Extensis™

SuitcaseFusion

SUITCASE FUSION 9
USER GUIDE

Extensis™

Legal notices

Suitcase Fusion 9 v20.0.7 ❧ 14 August 2019

Contents

Getting started
System requirements

For complete system requirements, release notes, and other information, see [Suitcase Fusion 9 Support](#).

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

Macintosh

- macOS™ 10.12 through 10.14
- Safari® 9 or later or the current release of Firefox® or Chrome™, for viewing Help

Suitcase Fusion 9 is completely 64-bit, optimized for macOS 10.13.4 and later.

Windows

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

> **NOTES**
> - Suitcase Fusion 9 requires a 64-bit operating system.
> - Suitcase Fusion 9 does not support Windows 8/8.1.
> - Suitcase Fusion 9 does not include auto-activation XTensions for QuarkXPress.

What's new

View release notes for the current version of Suitcase Fusion at [Suitcase Fusion 9 Release Notes](#).

Version 20.0.7

Monotype™ Mosaic

We added support for Monotype's Enterprise font solution, Mosaic.

This is an ideal companion for Suitcase Fusion TeamSync: enroll your TeamSync team members in a Mosaic team, giving all your team members access to whichever Monotype fonts they require.

To use Mosaic with Suitcase Fusion, users can download the SkyFonts application, link their Mosaic team member account to SkyFonts, then sync Enterprise fonts through SkyFonts.

Learn more on page 43.

> **NOTE:** Recently, Monotype has removed the ability to sync fonts from Fonts.com and MyFonts.com using SkyFonts. Instead you can download fonts from these websites and add them to Suitcase Fusion directly.

Suitcase Fusion 9 Support: https://www.extensis.com/support/suitcase-fusion-9/

Suitcase Fusion 9 Release Notes: https://www.extensis.com/support/suitcase-fusion-9/release-notes/

Version 20.0.5
Document Tags
Suitcase Fusion now includes Keywords and other metadata for tracked documents; this information is displayed as **Tags** in the **Document Info** tab. You can use QuickFind with tracked documents to find documents with a specific tag.

Other new features
- If a pre-defined preview text string uses glyphs that are not present in a given font, a different text string (one whose glyphs are all present) will be displayed for that font.
- When scrolling a list view that is organized by family, the topmost family's header will be "pinned" to the top of the screen while any elements of the family are still visible.
- The **Fonts** pane and **Tracked Documents** pane now display an appropriate message and hint when the selected target is empty.
- We are now using the Creative Cloud icon for the Adobe Fonts library.

Version 20.0.4
Advanced Find and Smart Search
- We added a search criterion to find fonts by their **Location** (such as **Vault** or **System**)
- We added a search criterion called **Problem Fonts** that will list corrupt fonts.
- We added a search criterion called **Platform** to find fonts that are (or are not) compatible with the platform that Suitcase Fusion is running on.

Learn more about Advanced Find on page 23.

Other new features
- Searching in the **Glyphs** pane will display a named code point range for glyphs that do not have an assigned name.
- You can now update tracked documents that have been modified outside of Suitcase Fusion. Learn more about **Document tracking** on page 38.

Version 20.0.3
- We added the font's **Version, Foundry**, and **Font Sense** information as a screen tip, visible when you move the mouse pointer over a font tile.
- We made the **Supported Languages** list in the **Info** panel hierarchical; click the triangle next to a language family to see all the variants that a font supports.

Version 20.0.2
- We added **Font Sense** information to the main font list.
- We added the ability to sort by **Postscript Name**.

Version 20.0.1
- You can now double-click a tracked document to open it in the appropriate application.
- When you open a tracked document from within Suitcase Fusion, we activate the fonts that are used in the document immediately (without waiting for the plug-in).
- Adobe rebranded and repurposed Typekit as Adobe Fonts; we have updated Suitcase Fusion to use this name. (When Adobe settles on an icon for this service we will update the icon for the Adobe Fonts library as well.)

Version 20.0
Document Tracking
- Tracks Adobe documents saved using the auto-activation plug-in
- Identifies fonts used in each tracked document
- Provides general information about each tracked document
- Identifies which tracked documents use a specific font

Other new features
- Auto-activation plug-ins for Adobe CC 2019
- Fully 64-bit application
- Support for macOS Mojave

Quick installation guide

If you just want to jump in and get going with Suitcase Fusion 9, you've come to the right place.

If you want to take things more methodically, please see **Overview** on page 53.

1. **Check the system requirements.**
   You need to be running macOS 10.12 or later, or Windows 7 or 10. See **System requirements** on page 5 for details.

2. **If you are upgrading from an earlier version of Suitcase Fusion, archive your Font Vault.**
   This will allow you to revert easily to the older version. See **Archive your Font Vault** on page 60.

3. **Disable or uninstall any other font manager.**
   If you are running Suitcase Fusion 6 or later, you can just quit that program and continue. (We recommend that you uninstall an older version but it is not required.)
   If you are running Universal Type Server or a different font manager, uninstall it or disable it before running Suitcase Fusion.
   See **Remove other font managers** on page 57 for instructions.

4. **Download the Suitcase Fusion 9 installer.**
   Get it here: **Suitcase Fusion 9 Support**.

5. **Install the application.**
   On Mac, open the disk image and drag the Suitcase Fusion 9 icon into your Applications folder.
   On Windows, run the installer and follow the instructions.

6. **Start Suitcase Fusion 9.**

If you are not upgrading an older version, when you start Suitcase Fusion 9 for the first time it will present the setup wizard. Follow the on-screen instructions to finish the setup. See **First-time launch and configuration** on page 61 for details on the setup wizard.

If you have upgraded from an older version of Suitcase Fusion, then Suitcase Fusion 9 will back up your database and update your plug-ins. See **After you upgrade** on page 63 for details on upgrading.

Fonts
Adding and removing fonts
The Font Vault

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

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

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

Adding fonts to the vault

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

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

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

Adding fonts temporarily

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

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

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

The **Temporary Fonts** library

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

Adding fonts in place

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

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

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

To add fonts in place:

1. Make a folder for your fonts in a location that you have control over, such as in your Home folder or your Documents folder.
   Do not make a folder inside a system folder or another user's Home folder.
2. Copy your fonts to the new folder.
   If you need to add different fonts to different libraries, place them in separate folders on your hard drive.
3. Open Suitcase Fusion.
4. Open **Preferences**.
   In macOS, choose **Suitcase Fusion > Preferences**; in Windows, choose **Edit > Preferences**.
5. Under **Font Adding Options**, select **Added fonts are left in their original location**.
6. Close **Preferences**.
7. Add your fonts to Suitcase Fusion.

Identifying fonts as in-place or Vault fonts

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

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

Locating fonts that you added in place

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

Moving in-place fonts to the Font Vault

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

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

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

Removing vault fonts

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

- If you select a set in the **Libraries** pane, then select and remove a font, the font will only be removed from that set, not from the library or any other set.
- If you select a library, then select and remove a font, the font will be permanently deleted from that library and all sets in that library.
- If you remove a set, no fonts are removed from the library.
- If you remove a library, all fonts in that library are permanently deleted.

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

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

Removing temporary fonts

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

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

Removing fonts added in place

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

Activating and deactivating fonts

Font activation

When a font is available for use, it is called an **active** font, and the process of making it available is called **activation**. When the font is removed from availability, it is **deactivated**.

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

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

Temporarily activated fonts are active until they are manually or automatically deactivated, or until you shut down or log off from your computer.

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

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

Activation controls

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

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

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

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

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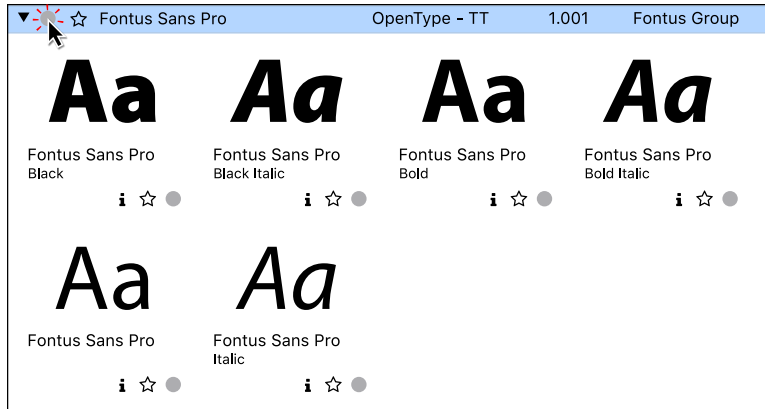
To activate a family permanently, hold down OPTION (Mac) or CTRL (Windows) and click the family activation button.

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

- Click the large blue activation button in the toolbar, or
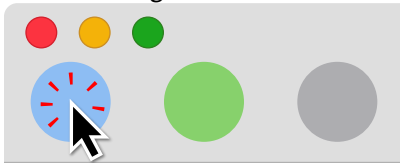
- Right-click any selected font and choose **Activate** from the shortcut menu, or
- Choose **File > Activate**, or
- Press COMMAND+O (Mac) or CTRL+O (Windows).

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

- Click the large green activation button in the toolbar, or

- On Mac, hold down the OPTION key, right-click any selected font and choose **Activate Permanently** from the shortcut menu, or
- On Mac, hold down the OPTION key and choose **File > Activate Permanently**, or
- Press COMMAND+OPTION+O (Mac) or CTRL+ALT+O (Windows).

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

- Click to the far left of the set or library name in the **Libraries** panel (this will not work to activate fonts in a Smart Search), or
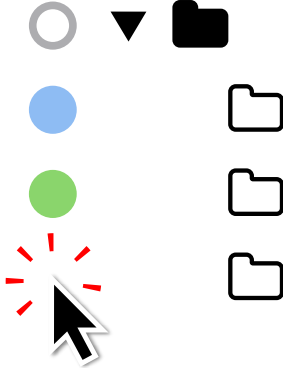
- Right-click the set, library, or Smart Search name and choose **Activate** from the shortcut menu, or
- Select the set, library, or Smart Search and click the large blue activation button in the toolbar, or
- Select the set, library, or Smart Search and choose **File > Activate**, or
- Select the set, library, or Smart Search and press `COMMAND`+`O` (Mac) or `CTRL`+`O` (Windows).

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

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

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

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

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

For more details on auto-activation plug-ins, see **Auto-activation plug-ins** on page 32.

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

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

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

To create an application set:

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

Font Panel activation

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

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

For details about the Font Panel, see **The Extensis Font Panel** on page 37.

Deactivating

To deactivate fonts:

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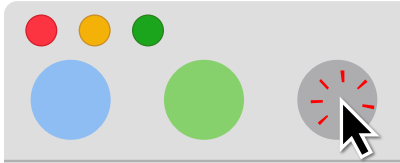
- Select one or more fonts and choose **File > Deactivate**, or
- Select one or more fonts, right-click one of the selected fonts and choose **Deactivate** from the shortcut menu, or
- Click the blue or green activation button to the left of a library or set in the **Libraries** panel.

Previewing fonts

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

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

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

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

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

Other ways to preview

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

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

Organization
Libraries and sets
Libraries

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

Depending on your workflow, you may only have one font library (aside from your system fonts). However, you can create multiple libraries to segregate fonts by client, job type, operating system, and even to share fonts online using Suitcase TeamSync.

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

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

- **TeamSync Libraries** are shared among a small team or workgroup.
  This library group will only be visible if you are a member of a TeamSync group. **Learn more** on page 47.
- **TypeSync Libraries** are libraries that you create locally on one system and sync through the Extensis TypeSync cloud service.
  This group is only visible if you share a local library using TypeSync. **Learn more** on page 45.
- **Local Libraries** are libraries that you use only on your local computer, and are not shared or managed anywhere else.
- **Third-Party Fonts** libraries include the fonts from any third-party services that sync to your desktop.
- **Document Tracking** is not a library but a listing of documents you have saved using the auto-activation plug-ins. **Learn more** on page 38.
- **System Fonts** libraries contain fonts installed with your operating system. Some of these fonts are required and are indicated with a locked icon.
- **Smart Searches** aren't libraries but are listed in the **Libraries** panel for convenient access. **Learn more** on page 27.

Libraries panel icons

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

ICON	DESCRIPTION	REPRESENTS
	TeamSync Libraries	
	Cloud with upward arrow	TeamSync library
	Cloud with X	Offline TeamSync library
	TypeSync Libraries	
	Cloud with upward arrow	TypeSync library
	Cloud with X	Offline TypeSync library
	Local Libraries	
	Solid folder	Local library
	Folder with clock	**Temporary Fonts** library
	Third-Party Fonts	
	The Adobe Creative Cloud logo (a stylized white cloud on a red background)	**Adobe Fonts** library **Learn more** on page 42.
	White "F" on a red circle	**Google Fonts** library **Learn more** on page 42.
	Stylized blue "S" with arrowheads on each end	**Monotype Fonts** library **Learn more** on page 43.
	Document Tracking	
	Application icons for Adobe After Effects, Illustrator, InDesign, and Photoshop	Groups of documents saved using the auto-activation plug-in with **Document Tracking** enabled.
	System Fonts	
	Computer screen	System fonts library
	Smart Searches	
	Folder with lock	Built-in Smart Search
	Folder with gear	User-created Smart Search
	Other	
	Hollow folder	Font set (any library)
	Application's icon	Application set

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

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

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

Sets

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

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

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

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

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

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

> **NOTE:** You can also create a set consisting of all the fonts in an open design document; see **Creating a set from an open document** on page 35.

Application Sets

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

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

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

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

Families

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

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

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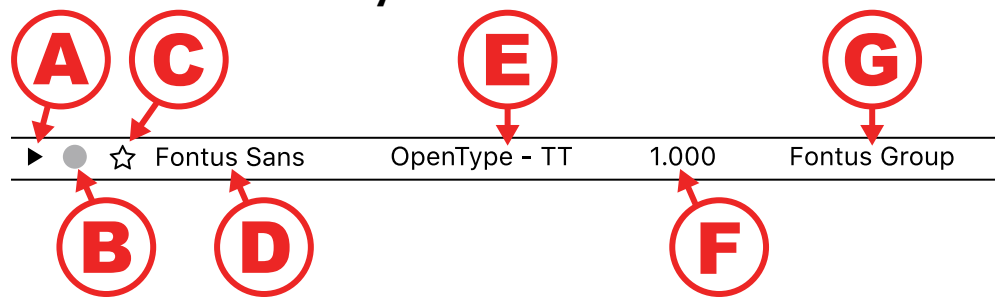
Families can be collapsed so that Suitcase Fusion shows just a scrolling list of your fonts, or expanded to display individual fonts using the selected preview type.

When collapsed, the family listing includes these elements:

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

   > **TIP:** To expand or collapse all font families at once, hold down the `OPTION` key (Mac) or `CTRL` key (Windows), then click the triangle.

B. **Activation**
   Shows the family's activation status and lets you activate or deactivate the entire family.
   ⬤ means all fonts are deactivated, 🔵 means all fonts are activated temporarily, 🟢 means all fonts are activated permanently, and ⚪ means fonts have mixed activation.
   Learn more about activation on page 10

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

D. **Family Name**

E. **Type**
   This is the type or format of all fonts in the family, such as "OpenType-PS" or "TrueType".
   Since **Type** is one of the criteria used to determine family grouping, this will be the same for all members of the family.
   You may have more than one family with the same family name but each with a different **Type**.

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

G. **Foundry**
   This is the company or person that created or distributes the font.
   Since **Foundry** is one of the criteria used to determine family grouping, this will be the same for all members of the family.
   If a font doesn't have a **Foundry** assigned, it will be displayed as "--".
   You may have more than one family with the same family name but different **Foundry** values.

How grouping works

Suitcase Fusion groups fonts into families using the following criteria:

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

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

If the current library has two different versions of a font with the same name, foundry, and type, they will be placed in the same family. For example, you might have two different versions of Garamond-Book in the Garamond family.

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

> **TIP:** You can merge two families that differ only by **Foundry** by assigning the individual fonts in both families to the same **Foundry**.
>
> **Learn more** on page 28.

Working with families

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

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

Copying and moving fonts

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

- **To move fonts from one set to another within the same library,** click the source set, select the fonts in the **Fonts** panel, then drag the selected fonts to the destination set.
- **To copy fonts from one set to another within the same library,** click the source set, select the fonts, hold down the ⌜OPTION⌟ key (Mac) or ⌜ALT⌟ key (Windows), then drag the fonts to the destination set.
- **To copy fonts from one library to a different library,** click the source library (or a set within the source library), select the fonts, then drag the fonts to the destination library (or to a set in the destination library).
- **To copy a set from one library to another,** drag the source set to the target library.
- **To copy a font from a tracked document to a set or library,** select the document, open its **Info** panel, click the **Font Usage** tab, select the fonts, then drag the selected fonts to the destination.

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

- You cannot copy or move fonts in to or out of the **Adobe Fonts** library.
  No set operations are possible within the **Adobe Fonts** library.
  To add or remove fonts from the **Adobe Fonts** library, use the Adobe Creative Cloud application.
- You cannot collect fonts from the **Adobe Fonts** library.
- You cannot copy or move fonts in to the **Google Fonts** library.
  You can copy fonts from the **Google Fonts** library to another library, but you cannot move fonts from the **Google Fonts** library.
- You cannot copy or move fonts in to the **Monotype Fonts** library.
- You cannot remove fonts from the **Monotype Fonts** library. Use the SkyFonts application to remove fonts.
- You can copy Monotype fonts to another local library or set, but you cannot copy Monotype fonts to a TeamSync or TypeSync library.
- You cannot copy or move fonts in to or out of the **Temporary Fonts** library. **Learn more** on page 8.
- You cannot copy or move fonts in to or out of any of the **System Fonts** libraries.
  On macOS, use the Font Book application to remove fonts from the **User** library.
  On Windows, use the Fonts control panel to remove fonts.
- You cannot copy or move fonts into any Smart Search.
  Smart Searches are not libraries or sets; you should be able to copy fonts out of most Smart Searches, depending on the library that the font originates from. **Learn more** on page 27.
- You cannot copy or move fonts into a tracked document.
  Tracked documents are not libraries or sets; they only show fonts that have been used in the document.
- You cannot remove fonts from a tracked document.

Sorting the font list

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

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

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

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

Font list sorted by Name in Ascending order

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

Font list sorted by Type in Descending order

Searching for fonts and characters

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

- QuickFind is very fast and searches common properties of fonts. If you know part or all of a font name, this is the place to start.
- Advanced Find lets you fine-tune your search based on multiple criteria, including when you added the font to your library.
- QuickMatch lets you find fonts that look similar to another font.

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

QuickFind

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

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

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

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

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

> NOTE: You can also use QuickFind with tracked documents; see **QuickFind and tracked documents** on page 41.

Advanced Find

Advanced Find gives you additional options for locating fonts. You can search for fonts by any combination of attributes such as name, foundry, tags, style, type, classification, and version. When you specify Find criteria, you specify each criterion (such as "foundry"), a qualifier (such as "matches"), and a value (such as "Adobe").

Your Find operation can include up to six search criteria.

To search with the **Find** controls:
1. Choose **Edit > Find Fonts**.
   The **Find** controls display at the top of the Fonts panel.
2. Optionally, select the libraries and sets that you want to search in.
   Click the first pop-up menu labeled **Search In** and choose the library or selection to search in. You can choose to search in **All** libraries, the **Selected Libraries and Sets**, or any individual library.
3. Choose an option from the second pop-up menu to specify whether you want to find fonts that match **any** of your conditions or fonts that match **all** of your conditions.
   Choosing "any" can produce a larger set of results than choosing "all." With the "any" selection, every font that matches any of your search conditions is returned as a result; with the "all" selection, only fonts that match all of your search conditions are returned.
4. Choose a property to search on from the left pop-up menu in the criterion row.
   Depending on the property that you select, different pop-up menus and fields let you specify exactly what to find. If you choose **Type**, for example, you can choose **matches** or **does not match**, and then choose from a list of supported font types.
5. To add more criteria, click **+**. To remove a criterion, click **−** on the same row.

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

Smart Search

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

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

For more details about Smart Search see **Advanced Find and Smart Searches** on page 27.

QuickMatch

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

To use QuickMatch:

1. Select a font that you want to match.
2. Choose **Edit > QuickMatch**.
   You can also click ⊗ on the toolbar, or open the font's **Info** pane and click the **QuickMatch** tab.

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

Finding glyphs

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

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

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

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

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

For example, if you want to find out whether a font includes the ruble sign, you can search within the font's **Glyphs** pane for rub to find it.
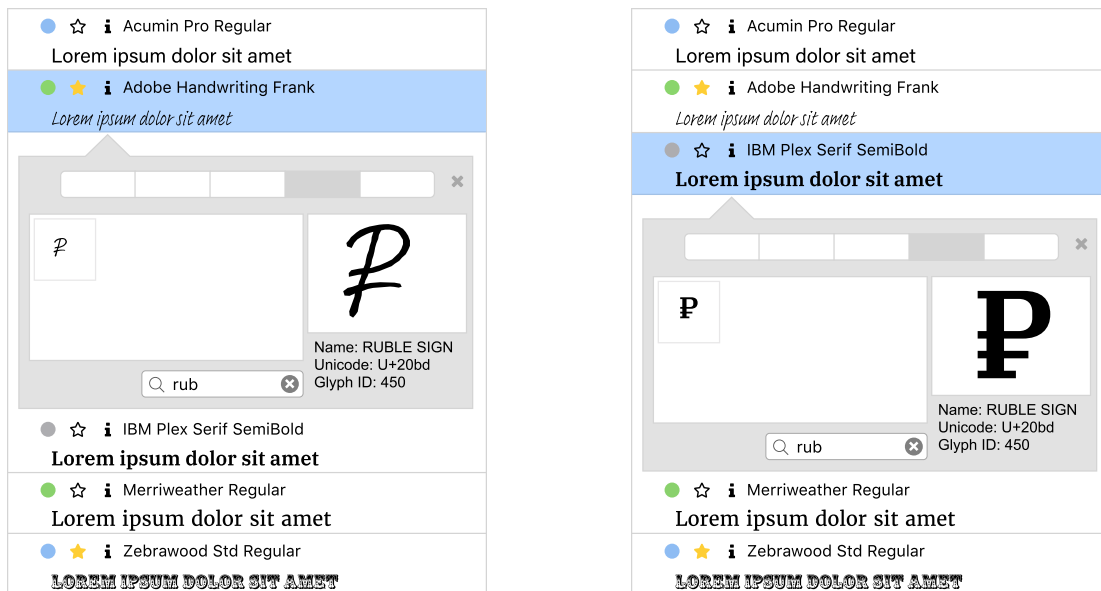
If you want to look to see if other fonts have this symbol, leave the **Glyphs** pane open and click another font.

Learn more about the Glyphs pane on page 30.

Using metadata to organize your fonts

The term "metadata" refers to information, or data, about data.

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

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

Families

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

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

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

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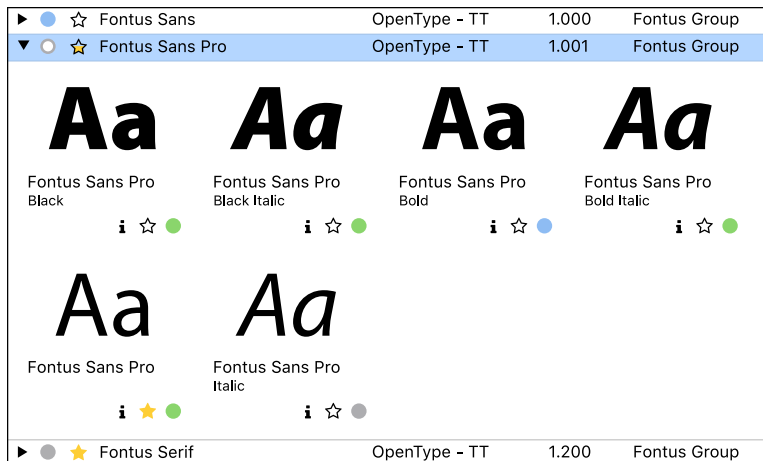
Grouping fonts by family helps you identify at a glance whether a particular font is available in the weights and styles that you need for your project.

Learn more about Families on page 18.

Favorites

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

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

QuickFind and sets

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

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

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

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

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

Set names

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

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

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

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

Advanced Find and Smart Searches

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

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

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

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

Tags

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

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

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

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

Editing font info

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

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

Extracted font information

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

- The font's full name
  This is usually the name you see in the **Font** menu in your applications.
- The font's Postscript name
  This is the name that most applications use to uniquely identify a font. Unfortunately, this is usually not sufficient information; see **Font Sense** on page 73.
- The font's family
- The font's style or styles, if any
- The type or format of the font
- The font's version number
- The foundry
  This may be the company or individual who created the font, or the distributor

Modifying extracted information

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

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

To change an attribute:

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

Adding information

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

Favorite

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

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

You can use the Favorite status as a criterion for Advanced Find (see **Advanced Find and Smart Searches** on page 27).

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

Adding Tags

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

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

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

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

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

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

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

To remove a tag, select it and click **–**.

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

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

> **NOTES**
> - By default, QuickFind will search tags. See **QuickFind** on page 23.
> - You can use one or more tags when using the Advanced Find feature in Suitcase Fusion; see **Advanced Find** on page 23.

Comments

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

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

Comments can be up to 1024 characters long.

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

Learn more about Advanced Find on page 23.

Glyphs

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

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

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

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

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

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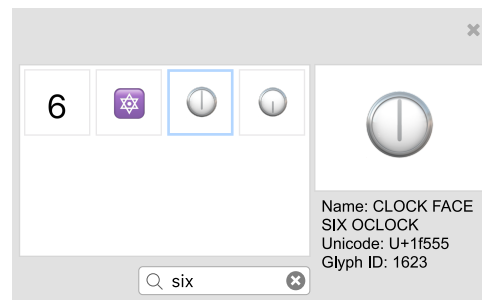
Search Glyphs for "6"   Search Glyphs for "six"

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

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

Plug-ins
Auto-activation plug-ins

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

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

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

Installing plug-ins

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

- If this is a new installation, the setup wizard will give you the option to install plug-ins for the applications it found.
- If this is an upgrade from an older version, Suitcase will alert you to missing or incompatible plug-ins and offer to install newer versions for you.

You can enable and disable plug-ins manually in the **Preferences** window; see **Plug-Ins Preferences** on page 77.

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

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

Updating plug-ins

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

Plug-in updates are distributed as part of the Suitcase application update; if you don't have automatic update checks enabled, then you should perform a manual update check regularly. See **Application Options** on page 75.

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

If you choose to skip the update, you can update the plug-ins manually through the **Preferences** window. See **Plug-Ins Preferences** on page 77.

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

Accessing the plug-in

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

Adobe After Effects and Photoshop

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

- **To access the dialog from After Effects,** choose **Window > Extensis**.
- **To access the dialog from Photoshop,** choose **File > Automate > Extensis**.

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

Adobe Illustrator, InCopy, and InDesign

In Illustrator, InCopy, and InDesign, the auto-activation features are available from a sub-menu.

Choose **Type > Suitcase Fusion > (function)**, where **(function)** is the desired auto-activation feature.

Plug-in preferences

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

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

Using the plug-ins

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

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

Plug-ins and libraries

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

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

When you open a document, the plug-in activates fonts in the document from the selected library.

If fonts are reported as missing, you may have the wrong library selected; switch libraries and check the document's fonts.

You can change libraries at any time, even while a document is open and fonts are active.

To change library settings:

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

Checking the fonts in a document

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

To check document fonts:

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

Creating a set from an open document

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

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

To create a set from a document:
1. Open a document and make sure all the fonts are active.
2. Select the desired library:
    ▪ In Adobe After Effects, choose **Window > Extensis** then choose a library from the **Select Library** pop-up menu.
    ▪ In Adobe Illustrator, InCopy, or InDesign, choose **Type > Suitcase Fusion > Select Library** then select a library.
    ▪ In Adobe Photoshop, choose **File > Automate > Extensis** and select a library from the **Select Library** pop-up menu.
3. Create the set:
    ▪ In After Effects, choose **Window > Extensis**, then click **Create Document Set**.
    ▪ In Illustrator, InCopy, or InDesign, choose **Type > Suitcase Fusion > Create Document Set**.
    ▪ In Photoshop, choose **File > Automate > Extensis**, then click **Create Document Set**.
4. Type a name for the set and click **OK**.

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

Collecting fonts from within design applications

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

The **Collect Fonts for Output** feature creates a copy of all the fonts applied to text on printing pages in the active document or layout.
1. Open the document or select the layout and make sure no fonts are missing.
    The plug-ins cannot collect missing fonts.
2. Collect the fonts:
    ▪ In Adobe After Effects, choose **Window > Extensis**, then click **Collect Fonts for Output**.
    ▪ In Adobe Illustrator, InCopy, or InDesign, choose **Type > Suitcase Fusion > Collect Fonts for Output**.
    ▪ In Adobe Photoshop, choose **File > Automate > Extensis** and click **Collect Fonts for Output**.
3. Navigate to the location where you want to save the collected fonts, type a name for the folder, then click **Save**.

Suitcase Fusion copies the fonts to the new folder.

Collecting document fonts from within Suitcase Fusion

If you are using the document tracking feature of Suitcase Fusion, you can collect the fonts that are used in a tracked document directly from within Suitcase, without having to open the document.

To collect a document's fonts, right-click on the document, then choose **Collect Fonts for Output** from the shortcut menu.

To learn more, see **Document tracking** on page 38.

The Extensis Font Panel

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

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

> **NOTE:** The font panel is part of the auto-activation plug-in; if you have disabled the plug-in for an application, the font panel will not be available.

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

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

Using the font panel

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

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

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

When you save the document, Font Sense data will be saved with the document, and that font will be automatically activated the next time you open the document. (Font Sense data will only be saved if you haven't disabled this option.)

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

Font digests

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

To create a font digest:
1. Click **+** at the top of the Font Panel.
   The panel will show a hierarchy of all your libraries, sets, and Smart Searches.
2. Check the box next to a font group to include those fonts in your digest.
   The pane at the bottom of the Font Panel lists all the fonts you've included so far as well as showing how many fonts you have selected.
3. Type a name for the font digest at the top of the Font Panel, then click **Done** to create your digest.

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

To remove a digest, select it from the pop-up menu and click **–**.

To edit a digest, select it in the list and click **Edit**. Check the boxes next to sets, Smart Searches, or libraries to add those groups of fonts to the digest. Clear checked boxes to remove fonts from the digest. Click **Done** when you are finished editing.

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

Document tracking

Suitcase Fusion can record information about fonts used in the documents that you create and save in any application that uses an auto-activation plug-in.

In order to use document tracking, it must be enabled in **Preferences** on page 75.

> IMPORTANT: Suitcase Fusion does not transmit any information about your documents or their contents; all "tracking" information is generated and kept on your computer.

Applications with tracked documents are listed in the **Libraries** panel. The number of tracked documents is shown to the right of each application name.

> NOTE: These groupings are not true libraries and don't behave like libraries.

To see tracked documents for an application, click the application in the **Libraries** panel. (Adobe InCopy and InDesign documents are in the same group.)

The main window displays documents as icons or thumbnails, or as a list. Use the **View** button ⊞ ≡ at the bottom to switch between thumbnail and list view.

Click the **Info** ⓘ icon for a document to see the document's **Information** panel.

This panel consists of a **Font Usage** tab and a **Document Info** tab.

The **Font Usage** tab lists the fonts used in the document. Each font entry includes:
- Activation state (use this to activate or deactivate the font manually);
- Favorite state (use this to set or remove the font from your Favorites);
- The font's Format, Version, Foundry, and FontSense ID;
- A sample of the font, using the **Preview** text.

The **Document Info** tab shows a thumbnail of the document (if one is saved by the application), and this additional information:

- The file's name;
- The file type;
- The application that saved the file;
- The creation and modification timestamps for the file;
- The full path to the file;
- The number of fonts used in the document;
- Tags (see **Document Tags** on page 41).

> **TIP:** By default, InDesign saves a medium (256×256 pixels) thumbnail. You can change this in the **File Handling** panel of InDesign's **Preferences** dialog.
>
> Options include how many pages to show in the preview, and what size the preview image should be.
>
> We recommend setting these options to show the first page (or first 2 pages), with an extra large preview (1024×1024 pixels).
>
> In order to apply these settings, you will need to open and re-save your documents.

Tracking a document

Suitcase Fusion can track fonts used in documents created with Adobe After Effects, Illustrator, InCopy, InDesign, and Photoshop.

To enable document tracking, open the **Preferences** dialog, click **Plug-Ins**, and check **Enable Document Tracking**.

You must also enable **Suitcase Auto-Activation** for each application whose documents you want to track. The process varies depending on the application, see **Accessing the plug-in** on page 32 and **Plug-in preferences** on page 34.

To start tracking fonts, open the document, make a minor change, then save and close the document.

Tracking new documents

If you have **Document Tracking** enabled in Suitcase Fusion, and **Suitcase Auto-Activation** enabled in the application plug-in, then all new documents will automatically be tracked when you save them.

Tracking existing documents

If you have documents that you have created with **Suitcase Auto-Activation** enabled, you can add them to the tracked documents by dragging them into the Suitcase Fusion window.

You can also choose **File > Add Document(s)**.

Updating tracked documents

If you make changes to a tracked document while Suitcase Fusion is not running, you can update the document's information the next time you use Suitcase Fusion.

Right-click on the document and choose **Update** from the shortcut menu.

Removing a document

You can stop tracking a document by removing it from Suitcase Fusion.

This can be useful for documents that have been finalized.

To remove a document, select it in the list and press ⌫ or *DELETE* (Mac) or *DEL* (Windows), or choose **Edit > Delete**.

> **NOTES**
> - If you open and re-save the document, it will again appear in the tracking list.
> - Removing a document from Suitcase Fusion's tracking does not affect the document on disk.

Moving a file

> **IMPORTANT:** If you move a file on disk (or rename the file outside of the application), Suitcase Fusion will lose track of it.
>
> If this happens, remove the old document from Suitcase Fusion, then add the moved or renamed version of the file.

Disabling tracking

You can disable document tracking at any time: open **Preferences**, click **Plug-Ins**, and clear the box labeled **Enable Document Tracking**.

Suitcase Fusion will stop displaying the tracked documents but will keep the existing tracking information.

Re-enabling tracking

If you re-enable tracking, Suitcase Fusion will alert you that tracking data already exists.
- You can choose to **Continue**, and re-enable tracking, keeping the existing tracking data.
- You can choose to **Reset** tracking data and start tracking documents with a fresh slate.

Neither option will affect existing documents.

Other features

Opening documents

You can open a tracked document from within Suitcase Fusion; select the document and choose **File > Open Document**, or right-click the document and choose **Open Document** from the shortcut menu.

Document types

Suitcase Fusion tracks a document by the application that you used to edit it. An EPS file saved from within Illustrator will appear in the Illustrator list, not the Photoshop list.

Here are the types of documents that Suitcase will track for each application:

- **After Effects:** **.aep** (After Effects project), **.aet** (After Effects template)
- **Illustrator:** **.ai** (Illustrator document), **.ait** (Illustrator template), **.pdf**, **.eps**
- **InCopy:** **.icml** (InCopy document), **.icmt** (InCopy template), **.incx** (InCopy exchange file)
- **InDesign:** **.indd** (InDesign document), **.indt** (InDesign template)
- **Photoshop:** **.psd** (Photoshop document), **.psb** (Photoshop Large Document Format)

Document Tags

When Suitcase Fusion tracks a document, it automatically includes the document's Keywords and other metadata as document tags. You can view tags in the **Document Info** tab, and you can use QuickFind to locate documents with a specific tag.

You can't edit document tags within Suitcase Fusion, but when you change a document, Suitcase updates its tags automatically.

Sorting

You can sort document lists in ascending ⬆F or descending ⬇F order, by **Name**, **Type**, or **Modification Date**. Use the controls below the toolbar, above the list of documents.

QuickFind and tracked documents

When you are viewing tracked documents, you can use QuickFind to locate documents. Type some text into the QuickFind field, and Suitcase Fusion will display any documents where the text you entered is in the document path, the name of any font used in any document, or any tags extracted from documents.

For example, if you enter ari in the QuickFind field, Suitcase will identify the documents in a folder named **Darian**, documents using any **Arial** font, and documents with the keyword **marigold**.

> **TIPS**
> - QuickFind only searches in the selected file types. You can select more than one type of tracked file to search through.
> - To narrow the parameters of your QuickFind search to a single document property, click the magnifying glass at the left end of the QuickFind field then select a property from the menu.

Collecting fonts

To collect the fonts used in a tracked document from within Suitcase Fusion, select the document and choose **File > Collect Fonts for Output**, or right-click the document and choose **Collect Fonts for Output** from the shortcut menu.

Copying fonts

You can copy unprotected fonts from a document into a library or set.

Locating a document

To find a tracked document on disk, select the document and choose **File > Reveal in Finder** (Mac) or **File > Reveal in Explorer** (Windows). You can also right-click a document and choose **Reveal in Finder** or **Reveal in Explorer** from the shortcut menu.

Third-party fonts

Adobe Fonts

Fonts from the Adobe Fonts service that you have synced to your desktop are available in Suitcase Fusion in the Adobe Fonts library.

NOTE: For the sake of readability, we will refer to fonts in the Adobe Fonts library as "Adobe Fonts" or the singular "Adobe Font."

- Adobe Fonts are fully compatible with Font Sense, ensuring your documents will always use the correct font.
- You can assign keywords to Adobe Fonts, and mark Adobe Fonts as favorites.
- You can search for Adobe Fonts.
- You can use Adobe Fonts as the basis for a QuickMatch operation, and also use QuickMatch to find fonts in the Adobe Fonts library.
- If a conflict occurs between an Adobe Font and a font in another library, the Adobe Font will be used and the conflicting font will be deactivated.
  If you want to use a font that conflicts with an Adobe Font, use the Adobe Creative Cloud application to remove the Adobe Font from your desktop.
- Adobe Fonts are available in the Extensis Font Panel in supported Adobe applications.
- If you remove all Adobe Fonts from your system, the library will not be displayed.

> **NOTE:** Your license with Adobe has specific rights and restrictions on how you can use Adobe Fonts. See these Adobe documents for details:
> - Font licensing FAQ
> - Adobe General Terms of Use
> - Adobe Fonts Terms of Use

Google Fonts

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

Google Fonts are available in Suitcase Fusion and from the Extensis Font Panel in Adobe Photoshop, Illustrator, and InDesign.

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

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

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

For additional information, see About Google Fonts.

Font licensing FAQ: https://helpx.adobe.com/fonts/using/font-licensing.html
Adobe General Terms of Use: https://www.adobe.com/legal/terms.html
Adobe Fonts Terms of Use: http://www.adobe.com/go/adobe-fonts-terms
About Google Fonts: https://fonts.google.com/about

$\mathsf{\textcolor{blue}{S}}$Monotype Fonts

Suitcase Fusion can manage fonts that you acquire through the Monotype™ Enterprise font solution, Mosaic.

Use the SkyFonts application to install Mosaic fonts quickly.

> **NOTE:** Monotype also provides the Monotype Desktop application for working with Mosaic fonts. Suitcase Fusion does not currently support this application.

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

You cannot:
- Delete fonts from the **Monotype Fonts** library (you can do this through the SkyFonts application)
- Share the **Monotype Fonts** library using Suitcase TypeSync
- Upload Mosaic fonts to Suitcase TypeSync or Suitcase TeamSync libraries
  NOTE: Since Mosaic is a team-based solution, you can invite your TeamSync team members to join your Mosaic team.
- Add outside fonts to the **Monotype Fonts** library
- Use Google fonts installed through SkyFonts (use the Suitcase Fusion **Google Fonts** library instead)

Monotype Fonts and Font Sense

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

Monotype Fonts in the Font Panel

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

Learn more about the Extensis Font Panel on page 37.

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

Using the SkyFonts application

Your Mosaic account can be configured to install fonts automatically or to download fonts for manual installation (or both). Ask your Mosaic administrator to let your account automatically install fonts.

When SkyFonts installs a font, it will be added to your system, and Suitcase Fusion will identify it and include it in the **Monotype Fonts** library.

If you download fonts manually, you can add them to Suitcase Fusion using the normal process. Be mindful of each font's licensing: you should not share these fonts using TypeSync or TeamSync. We recommend that you install the SkyFonts app on each computer, and add your TeamSync team members to your Mosaic team.

To use the SkyFonts application:

1. Click the **Download SkyFonts** button in the **Monotype Fonts** library panel.
2. Install SkyFonts.
   NOTE: You may need to refresh the **Monotype Fonts** library display; click once on another library, then click the **Monotype Fonts** library again.
3. Link SkyFonts with the Monotype Enterprise service using the email address and password of your Mosaic team account.
4. Click the ellipsis menu (**...**) anywhere in Mosaic. Select the desired font format and styles, then click **Download**.

The SkyFonts application installs the selected fonts and they immediately appear in the **Monotype Fonts** library in Suitcase Fusion.

SkyFonts and Google Fonts

While SkyFonts provides access to Google fonts, Suitcase Fusion does not display Google fonts installed using SkyFonts. Instead, Suitcase provides the built-in **Google Fonts** library with access to all Google fonts. The **Google Fonts** library is updated on a regular basis to ensure all Google fonts are available.

To enable the **Google Fonts** library, choose **File > Enable Google Fonts**.

WHAT HAPPENED TO MYFONTS.COM AND FONTS.COM

Monotype discontinued the ability to automatically install fonts from MyFonts.com and Fonts.com using the SkyFonts application. Instead, when you purchase fonts through these services, you download them directly to your computer. You can then add them to your Suitcase Fusion library as you would any other font.

SkyFonts still allows you to link your MyFonts.com and Fonts.com accounts, but does not access or manage those fonts; it just provides a link to the appropriate website.

Sharing
TypeSync: Sharing fonts with yourself

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

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

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

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

Enabling TypeSync

TypeSync requires an active Internet connection.

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

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

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

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

Using TypeSync

TypeSync uses a secure cloud server to synchronize your fonts.

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

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

Synching between multiple computers

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

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

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

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

> NOTE: Most fonts are licensed like software and will have some restriction on the number of systems they can be installed on. You are responsible for adhering to the licenses for installing your fonts. If you need to share fonts and monitor licenses, please see [Universal Type Server](https://www.extensis.com/universal-type-server/).

Disabling TypeSync

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

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

Using TypeSync as backup

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

Instead of relying on TypeSync as a backup, you should have a regular backup plan for your computer, and use Suitcase Fusion's Font Vault Archive feature. See **Archiving the Font Vault** on page 49.

TypeSync vs. Suitcase TeamSync

- TypeSync is ideal for individuals who use two computers and want to make sure they have access to all their fonts all the time.
- Suitcase TeamSync is designed for teams that might be working on different projects or different parts of the same project.
- Suitcase TeamSync uses web-based administration to create libraries and manage users.
- TypeSync is free for your personal use with your license of Suitcase Fusion on your own computers; Suitcase TeamSync is an annual subscription with no practical limit on the number of users.

For more information about Suitcase TeamSync, see **TeamSync: Sharing fonts on a team** on the next page.

Using TypeSync and Suitcase TeamSync together

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

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

TeamSync: Sharing fonts on a team

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

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

Here's how it works:

- Purchase an annual subscription to TeamSync for members of your team.
  Subscriptions now include a License Administrator account at no additional cost.
  You can subscribe to TeamSync on the Extensis website: **Suitcase TeamSync Pricing**
- When you subscribe to TeamSync, you become the License Administrator: the person who creates libraries and invites users to join the team.
  You can also assign Administrator duties to other team members.
- You log in to the TeamSync Administration website, create libraries, invite users, and assign libraries to users.
  Log in to the TeamSync administration website here: **Suitcase TeamSync Administration**
- You and other team members that you designate can manage fonts in TeamSync libraries using Suitcase Fusion.
  Download Suitcase Fusion from **Suitcase Fusion 9 Support**.
- Team members use fonts in TeamSync libraries just as they do with their desktop fonts.
- Team members do not need to purchase a copy of Suitcase Fusion; since you are paying for their subscription to TeamSync, they have access to all the features of Suitcase at no additional cost. (We consider this to be a very nice thing on your part, and we won't forget it. In fact, we'll remind you every year when your TeamSync subscription is about to expire.)

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

Suitcase TeamSync Pricing: https://secure.extensis.com/suitcase-teamsync-pricing

Suitcase TeamSync Administration: https://teamsync.extensis.com

Suitcase Fusion 9 Support: https://www.extensis.com/support/suitcase-fusion-9/

Suitcase TeamSync: https://www.extensis.com/suitcase-teamsync/

Cross-platform font issues

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

There are a few caveats with this, of course:

- Before attempting to use a font on the opposite platform, make sure the font's license allows it.
  Typically a font license will specify how many devices it can be used on, not which type, but in some cases—especially for system fonts—you may not be allowed to use them on another platform.
- Some fonts are not compatible between platforms. In these cases, Suitcase Fusion will show that the font is incompatible.
  Typically these are older font formats, such as PostScript fonts, Macintosh resource fork fonts, and Macintosh DFONTs.
- Some older TrueType fonts, while compatible with the opposite platform, will use a platform-specific encoding rather than Unicode.
  While the ASCII characters 32-96 will appear the same, some non-ASCII characters such as accented letters and curly quotes are mapped to different character locations (codepoints) and display as different characters on the opposite platform. These fonts are not always easy to spot, but will generally have fewer than 256 characters.
  This is one reason that older TrueType fonts are not ideal in a modern workflow; another is that they will often lack hinting, ligatures, and other features of modern fonts that we take for granted. The difference will show in your documents.

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

Maintenance
Backing up your fonts

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

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

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

Archiving the Font Vault

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

To archive your Font Vault:
1. Choose **File > Font Vault Archive > Archive**.
2. Suitcase Fusion will need to stop the Type Core in order to archive your Font Vault. To proceed, click **Archive**.
3. Enter a name for the archive and choose the destination where it will be saved, then click **Save**.

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

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

Suitcase Fusion will restore the Font Vault and restart.

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

> **NOTES ABOUT FONT ARCHIVES:**
> - All of your libraries except system libraries, Monotype Fonts, and the Adobe Fonts library are archived. This includes TeamSync, TypeSync, and the Google Fonts library.
>   To disable the Google Fonts library before creating an archive, choose **File > Disable Google Fonts**.
> - Font Vault archives are not cross-platform; an archive created with Suitcase Fusion for Mac can only be restored on a Mac, and an archive created with Suitcase Fusion for Windows can only be restored on a Windows PC.
> - To extract the contents of a Font Vault archive, change the file extension to **.ZIP** and use the OS feature or an unZIPping utility to extract the files.

Resolving problems

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

Corrupt fonts

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

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

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

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

Duplicate fonts

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

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

Since the criteria for duplicate fonts is so specific, and fonts can only be added to the Font Vault once, if you see several fonts with the same name in a library it's either because the fonts were added in place, or that you have different versions of the same font. For example, you may have two versions of a font, one that contains the Euro glyph, as well as an older one that does not. In this case, you may want to pare your libraries down to one version of each font.

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

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

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

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

Once you determine the differences, decide which font to keep and remove the other font from the library. See **Adding and removing fonts** on page 8.

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

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

Missing fonts

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

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

To locate and re-link missing fonts:

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

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

Font conflicts

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

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

To change how Suitcase Fusion handles font conflicts:

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

Cleaning font caches

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

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

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

Suitcase Fusion will clean the caches maintained by:
- macOS;
- Adobe Acrobat and Acrobat Reader 11 and DC;
- Adobe After Effects CC 2015, CC 2017, CC 2018, and CC 2019;
- Adobe Illustrator CC 2015, CC 2017, CC 2018, and CC 2019;
- Adobe InCopy CC 2015, CC 2017, CC 2018, and CC 2019;
- Adobe InDesign CC 2015, CC 2017, CC 2018, and CC 2019;
- Adobe Photoshop CC 2015, CC 2017, CC 2018, and CC 2019;
- Microsoft Office 2011 and 2016;
- QuarkXPress 2015, 2016, 2017, and 2018.

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

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

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

Removing Suitcase Fusion

Before you remove Suitcase Fusion from your system, you may want to make a backup copy of your Font Vault. See **Backing up your fonts** on page 49.

To remove Suitcase Fusion from your Macintosh:
1. Download the uninstaller from **[Suitcase Fusion 9 Support](https://www.extensis.com/support/suitcase-fusion-9/)**.
2. Quit all other running programs.
3. Run the uninstaller and follow the instructions.

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

Suitcase Fusion 9 Support: https://www.extensis.com/support/suitcase-fusion-9/

Quick Start Guide
Overview
Here are the steps we recommend when installing Suitcase Fusion 9.

1. **Back up your system** (below)
   This is always a good idea when installing new software; if something goes wrong or you just don't like it, you can get your computer back the way it was.

2. **Gather your fonts** (on the next page)
   If you have third-party fonts that you want to use with Suitcase, get all of the discs and downloaded files together so that you can install them.

3. **Update your software** (on page 57)
   Make sure that your operating system and third-party software (such as Adobe Creative Cloud) are up to date.

4. **Remove other font managers** (on page 57)
   If you're using an older version of Suitcase Fusion, you can leave it installed, but we recommend removing it.
   If you're using Universal Type Client or if you're replacing another font manager, you'll need to remove or disable it first.

5. **Install Suitcase Fusion 9** (on page 59)
   If you're using a recent version of Suitcase Fusion, you can take your old data with you.

6. **First-time launch and configuration** (on page 61)
   This will help you finish configuring a new installation of Suitcase Fusion.
   If instead you upgraded from an older version, see **After you upgrade** on page 63.

7. **Add more fonts** (on page 65)
   If you didn't add them the first time you launched Suitcase Fusion 9, or if you have more fonts, add them now.

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

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

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

Backup options for Mac
macOS comes with a built-in backup option called Time Machine. Time Machine is primarily geared towards keeping regular backups of your documents; it does not create a bootable backup disk. If your main concern is making sure you have hourly backups of your data, Time Machine is easy to use: just plug in a new hard drive. (For more information on using Time Machine, see the Apple article [Back up your Mac with Time Machine](#).)

Back up your Mac with Time Machine: https://support.apple.com/en-us/HT201250

The best defense against a system failure is a bootable backup, which usually consists of a complete copy of your hard drive. With this in hand, you can quickly get back up and running if your computer's hard drive fails. A utility like Carbon Copy Cloner or SuperDuper! lets you easily create a bootable backup.

For more information on backing up your Mac, see the MacWorld article Drive-cloning utilities: The best Mac apps for making a bootable backup.

Backup options for Windows

A simple way to avoid most installation catastrophes on Windows is to create a restore point before installing new software. The restore point captures the state of your system files; if something goes wrong during installation, you can quickly restore your system to the previous configuration. Search in Windows Help for "restore point" to find out more.

A restore point isn't a catch-all; it can't protect your documents and would be no help in the event of a hard drive failure. For that, you should consider a utility that creates a complete disk image, such as Acronis True Image.

Windows includes the ability to create a system image; open the **Control Panel** and look for **Backup and Restore**.

Gather your fonts

In order to let Suitcase Fusion manage your fonts, you need to add them to the Suitcase Fusion Vault. You can do this at any time; the easiest time to add your fonts is after installing Suitcase Fusion and running it for the first time.

To be ready for this, you should gather all your fonts together.

Fonts you have licensed are likely to be in one of three locations: on a CD or DVD, in a downloaded file, or installed on your system.

Locating discs and downloaded files should be relatively simple. In the case of downloads, many websites keep records of your purchases and will let you re-download files if you can't locate the originals.

Identifying third-party fonts that are installed on your system can be time-consuming. We have a few tips to help.

Using the font lists

Both macOS and Windows have a simple integrated font manager that lets you install and remove fonts. You can use the appropriate application (Font Book on macOS or the Fonts control panel on Windows), along with a list of fonts included with your computer, to identify and remove third-party fonts.

See the **Reference** section of this document for lists of fonts included with each operating system. Each list shows the font names as they are displayed within Font Book (macOS) or the Fonts control panel (Windows); these names may be different from the font file names or the names that appear in an application's **Font** menu.

Carbon Copy Cloner: https://bombich.com/
SuperDuper!: https://www.shirt-pocket.com/SuperDuper/SuperDuperDescription.html
Drive-cloning utilities - The best Mac apps for making a bootable backup: https://www.macworld.com/article/2461362/
Acronis True Image: https://www.acronis.com/en-us/personal/computer-backup/

To determine your version of macOS:
1. Click the Apple menu and choose **About this Mac**.
2. The operating system is listed at the top and the version number immediately below this (such as "Version 10.14.0").

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

Use the appropriate font list to help you identify which fonts were not installed as part of your operating system. These are the fonts that you need to remove.

Collecting third-party fonts on your Mac

Using the appropriate font list from the **Reference** section of this document, start Font Book, located in the Applications folder.

The first column at the left of the Font Book window shows font collections. The group at the top of the list includes the All Fonts collection, which is all fonts installed on your Mac.

Font Book may also show a Computer collection and a User collection immediately below the All Fonts collection. The User collection consists of fonts that you have installed manually. (Most applications install fonts as part of the System fonts, so they are in the Computer collection.)

To quickly gather all fonts in the User collection:
1. Click the User collection.
2. Choose **File > Export Collection**.
3. Enter a name for the folder (such as "3rd party user fonts") and save it on the Desktop.
4. When the User fonts have been exported, select any font in the list of User fonts (the second column in the Font Book window).
5. Choose **Edit > Select All** to select all the User fonts.
6. Choose **File > Remove Fonts**. Click **Remove** at the prompt.

To locate and remove other third-party fonts:
1. Click the All Fonts collection.
2. Compare the list in the second column line by line with the appropriate font list.
3. When you find a font in Font Book that is not on your font list, hold down the `COMMAND` key and click it.
4. Continue until you have scanned all the fonts in the All Fonts collection.
5. Choose **File > Export Fonts**.
6. Enter a name for the exported fonts folder (such as "3rd party other fonts") and save it on the Desktop.
7. When the fonts have been exported, choose **File > Remove Fonts**. Click **Remove** at the prompt.
   If **Remove Fonts** is grayed out, it means you have accidentally selected a font that is a protected System Font. Review your list and `COMMAND`-click to de-select any incorrect fonts, then remove the selected fonts.

Collecting third-party fonts on Windows

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

1. Create a folder on the desktop for your third-party fonts. In this example, we call the folder **3rdparty**.
2. Open the Fonts Control Panel.
3. Position the Fonts Control Panel window so that you can see the **3rdparty** folder on the desktop.
4. Choose **View > Details**, then choose **View > Choose details**.
   If the **View** menu is not visible in Windows 7, click **Organize** and choose **Layout > Menu bar**.
5. In the **Choose Details** dialog, check the box labeled **Date modified**.
6. Click the **Date modified** text so that it is highlighted, then click **Move up** until **Date modified** is immediately below **Name** in the **Choose Details** dialog, then click **OK**.

Choose Details ✕	
Select the details you want to display for the items in this folder.	
Details:	
☑ Name	Move Up
☑ Date modified	Move Down
☑ Font style	
☑ Show/hide	Show
☑ Designed for	
☑ Category	Hide
☑ Designer/foundry	
☑ Font embeddability	
☐ Collection	
☐ Date created	
☐ Family	
☐ Font file names	
☐ Font type	
☐ Font version	
☐ Size	
Width of selected column (in pixels): 195	
OK Cancel	
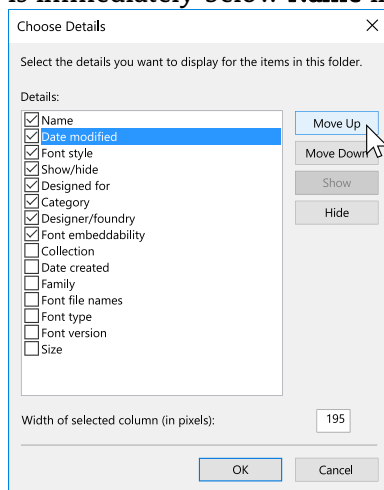
   The Fonts control panel should display a list of installed fonts, with the **Name** column first, then the **Date modified** column.
7. Click the heading of the **Date modified** column once.
   The list of fonts will now be sorted with the most recently installed fonts at the top. (We are making the assumption that the most recently installed fonts are probably third-party fonts; this will make it easier to identify them.)
8. Compare the font names in the first column line by line with the appropriate font list.
   We have sorted the fonts chronologically, but if you prefer working through them alphabetically, click the **Name** column head to sort the fonts by name.
9. When you find a font in the Fonts Control Panel that is not in your font list:
   a. Drag the font from the Fonts Control Panel window to the **3rdparty** folder on the desktop.
      If you get a message about copying files that have the same names, click **Skip these files** (Windows 10) or **Don't copy** (Windows 7).
   b. Click **Delete** above the list of fonts, then click **Yes** in the confirmation dialog.
      If you get a message about deleting a font collection, click **Yes**.
      If you get a message that a font is in use, click **Skip**.
      If you get a message that a font is a protected system font, click **Close**.
10. When you have identified and moved all third-party fonts, close the Fonts Control Panel and restart your computer.

Update your software

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

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

Before you install Suitcase Fusion 9, you should make sure that your applications and operating system are up to date.

You should also make a plan to keep your software up-to-date.

Updates vs. upgrades

Don't confuse **updates** with **upgrades**: updates are usually frequent (often monthly), small, relatively minor installations that offer improved performance or security or both, and are almost always free of charge. Upgrades are usually infrequent (often yearly), large, major installations with multiple new features, and are often available for a reduced price over the cost of a new purchase.

Updates typically do not cause incompatibilities with existing software, whereas an operating system upgrade may cause older software to stop functioning, and a major application upgrade may render other software—such as plug-ins—incompatible.

Therefore while it is usually safe to install software updates, you may need to consider carefully before upgrading to a new version of an operating system or application.

Think about major upgrades

Before you decide to install Suitcase Fusion 9, consider its system requirements and supported software. Suitcase Fusion 9 runs on macOS 10.12 and newer, or Windows 7 SP1 or Windows 10. It includes plug-in support for Adobe Creative Cloud 2017 and newer.

If you are using an older operating system or design software (or both), you will probably need to upgrade your older software in order to use Suitcase Fusion 9. This is not a decision to make lightly, as it can involve expense, downtime, and workflow disruption. It may be that such upgrades are not even feasible if you rely on other older applications or plug-ins.

Remove other font managers

Other font managers will conflict with Suitcase Fusion 9; if you have another font manager installed, you will need to disable or remove it before you install Suitcase Fusion.

Removing an older version of Suitcase Fusion

If you are using Suitcase Fusion 6 or later, you can leave your older version installed when you install Suitcase Fusion 9. Just make sure it isn't running!

> **NOTE:** We recommend that you uninstall these versions so as not to cause confusion.
>
> The uninstall process leaves your Font Vault and other information intact, so it will be available for Suitcase Fusion 9 to use.

Macintosh

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

- [Suitcase Fusion 8 Uninstaller](#)
- [Suitcase Fusion 7 Uninstaller](#)
- [Suitcase Fusion 6 Uninstaller](#)

Windows

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

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

Disabling or removing Universal Type Client

Universal Type Client is the Extensis software that retrieves fonts from Universal Type Server. If you are a member of a workgroup that uses Universal Type Server, you can't use both Suitcase Fusion and Universal Type Client on the same system.

Check with your workgroup administrator or IT department to make sure it is okay to disable Universal Type Client.

If you are using the trial version of Suitcase Fusion and don't want to remove Universal Type Client, you can disable it temporarily.

To disable Universal Type Client:

1. Start Universal Type Client.
2. Open the **Preferences** dialog.
   - On Mac, choose **Universal Type Client > Preferences**.
   - On Windows, choose **Edit > Preferences**.
3. Click the **Type Core** tab.
4. Click **Stop Type Core**, and in the confirmation dialog click **Stop Type Core** again.

The Universal Type Client's Type Core will be stopped, and Universal Type Client will no longer manage fonts on your system.

The Type Core will start the next time that you launch Universal Type Client, so make sure that Universal Type Client is not set to launch when you start your computer or log in.

As long as you don't start Universal Type Client while you are using Suitcase Fusion, there will be no conflict between their Cores.

Suitcase Fusion 8 Uninstaller: http://bin.extensis.com/Suitcase_Fusion_8_Uninstaller.zip

Suitcase Fusion 7 Uninstaller: http://bin.extensis.com/Suitcase_Fusion_7_Uninstaller.zip

Suitcase Fusion 6 Uninstaller: http://bin.extensis.com/Suitcase_Fusion_6_Uninstaller.zip

To remove Universal Type Client from your Mac:
1. Start Universal Type Client.
2. Choose **Universal Type Client > Preferences**.
3. Click the **Type Core** tab.
4. Click **Stop Type Core**, and in the confirmation dialog click **Stop Type Core** again.
5. Drag the Universal Type Client application to the Trash, then empty the Trash.

To remove Universal Type Client from Windows:
1. Start Universal Type Client.
2. Choose **Edit > Preferences**.
3. Click the **Type Core** tab.
4. Click **Stop Type Core**, and in the confirmation dialog click **Stop Type Core** again.
5. Open the Control Panel.
6. Choose **Programs and Features**.
7. Select **Universal Type Client**, then click **Uninstall**.
8. Follow the prompts to finish removing Universal Type Client from your system.

Once you have disabled or removed Universal Type Client, continue to **Install Suitcase Fusion 9** below.

Disabling or removing another font manager

If you are using a different font manager, you should disable or remove it before installing Suitcase Fusion 9.

You need to stop any background applications that your current font manager uses before installing Suitcase Fusion.

If you choose to disable your current Font Manager while using the trial version of Suitcase Fusion, be sure that it is not set to launch when you start your computer or log in.

See the documentation that came with your font manager for details on how to disable or uninstall it.

Once you have disabled or removed your current font manager, continue to **Install Suitcase Fusion 9** below.

Font Book

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

Font Book and Suitcase Fusion can get in the way of each other. For example, if you double-click a font file, Font Book will open it and offer to install it. If you install fonts with Font Book, they will not be in the Suitcase Fusion vault and cannot be managed by Suitcase Fusion.

Install Suitcase Fusion 9

If you are already using Suitcase Fusion 6 or later, you can use your existing font data with Suitcase Fusion 9.

If you are using Universal Type Server or another font manager, you will need to disable or remove it before you install Suitcase Fusion 9. For details, see **Remove other font managers** on page 57.

If you have installed applications since you started using your current version of Suitcase Fusion, consider going through the process outlined under **Gather your fonts** on page 54. This will help you "reclaim" any third-party fonts that have been installed.

Ready to install

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

Archive your Font Vault

If you are upgrading from Suitcase Fusion 6, 7, or 8, we recommend that you archive your Font Vault. This will allow you to revert to your older version, and serve as a recovery option should you have any issues during the upgrade.

If you are currently using Suitcase Fusion 7 or 8, the process to archive your Font Vault is the same as for Suitcase Fusion 9. See **Archiving the Font Vault** on page 49.

If you are using Suitcase Fusion 6, you have the option to archive your Font Vault locally or to Dropbox or Google Drive.

Archiving the Suitcase Fusion 6 Font Vault

1. Choose **File > Font Vault Archive > Archive To** then select the destination option: **Folder**, **Dropbox**, or **Google Drive**.
2. Suitcase Fusion will need to stop the Type Core in order to archive your Font Vault. To proceed, click **Archive**.
3. Enter a name for the archive and choose the destination where it will be saved. (If you chose **Dropbox** or **Google Drive**, your local folder for the service will be automatically selected.)
4. Click **Save**.

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

Macintosh

To install Suitcase Fusion 9 on your Mac:

1. Confirm that your computer meets the minimum system requirements. See **System requirements** on page 5.
2. Download the installer from **Suitcase Fusion 9 Support**.
3. If your browser did not automatically mount the Suitcase Fusion disk image, double-click the downloaded DMG file.
4. Drag the Suitcase Fusion 9 application to your Applications folder.
   If you are upgrading an older version and are prompted about an existing copy, replace the older version.

Windows

To install Suitcase Fusion 9 on your Windows PC:

1. Confirm that your computer meets the minimum system requirements. See **System requirements** on page 5.
2. Download the installer from **Suitcase Fusion 9 Support**.
3. If your browser did not automatically extract the Suitcase Fusion installer from the ZIP file, double-click the downloaded ZIP file.
4. Double-click the Suitcase Fusion 9 installer.
5. Follow the on-screen instructions to complete the installation.

Upgrading

If you are currently using Suitcase Fusion 6 or later, you can install Suitcase Fusion 9 and it will use your existing Font Vault, libraries, and sets.

You should uninstall the previous version of Suitcase Fusion before you install Suitcase Fusion 9. This step is optional but highly recommended.

For details on removing older versions of Suitcase Fusion, see **Removing an older version of Suitcase Fusion** on page 57.

First run

What happens the first time you run Suitcase Fusion 9 depends on whether this is a brand new installation, or if you are upgrading from an older version of Suitcase Fusion.

New installation of Suitcase Fusion 9

> **NOTE:** At this point, you should have the fonts that you want to manage collected into a folder on your desktop (see **Gather your fonts** on page 54). You will also need your Extensis account login information (email and password) in order to complete your Suitcase Fusion 9 configuration.

The first time you run a new installation of Suitcase Fusion 9, you will be presented with the setup wizard that will help you add fonts and complete your setup.

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

Upgrade from previous version of Suitcase Fusion

The first time you run Suitcase Fusion 9 after upgrading an older version, it will prompt you to archive your old Font Vault and database, then to upgrade any auto-activation plug-ins.

For details, see **After you upgrade** on page 63.

First-time launch and configuration

The first time that you start Suitcase Fusion 9, it will take you through a series of setup steps where you specify application settings and add your fonts.

> **NOTE:** If you have upgraded from a previous version of Suitcase Fusion, the process will be different, see **After you upgrade** on page 63.

Log in

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

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

Add Fonts

Font Vault Options

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

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

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

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

You can change this setting in the **Preferences** dialog; see **Preferences** on page 75.

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

You can change your Vault's location at any time; see **Font Vault Location** on page 76.

Select Fonts to Add

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

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

You can easily add fonts to Suitcase Fusion at any time; see **Adding and removing fonts** on page 8.

Google Fonts

Google has made a large selection of fonts available, free for the asking. To add the Google Font collection to Suitcase Fusion, check the box labeled **Enable Google Fonts**.

You can also enable or disable Google Fonts from within Suitcase Fusion; see **Google Fonts** on page 42.

> **NOTE:** If you enable Google Fonts, Suitcase Fusion will download the current set of available fonts when you complete the configuration wizard.

Plug-ins

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

If you have any of these applications installed, you can install the plug-ins for them. The plug-in allows the application to automatically activate fonts used in a document when you open the document.

The InDesign, Illustrator, and Photoshop plug-ins also include the Extensis Font Panel, which allows you to manually activate fonts from within your design application without needing to run Suitcase Fusion. For more information on the Font Panel, see **The Extensis Font Panel** on page 37.

You can install or remove plug-ins at any time from the **Plug-Ins** pane of the **Preferences** window; see **Plug-Ins Preferences** on page 77.

Updates

Suitcase will check for updates by default; to disable this option, clear the box labeled **Check for updates automatically**.

You can choose to send Extensis information about your computer and how you use the software during an update check. No information that is collected will be able to identify you personally, and will only be used in aggregate form (with data from other users) to help plan future enhancements and features for Suitcase.

You can change these settings at any time in the **Preferences** dialog; see **Preferences** on page 75.

Finish

You're ready to start using Suitcase Fusion.

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

System Fonts

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

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

Font Caches (macOS only)

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

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

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

Any time you start having performance or font display issues, you can have Suitcase Fusion clean your font caches; see **Cleaning font caches** on page 52.

After you upgrade

The first time that you run Suitcase Fusion 9 after you have upgraded from a previous version, Suitcase needs to do some updates.

If you have upgraded from Suitcase Fusion 7 or later, you should be automatically logged in to Suitcase Fusion 9.

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

Logging in to Suitcase Fusion

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

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

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

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

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

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

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

Font management for multiple users

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

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

For more information about Suitcase TeamSync, see **TeamSync: Sharing fonts on a team** on page 47 in this document, or **Suitcase TeamSync** on the Extensis website.

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

Upgrading your Font Vault database

Suitcase Fusion 9 uses a different database structure than earlier versions.

The first time that you start Suitcase Fusion 9 after upgrading from a previous version, it will automatically back up your database, then prompt you to upgrade. (You will not be able to use Suitcase Fusion 9 if you do not upgrade your database.)

After the upgrade is complete, you will need to accept the new Suitcase Fusion EULA, then log in using your Extensis account email and password.

If you need to revert to your earlier version, use the **Support Form** so that our support staff can help you use your backup database to return to the prior version. (If you archived your previous Font Vault, you can just restore that archive from within the earlier version.)

Updating your plug-ins

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

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

If you skip this step, you can update the plug-ins later in the **Preferences** dialog. See **Plug-Ins Preferences** on page 77 for details.

Suitcase TeamSync: https://www.extensis.com/suitcase-teamsync/

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

Support Form: https://help.extensis.com/hc/en-us/requests/new/

Add more fonts

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

If you did not add fonts at that time, or you have some additional fonts to add, follow these steps:
1. Gather your fonts from their original sources.
    These may be on DVD, from downloads, or on a network server. You will need to extract any fonts that are in archive (**.ZIP**) files.
2. Copy them to a folder on your computer's desktop.
    It doesn't matter what you name the folder.

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

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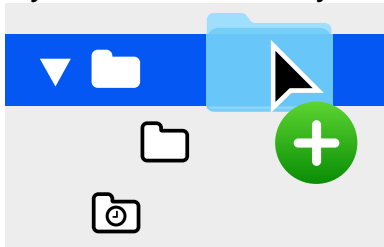
At the bottom of the **Libraries** panel, Suitcase Fusion displays the progress of adding fonts to your library.

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

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

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

You can safely delete the set that was created when you added the folder of fonts.

Reference
Font management basics

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

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

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

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

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

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

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

Type terminology

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

activate

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

attribute

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

auto-activation

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

character

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

classification

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

code point

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

collect for output

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

core

See **Type Core**.

deactivate

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

design document

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

face

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

family

A **font family**.

font

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

font cache

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

font family

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

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

The Aktiv Grotesk family

Font Panel

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

Font Sense

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

Font Vault

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

foundry

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

glyph

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

Same character, different glyphs

keyword

See **tag**.

library

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

permanent activation

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

plug-in

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

preview

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

QuickFind

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

QuickMatch

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

QuickType

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

set

A collection of fonts within a library in Suitcase Fusion.

style

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

system font

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

tag

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

For tracked documents, tags are imported from keyword and other metadata; you cannot change document tags from within Suitcase Fusion.

(Tags were previously called **keywords**.)

temporary activation

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

Type Core

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

typeface

A **font**.

typeface family

A **font family**.

vault

See **Font Vault**.

waterfall

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

weight

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

width

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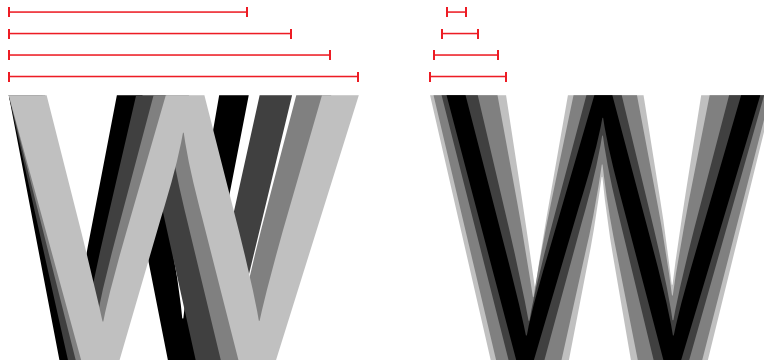
Width vs. weight

Suitcase Fusion concepts

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

Activation

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

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

There are typically two types of font activation: manual and automatic. Manual activation means that you (through the Suitcase Fusion interface) activate and deactivate fonts. Automatic activation means that Suitcase Fusion (or more accurately, one of its components) decides when fonts need to be activated or deactivated—and takes care of it for you.

Type Core

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

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

Extensis includes plug-ins for common design software: Adobe After Effects, Illustrator, InCopy, InDesign,and Photoshop. Each plug-in provides a connection between the design application and the Type Core, so the application can activate and deactivate fonts as it needs them, and Suitcase Fusion doesn't even have to be running!

Font Vault

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

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

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

Font Sense

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

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

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

When you open a document that requires a specific font, activating just any font with the same name is not an option. In the font world, Helvetica is not Helvetica is not Helvetica. Even fonts with the same name from the same foundry, such as Adobe Garamond, exist in multiple versions. Using the wrong font can result in text reflow, which can alter line and page breaks, cut text off, and have a bad effect on the overall design.

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

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

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

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

TypeSync

Your license for Suitcase Fusion allows you to use the software on two systems at the same time.

TypeSync is a cloud-based service that allows you to synchronize personal font libraries between your computers running Suitcase Fusion.

You can sync compatible fonts between any combination of Macs and PCs.

You are responsible for ensuring that you use fonts according to the license provided with them.

Learn more on page 45.

TeamSync

If you work in a small creative team, you can use TeamSync to share (via the cloud) specific font libraries among your team members, even giving different members access to different libraries.

A TeamSync subscription includes access to Suitcase Fusion for all team members.

Learn more on page 47.

Preferences

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

General Preferences
Application Options
- **Update Suitcase Fusion automatically:** When you check this box, Suitcase Fusion will periodically check for updates. If there is an update available, Suitcase will show a window with the release notes for the update and allow you to proceed or cancel.
  If you disable this option, you can check for updates manually: on macOS, choose **Suitcase Fusion > Check for Updates**; on Windows, choose **Help > Check for Updates**.
- **Share system profile and usage data with Extensis:** When you enable this option, you give Extensis permission to collect and use general, anonymous information about your installation of Suitcase Fusion and how you use it.
- **Restore user disabled warning messages:** Some messages that Suitcase Fusion presents include an option to stop reporting that specific message in the future. If you want to see what you've been missing, click this button; all messages that you had previously disabled will be presented again.

Font Adding Options
- **Copy added fonts to the Suitcase Fusion Vault:** When you select this option, Suitcase will copy any fonts that you add to its Font Vault, and manage and activate them from there.
  Using this option allows Suitcase Fusion to eliminate duplicate fonts and manage fonts with multiple versions.
  This is the default option and you should not disable it without good reason.
- **Added fonts are left in their original location:** When you select this option, Suitcase does not copy your fonts, but leaves them where they are on disk and activates them in place.
  This option requires you to leave the fonts where they are and never move them.
  When you keep fonts out of the Font Vault, Suitcase cannot identify duplicates.
  There are few good reasons to use this option; the best reason would be to segregate fonts that are corrupt and keep them out of your Font Vault, but Suitcase Fusion does this automatically. See **Corrupt fonts** on page 50.

Activation Options
This setting determines how Suitcase Fusion will react when you (or an auto-activation plug-in) attempt to activate a font that conflicts with a font that is already active.
- **Activate the requested font:** With this option selected, Suitcase will activate the font that you (or your design application) asked for.
  This is the default option and is almost always the desired case. Enabling this option allows Suitcase to temporarily disable a conflicting font (even a system font) in favor of the desired font.
- **Keep the current font active:** If you have selected this option, then Suitcase Fusion will ignore requests from the auto-activation plug-ins and the Extensis Font Panel to activate a conflicting font.

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

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

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

Font Vault Location

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

> **NOTE:** If you want to restore your Font Vault from a backup, see **Backing up your fonts** on page 49.

To create a new Vault:

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

The new Font Vault will be created and automatically selected.

To use an existing Vault:

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

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

> **NOTE:** The default location for the Suitcase Fusion Font Vault on macOS is in the user's **Library** folder, which is normally hidden. To access the default Font Vault from within the **Select File** dialog, press `COMMAND`+`SHIFT`+`G` to display the **Go to Folder** window, type ~/Library/Extensis/Suitcase Fusion, then click **Go**.

Type Core Options

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

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

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

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

Plug-Ins Preferences

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

For information about auto-activation, see **Auto-activation plug-ins** on page 32.

For information about the Extensis Font Panel, see **The Extensis Font Panel** on page 37.

Application menu

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

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

Application list

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

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

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

If an application in the list is grayed out, that means that Suitcase Fusion could not find that application. If it is installed, then try the following to see if Suitcase can find it:
1. Stop the Type Core.
2. Launch then quit the application.
3. Restart Suitcase Fusion.

Updating plug-ins

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

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

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

Document Tracking

Document tracking uses the auto-activation plug-ins available for Adobe applications to list your documents and the fonts in them.

Tracking is enabled by default; to turn tracking off, uncheck the box labeled **Enable Document Tracking**.

Learn more on page 38.

Keyboard shortcuts

FUNCTION	MAC	WINDOWS	NOTES
Activate	⌘+O	CTRL+O	Activates fonts temporarily Works with any selection: one or more fonts, sets, or libraries
Activate Permanently	⌘+OPTION+O or ⌘-click an Activation button in a family heading or font tile	CTRL+ALT+O or CTRL-click an Activation button in a family heading or font tile	
Add Fonts to Library/Set	⌘+L	CTRL+L	Key action depends on the selection focus Adding a font to a set also adds it to the parent library
Collect Fonts for Output	⌘+D	CTRL+D	
Copy	⌘+C	CTRL+C	
Cut	⌘+X	CTRL+X	
Deactivate	⌘+K	CTRL+K	
Delete/Delete Library/Delete Set	DELETE or ⌫	DEL or ⌫	Key action depends on the selection focus
Edit Attributes	⌘+T	CTRL+T	Modify attributes applied to selected fonts, and create new attributes
Exit/Quit Suitcase Fusion	⌘+Q	ALT+F4	
Find Fonts	⌘+F	CTRL+F	Opens the **Advanced Find** panel to search for fonts using multiple criteria
Group Fonts by Family	⌘+E	CTRL+E	Toggles family grouping on or off
Help		F1	Opens the online Help system
Hide/Show Info	⌘+I	CTRL+I	Toggles info display on or off; changes menu item accordingly Displays the **Info** panel for the first font in a selection
Hide/Show Toolbar	⌘+OPTION+T		
Main Window	⌘+0 (the digit zero)		Opens or closes the main Suitcase Fusion window
Minimize	⌘+M		Minimize the Suitcase Fusion window into the Dock or application icon
New Library	⌘+B	CTRL+B	
New Set	⌘+N	CTRL+N	The new set is created inside whatever is selected in the **Libraries** panel

FUNCTION	MAC	WINDOWS	NOTES
New Smart Search	⌘+OPTION+N	ALT+N	Creates a new untitled Smart Search and opens the **Advanced Find** pane
Paste	⌘+V	CTRL+V	
Preferences	⌘+,		
Quit Suitcase Fusion/Exit	⌘+Q	ALT+F4	
Redo	⌘+SHIFT+Z	CTRL+Z	
Remove All Temporary Fonts	⌘+;		
Remove from Set	DELETE or ⌫	DEL or ⌫	Key action depends on the selection focus
Reveal in Finder	⌘+R		Shows the selected fonts in the Finder. (Only available for System fonts and fonts added in place.)
Select All	⌘+A	CTRL+A	Key action depends on the selection focus
Show/Hide Info	⌘+I	CTRL+I	Toggles info display on or off; changes menu item accordingly
Show/Hide Toolbar	⌘+OPTION+T		
Undo	⌘+Z	CTRL+Z	

Fonts included with macOS Sierra 10.12

Al Bayan
Al Nile
Al Tarikh
American Typewriter
Andale Mono
Arial
Arial Black
Arial Hebrew
Arial Hebrew Scholar
Arial Narrow
Arial Rounded MT Bold
Arial Unicode MS
Athelas **
Avenir
Avenir Next
Avenir Next Condensed
Ayuthaya
Baghdad
Bangla MN
Bangla Sangam MN
Baoli SC *
Baoli TC *
Baskerville
Beirut
BiauKai *
Big Caslon
Bodoni 72
Bodoni 72 Oldstyle
Bodoni 72 Smallcaps
Bodoni Ornaments
Bradley Hand
Brush Script MT
Chalkboard
Chalkboard SE
Chalkduster
Charter **
Cochin
Comic Sans MS
Copperplate
Corsiva Hebrew
Courier
Courier New
Damascus
DecoType Naskh
Devanagari MT
Devanagari Sangam MN
Didot
DIN Alternate Bold **
DIN Condensed Bold **
Diwan Kufi
Diwan Thuluth
Euphemia UCAS
Farah
Farisi
Futura
GB18030 Bitmap
Geeza Pro
Geneva
Georgia
Gill Sans

Gujarati MT
Gujarati Sangam MN
GungSeo *
Gurmukhi MN
Gurmukhi MT
Gurmukhi Sangam MN
Hannotate SC *
Hannotate TC *
HanziPen SC *
HanziPen TC *
HeadLineA *
Hei *
Heiti SC
Heiti TC
Helvetica
Helvetica Neue
Herculanum
Hiragino Kaku Gothic StdN
Hiragino Maru Gothic ProN
Hiragino Mincho ProN
Hiragino Sans
Hiragino Sans CNS *
Hiragino Sans GB
Hoefler Text
Impact
InaiMathi
Iowan Old Style **
ITF Devanagari
ITF Devanagari Marathi
Kai *
Kailasa
Kaiti SC *
Kaiti TC *
Kannada MN
Kannada Sangam MN
Kefa
Khmer MN
Khmer Sangam MN
Klee *
Kohinoor Bangla
Kohinoor Devanagari
Kohinoor Telugu
Kokonor
Krungthep
KufiStandardGK
Lantinghei SC *
Lantinghei TC *
Lao MN
Lao Sangam MN
Libian SC *
Libian TC *
LiHei Pro *
LingWai SC *
LingWai TC *
LiSong Pro *
Lucida Grande
Luminari
Malayalam MN
Malayalam Sangam MN
Marion **

Marker Felt
Menlo
Microsoft Sans Serif
Mishafi
Mishafi Gold
Monaco
Mshtakan
Muna
Myanmar MN
Myanmar Sangam MN
Myriad Arabic *
Nadeem
Nanum Brush Script *
Nanum Gothic *
Nanum Myeongjo *
Nanum Pen Script *
New Peninim MT
Noteworthy
Optima
Oriya MN
Oriya Sangam MN
Osaka *
Palatino
Papyrus
PCMyungjo *
Phosphate
PilGi *
PingFang HK
PingFang SC
PingFang TC
Plantagenet Cherokee
PT Mono
PT Sans
PT Sans Caption
PT Sans Narrow
PT Serif
PT Serif Caption
Raanana
Sana
Sathu
Savoye LET
Seravek **
Shree Devanagari 714
SignPainter
Silom
Sinhala MN
Sinhala Sangam MN
Skia
Snell Roundhand
Songti SC
Songti TC
STFangsong *
STHeiti *
STIXGeneral
STIXIntegralsD
STIXIntegralsSm
STIXIntegralsUp
STIXIntegralsUpD
STIXIntegralsUpSm
STIXNonUnicode

STIXSizeFiveSym
STIXSizeFourSym
STIXSizeOneSym
STIXSizeThreeSym
STIXSizeTwoSym
STIXVariants
STKaiti *
STSong
Sukhumvit Set
SuperClarendon **
Symbol
Tahoma
Tamil MN
Tamil Sangam MN
Telugu MN
Telugu Sangam MN
Thonburi
Times
Times New Roman
Toppan Bunkyu Gothic *
Toppan Bunkyu Midashi Gothic *
Toppan Bunkyu Midashi Mincho *
Toppan Bunkyu Mincho *
Trattatello
Trebuchet MS
Tsukushi A Round Gothic *
Tsukushi B Round Gothic *
Verdana
Waseem
Wawati SC *
Wawati TC *
Webdings
Weibei SC *
Weibei TC *
Wingdings
Wingdings 2
Wingdings 3
Xingkai SC *
Xingkai TC *
Yuanti SC *
Yuanti TC *
YuGothic *
YuKyokasho *
YuKyokasho Yoko *
YuMincho *
YuMincho +36p Kana *
Yuppy SC *
Yuppy TC *
Zapf Dingbats
Zapfino
Apple Braille
Apple Chancery
Apple Color Emoji
Apple LiGothic *
Apple LiSung *
Apple SD Gothic Neo
Apple Symbols
AppleGothic
AppleMyungjo

Fonts marked with * are not included but are available for download; see **Downloadable fonts** on page 86.

macOS Sierra also includes a set of legacy fonts for compatibility with older documents; see **Legacy fonts and language support** on page 86.

Fonts marked with ** are installed but are not visible in Font Book. These fonts can be activated and deactivated by Suitcase Fusion, but may not be available in some applications, especially Apple applications such as TextEdit. It is unclear why these fonts are different; for one explanation, see Kurt Lang's ever-growing article, **Font Management in macOS** (search the page for "Athelas" to find the relevant portion).

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

Fonts included with macOS High Sierra 10.13

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

Fonts marked with * are not included but are available for download; see **Downloadable fonts** on page 86.

macOS High Sierra also includes a set of legacy fonts for compatibility with older documents; see **Legacy fonts and language support** on page 86.

Fonts included with macOS Mojave 10.14

Al Bayan
Al Nile
Al Tarikh
American Typewriter
Andale Mono
Arial
Arial Black
Arial Hebrew
Arial Hebrew Scholar
Arial Narrow
Arial Rounded MT Bold
Arial Unicode MS
Avenir
Avenir Next
Avenir Next Condensed
Ayuthaya
Baghdad
Bangla MN
Bangla Sangam MN
Baoli SC *
Baoli TC *
Baskerville
Beirut
BiauKai *
Big Caslon
Bodoni 72
Bodoni 72 Oldstyle
Bodoni 72 Smallcaps
Bodoni Ornaments
Bradley Hand
Brush Script MT
Chalkboard
Chalkboard SE
Chalkduster
Charter
Cochin
Comic Sans MS
Copperplate
Corsiva Hebrew
Courier
Courier New
Damascus
DecoType Naskh
Devanagari MT
Devanagari Sangam MN
Didot
DIN Alternate
DIN Condensed
Diwan Kufi
Diwan Thuluth
Euphemia UCAS
Farah
Farisi
Futura
GB18030 Bitmap
Geeza Pro
Geneva
Georgia
Gill Sans
Gujarati MT

Gujarati Sangam MN
GungSeo *
Gurmukhi MN
Gurmukhi MT
Gurmukhi Sangam MN
Hannotate SC *
Hannotate TC *
HanziPen SC *
HanziPen TC *
HeadLineA *
Hei *
Heiti SC
Heiti TC
Helvetica
Helvetica Neue
Herculanum
Hiragino Kaku Gothic StdN
Hiragino Maru Gothic ProN
Hiragino Mincho ProN
Hiragino Sans
Hiragino Sans CNS *
Hiragino Sans GB
Hoefler Text
Impact
InaiMathi
ITF Devanagari
ITF Devanagari Marathi
Kai *
Kailasa
Kaiti SC *
Kaiti TC *
Kannada MN
Kannada Sangam MN
Kefa
Khmer MN
Khmer Sangam MN
Klee *
Kohinoor Bangla
Kohinoor Devanagari
Kohinoor Telugu
Kokonor
Krungthep
KufiStandardGK
Lantinghei SC *
Lantinghei TC *
Lao MN
Lao Sangam MN
Libian SC *
Libian TC *
LiHei Pro *
LingWai SC *
LingWai TC *
LiSong Pro *
Lucida Grande
Luminari
Malayalam MN
Malayalam Sangam MN
Marker Felt
Menlo
Microsoft Sans Serif

Mishafi
Mishafi Gold
Monaco
Mshtakan
Muna
Myanmar MN
Myanmar Sangam MN
Myriad Arabic *
Nadeem
Nanum Brush Script *
Nanum Gothic *
Nanum Myeongjo *
Nanum Pen Script *
New Peninim MT
Noteworthy
Noto Nastaliq Urdu
Optima
Oriya MN
Oriya Sangam MN
Osaka *
Palatino
Papyrus
PCMyungjo *
Phosphate
PilGi *
PingFang HK
PingFang SC
PingFang TC
Plantagenet Cherokee
PT Mono
PT Sans
PT Sans Caption
PT Sans Narrow
PT Serif
PT Serif Caption
Raanana
Rockwell
Sana
Sathu
Savoye LET
Shree Devanagari 714
SignPainter
Silom
Sinhala MN
Sinhala Sangam MN
Skia
Snell Roundhand
Songti SC
Songti TC
STFangsong *
STHeiti *
STIXGeneral
STIXIntegralsD
STIXIntegralsSm
STIXIntegralsUp
STIXIntegralsUpD
STIXIntegralsUpSm
STIXNonUnicode
STIXSizeFiveSym
STIXSizeFourSym

STIXSizeOneSym
STIXSizeThreeSym
STIXSizeTwoSym
STIXVariants
STKaiti *
STSong
Sukhumvit Set
Symbol
Tahoma
Tamil MN
Tamil Sangam MN
Telugu MN
Telugu Sangam MN
Thonburi
Times
Times New Roman
Toppan Bunkyu Gothic *
Toppan Bunkyu Midashi Gothic *
Toppan Bunkyu Midashi Mincho *
Toppan Bunkyu Mincho *
Trattatello
Trebuchet MS
Tsukushi A Round Gothic *
Tsukushi B Round Gothic *
Verdana
Waseem
Wawati SC *
Wawati TC *
Webdings
Weibei SC *
Weibei TC *
Wingdings
Wingdings 2
Wingdings 3
Xingkai SC *
Xingkai TC *
Yuanti SC *
Yuanti TC *
YuGothic *
YuKyokasho *
YuKyokasho Yoko *
YuMincho *
YuMincho +36p Kana *
Yuppy SC *
Yuppy TC *
Zapf Dingbats
Zapfino
Apple Braille
Apple Chancery
Apple Color Emoji
Apple LiGothic *
Apple LiSung *
Apple SD Gothic Neo
Apple Symbols
AppleGothic
AppleMyungjo

Fonts marked with * are not included but are available for download; see **Downloadable fonts** on page 86.

macOS Mojave also includes a set of legacy fonts for compatibility with older documents; see **Legacy fonts and language support** on page 86.

Fonts included with Windows 7

Aharoni Bold
Andalus Regular
Angsana New
AngsanaUPC
Aparajita
Arabic Typesetting Regular
Arial
Batang Regular
BatangChe Regular
Browallia New
BrowalliaUPC
Calibri
Cambria
Cambria Math Regular
Candara
Comic Sans MS
Consolas
Constantia
Corbel
Cordia New
CordiaUPC
Courier New
Courier Regular
DaunPenh Regular
David
DFKai-SB Regular
DilleniaUPC
DokChampa Regular
Dotum Regular
DotumChe Regular
Ebrima
Estrangelo Edessa Regular
EucrosiaUPC
Euphemia Regular
FangSong Regular
FixedSys Regular
Franklin Gothic
FrankRuehl Regular
FreesiaUPC
Gabriola Regular
Gautami
Georgia
Gisha
Gulim Regular
GulimChe Regular

Gungsuh Regular
GungsuhChe Regular
Impact Regular
IrisUPC
Iskoola Pota
JasmineUPC
KaiTi Regular
Kalinga
Kartika
Khmer UI
KodchingUPC
Kokila
Lao UI
Latha
Leelawadee
Levenim MT
LilyUPC
Lucida Console Regular
Lucida Sans Unicode Regular
Malgun Gothic
Mangal
Marlett Regular
Meiryo
Meiryo UI
Microsoft Himalaya Regular
Microsoft JhengHei
Microsoft New Tai Lue
Microsoft PhagsPa
Microsoft Sans Serif Regular
Microsoft Tai Le
Microsoft Uighur Regular
Microsoft YaHei
Microsoft Yi Baiti Regular
MingLiU Regular
MingLiU_HKSCS Regular
MingLiU_HKSCS-ExtB Regular
MingLiU-ExtB Regular
Miriam Fixed Regular
Miriam Regular
Modern Regular
Mongolian Baiti Regular
MoolBoran Regular
MS Gothic Regular
MS Mincho Regular
MS PGothic Regular

MS PMincho Regular
MS Sans Serif Regular
MS Serif Regular
MS UI Gothic Regular
MV Boli Regular
Narkisim Regular
NSimSum Regular
Nyala Regular
Palatino Linotype
Plantagenet Cherokee Regular
PMingLiU Regular
PMingLiU-ExtB Regular
Raavi
Rod Regular
Roman Regular
Sakkal Majalla
Script Regular
Segoe Print
Segoe Script
Segoe UI
Segoe UI Symbol Regular
Shonar Bangla
Shruti
SimHei Regular
Simplified Arabic
Simplified Arabic Fixed Regular
SimSun Regular
SimSun-ExtB Regular
Small Fonts Regular
Sylfaen Regular
Symbol Regular
System Bold
Tahoma
Terminal
Times New Roman
Traditional Arabic
Trebuchet MS
Tunga
Utsaah
Vani
Verdana
Vijaya
Vrinda
Webdings Regular
Wingdings Regular

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

Fonts included with Windows 10

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

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

Extra fonts in macOS

macOS includes more fonts than are installed in the system folders.

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

Legacy fonts and language support

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

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

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

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

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

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

Using the legacy fonts

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

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

Downloadable fonts

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

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

Identifying the downloadable fonts

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

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

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

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

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

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

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

Contacting Extensis

Extensis

1800 SW First Avenue, Suite 500
Portland, OR 97201
Web: https://www.extensis.com

Extensis Europe

Suite 18, Newton House
Kings Park Road, Moulton Park
Northampton NN3 6LG, United Kingdom

Customer Service

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

Sales

Web: https://www.extensis.com/contact-us-form/ (all regions)
We also work with resellers around the world; **find one near you**.

Celartem, Inc.

Web: http://www.celartem.com/en/

Extensis: https://www.extensis.com

Customer Service: https://www.extensis.com/contact/

Support Form: https://help.extensis.com/hc/en-us/requests/new/

Sales: https://www.extensis.com/contact-us-form/

Resellers: https://www.extensis.com/resellers/

Celartem: http://www.celartem.com/en/

Technical Support

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

Extensis also maintains a searchable **Knowledge Base** of in-depth articles on various technical topics.

Creating a tech support case

If you are experiencing a problem with a current product, you can submit a tech support case using this **Support Form**.

Provide as much of the following information as you can:
- Product name and version number;
- Your company name;
- Your account number;
- Computer operating system version;
- Other details about your computer system, including RAM, hard drive size and free space, and processor type and speed;
- A description of the problem, including any error message that might be displayed;
- Your email address.

Support Policy

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For details on currently supported products, see:
- **Portfolio Support Guide**
- **Universal Type Server Support Guide**
- **Universal Type Client Support Guide**
- **Suitcase Fusion Support Guide**

Support: https://www.extensis.com/support/

Knowledge Base: https://help.extensis.com/hc/en-us/

Support Form: https://help.extensis.com/hc/en-us/requests/new/

Support Services: https://www.extensis.com/support/support-policy/

Portfolio Support Guide: https://www.extensis.com/support/portfolio-support-guide/

Universal Type Server Support Guide: https://www.extensis.com/support/universal-type-server-support-guide/

Universal Type Client Support Guide: https://www.extensis.com/support/universal-type-client-support-guide/

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

Suitcase Fusion EULA

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October 2018

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