



# Font Management in OS X for Graphic Artists

A note about this report...

This is one of the first how-to articles available on how to manage fonts for OS X dating back to the first version of OS X. It predates many product-oriented PDFs (including the Extensis PDF) and many of the commercially-available PDFs (which are more wordy, but contain the same basic info).

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## Types of fonts you may find

### dFont

The new OS X TrueType format.

They come in a single file, which may include multiple styles.

### TrueType

The original OS 9 (or previous) format.

They may be separate “printer” font files or combined with bitmap screen fonts inside of a suitcase. For best results, use only the separate printer fonts.

*Notes: Fonts with TTF extension are seen as Windows TT fonts, regardless of their platform.*

*Notes:*

*1] If you have not installed any other programs, such as Adobe programs, you will only have dFonts and TrueType fonts.*

*2] Some newer TT fonts, such as Apple’s dFonts may have extended character sets, so newer fonts may be completely different from older versions even if the font name is the same.*

*3] Contrary to an old belief, there is nothing wrong with using TrueType fonts in a layout destined for commercial printing. This may have been a problem over 15 years ago with some RIPs (Raster Image Processors), but hopefully the printer has upgraded since then! If printers are still having trouble with normal\* TT fonts today, I would be wary of their ability to output from modern programs.*

*\*There are bad TT fonts that can be downloaded from the internet, but there could be bad T1 and OT fonts just as easily. I’m referring to using quality TT fonts.*

### PostScript-based fonts

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

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

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

While they can work with OS X, it is best to switch to OpenType fonts.

PostScript fonts were limited to only 256 glyphs or characters. All PostScript fonts come in two parts: screen fonts and printer fonts; **both** are required. Screen fonts styles (plain, bold, italic, etc.) are usually combined into a single suitcase; for best results, do not use multiple sizes of the same style screen font (see *Utilities for Repair and Organization* later on). Printer fonts always come as a single file per style.

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## OpenType

OpenType is the new format from Adobe and Microsoft, and are cross-platform between Windows and Macintosh computers. These fonts use a single file per style and do not use separate screen fonts or font-metric files.

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

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

**Adobe OpenType Std** fonts are basically converted Type 1 fonts and have the standard 256 glyphs or slightly more.

## Where your fonts are located

System fonts may be located in a number of folders:

### *OS X locations*

#### **User folder**

~user/Library/Fonts

These fonts are available only for the logged-in user.

#### **All Users**

Library/Fonts

These fonts are available to all users.

#### **Network folder (if available)**

Network/Library/Fonts

These fonts are available if sharing fonts from an OS X server.

#### **System fonts**

System/Library/Fonts

These fonts are for overall operation of the system. User fonts should not be installed here.

### *Classic (OS 9)*

#### **System Folder/Fonts**

These fonts are available to **ALL** OS X and OS 9 programs. Classic cannot run on Intel Macs.

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## Fonts from application installations

Many programs, mainly **Adobe** and **Microsoft**, may install fonts in a private Fonts folder.

### Adobe font locations in OS X

#### *User folder(s)*

~user/Library/Application Support/Adobe/Fonts (See the *Required Fonts* section)

#### *All Users*

Library/Application Support/Adobe/Fonts (See the *Required Fonts* section)

Creative Suites 1 and 2 (CS & CS2) applications install in the private Adobe folders in the Library folder. CS3 applications install directly in the Library/Fonts folder.

### Adobe in OS 9 & Classic

System Folder/Application Support/Adobe/Fonts (See the *Required Fonts* section)

### Microsoft Office X and Office 2004

Applications/Microsoft Office/Office/Fonts/ These fonts are not used, but installed in the Library/Fonts folder during first run or repair of MS apps.

## Required fonts

### OS X

You can remove *all fonts\** from the Users' Library folders (usually empty).

You can remove *all fonts\** main (root) Library folder.

\*You may not want to trash these fonts; store them into another folder in case you need them again.

Do **NOT** remove these fonts from the System's Library folder:

Geneva.dfont

Keyboard.dfont

LastResort.dfont

LucidaGrande.dfont

Monaco.dfont

(Keyboard and LastResort do not show up in Font menus.)

It has not been officially determined if the fonts below are required for smooth OS operation. I have removed them on my computer and have run both Panther (10.3), Tiger (10.4), and Leopard (10.5) without problems; you can either keep them installed or remove them at your own risk. (AquaKana does not show up in font menus.)

AquaKanaBold.otf

AquaKanaRegular.otf

AppleGothic.dfont

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You may need Helvetica and Helvetica Neue installed, but you do not need to use the OS X dFont versions. You can use another format, usually Type 1. Leopard users have to “trick” the OS to remove the fonts—see section on **Removing Helvetica from Leopard** for details.

- Helvetica.dfont
- HelveticaNeue.dfont

These fonts are used by Preview and can be left alone—they do not show up in menus:

- HelveLT MM
- Helvetica LT MM
- TimesLT MM
- Times LT MM

This font is used Apple Mail:

- MarkerFelt.dfont

### OS 9/Classic

Do **NOT** remove these fonts from the System Folder:

- Charcoal
- Chicago
- Geneva
- Monaco

### Adobe

You can leave the fonts in their default location if you wish—or move them *if* you want to use them in other, non-Adobe programs and/or are using a font management program. Be **SURE** to leave the **Reqd** (required) folder in place, or put the required fonts in a location that is always available (and activated), such as the root Library folder. For CS3 programs, make sure any Myriad Pro fonts are installed.

## Methods of removal

You should close all running programs and make sure Classic is not running.

Create a new folder on the Desktop and drag all the fonts into it (except for the fonts you should not or do not want to move).

You will **not** be able to add or remove fonts directly from the System/Library/Fonts or the Library/Fonts folders unless you are an *administrator*. Start off by dragging the fonts out of the folder to new folder on the desktop; this will make a copy of the fonts. Then simply select the System fonts again and drag the System fonts to the Trash (or type Command-Delete), and enter in your admin log-on and password when asked. **(Be sure to leave the critical fonts in the folder.)**

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## Re-installing fonts and installing new fonts

### Determine what fonts you want to install

If you do not need any CJK (Chinese, Japanese, or Korean) or CY (Cyrillic) fonts, remove them to another folder or trash them. *Note: if you can't read/use CJK fonts, you should delete them; Tiger may have a Finder bug viewing folders labeled with CJK fonts if they are still on your hard drive; of course, if desired, you could always back them up to a CD before deleting.*

Generally, you do NOT want duplicates of any fonts you have PostScript or OpenType versions of, especially the Helvetica, Times, Zapf Dingbats, and Symbol dFonts. Also, if desired, replace any of the other OS X dfonts with identical PostScript or OpenType fonts, **especially** Helvetica and possibly Helvetica Neue.

If you do web design, you should keep some basic Microsoft fonts available or loaded. These include Arial, Times New Roman, Verdana, Arial Black, Webdings 1/2/3, Webdings—and possibly Trebuchet, Courier New, Impact, Georgia, and Comic Sans.

### Utilities for organization and repair

At this point, **make sure** you run your fonts through a program such as Font Doctor to check them for dupes, corruption, and unnecessary screen fonts—and to assist with organizing them. With all such utilities, be sure you have the latest version.

### How to remove Helvetica and Helvetica Neue from Leopard

I strongly suggest leaving the OS X Helvetica dFont alone and switching to Adobe's OpenType version of Helvetica or another sans serif font such as Myriad Pro in your documents. Because the OT fonts have different names, you will have to change the fonts the first time you open a document.

If your workflow absolutely requires the use of Type 1 Helvetica (which may conflict with the OS X dFont), here are the instructions for removing the dFonts:

1. Open Font Book preferences and turn off "Alert me if system fonts change"
2. Just in case, make a back up of the ProtectedFonts folder located at:  
System/Library/Frameworks/ApplicationServices.framework/Versions/A/Frameworks/ATS.framework/Versions/A/Resources/
3. Delete Helvetica.dfont and HelveticaNeue.dfont from the ProtectedFonts folder. (You will have to authenticate as an Admin user.)
4. Delete Helvetica.dfont and HelveticaNeue.dfont from the System/Library/Fonts folder.
5. Install your Type 1 versions of Helvetica and HelveticaNeue.
6. Restart.

Note: This procedure is provided for informational purposes only; I cannot be held responsible for any problems arising from following this process.

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## Installing fonts without a font-management program

For single users, put the fonts in the user's Library/Fonts folder. That way, in case of corruption, the fonts will not cause a problem for other users\*.

**Pre-press users** can use a variation of this method for loading client fonts. Simply put an alias of the user's Library/Fonts folder on the desktop or add the Fonts folder to the Sidebar area. Add the client's fonts when needed (Option-drag to copy the folder rather than moving it) and take them out when finished. These can be in a sub-folder for ease of organization. If using an OS earlier than 10.4, keep the fonts only one level deep. Keep the various client sub-folders in another folder added to the Sidebar area and you can switch fonts very quickly.

Fonts installed in the Classic Fonts folder are available to all Classic programs and OS X programs. Corrupt fonts here may cause problems with older versions of OS X.

\*Even if you are the only person using your computer, you may want to create another administrative user for troubleshooting purposes. You can give the user the same password for ease of administration.

## Font Book

OS X 10.3 and higher includes a basic form of font management in the Font Book program. If you are not using large quantities of fonts, this program is easy to use and may be all you need. Also, OS X 10.5's Font Book has been improved to check for corrupt fonts, to auto-activate fonts, and to handle larger collections of fonts.

Also, you may only want the fonts for a single user, rather than all users, for troubleshooting purposes. Font Book can also manage Classic fonts.

For more information on using Font Book, open the program and review the Help file.

## With a font management program

See list of font management programs at the end of this document.

Always use the **latest version** of the font management or utility software. Install only your organized and repaired fonts into the software (see section on organizing your fonts later on).

Don't set too many fonts for auto-load—activate them manually or let them *auto-activate* if possible. Make sure your auto-activated fonts are set to *deactivate* upon restart.

Many font-management programs can deal with the Leopard Helvetica issue without resorting to removing the dfont Helvetica fonts. If you use this option, be sure to set the Type 1 Helvetica fonts to permanent activation.

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## Font tips

### *You can use Windows TrueType and OpenType fonts*

If you install Windows TT fonts, be sure to remove the fonts with the Mac fonts with the same name. Font Doctor can convert Windows TT fonts to Macintosh format too. For large batch conversions, TransType Pro is recommended.

### *You can use Windows PostScript fonts in Adobe programs*

If you install Windows PostScript fonts into the Adobe **application** folder, you will have access to these fonts. Be sure to install both the printer font and the font metric (.pfm or .afm) file for each font weight/style.

### *You can convert dFonts for Classic usage*

The dFontifier utility, TransType Pro, Font Doctor, and Smasher can convert dFonts to standard TrueType fonts (TransType Pro can convert dFonts to OpenType too). Make sure you work on a copy of your fonts before conversion.

### *How to edit suitcases*

You can no longer open and edit suitcases like you could in OS 9. This is mostly a problem for PostScript fonts, but these fonts are still very common. Here are your options (in order of preference):

1. Use Smasher to edit the suitcase,
2. Use *Font Doctor* to edit the suitcase,
3. Boot into OS 9 and edit,
4. Download the old Font/DA Manager and use under Classic (no Intel Macs).

Note: *FontAgent* creates a single screen font per suitcase, effectively eliminating the problem.

### *Older programs and font management*

Some older OS X programs and OS 9/Classic programs may not like having fonts activated by a font management utility *after* the program as started, so you may have to quit and restart the program.

### *Font-editing programs*

Macromedia's Fontographer program is not recommended, unless you have a specific need for it (such as converting Type 3 fonts to Type 1). Recommended programs are FontLab or TypeTool.

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## *Clearing font caches*

Many programs and the OS use font caches to make working with fonts faster—unfortunately, these caches can get corrupt periodically causing font display problems. To fix the problem, the caches need to be deleted (cleared); the caches will be automatically rebuilt as needed. There are a number of utilities that can clear caches. A couple of free ones are FontNuke or OnyX; Smasher is a commercial option; and many font-management programs can clear caches. Be sure to always use the latest version.

## **System caches**

I suggest using a utility, but if you want to do it manually, Trash these files/folder:

```
/System/Library/Caches/com.apple.ATS.System.fcache  
/System/Library/Caches/com.apple.ATSServer.FODB_System (or _System.FODB)  
/System/Library/Caches/fontTablesAnnex  
/Library/Caches/com.apple.ATS/  
~/Library/Preferences/com.apple.ATS.plist
```

## **Adobe programs**

Every now and then, your Adobe programs may get stuck during start-up or simply quit. Quit or force quit the program, search for any files named “adobefnt” and delete the files that end in “.lst” (not “.db”), then restart the program.

## **QuarkXPress**

QuarkXPress may need the OS X font caches cleared out. In addition, you may need to clear out the JAWS folder, especially if you are having trouble creating PDFs. In QXP 6.x, the Jaws folder in the application/QuarkXPress folder; in QXP 7, it is in the ~user/Library/Preferences/Quark folder.

## **Microsoft**

The Office Font Cache is located in the ~users/Library/Preferences/Microsoft folder (in Office 2008, it is an another /Office 2008 folder).

## **OS X font load order**

Although the load order is not important if you remove the OS X fonts as I suggest and then use a font-management utility, here is the load order in case duplicate fonts are installed:

1. Application Font Folder (e.g. InDesign, Illustrator, Microsoft, etc.)
2. Library/Application Support folder (e.g. Adobe)
3. ~user/Library/Fonts folder
4. Root Library/Fonts folder
5. Network/Library/Fonts folder (if used)
6. System/Library/Fonts folder
7. The Classic System Folder/Fonts folder (if used)

# **IDEAS Training: OS X Font Management**

## **Commercial font-management programs**

### **Insider Software FontAgent Pro**

Comments: Macintosh, Windows, and server.

[www.insidersoftware.com](http://www.insidersoftware.com)

### **Extensis Suitcase Fusion**

Comments: Macintosh, Windows, and server. Includes Font Doctor.

[www.extensis.com](http://www.extensis.com)

### **Alsoft Font Juggler Pro**

Comments: Macintosh only; no server.

[www.alsoft.com](http://www.alsoft.com)

### **LinoType Font Explorer X Pro**

Comments: Macintosh and server. No Windows version.

[www.fontexplorerx.com/](http://www.fontexplorerx.com/)

## **Font organization and repair programs**

### **Insider Software FontAgent Pro and Smasher**

[www.insidersoftware.com](http://www.insidersoftware.com)

### **Font Doctor**

[www.fontdoctor.com](http://www.fontdoctor.com)

## **Font conversion and creation programs**

### **TransType Pro, FontLab, TypeTool, and Fontographer**

[www.fontlab.com](http://www.fontlab.com)

# IDEAS Training: OS X Font Management

## Font management step-by-step

### *Step 1*

Gather all application fonts into one master folder.

Use subfolders to separate by kind (company, format, foundry, style, etc.).

Remove ALL other fonts from computer's system folder.

Remove all system fonts **except** the fonts required to run the computer.

**Note:** Back up these fonts onto CD-R just as they are and archive them.

### *Step 2*

Run **FontAgent** and/or **Font Doctor** to organize and optimize fonts.

Process individual each subfolder separately and sort A-Z.

(You may want to use BOTH programs, Font Doctor first, then FontAgent.)

Check for any problem fonts .

- Resolve problem font issues by getting clean copies from original CD.

- Missing printer fonts—replace printer fonts or delete screen fonts.

- Missing screen fonts—replace screen fonts or delete printer fonts.

- Corrupt fonts—replace entire font from CD or delete font.

### *Step 3*

Burn Master Library folder to CD.

- Burn one copy on CD-R, date and archive.

- Burn working copy on CD-RW.

### *Step 4*

Copy Master Library CD to server.

**Note:** Make sure you have the proper font licenses before copying to server or multiple computers. For example, for purchased fonts, Adobe typically allows fonts to be installed on 5 computers. If you need more than that, you have to buy additional licenses. Note that this does not apply to the fonts supplied with programs; these fonts are typically only for the computer the software is installed on. Check your font license for the actual requirements.

### *Step 5*

On other computers:

Remove all old fonts from the computer's system folder as in Step 1.

Copy Master Fonts from master CD or server to hard drive.

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## Step 6

Choose a method of font management you want to use. Your choices are:

1. None—load the fonts directly into the computer on an as needed basis.  
This can be done easily in the Adobe Fonts folder or User/Library/Fonts;  
Tip: If you regularly move fonts in and out, make an alias of the fonts folder on the desktop or add it to the Sidebar pane.
2. You can use Font Book to activate/deactivate fonts as needed.  
If you have a very large font library, you should consider a commercial font utility.
3. Commercial font management utility, such as:  
Font Agent, Suitcase, Font Reserve, Font Explorer, or Master Juggler

## Step 7

For Commercial utilities only:

Load the individual subfolders into the utility, either as separate sets or libraries, depending on the utility used.

Make sure these folder sets to DEACTIVATE upon startup

Create new set or library called "*AlwaysOn*"

Set this folder to Leave As Is, Active on Load, or similar setting

Copy any fonts that are always required to this set

Just add critical fonts to this set; don't get carried away.

### **Font management procedure for adding fonts**

One person should be designated as the *Font Organizer*

No one else should install fonts on the server or on their computer!

New fonts required by clients should be submitted to this person, so the fonts can be run through FontAgent and/or Font Doctor for inspection

Do one of the following:

A) If using either the Font Agent, Suitcase, or Font Reserve server, the new fonts should be loaded onto server; the users should be set to auto-sync with the server.

B) If not using an actual font server, copy the fonts into a "new fonts" folder on the server. Send an email out with instructions to users on how to copy font from the server into their font library folder located on their computer. Users should then load the font into their font manager utility by dragging the new font folder into the proper category folder under the sets or library panel. Of course, this should only be done with the proper licensing.

Periodically (depending on how often new fonts are installed), a new CD-R should be burned and archived, and the working CD-RW updated.