts to be moved from their current locations, the **Move All** button displays. Click this to move all the fonts in the list to a folder called "Moved Fonts" on the desktop. If you want to move a group of fonts, select them and click **Move.** (Shift+click the first and last font in a range of continuous fonts or ⌘+click to select/deselect discontinuous fonts.)
- **Fix All:** Click this to repair all the fonts in the list. If you want to repair a group of fonts, select them and click **Fix.** (Shift+click the first and last font in a range of continuous fonts or ⌘+click to select discontinuous fonts.)

9 When the diagnosis and repair process is finished, a summary displays. Click **OK** to close the summary and display a report. If you find the report information useful, you can save or print it. Otherwise, click **Done.**



The summary that displays at the end of the diagnosis process.

Note: If FontDoctor needs to move any fonts, a "Moved Fonts" folder appears on the desktop or in the location you specify. Review the files in this folder and determine if you want to keep them or delete them. In particular, look in the Moved Damaged Fonts subfolder to see which fonts FontDoctor was unable to repair. You may need to install new copies of these fonts.

Specifying and Customizing Diagnosis Options

The **Diagnosis Options** button in the lower-right corner of the **Diagnose/Repair Fonts** tab let you specify what issues FontDoctor should look for in your fonts. While your first impulse may be to "just fix everything," keep in mind that what is a problem font for someone else is not necessarily a problem for you. For example, it's common for graphic designers and service bureaus to have many "duplicate" fonts because different clients use different versions of the same font. In that case, you would not want FontDoctor to **Diagnose Duplicate Fonts.** In addition, you can customize how these options work. For example, when diagnosing **Mixed Font Types,** you can specify which type of fonts you prefer to keep.

Consider what types of font problems you are having before checking the **Diagnosis Options** boxes. Each of the **Diagnosis Options** are described in the following sections.

Diagnose Duplicate Fonts

Check **Diagnose Duplicate Fonts** to have FontDoctor determine if any of the examined bitmap fonts are duplicates. FontDoctor considers a duplicate font to be a bitmap font with the same name, PostScript name, and font style. FontDoctor will display a list of duplicates and let you decide what to do with them. If you have no need for the duplicates, you can move them out of your font library and delete them to save hard drive space. In that case, be sure you are keeping the versions of the fonts you want—for professional publishing, for example, you might keep the latest version of the Adobe PostScript or OpenType fonts, or for cross-platform publishing you might keep the latest version of the OpenType or TrueType fonts. If you need the duplicate fonts for different clients and projects, uncheck the **Diagnose Duplicate Fonts** option.

Options for Diagnosing Duplicate Fonts

- **Compare All Fonts:** Click this to compare all the examined fonts in the search for duplicates.
- **Compare Only Fonts Found in Different Folders:** Click this to compare only fonts in different folders in the search for duplicates. For example, you might use this to match duplicates that exist outside of a font family folder, but not in the same folder.
- **Always Keep Newest Version:** Click this to have FontDoctor keep the newest version of a font when it finds duplicated fonts.
- **Move Duplicate Fonts To Trash Can:** Check this to move any duplicate fonts to the trash can on the desktop. FontDoctor does not empty the trash so you can review the fonts before deleting them. When this unchecked, the fonts are moved to the "Moved Fonts" folder.

Diagnose Extra Font Sizes

Check **Diagnose Extra Font Sizes** to have FontDoctor locate PostScript Type 1 fonts with more than a single size installed. The extra sizes are unnecessary and removing them eliminates the possibility that they may become corrupt and frees up hard drive space. If you are not concerned with extra font sizes, uncheck this.

Note: Most bitmap fonts (not TrueType or OpenType) are created with incremental sizes included—such as 9 points, 12 points, 18 points, etc.—because the Mac OS internal font manager uses these different sizes to draw fonts according to the size the user selects (even if the size is not specifically included with the font, such as 13 point). For PostScript fonts, however, Mac OS does not require different bitmap sizes since it uses the PostScript font file to calculate how to draw the proper font point size.

Options for Diagnosing Extra Font Sizes

- **Keep The Smallest Font Size:** Click this to keep the smallest point size of a font.
- **Keep The Largest Font Size:** Click this to keep the largest point size of a font.
- **Keep Closest Font Size:** Click this to keep the point size you specify. If the specified size is not found, FontDoctor will keep the closest match to the specified size.
- **Move Extra Font Sizes To Trash Can:** Check this to move any extra font size files to the trash can on the desktop. FontDoctor does not empty the trash so you can review the fonts before deleting them. When this unchecked, the fonts are moved to the "Moved Fonts" folder.

Diagnose Mixed Font Types

Check **Diagnose Mixed Font Types** to have FontDoctor locate different types of the same font—for example, it's very common to have a PostScript, TrueType, and dfont version of Helvetica. You may wish to keep all these types or keep only one type of each font. (Why do you care? Because different types of the same font may not flow text or print the same way. No matter what types of fonts you decide to use, it's important that anyone you work with is using the same fonts. In addition, the different types can cause problems for Mac OS as it may not know which font to display and print.) Understanding the different font formats and their ideal uses may help you decide how to handle mixed font types:

- **PostScript:** PostScript fonts are actually made up of two files: the bitmap or screen font that displays the font on-screen and the printer font that is sent to the printer. Usually, PostScript fonts consist of one printer font and multiple screen fonts, which are packaged together in a suitcase. The suitcase contains screen fonts for variations of the font such as bold, italic, condensed, etc. PostScript fonts, which are not cross-platform, exist in two types: Type 1 and Type 3 (an older format). Type 3 fonts are known for causing printing problems and they are not supported by Mac OS X.

  PostScript fonts are used in desktop/professional publishing for printing to high-quality laser printers, imagesetters, and plate-setters. If you are involved in publishing, you may prefer PostScript fonts. Eventually, PostScript fonts will be replaced with the single-file, cross-platform OpenType format.

- **TrueType:** TrueType fonts consist of a single file that Mac OS automatically scales to any size for display and printing. In Mac OS 9/Classic, you can identify TrueType fonts by the file icon's three A's. Although Mac OS and Windows TrueType fonts have the same characteristics, they have a different internal file type and are not cross-platform between Mac OS 9/Classic and Windows. (You can use FontDoctor to convert these fonts—see "Converting Fonts to Different Formats") Mac OS X does support Windows TrueType fonts, but Windows does not support Macintosh TrueType fonts.

  TrueType fonts are typically used in home and business environments with Microsoft Office applications and web browsers. Although they are supported by most RIPs (high-resolution output devices), they are not generally used in professional publishing.

- **OpenType:** OpenType fonts consist of single, cross-platform files that can contain more than 65,000 symbols or glyphs. This format is essentially a wrapper around TrueType and PostScript font data. This new format from Adobe and Microsoft and is supported by Mac OS 9/Classic, Mac OS X, and Windows.

  Note: The dfonts (datafork fonts) that come with Mac OS X are not checked by **Diagnose Mixed Font Types.** The following dfonts are required by the system: AquaKanaBold, AquaKanaRegular, Geneva, Hei, Keyboard, LastResort, LucidaGrande, and Monaco. Other dfonts that come with Mac OS X, however, are not required by the system—and may conflict with your PostScript and TrueType fonts. These may include: American Type, Apple LiGothic Medium, AppleGothic, Baskerville, BigCaslon, Copperplate, Courier, Didot, Futura, GillSans, Helvetica, HelveticaNeue, Herculanum, Marketfelt, Optima, Osaka, OsakaMono, Papyrus, Symbol, Times, ZapfDingbats, and Zapfino. You can move these out of the System Fonts folders so they are no longer activated automatically. (For information about the location of the Mac OS X Fonts folders, see "Appendix A: Working with Multiple Users on a Mac OS X System".)

Diagnosis Options for Mixed Font Types

- **Prefer PostScript And OpenType Over TrueType:** Click this to keep the PostScript or OpenType version of a font and remove the TrueType version.

- **Prefer TrueTypes Over PostScript And OpenType:** Click this to keep the PostScript or OpenType version of a font and remove the TrueType version.

- **Move Non-Preferred Types To Trash Can:** Check this to move any non-preferred fonts to the trash can on the desktop. FontDoctor does not empty the trash so you can review the fonts before deleting them. When this unchecked, the fonts are moved to the "Moved Fonts" folder.

Diagnose Font ID Conflicts

This option allows FontDoctor to perform a test to determine if any of the examined fonts have the same font ID number. This test is performed only on bitmap and TrueType fonts. The Macintosh System uses a special internal numbering system (known as Resource ID's) to keep track of certain file types like fonts, sounds, pictures, etc. Each font file has it's own ID number stored within itself. When a font is opened, the ID number is loaded and registered with the Macintosh's internal font manager. If a font already exists with the same font ID number and is already opened, then the resulting problem is called a "font ID conflict". When FontDoctor diagnoses a font ID conflict, it will identify the conflicting ID's and can repair the conflict by changing the ID number to a new unique number. FontDoctor automatically uses a random number generator to produce this new number. *Note that Mac OSX will now temporarily resolve font ID conflicts for you, as can many font manager applications, like Extensis Suitcase.*

Diagnose Missing PostScript Fonts and Diagnose Missing Bitmap Fonts

Check **Diagnose Missing PostScript Fonts** to have FontDoctor locate PostScript Type 1 bitmap (screen) fonts that are missing their printer (outline) fonts—these fonts are sometimes called "orphan bitmaps." You should move these fonts out of your font library and reinstall them from their original installers to ensure that you have both the bitmap font and the printer font.

Check **Diagnose Missing Bitmap Fonts** to have FontDoctor locate PostScript Type 1 printer (outline) fonts that are missing their bitmap (screen) fonts—these fonts are sometimes called "orphan outlines." You should move these fonts out of your font library and reinstall them from their original installers to ensure that you have both the screen (bitmap) font and the printer (outline) font.

If you are not concerned about orphans, uncheck these options.

Note: PostScript Type 1 fonts, used for high-quality output devices such as desktop laser printers and commercial imagesetters, consist of two files: the bitmap font (sometimes called a screen font) and the printer font (sometimes called the outline font or the PostScript font). The bitmap font is used to display the font on-screen and the printer font information is sent to the printer. Without both components, PostScript fonts do not display and print correctly (often, the printing is "jaggy").

Options for Diagnosing Missing PostScript Fonts

- **Styles (Bold, Italic, etc.) Require PostScript Font:** Check this to have FontDoctor require that the bitmap (screen) font for each type style (bold, italic, etc.) have its associated PostScript (printer) font. If the PostScript font is missing for a style, the bitmap is considered an orphan. In some cases, you may not own the printer fonts for various styles of a font but your service bureau does—in that case, uncheck this.

  Tech Note: When you apply a bold, italic, etc. type style from a menu in a program such as QuarkXPress or Microsoft Word, a simulation of the font displays in the type style (bold, italic, etc.) on-screen. When you print the font, the actual PostScript (printer) font for that style is required. Because of this, it's better to apply the actual version of the font—such as Garamond Bold—rather than applying a type style such as bold.

- **Diagnose Multiple Master Font Instances:** Check this to ensure that the base font exists for each instance of a Multiple Master font. If you uncheck this, FontDoctor will keep only the base fonts and none of the user-created instances.

  Tech Note: With Multiple Master fonts, a user starts with a Multiple Master PostScript font as a base (or template) and creates modified font "instances." Multiple Master font vendors such as Adobe provide the software for creating font instances, though this technology is no longer being developed by Adobe.

- **Move Orphaned Bitmap Fonts To Trash Can:** Check this to move any bitmap fonts that are missing their "sister" PostScript (printer) fonts to the trash can on the desktop. FontDoctor does not empty the trash so you can review the fonts before deleting them. When this unchecked, the fonts are moved to the "Moved Fonts" folder.

Expert Options for Missing Bitmap Fonts

- **Diagnose Type 1 PostScript Fonts:** Check this to check all PostScript Type 1 PostScript (printer) fonts for missing bitmap (screen) fonts. Type 1 fonts are the most common type of PostScript fonts.
- **Diagnose Type 3 PostScript Fonts:** Check this to check all PostScript Type 3 PostScript (printer) fonts for missing bitmap (screen) fonts. Type 3 fonts are an older, less popular type of PostScripts fonts; they are not supported by Mac OS X.
- **Move Orphaned PostScript Fonts To Trash Can:** Check this to move any PostScript (printer) fonts that are missing their "sister" bitmap (screen) fonts to the trash can on the desktop. FontDoctor does not empty the trash so you can review the fonts before deleting them. When this unchecked, the fonts are moved to the "Moved Fonts" folder.

Font File Structure Options

The options in the **Damaged & Corrupt Fonts** area let you specify what FontDoctor is looking for when examining fonts for corruption.

DIAGNOSE MISSING STYLE RESOURCES

Check this to examine fonts for missing style resources and repair them as necessary. FontDoctor repairs this problem by correcting the reference to the missing resource data in the font files.

Tech Note: Each font file contains sections of data that describe the font characteristics, such as font size, styles, and names. These sections of data are called "resources." Each font contains a resource (called a FOND resource) that refers to other resources within the font file, depending on which size and style is selected by the user. You might think of this as a self-contained "table of contents" used by Mac OS for each font. If the font file "table of contents" indicates that there is additional font data in a resource within the font file for a selected size or style, Mac OS looks for that resource in the font to get the data, and then draws the selected font on-screen. Occasionally, when Mac OS attempts to retrieve the data after looking it up, that resource may be missing or damaged. In that case, Mac OS may crash or substitute the font.

DIAGNOSE EMPTY SUITCASE FILES

Check this to locate and remove any empty font suitcases; the empty suitcases are moved to the "Moved Fonts" folder. Empty suitcase files contain no fonts, are functionally useless, and are consuming hard drive space—they should be deleted if you are not going to use them.

EXAMINE BITMAP TABLE DATA

Check this to examine the table data of each font file. If inconsistencies are found, FontDoctor will alert you. Depending on exactly which table is damaged, FontDoctor may be able to fix the table or it will suggest that you remove the font.

Tech Note: Each bitmap font and TrueType font contains data Mac OS uses to draw the font on-screen. This file data is organized into related groups called "tables." These tables contain information about a font's style, size, kerning, etc. The tables of each font are in constant use as Mac OS looks up the information needed to draw the font. During this "look-up" process, Mac OS actually reads the tables from the opened font disk file and loads them into memory before it can use the data. If Mac OS crashes while these tables are still "loaded" into memory, the tables in the font disk file can become damaged or corrupt. FontDoctor examines each of these tables and looks for data that is not consistent with the font design.

EXAMINE FINDER FILE FLAGS

Check this to examine each fonts "finder flags," which indicate the status of a file (busy, visible, etc.). FontDoctor looks at these flags, and then checks the actual conditions the flag is set for. If a flag indicates a condition that isn't true (for example, the file has a custom icon, when in fact it does not), FontDoctor will alert you. You can have FontDoctor reset the file flags to accurately reflect the true conditions of the file.

Tech Note: Mac OS uses a system of flags or markers to mark each file on your hard drive. These flags are set to indicate certain conditional information about every file. The flags are set and updated by Mac OS and the file information changes regularly. There are flags that indicates if a file is busy, if a file is visible to the user, if a file has a Finder label, if a file has an icon, if the file is actually an alias, etc. Over time, these flags can get set incorrectly. Incidentally, these flags are sometimes called "file bits" or "Finder flags" because each flag is made up of a single bit of information used by the Finder.

FIND OLD FONT RESOURCE TYPES

Check this to update any fonts with the old, less-efficient resource type of "FONT" to the newer, more efficient resource type of "NFNT."

Tech Note: Modern fonts are built with a new resource type called an "NFNT" resource. The old style "FONT" resources can significantly slow down the performance of some Mac OS applications. FontDoctor will convert these older fonts to the newer "NFNT" resource type.

DIAGNOSE POSTSCRIPT FONT FILE NAMES

Check this to have FontDoctor examine and repair (i.e re-name to it's proper name) the file names of any PostScript fonts. A "wrong" file name for PostScript fonts can cause font problems for Mac OSX. Note that PostScript file names may not cause problems with earlier version of the Mac OS.

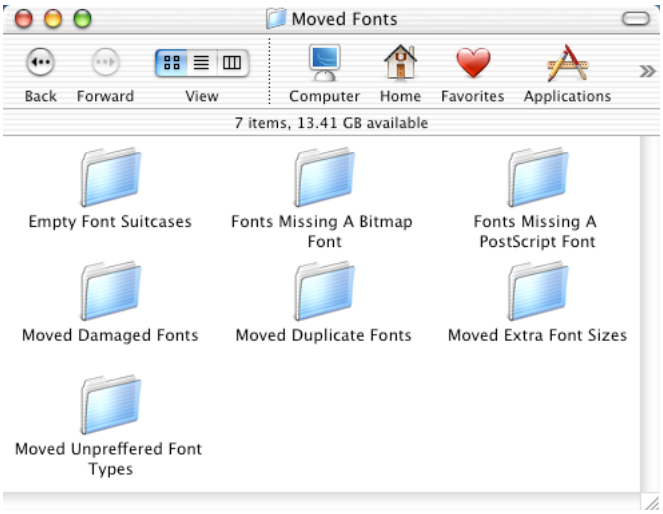
The Moved Fonts Folder

After diagnosing fonts, if necessary, FontDoctor creates a folder called "Moved Fonts." The Moved Fonts folder is used to isolate fonts it cannot repair or to contain fonts that are no longer useful such as extra font sizes or empty suitcases. You can review the files in the Moved Fonts folder and determine if you want to keep them or delete them.

By default, the Moved Fonts folder is created on the desktop.

CREATE "MOVED FONTS" FOLDER ON DESKTOP

This option will allow FontDoctor to automatically create the "Moved Fonts" folder on the desktop without asking. When unchecked, FontDoctor will ask you where you would like to create the "Moved Fonts" folder before it continues to examine your fonts. FontDoctor uses the "Moved Fonts" folder to store fonts that are damaged beyond repair or are no longer useful, like extra fonts sizes or Empty suitcase files.



The contents of the Moved Fonts folder on the desktop.

Diagnose Only (do not repair or move fonts)

In some circumstances you may want FontDoctor to simply report it's diagnosis without offering to repair or move any font file data. Check this option if you would want FontDoctor to generate a report only.

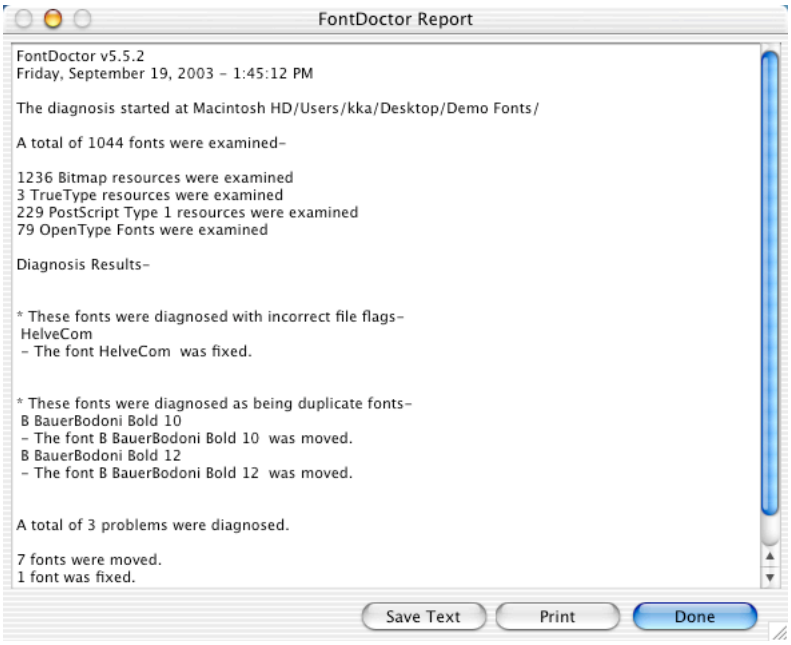
Reset Settings

This button will allow FontDoctor to automatically restore all of the Diagnosis Options to the original setting that came with FontDoctor.

Printing Reports

When FontDoctor is finished diagnosing your fonts, click **Generate Report.** The report shows which fonts were examined, how many of each type were found, and the results of the diagnosis.

If you want to keep this information for future reference, click **Save Text** or **Print.** Otherwise, click **Done.**



A FontDoctor Report that displays after diagnosing and repairing a folder of fonts.

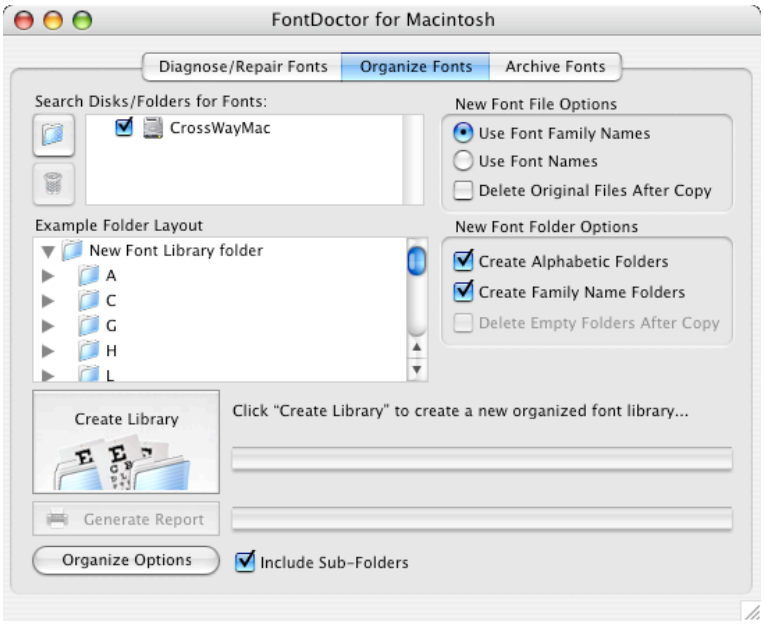
useful tip!

To specify the font, size, file name, file format, and location of the report, see "Report Printing Options" in "Setting Preferences".

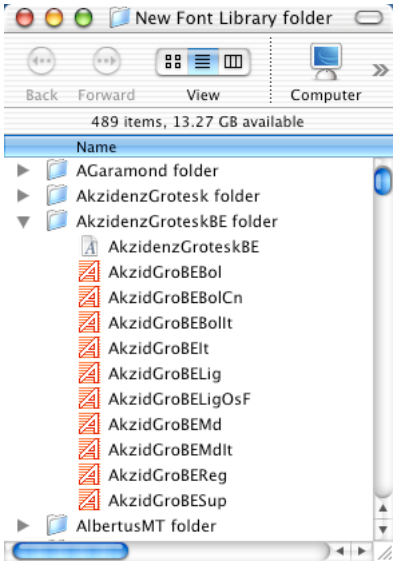
Organize Fonts

It's very common for Mac users to have many fonts spread throughout folders all over their computers—fonts that came with applications, fonts downloaded from the Internet, fonts from clients, fonts you have purchased, and more. As a result, it's very easy to become confused about what fonts you have and where they are. FontDoctor's **Organize Fonts** tab provides an easy solution to this: the automatic creation of a highly organized new font library folder. If you already have a fonts library, you can automatically move other fonts into it as well.

Before creating the font library, FontDoctor performs its diagnosis and repair process to ensure that all the fonts are usable. Fonts are then moved or copied to a new folder according to your preferences. Since everyone's workflow and habits are different, FontDoctor provides many options for creating the new font library. When you're finished reorganizing fonts, you can print a report about how many fonts were found, what type they are, and more.



The Organize Fonts tab.



One option for a new font library is to organize fonts by typeface family.

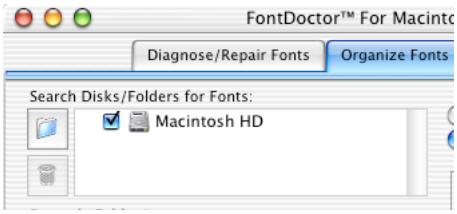
Demo Note: The demo version of FontDoctor will create new font folders for the organization you specify—so you can see how the folders look—*but fonts will not be moved* into the folders.

Before you reorganize your fonts, review all the options in the **Organize Fonts** tab to ensure that the new font library will suit your needs. After reorganizing fonts, you may need to add them to your font manager again. To organize fonts:

1 Launch FontDoctor. Since FontDoctor will diagnose and repair fonts before reviewing them, first review the options in the **Diagnose/Repair Fonts** tab (be sure to click **Diagnosis Options** as well). When you're finished, click the **Organize Fonts** tab.

2 Use the **Search Disks/Folders for Fonts** area to specify which drives, folders, and media to search when building your new font library. To add a folder, hard drive, mounted server, CD, Zip disk, etc., to the list, drag it into the **Search Disks/Folders for Fonts** area or click the folder icon and select the item.

- To search an item in the list, check it or double-click it.
- To exclude an item in the list from the search, uncheck it or double-click (if it's already checked).
- To remove an item from the list, select it and click the trash icon.



The Search Disks/Folders for Fonts area.

3 Check **Include Sub-Folders** to examine all the fonts in nested folders, on a disk, on a hard drive, or on a volume. This ensures that FontDoctor looks inside all the folders to find all the possible font files. (Note that other file types are ignored. For information about how font file aliases are handled, see "Disk Management") Uncheck this to search only the top level of a drive, folder, or other media.

4 Specify how to organize the files in the **Example Folder Layout** area. The area itself displays a preview according to options you set at right.

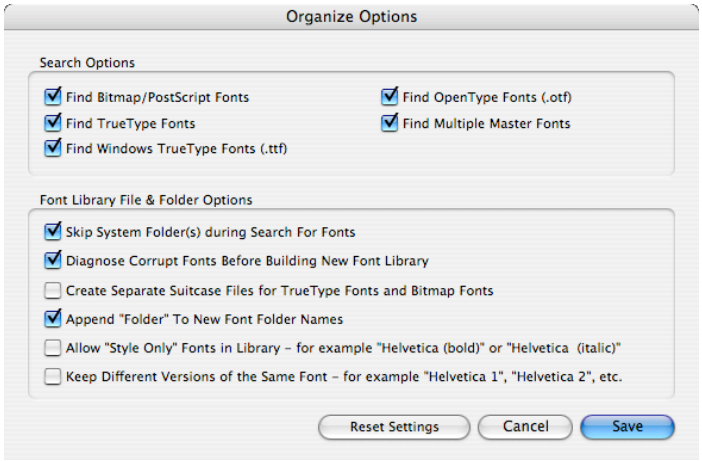
- To create alphabetical folders (numerals followed by A–Z) that will contain fonts in the new font library, check **Create Alphabetic Folders.** Note that FontDoctor will not create any unnecessary folders—if not fonts are found that start with X, for example, an X folder will not be created. To skip the creation of these folders—for example, if you want family name folders only—uncheck this.
- To create a folder for storing each font family, check **Create Family Name Folders.** If **Create Alphabetic Folders** is checked as well, the families are stored within their first letter's folder. To skip the creation of family folders—for example, if you want fonts stored only in alphabetic folders—uncheck this.
- To simply organize all your fonts into the same folder with no subfolders, uncheck both **Create Alphabetic Folders** and **Create Family Name Folders.**

The Example Folder Layout area and the Create Alphabetic Folders and Create Family Name Folders check boxes.

useful tip!

To see the example contents of a folder in the Example Folder Layout, simply double-click a folder icon or click the triangle next to a folder icon.

5 If you want FontDoctor to delete any empty folders remaining after fonts are moved into the new font library, check **Delete Empty Folders After Move.**



The Organize Options window

6 Specify which types of fonts to include in your new font library by checking boxes in the **Organize Options** window by clicking the Organize Options button. Any fonts that you choose not to include are left in place; FontDoctor does not move or delete them.

- **Find Bitmap/PostScript Fonts:** Check this to include bitmap fonts and their associated PostScript fonts, if any, in the font library. Note that PostScript fonts missing their bitmap fonts will not be included in the new font library, but bitmaps fonts missing PostScript fonts will, if any, be included.
- **Find TrueType Fonts:** Check this to include TrueType fonts or TrueType font suitcases (including the Mac OS X .dfont format) in the font library.
- **Find Windows TrueType Fonts:** Check this to include Windows TrueType fonts in the font library. Windows TrueType fonts always have the ".ttf" file name extension. Note that FontDoctor does not support Windows TrueType Collections (.ttc file name extension) files.

- **Find OpenType Fonts (.otf):** Check this to include OpenType fonts in the font library. OpenType fonts will usually have the ".otf" file name extension.
- **Find Multiple Master Fonts:** Check this to include Multiple Master fonts (and their instances) in the font library. Note that Multiple Master fonts are supported by Mac OS 9/Classic and Mac OS X version 10.2 (Jaguar) and higher, but not by previous versions of Mac OS X.

You may also want to consider using the other available options when creating a new font library:

- Uncheck **Skip System Folder** to have FontDoctor move and organize fonts in both the Mac OS 9/Classic and Mac OS X System Fonts folders. FontDoctor will not move any fonts required by either system. To leave fonts in all the System Fonts folders where they are, check **Skip System Folder. Note that you must be logged in as the administrator in Mac OSX in order to work with the system fonts folder(s). See your Apple Macintosh documentation for more details.**
- **Diagnose Corrupt Fonts Before Building New Library:** Check this option to have FontDoctor diagnose and repair corrupt and damaged fonts before it adds them to the new font library. If this is unchecked then FontDoctor will not diagnose the fonts before adding them to the new font library.
- **Create Separate Suitcase Files for TrueType Fonts and Bitmap Fonts:** Check this option to have FontDoctor create separate font files that contain TrueType and Bitmap versions of the same font. If unchecked, then FontDoctor will include both versions of the font in the same Suitcase.
- **Append "Folder" to New Font Folder Names:** Check this option to have FontDoctor add the word "Folder" to the end of a new folder that it creates for font families, font name folders, etc.
- **Allow "Style-Only" Fonts in Library:** Check this to have FontDoctor include any fonts that exist without a "plain" version. These fonts always have a style name included in parenthesis as part of their file name. While they are usually considered problematic, some people want to keep them. When unchecked, FontDoctor will not include these fonts.
- **Keep Different Versions of the Same Font:** Check this to have FontDoctor keep any different versions of the same font that it finds. Of checked, FontDoctor will put the different versions in a separate suitcase file and increment it's name with a number, like Helvetica 1, Helvetica 2, etc. When unchecked, FontDoctor will keep the newest version and ignore the older ones, if any.
- Click **Use Font Family Names** to store fonts in the appropriate font family suitcase. For example, HelveticaNeue HeavyExt will be stored in the HelveticaNeue family suitcase along with other font family members such as HelveticaNeue HeavyCond, HelveticaNeue Heavybold, etc.
- Click **Use Font Names** to create a new font suitcase for each font found in a custom suitcase. For example, the font HelveticaNeue HeavyExt will be stored in a new HelveticaNeue HeavyExt font suitcase.
- When creating new suitcases, FontDoctor can move fonts or copy fonts to the new font library. To move fonts, deleting them from their previous locations, click **Delete Original Files.**

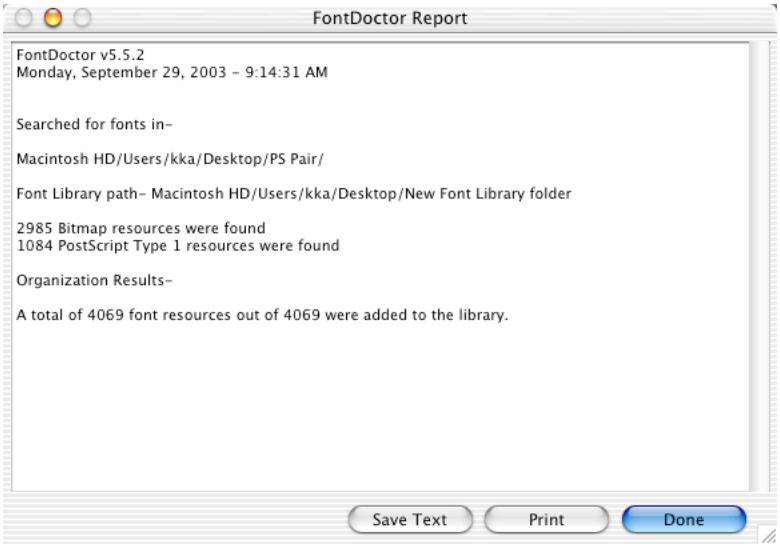
7 Once you've specified how to set up your new font library, click **Create Library.** You can create an entirely new folder for the font library or add the found fonts to an existing font library folder.

- To select an existing fonts folder, click **Select** and navigate to it.
- To create a new fonts folder, click **New** and specify a name and location for the folder.

Note: If you already created a new font library with FontDoctor, it will ask if you want to add fonts to the existing font library folder or if you would like to create a new font library folder.

8 When FontDoctor is finished organizing your fonts, click **Generate Report.** The report shows what FontDoctor searched, where it created the new library, how many fonts were found, and how many fonts were added to the new library.

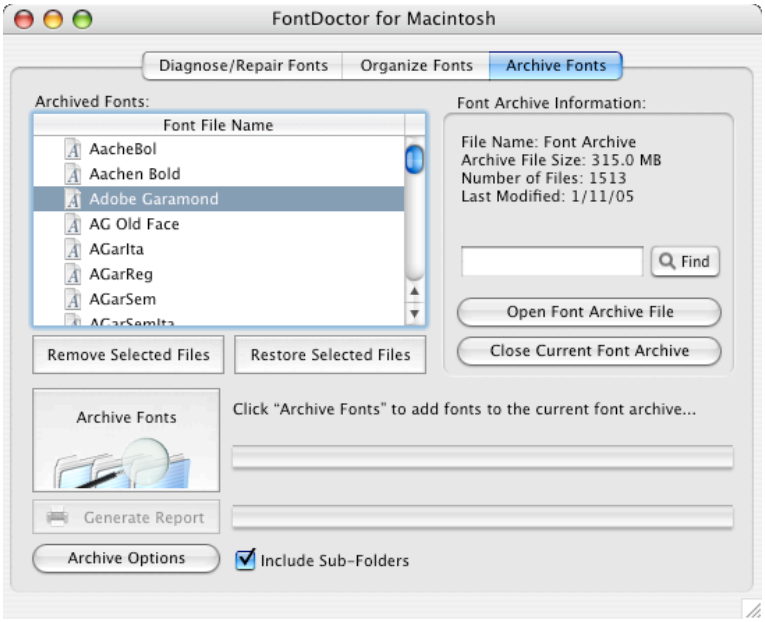
If you want to keep this information for future reference, click **Save Text** or **Print.** Otherwise, click **Done.**



A FontDoctor Report about organizing fonts.

Archive Fonts

FontDoctor allows you to create a font archive file that contains back-up copies of your font files. FontDoctor can work with the created font archive file to easily locate and restore your fonts quickly either to a selected location or back to a file's original location. FontDoctor creates a font archive file that will contain all of the font data that you choose to have archived. This single-file design makes the archive file easy to store, copy, move, or transfer with less risk of data loss.



The Archive Fonts tab.

To archive your font files, first click the Archive Fonts tabbed panel in the main window of FontDoctor. Initially you will notice that most of the controls are disabled (i.e. grayed out). This means that there is currently no Archive file opened. If you would like to open an existing font archive file, click then "Open Font Archive File" button, otherwise you may want to begin by creating a new font archive file.

Creating a New Font Archive File

To create a new font Archive file, click the **Archive Fonts** button in the Archive Fonts tabbed panel. You will be prompted to select a folder that contains the font files you would like to copy into the new Archive file. Once you've located the folder that you want to archive, click the Select button.

Next, you will be prompted to choose where you would like FontDoctor to save the new font archive file. Use the controls in the dialog window to select a location, then click the Save button.

After selecting the fonts to archive and selecting a location to save the archive file, FontDoctor will begin to search the selected folder for font files to be included in the archive file. Note that FontDoctor performs a very basic file examination as it is collecting font file data for the archive. The archiving process can be cancelled at any time by clicking the **Cancel Archive** button, or by holding down the command key and typing a period.(⌘+.)

When the search process is complete, FontDoctor will automatically begin to add the fonts to the archive file. Because the archive file is a single portable file, the fonts are first converted to a special data format before they are stored in the archive file. As such, the archiving process may take some time, depending on how many font files you have selected to be added to the archive. Once done, FontDoctor can generate a report about how many fonts where found and any problems identified in the process. This report can be viewed by clicking the **Generate Report** in the Archive Fonts tabbed panel of the main window.

Using An Archive File

Once you have created an archive file (or have opened as existing archive file) FontDoctor will list the archived font file names in the **Font File Name** list of the Archive Fonts tabbed panel in the main window of FontDoctor. This list is where you will locate font files to be restored or removed from the archive.

Information about the font archive file is shown in the **Font Archive Information** area of the Archive Fonts tabbed panel in the main window.

To close an opened archive file, click the **Close Current Font Archive** button.

Restoring Archived Font Files

On occasion you will want to restore a font file from a font archive file. FontDoctor provides several easy ways to do this. Fonts can be restored from an opened archive file by using the Font File Names list, or by typing a font name or filename in the Find field of the Archive Fonts tabbed panel.

Using the Font File Name List

To restore font files from the Font File Name list, scroll through the list and select the font files that you want to restore. You can hold down the Shift Key while clicking in the list to extend your selection continuously, or hold down the Command Key (⌘) to make a discontinuous selection in the list. Once you have selected the font files that you want, click the **Restore Selected Files** button. Alternatively, you may want to double-click a font file name in the list to see the Font Information window. In a Font Information window you can click the **Restore This File** button to restore a particular font file.

Using the Find Field

To restore font files using the **Find** field, just type a file name or font name into the Find field, then click the **Find button**. FontDoctor will show a Font Information window for each file that matches the Find field text that was typed in.

The Restore Options window.

Using the Restore Options

When restoring files from a font archive FontDoctor will present several restore options in a window that are designed to provide powerful flexibility and ease of use for restoring your font files from an Archive.

Restore Files to a Selected Folder

This option will cause FontDoctor to prompt you to select a location to save the files that are being restored.

Restore Files Back To their Original Folders

This option will allow FontDoctor to restore the selected font files back to their original folders (i.e. where they were copied from originally). Note that this option requires that the original hard drive be mounted and available, otherwise FontDoctor will be unable to restore the fonts back to their original folders and will report an error message.

Restore Selected Files Only

This option will allow FontDoctor to restore only the files that have been selected, either through the Font File List in the Archive Fonts tabbed panel of the main window in FontDoctor, or by clicking the **Restore This Font** button in a **Font Information** window.

Restore Original Folder that Contains the Selected File(s)

This option will allow FontDoctor to restore all of the font files that were archived in the same folder as the selected font file. This option is useful if you have your fonts grouped together in family folders and want to restore the entire family folder without having to select each font file in the list.

Include Original Folder Structure

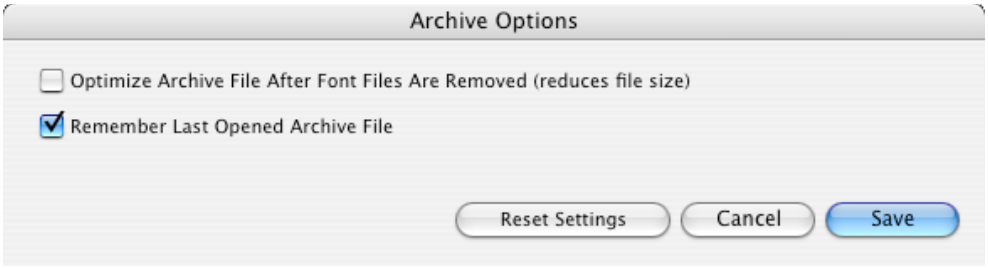
This option will allow FontDoctor to recreate the original folders and enclosing sub-folders when the font file was originally archived. Note that while the folder structure will be recreated, any files that may have been enclosed by the recreated folders will not be included, other than the ones that were selected.

Overwrite Existing Files with Restored Files

This option will allow FontDoctor to delete any files that may be copies of the files being restored and will replace them with the newly restored version(s).

Archive Options

The Archive Options button will resent the Archive Options window that contains various controls that allow you to set any available options related to font archiving.



The Archive Options window.

Optimize Archive File After Font Files Are Removed (reduces file size)

This option will allow FontDoctor to sort through the current archive file (i.e. opened) and remove any extra file space, thereby reducing the archive's file size. Note that this process may take some time depending on the size of the Archive file.

Remember Last Opened Archive File

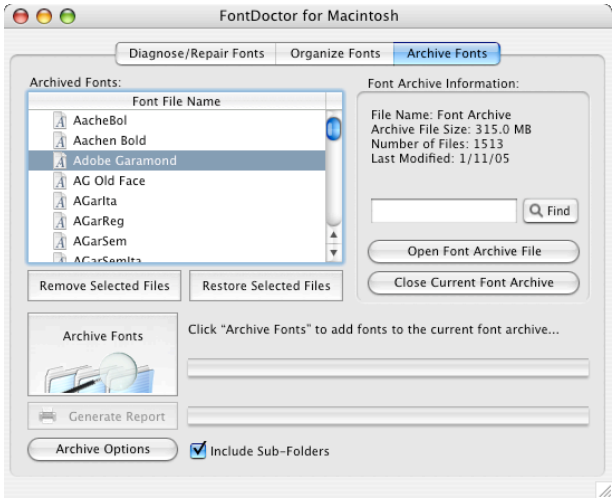
This option will allow FontDoctor to re-open any archive file that was open when FontDoctor was last Quit.

Reset Settings

This option will force FontDoctor to reset the default settings for the Archive Options window.

Inspect Fonts

The **Inspect Fonts** window lets you identify and locate special characters within a font, preview custom text in a font, and print samples of fonts. A pop-up menu below the **ASCII Character Set** table lets you choose a font to work with. If the font you're interested in does not display in the pop-up menu, quit FontDoctor, activate the font, and then relaunch FontDoctor. To open the Inspect Fonts window, select **Inspect Fonts** from the **Tools** menu.



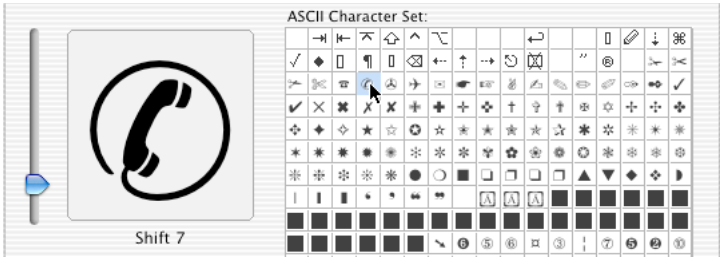
The Inspect Fonts window.

Finding Special Characters

Whenever you need to see the entire character set within a font (such as the symbols in Zapf Dingbats) or find out the keyboard command for entering a special character (such as Option+8 for a bullet in most fonts), use the **Inspect Fonts** window.

1 Choose a font from the pop-up menu below the **ASCII Character Set** table.

2 Click any character in the table. The character displays in the square preview area at left; you can zoom in on the character by dragging the scroll bar up.



The character preview area and the ASCII Character Set table.

3 Locate the keyboard command for the special character below its preview.

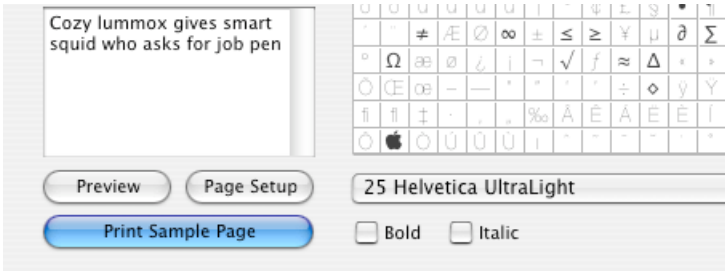
Previewing and Printing Font Samples

If you want to see how specific text—such as the characters in a logo or tag line—look in a specific font, you can customize the size and text used for previewing. You can also print samples of fonts with the default text or customized text. The Print Sample area in the lower-left corner of the Inspect Fonts window provides these features.

1 Choose a font to preview and/or print from the pop-up menu below the **ASCII Character Set** table.

2 In the **Print Samples** area, select a point size from the pop-up menu to specify the size of the type in the preview field. (Printed font samples always include the sample text at 72, 35, 18, 12, 9, and 7 point.)

3 Enter or paste a word, phrase, or sentence into the field. FontDoctor uses this text for previews and printed samples.

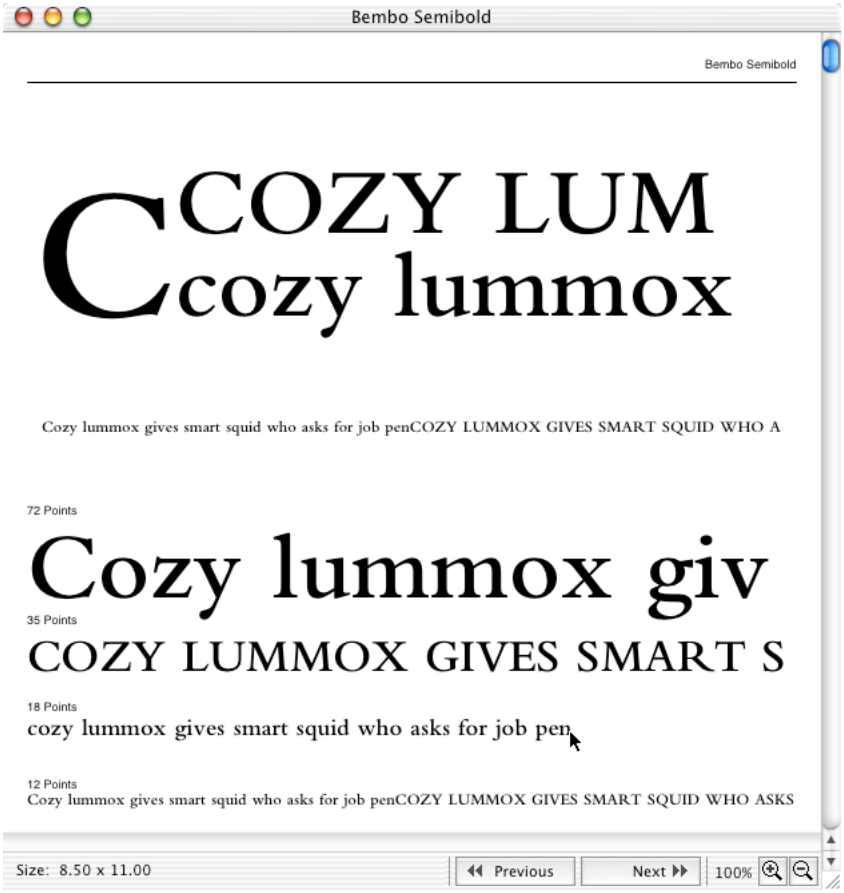


The Print Samples area of the Inspect Fonts window.

4 To see a bold and/or italic simulation of the font, check **Bold** and/or **Italic** below the font pop-up menu. Note that this displays a simulation—not necessarily the bold or italic version of the selected font. For printed samples, it's better to select the actual bold and/or italic version of the font.

5 To see the current text in the selected font at various sizes, click **Preview.**

- Use the **Previous** and **Next** buttons in the preview window to scroll through the active fonts in alphabetical order.
- Use the zoom controls in the lower-right corner to magnify the preview.



The preview window.

6 To print the current preview page, first click **Page Setup** to confirm the printer settings.

7 Click **Print Sample Page** to send the page to the printer.

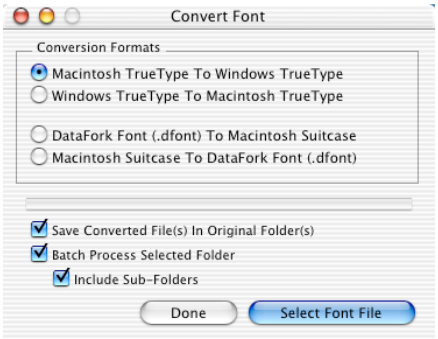
Converting Fonts

FontDoctor lets you convert TrueType fonts from Mac OS to Windows format and vice versa for cross-platform use, and it lets you convert Mac OS X dfonts to suitcases and vice versa for use with different versions of Mac OS. The converted fonts are actually copies of the original fonts, and the original fonts are left intact. You can convert one font at a time or convert an entire folder of fonts at one time.

1 Choose **Convert Fonts** from the **Tools** menu or press ⌘+F.

2 In the **Conversion Formats** area, click the button for the type of conversion you want to perform.

- **Macintosh TrueType To Windows TrueType:** This option converts Macintosh TrueType font files or suitcases to Windows TrueType files (.ttf). Although FontDoctor will convert any TrueType font file, some Apple fonts may not work properly (for example, system fonts such as Charcoal, Chicago, Geneva, and Monaco).
- **Windows TrueType To Macintosh TrueType:** This option converts Window TrueType font files (.ttf) to Macintosh TrueType font suitcases. Note that FontDoctor cannot convert Windows TrueType Collections (.ttc) files.
- **DataFork Font (.dfont) To Macintosh Suitcase:** This option converts Apple DataFork font files (.dfont) to Macintosh suitcases.
- **Macintosh Suitcase To DataFork Font (.dfont):** This options converts Macintosh suitcases to Apple DataFork font files (.dfont).



The Convert Font dialog box.

useful tip!

If you're using Font Reserve or Suitcase for Mac OS X, you no longer need to convert Windows TrueType fonts to Mac OS fonts—both font managers can handle them automatically.

3 If you want to save the converted fonts in the same folder as the original fonts, check **Save Converted File(s) in Original Folder(s).** If you prefer to specify a new destination for the converted fonts, uncheck this.

4 You can convert all the fonts in a folder at once by checking **Batch Process Selected Folder.** To convert fonts inside folders within the selected folder, check **Include Sub-Folders** as well.

5 Click **Select Font File.** Use the directory dialog box to locate a font file or folder of font files to convert. If Save Converted File(s) in Original Folder(s) is unchecked, you will need to select a destination folder for the new fonts. When you're finished converting fonts, click **Done.**

Moving Fonts within Suitcase Files

FontDoctor lets you move fonts from one suitcase to another—an especially useful feature for Mac OS X users because the Finder no longer provides this capability. You might do this to combine similar typefaces into the same suitcase (for example, you might combine Caslon Open Face and Caslon Old Face into a single suitcase as shown below), or to create a set of fonts that are all within the same suitcase. Mac OS 9 users commonly combine fonts into fewer suitcases to get around the systems' limit on the number of active font suitcases. You can also copy fonts between suitcases, create new suitcases, and delete fonts from suitcases using FontDoctor.

Moving and Copying Fonts within Suitcases

To move or copy fonts from one suitcase to another:

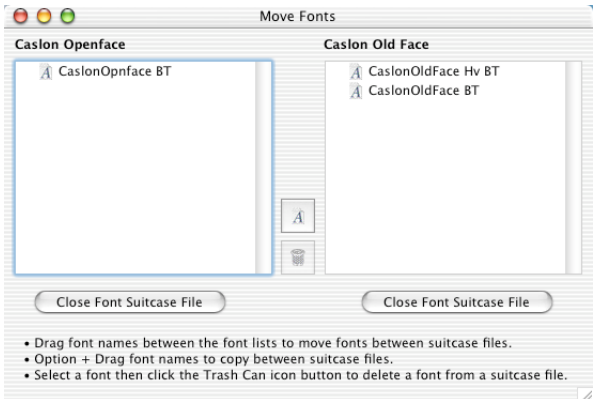
1 Choose **Move Fonts** from the **Tools** menu or press ⌘+E.

2 On the left side of the dialog box, click **Open Font Suitcase File.**

3 Navigate to the suitcase file containing the fonts you want to move. Select it and click **Open.** Note that you cannot open OpenType fonts, dfonts, or other types of fonts.

4 On the right side of the dialog box, click **Open Font Suitcase File.**

5 Navigate to the suitcase file you want to move or copy the fonts to. Select it and click **Open.**



The Move Fonts dialog box.

6 Select the fonts you want to move or copy (Shift+click the first and last font in a range of continuous fonts or ⌘+click to select discontinuous fonts).

7 To move the fonts, drag them to the other suitcase. To copy the fonts, press the Option key while you drag them to the other suitcase.

8 When you're finished moving the fonts, click **Close Font Suitcase File** for both open suitcases.

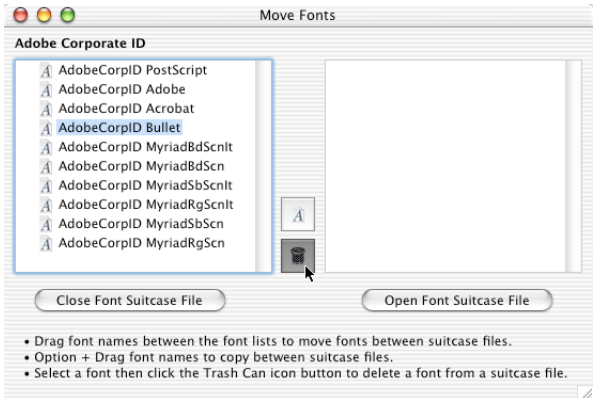
Deleting Fonts from Suitcases

Deleting a font from a suitcase deletes the font from your system. To delete a font from a suitcase:

1 Use the **Open Font Suitcase File** button to open the suitcase.

2 Select the fonts you want to delete (Shift+click the first and last font in a range of continuous fonts or ⌘+click to select discontinuous fonts).

3 Click the trash button in the center of the dialog box.



useful tip!

When you create a new suitcase file, your font manager may launch automatically due to file-association configured by your font manager application.

Deleting a font from an open suitcase. This suitcase was created to hold all the fonts for a company's corporate identity.

4 When the alert displays, click **OK.**

5 Click **Close Font Suitcase File.**

Creating New Suitcases

You can create a new suitcase to contain the fonts in the open suitcase at left. The new suitcase is always opened on the right side of the **Move Fonts** dialog box. To create a new suitcase for fonts:

1 Click the new suitcase button (above the trash button) in the center of the dialog box.

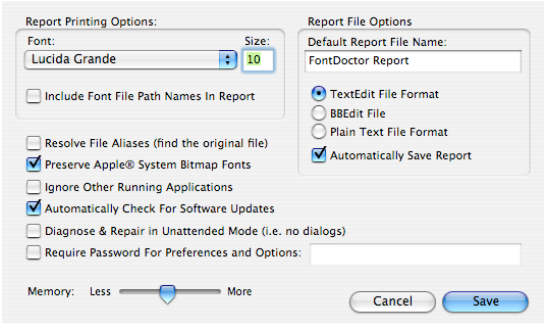
2 Use the **Save** dialog box to specify a name and location for the new suitcase.

3 Click Save to create and open the new suitcase.

4 Copy or move fonts into the suitcase, and then click **Close Font Suitcase File.**

Setting Preferences

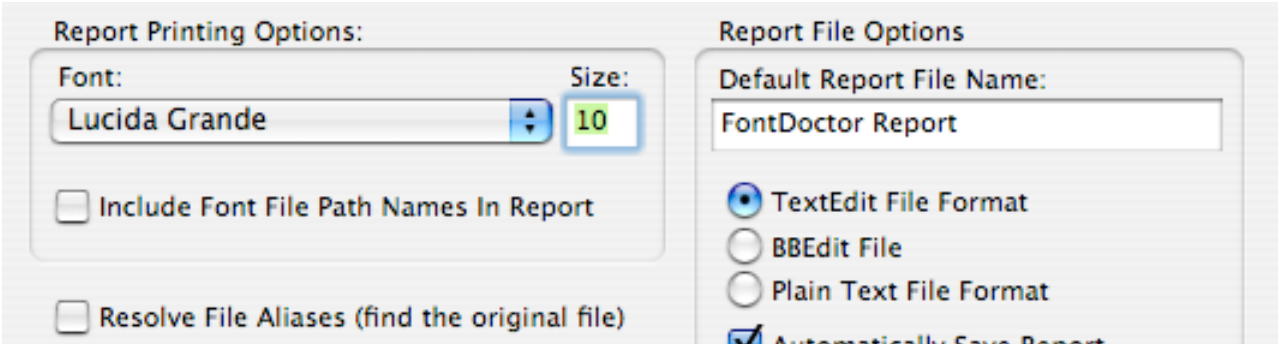
FontDoctor's preferences let you customize how various features work, including printing reports, organizing fonts, and matching PostScript fonts' bitmap and outline files. To open the **Preferences** dialog box, choose **Preferences** from the **FontDoctor X** menu (Mac OS X) or the **Edit** menu (Mac OS 9). You can also press ⌘+Y. When you're finished altering preferences, click **Save** to implement the changes.



The FontDoctor Preferences dialog box.

Report Printing Options

When you click the **Generate Reports** button in the **Diagnose/Repair Fonts** tab or the **Organize Fonts** tab, FontDoctor prints a summary of how many fonts were examined, the font types, the problems found, and how the problems were handled. The formatting, file format, name, and location of the report are based on the following preferences:



The Report Printing Options area of the Preferences dialog box.

- **Font** and **Size:** Select from the list of active fonts and enter a point size between 1 and 99 to specify the formatting of the report.
- **Default Report File Name:** Enter a default name for the report file in this field.

- **TextEdit, BBEdit, Plain Text File Formats:** Click the option for the file format you prefer for reports. In Mac OS 9, the Plain Text option creates a SimpleText file; note that Mac OS limits the size of SimpleText files to under 32 K.
- **Include Font Path Names in Report:** Check this to list the entire path to each font file listed in the report. With the path information, you can easily locate each font listed.
- **Automatically Save Report in Folder:** Check this to automatically place a report file in the first level of the folder selected for examination. For example, if you examine a folder of fonts on the desktop called "Downloaded Fonts," the report is saved in the Downloaded Fonts folder.

Resolve File Aliases

Check this to have FontDoctor locate and diagnose original font files according to their aliases; this option also locates folders according to aliases. (An alias is not actually a file, but rather a pointer to a file.) If, for example, you are diagnosing your Font Reserve Database folder, and you selected Leave in Place when you added the fonts to Font Reserve, the database consists of nothing but aliases. When this is unchecked, FontDoctor ignores aliases.

Preserve Apple System Bitmap Fonts

Check **Preserve Apple System Bitmap Fonts** to have FontDoctor ignore any Apple System bitmap fonts installed for Mac OS 9/Classic. (These fonts, installed in the Fonts folder inside the System Folder, include Charcoal, Chicago, Geneva, and Monaco.) Previous versions of Mac OS used these fonts to display buttons, text fields, icon names, etc., so it is best to leave them out of the examination and diagnosis process. If you are concerned about the integrity of these fonts, reinstall them from the Apple System installer CDs provided with your Macintosh.

NOTE: APPLE SYSTEM FONTS ARE TYPICALLY TRUETYPE FONTS AND/OR BITMAP FONTS, NOT POSTSCRIPT FONTS. IF YOU UNCHECK THIS PREFERENCE, FONTDOCTOR WILL TREAT THE APPLE SYSTEM FONTS AS IT WOULD ANY OTHER FONT FILE, *INCLUDING REQUIRING A POSTSCRIPT FONT FOR EACH BITMAP, DIAGNOSING EXTRA SIZES, ETC*.

Ignore Other Running Applications

Check **Always Ignore Other Running Applications** to have FontDoctor ignore applications that may be using fonts at the start of the diagnosis process. When checked, the **Quit Applications** alert will not display when you begin examining fonts, although fonts used by those applications will still be examined.

Diagnose & Repair In Unattended Mode

Check the **Diagnose & Repair in Unattended Mode** option to have FontDoctor automatically finish diagnosing and repairing fonts without stopping for user user interaction (i.e alert boxes, dialog boxes, etc.) When

checked, FontDoctor will automatically click the default buttons of any dialog windows that may appear and will then continue uninterrupted, until finished.

Require Password for Preferences and Options

Check **Require Password for Preferences and Options** button to have FontDoctor require a password before any adjustments can be made to the Preferences and Options windows in FontDoctor. This is useful for system Administrators or user who do not want the settings changed without password protection.

Memory Slider Control

Use the memory slider control to adjust how much free memory you want to allot for FontDoctor while it is searching and repairing fonts. This is useful if you have a very large number of fonts. Note that the default setting (in the middle) is almost always adequate, but you may want to move the slider towards "More" if you have the available memory (RAM) as this may allow FontDoctor to work faster in some conditions.

The Memory slider control in the Preferences window

Appendices

Appendix A: Working with Multiple Users on a Mac OS X System

Mac OS X is designed from the ground up to provide an environment that easily supports multiple users on a single computer. Each user can set up the system in a way that fits his or her work style, including individual fonts and preferences.

Mac OS X accomplishes this by managing individual Library folders. Each of these Library folders contains its own related folders, including a Fonts folder within each Library folder. As new users are created, new Library folders (and new Fonts folders) are created by the system for them. Additionally, the System manages its own Library folder, and manages a Library that is the base for a local machine, and manages a Library that is used on a network of users. Understanding the location and function of the Mac OS X Fonts folders is critical to good font management because:

- When a user logs into the system, fonts in his or her Fonts folders are activated automatically by the system.
- Folder access privileges and user access privileges may affect the way FontDoctor is able to diagnose and repair your fonts.

Taking the time to understand how to work in a multi-user environment will go a long way toward helping you take full advantage of FontDoctor's features. Consult your Mac OS X manual for more details about multiple users and shared files. If you are using a font manager such as Suitcase or Font Reserve, consult its user guide to determine how it handles multiple users.

Local User Fonts Folder

<hard drive> / Users / <user name> / Library / Fonts
This Fonts folder is located in the Users folder on the start-up drive. In the Users folder there is a folder for each log-in user that has been set up on the system. In each user's folder, there is a Library folder that contains a Fonts folder. Users can add or remove their own private font files using this folder. Users will not have access to other user's folders unless they have been set up with access privileges to those folders.

Local Library Fonts Folder

<hard drive> / Library / Fonts
This Fonts folder is located in the Library folder on the start-up drive. This folder provides fonts for all applications running on Mac OS, regardless of which user is logged in. Fonts can be added or removed from this Library by the Administrator only.

Network Library Fonts Folder

<hard drive> / System Preferences / Network / Fonts
This Fonts folder is located in the Network folder of the start-up drive; it is typically available on systems that are used as Network Servers and are maintained by a Network Administrator. Fonts in this folder are available to all users on a shared network volume.

System Library Fonts Folder

<hard drive> / System / Library / Fonts
This Fonts folder is located in the System folder on the start-up drive. These fonts are used by the System and should not be altered.

Classic Fonts Folder

<hard drive> / System / Folder / Fonts
This Fonts folder is located in the System Folder on the start-up drive and is used by Mac OS 9 and Mac OS X. This folder contains System Fonts for Mac OS 9 and should not be altered from within Mac OS X.

Appendix B: Mac OS X Font Formats

Mac OS X supports some new font formats as well as extended support for existing font formats. Additionally, some traditional formats are no longer supported.

Datafork Fonts (.dfont)

New to Mac OS X are DataFork fonts, identified by the ".dfont" file name extension. These files are identical to a font suitcase on earlier Mac OS versions, except the information is stored in the data fork of the file, instead of the resource fork. This new data storage scheme allows font files to transfer seamlessly between systems such as UNIX or Windows without the risk of data loss that exists with traditional resource fork suitcases. The Mac OS X version of FontDoctor fully supports the diagnosis and repair of DataFork font files and can convert files between a font suitcase or a DataFork font file. (See "Converting Fonts to Different Formats")

OpenType Fonts (.otf)

Mac OS 9.2 and Mac OS X support a new font file format called OpenType, identified by the ".otf" file name extension or by the word "Pro" appended to the font family name in the font menus (for example, "HelveticaPro"). These font files are designed to include both TrueType and PostScript technology in a single file, thus eliminating the need to maintain a separate PostScript file for a Type 1 font, as done traditionally. Additionally, the OpenType format is supported on Mac OS and Windows systems, and can be transferred effectively between the two. FontDoctor fully supports OpenType fonts.

TrueType Fonts

Mac OS X versions 10.1.2 and up support traditional Mac OS TrueType fonts as well as Windows TrueType fonts (.ttf). FontDoctor also supports TrueType fonts from Mac OS or Windows, and can convert between the two. (See "Converting Fonts to Different Formats")

PostScript Fonts and Suitcases

Mac OS X supports PostScript Type 1 fonts and their suitcases; it does not support PostScript Type 2 or Type 3 fonts. FontDoctor will still diagnose PostScript Type 2 and Type 3 fonts as they are supported by Mac OS 9/Classic.

Multiple Master Fonts

Mac OS X 10.3 (and higher) does support Multiple Master fonts, and FontDoctor continues to support Multiple Master fonts as well. Contact Adobe Systems for more information (www.adobe.com) about Mac OS X support for Multiple Master fonts. Note that this technology has been deprecated by Adobe and by Apple and is therefore no longer supported by them.

Bitmap Fonts

Mac OS X does not support older bitmap fonts (usually from System 6 and earlier). FontDoctor, however, does support these older font formats and can update them for you.

Appendix C: FAQ

This section provides answers to frequently asked questions about FontDoctor. For the most up-to-date information, please check our website at MorrisonSoftDesign.com.

Q. FontDoctor reports that some of my PostScript fonts are missing their bitmaps, even though I can plainly see the bitmap font files! What's going on?

A. If the affected fonts are all Apple System bitmap fonts (Helvetica, Palatino, Courier, Times, etc.), you need to decide how you want FontDoctor to handle these fonts. The problem is, over the years, Adobe has attempted to include PostScript fonts with the Apple System fonts as part of its font library. So while Apple ships the System fonts with TrueType and bitmaps, they do not include PostScript font files to go with the bitmaps—but the Adobe versions do. So FontDoctor needs to know whether you want it to consider the Apple fonts as they were designed by Apple (without a PostScript font), or if you want FontDoctor to require a PostScript font with each of the Apple bitmap fonts, as Adobe designed them.

You might be now asking "Why can't FontDoctor just tell the difference between the Adobe versions and the Apple versions of the bitmaps?". This is because Adobe broke the rules of font development by using the same (and Apple restricted) internal font ID numbers the Apple fonts use. Therefore, from the System's and FontDoctor's perspectives, they are the Apple fonts. The solution? To force FontDoctor to "link" the Adobe PostScript fonts to the Apple bitmap fonts, uncheck the **Preserve Apple System Bitmap Fonts** in the FontDoctor **Preferences** dialog box (⌘+Y).

Q. FontDoctor won't examine any folders that are inside the fonts folder I select. What's the problem?

A. Make sure you check **Include Sub-Folders** in the **Diagnose/Repair Fonts** tab of the **FontDoctor** dialog box. Also, if any of the sub-folders are actually aliases to other folders, be sure to check **Resolve File Aliases (find the original file)** in the **Preferences** dialog box (⌘+Y).

Q. FontDoctor examines my System Fonts folders and reports that it repaired some fonts. When I run it again, however, it reports the same thing. How come?

A. Since the System (not the Finder) is using the font data, it won't let FontDoctor make permanent repairs to the fonts (this is especially true for System 9 or earlier). In addition, since font data for System Fonts may be only partially available, FontDoctor's diagnosis may be partially incomplete. As a work-arounds, you can either repair a *copy* of the System Fonts or startup your computer from a system CD:

- To repair a copy of the System Fonts, quit all applications and then Option+drag a copy of all the System Fonts onto the Desktop. Run FontDoctor on the copied fonts, and then replace the old System Fonts with the repaired ones. In Mac OS X, be sure to move fonts out of all the System Fonts folders (listed in "Appendix A"); note that moving some of the System Fonts will require your administrator password.
- To repair the fonts in place, start up your system with the Mac OS Startup CD that came with your computer. You can then run FontDoctor on all the System Fonts folders—or on your entire hard drive—without worrying about any font data being in use.

Q. After using the FontDoctor **Diagnosis/Repair** feature on my font library, my font management software (Suitcase, Font Reserve, etc.) is unable to find or activate the fonts. What's up with that?

A. Since FontDoctor moves some fonts to the Moved Fonts folder (usually on the desktop), you may need to re-create your font sets according to the documentation provided with your font management application.

Q. How can I find out my FontDoctor serial number?

A. While FontDoctor is running, press the Option key while you choose **About FontDoctor** from the **FontDoctor X** menu (Mac OS X) or the **Apple** menu (Mac OS 9). Your serial number will display in the **FontDoctor** splash screen.

Q. ATM Deluxe from Adobe keeps reporting that the "file offsets exceed the resource length" (or similar language) for some of my fonts. FontDoctor, however, finds no problems with these fonts. Who's telling the truth here?

A. We have inspected many of the fonts for which ATM Deluxe reports this error, but cannot find an issue with them—especially with their table offset values. We have attempted to get an official response from Adobe about this error, but haven't heard anything yet. As far as we can tell, the error being reported by ATM Deluxe appears to be inaccurate.