

IDEAS Training: Windows Font Management

Types of Fonts

TrueType

These are the default Windows fonts.

PostScript-Based Fonts

These come in two major formats: Type 1 and Type 3.

Most modern fonts, including Adobe fonts, are Type 1; some very old fonts or graphic fonts may be Type 3.

*Another variation of Type 1 fonts is **Multiple Master** fonts.*

While they can work with Windows, it is best update to OpenType fonts.

*All PostScript fonts come in two parts: font-matrix files (.pfm and .afm) and printer fonts; **both** are required. Printer fonts always come as a single file per style.*

OpenType

This is the new format from Adobe and Microsoft. OpenType cross-platform between Windows and Macintosh computers. OT fonts come as a single file per style, and do not use separate font-metric files.

OpenType is a file format, not a font technology — so they can be either modified PostScript fonts or modified TrueType fonts; Adobe's versions are modified PostScript, Microsoft's are usually modified TrueType.

***Adobe OpenType Pro** fonts can contain advanced character sets (up to 65,536 glyphs) however, older programs may only be able to use the first 256 glyphs (or may not be able to use them at all)*

***Adobe OpenType Std** fonts are basically converted PostScript fonts and only have the standard 256 glyphs.*

Where your fonts are located:

Default System Fonts locations

System fonts are installed via the Fonts control panel

You can drag-copy them from there or use the File>Install menu.

Adobe Programs

Program Files/Common Files/Adobe/Fonts

User-only folder:

Documents and Settings/~user (owner) /Application Data/Adobe/Fonts*

*Access must be obtained by starting with the C: drive, not through My Documents; Hidden files must be turned on.

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Required Fonts

XP*: Do NOT remove these fonts:

- Arial (all)
- Courier 10, 12, 15
- Courier New (all)
- Modern
- MS Sans Serif
- MS Serif
- (Any other MS fonts)
- Roman
- Script
- Small fonts
- Symbol
- Symbol 8, 10, 12, 14, 18, 24
- Times New Roman (all)
- Wingdings
- (And any font with red A)

*For other versions of Windows, you should check with Microsoft.

Adobe

You can leave the fonts here if you wish or move them *if* you are using a font management program

Methods of Removal

Create a new folder in the Shared Documents folder and drag all the fonts into it (except for the fonts you should not remove). To remove fonts you must be an *administrator*.

You will **not** need to install ATM Light if using Windows 2000 or XP.

Utilities for Organization and Repair

At this point, you should run your fonts through *Font Doctor* to check them for dupes and corruption — and to assist organizing them.

With a Font Management Program

Install the latest version of the font management software
Install your organized fonts into the software
Don't set too many fonts for auto-load — let them *auto-activate* if possible.
Make sure your auto-activated fonts are set to *deactivate* upon restart.