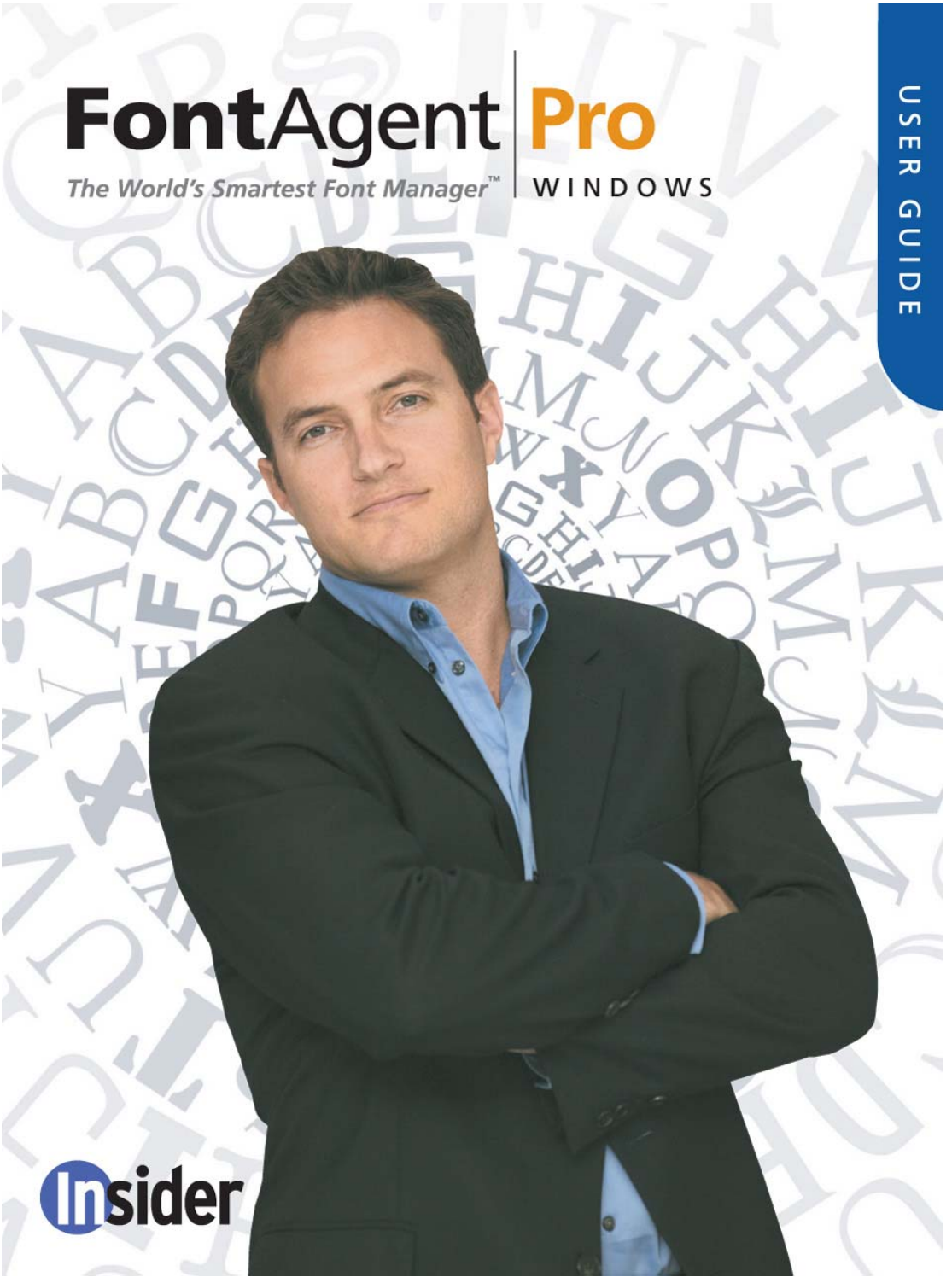
FontAgent Pro

The World's Smartest Font Manager™

WINDOWS

USER GUIDE



Insider

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FontAgent Pro 4 for Windows User Guide

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Welcome to FontAgent Pro

Comprehensive Font Optimization and Management

FontAgent® Pro for Windows is a complete font manager that optimizes and organizes your font files and lets you conveniently activate and deactivate them. By using FontAgent Pro, you save system resources, improve application performance, simplify font menus, guarantee the integrity of all your fonts, and save yourself a great deal of time and effort.

FontAgent Pro also gives you a variety of powerful ways to view and compare your fonts in limitless text and color combinations so you can select perfect fonts for every project. Once you have, you can use FontAgent Pro to create sample documents to share your font selections with clients and associates.

What's new in Font Agent Pro 4?

FontAgent Pro 4 is a comprehensive release that adds new font management power to FontAgent Pro's industry leading feature set. New features in this major release are:

- Full compatability with Windows Vista
- Auto-activation Plugs ins for Adobe CS 2 and 3 applications including InDesign, Illustrator and Photoshop.
- Wizard that helps you install you're your auto-activation plug ins with just a few mouse-clicks.
- Support for Package command in Adobe InDesign
- Improve import and verification engine
- Searching for fonts locally and on the internet with descriptive keywords
- One-click access to information about internet fonts searches for more information or to purchase
- Ability to set up a FontAgent Pro Database for each user on your computer

Why Use FontAgent Pro?

Eliminate Font Corruption and Duplication

While many users take their fonts for granted, fonts can be a constant source of complication and trouble. Corrupt, incomplete and duplicate fonts cause many problems including application crashes, mysterious font substitution, and unexpected screen and printer output.

FontAgent Pro is the flagship of Insider's font management products, which for over a decade have led the industry in optimizing the integrity and usability of users' font collections—making their systems faster and more stable.

Build an Organized Font Library

If you're like most Windows users and store all your fonts in the Fonts Control Panel, you could be setting yourself up for trouble. While it's nice to have all your fonts in one place, storing them there wastes precious system resources, slows your machine, bloats your Windows registry, and can make Font menus in applications unusable. On the other hand, storing fonts all over your hard drive is not a good solution either. If you do so, you have to drag fonts in and out of your Fonts Control Panel to activate and deactivate

them. It also makes it difficult to find the correct fonts to send to a client or a print service bureau. FontAgent Pro eliminates this dilemma by creating organized libraries containing optimized versions of all your fonts.

Manage Your Fonts with Multiple Font Libraries

Another cause of font frustration occurs when you receive fonts from other users. By adding those fonts to your collection, your Fonts Control Panel can become a disorganized mess containing unfamiliar fonts and multiple versions and formats of the same fonts. FontAgent Pro allows you to use multiple font libraries to store fonts from different clients or projects separate from your regular font collection so you can always be sure you are using the right fonts.

Optimize and Archive Your Fonts Control Panel

When you get a new Windows computer, its Fonts Control Panel contains a pristine collection of system fonts. Unfortunately, in a short while, that simple, clean collection becomes a dumping ground as you add font files from your personal collection on disk, from Internet downloads and from application installers. With a single command, FontAgent Pro restores order to your Fonts Control Panel, segregating the original system fonts from those that were added later. At the same time, it creates archives of all your font files so you can restore that configuration at a later date.

Clarify Cryptic Font Filenames

Most Windows fonts have cryptic filenames that defy human understanding. Looking for specific font files in Windows Explorer can be a very frustrating and fruitless exercise. For example, *INTRI____.TTF* is *Interstate Regular Condensed*, *SCLBKBI.TTF* is *Century Schoolbook Bold Italic* and *BOD_BLAR.TTF* is *Bodoni Black*. Using the font selection tools in FontAgent Pro, you'll never have this problem again. In addition, as FontAgent Pro creates your optimized font library, you can optionally rename those cryptic font files with real names—without disturbing your original font files—so you know what font each file in your library contains even when you aren't using FontAgent Pro.

Reduce Font Clutter and Performance Problems

As your font collection grows, it becomes imperative to activate just the fonts you need. If you activate many fonts at the same time, your computer and applications run slower and font menus become unmanageable. FontAgent Pro's straightforward interface provides the tools you need to effectively manage your fonts, streamline your system, and keep font menus under control.

Select the Right Fonts for Each Project

Using FontAgent Pro, you can see all your fonts at all times, but activate just the ones you need. In doing so, you save system resources, improve your PC's performance and simplify Font menus in applications. Finding the right font actually becomes a fun process again.

FontAgent Pro includes many helpful previewing capabilities to assist you in selecting typefaces from your font library:

- *WYSIWYG* (what you see is what you get) mode displays font names in their actual typefaces
- *Font Player*™ automatically cycles through your fonts, displaying a slide show of a text string in various fonts one at a time
- *Font Compare*™ displays a text string in multiple typefaces so you can see them at the same time

Using these tools, you can find the ideal typeface for every project.

Print Font Sample Sheets and Books

FontAgent Pro gives you the power to print font sample books and specimen pages. You can use these samples as hard-copy reference guides for selecting fonts or to share your font choices with others.

About This Manual

This user guide provides helpful information about how to use FontAgent Pro to manage fonts in Windows. You will also find helpful information in the FontAgent Pro Quick Start Guide and FontAgent Pro's online help facility, as well as on the Insider Software website at *www.insidersoftware.com*..

Using Online Help and Resources

FontAgent Pro includes an online help facility that you can access from its *Help* menu or by pressing the *F1* key. The help facility is designed to provide step-by-step instructions for managing your fonts with FontAgent Pro, as well as answers to common questions.

Note also that more detail for your specific questions may also be available at *www.insidersoftware.com/support*., where you can find FAQs and obtain online assistance.

About Windows Fonts

Windows requires you to place fonts in the Fonts Control Panel, which stores font files in the *C:\Windows\Fonts* folder. You can store fonts in other places on your hard drive, but until you install them in the Fonts Control Panel, Windows does not make them available to applications—unless you import them into FontAgent Pro and tell it to activate them for you.

Windows supports multiple font file formats—including Windows TrueType, OpenType and Windows Type 1 PostScript fonts—making it easy to confuse various versions of the same font. To add to this complexity, it is often desirable to maintain those multiple versions for various uses. For example, you may wish to use an OpenType or Type 1 version of Futura for printed materials, but use the TrueType version for easy embedding in Microsoft Office documents.

Windows makes this situation more complex by encouraging you to store all your font files in the Fonts Control Panel. Doing so prohibits you from using folders to organize your fonts, which makes it difficult to distinguish and manage them.

Font File Formats Supported by Windows

Format	***Description***
Windows Type 1 PostScript (.pfb, .pfm files)	Represents fonts as mathematical outlines. Spreads font data across various files, making it easy to lose important files. Widely regarded as the most faithful and reliable font format. If you share fonts with designers, printers and others in the creative business, this is the most widely supported font format.
Windows TrueType (.ttf files)	Represents fonts as mathematical outlines, storing all information in a single file. The quality differences between TrueType and PostScript fonts are hotly debated. In general, if you have a PostScript printer or share fonts with clients and service bureaus use PostScript. If you share documents with other Windows users, use TrueType.
OpenType (.otf files)	Can contain many more characters than previous formats. Capable of containing Type 1 PostScript for Mac and Windows, and TrueType for Mac and Windows making it a powerful cross-platform format. This format is emerging as the new standard as it offers better typographical control.

FontAgent Pro supports each of these formats and provides you with robust optimization capabilities to ensure that any font you import works properly.

Terminology You Should Know

activation

One of FontAgent Pro's primary functions is font *activation*. When you activate a font, it becomes available to the operating system and the applications you run.

archive

A font *archive* is a zip file that FontAgent Pro creates when you optimize your Windows Fonts Control Panel. You can use the *Restore Fonts Control Panel* command to move the contents of archives back to your Fonts Control Panel.

control panel fonts

Control panel fonts reside in the Windows Fonts Control Panel, whose contents are stored in the *C:\Windows\Fonts folder*. Most Windows users store all their fonts in this location.

designer

A font's *designer* is the name of the person that initially created the font's outlines and characteristics.

family

A font *family* refers to all of the fonts of the same base design, such as *Garamond*, and includes all the variations of that font such as *Garamond Bold, Garamond Italic, and Garamond Bold Italic*. Note that font foundries do not consistently use the family designator consistently across all their fonts.

font

Technically, a *font* is a specific size and style of type such as *Helvetica Condensed Italic 12 point*. Many people also use the term *font* to refer to a font family such as *Helvetica* or to a font style such as *Futura Italic*.

format

A font's format describes its internal file structure. Fonts used on Windows computers are usually *TrueType*, *OpenType* or *Type 1*. Type 1 format is also called *Postscript* format by some users.

foundry

A font's *foundry* is the name of the vendor organization that distributes the font such as *ITC*, *Adobe* or *Bitstream*.

import

When you *import* font files into FontAgent Pro, it reads their files from disk and stores their font outline, metrics and descriptive information in your font library. FontAgent Pro makes optimized copies of the fonts and leaves your original font files unchanged.

library

A font *library* is a physical collection of font files stored in your FontAgent Pro database. You can have one or many libraries in your database.

optimized fonts

When FontAgent Pro optimizes your fonts, it eliminates duplicates, corruption and unnecessary information, and places them in a FontAgent Pro library.

pdf file

A *pdf* file is a portable document format file. If you have the ability to create pdf files on your computer with a program such as *Adobe Acrobat*, you can use FontAgent Pro to create sample documents that you can share with others.

point size

Point size refers to the size of a font and is used in the user interface of applications as well as to identify files that define how a font appears at a specific size on screen.

problem fonts

If fonts fail integrity tests in the import process, FontAgent Pro places a copy of them in a folder called *Problem Fonts*, which resides in *C:\FAP_Data* or in the default data folder you specified when you installed FontAgent Pro. Since problem fonts are not imported, they do not appear in FontAgent Pro.

required fonts

Required fonts are fonts that the Windows operating system and associated applications need to run properly. If Windows does not find these necessary fonts in the Fonts Control Panel, it will often restore the fonts without informing you.

sample book

A *sample book* is a hard-copy reference guide that displays examples of your fonts so you can compare and select them.

set

A *set* is a group of fonts that can span any number of font libraries. You can use a set to organize fonts you need for specific projects or documents into a single group. For example, when you activate a set, you activate all the fonts in that set, making them available for use in your applications.

specimen sheet

A *specimen sheet* is an electronic or hardcopy page that displays text in one or more fonts so you can compare and present them.

subset, cascading set, nested set

A *subset* is a FontAgent Pro set that is part of another set. Subsets are sometimes called *nested sets* or *cascading sets.*

startup item

A *startup item* is a font or a group of fonts such as a family, set or library that FontAgent Pro activates automatically every time it starts up.

style

The *style* of a font is a variation of a base font. A few examples of styles include *bold, italic, bold italic, roman, regular, normal* and *black*.

substitution

Font substitution occurs in software applications when you open a document that calls for fonts that are not activated. When this occurs, the applications can substitute a similar font for the missing font. If you find and activate the missing font, some applications immediately re-display the font correctly, while other applications must be restarted to display text correctly in the newly activated font.

typeface

The term *typeface* is used interchangeably with the term *font*, though many people use typeface to refer to a font family name such as *Palatino*.

weight

A font's *weight* refers to thickness of the strokes in each letter or glyph in the font. The standard weight for fonts can be called *book, roman, regular, normal,* or carry no indicator at all (as in *Arial*). Heavier weights include descriptors such as *bold, extra bold, semibold, medium, black, ultra black* and *heavy*. Examples of lighter-weight descriptors include *light, extra light, thin* and *hairline.*

width

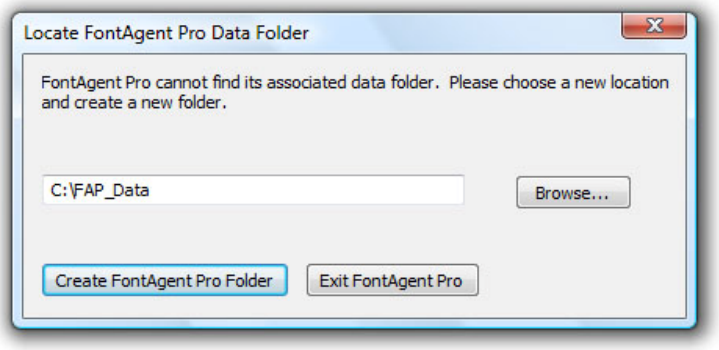
The *width* of a font refers to how the breadth of each complete letter or glyph compares to its standard, normal width. Smaller-than-normal width descriptors include *compressed, condensed, compact* and *narrow*. Examples of wider-than-normal widths include *expanded, extended, wide,* and *double-wide.*

Importing Fonts

To organize and manage your fonts, you must import them into FontAgent Pro. When you import fonts, FontAgent Pro checks their integrity, optimizes them, organizes them in your font library, and stores information about their characteristics. You can then display your fonts in various ways so you can select, manage and activate them.

Specifying a Default Database Location

The first time you launch FontAgent Pro, it asks you to specify a folder location where it initializes your font database. Accept the default folder of *C:\Users\username\AppData\FontAgent Pro Data* or click the *Browse* button to select another folder location on a hard drive on your computer.



Note: When you run FontAgent Pro 4, your database will be updated as well. This new database is not backward compatible with FontAgent Pro 3. If you are running the FontAgent Pro 4 demo and think you may want to go back to version 3, make sure you back up the database before upgrading.

When you have selected where you want to store your fonts, click *Create FontAgent Pro Folder* and FontAgent Pro creates an empty folder in that location. Once you initialize your database, in subsequent sessions of FontAgent Pro, it will find that database and you will not see this dialog.

Note: If you move your database after you create it, the next time FontAgent Pro starts, it will be unable to find the database, and this dialog will appear again. Click the *Browse* button and a file selection dialog appears. Navigate to the location where you moved your database, select it and FontAgent Pro will restart as usual.

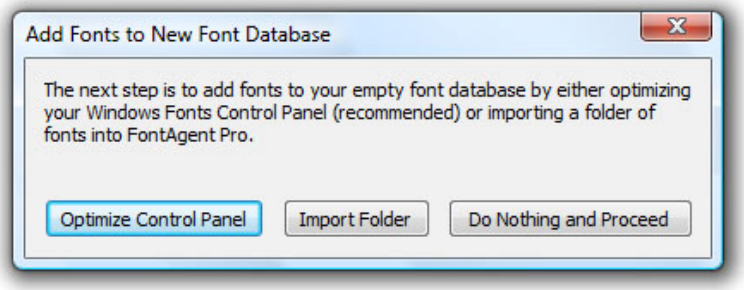
Optimizing Your Fonts Control Panel

Most Windows users store many of their fonts in the Fonts Control Panel. FontAgent Pro provides a convenient command for importing and optimizing those fonts.

Important: If you are running Microsoft Vista and you have User Account Control turned on, you will need to run FontAgent Pro as administrator to optimize your Control Panel Fonts. To do this you need to right click on the *FAP4_0.exe* icon and select *Run as administrator*

Initially Optimizing Your Control Panel

When FontAgent Pro starts and detects an empty font database, it helps you add initialize the database with fonts. The most efficient way to do so is to optimize your Fonts Control Panel.



To begin the optimization process, click *Optimize Control Panel* and the following dialog appears.

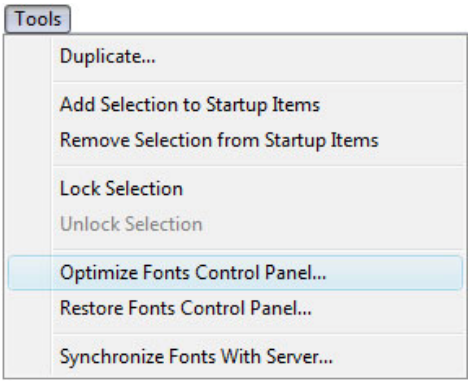
Unless you have specific reasons for doing otherwise, leave all the checkbox options checked and click *Proceed*.

At any later time, you can optimize your Control Panel again by selecting *Optimize Fonts Control Panel* from the *Tools* menu. This is particularly helpful if you have added fonts to your Control Panel since you last optimized it.

What Happens When You Optimize Your Control Panel

When you optimize your Windows Fonts Control Panel, FontAgent Pro:

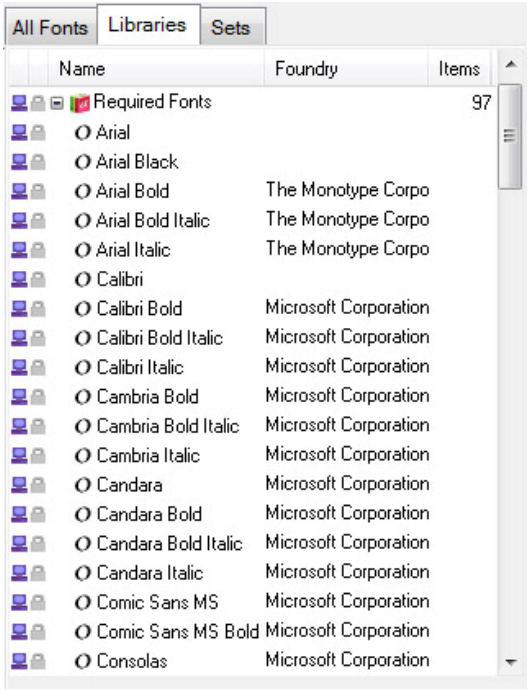
- Tests the integrity of each font
- Adds the font files to zip archives, creating a convenient backup copy
- Moves fonts not required by Windows to a new file location to save you system resources and *Font* menu clutter
- Creates two libraries in FontAgent Pro—one for fonts required by Windows and one for all your other fonts



The *Required Fonts* library

Windows operating systems ship with a set of fonts that they expect to be available at all times. When you optimize your Fonts Control Panel, FontAgent Pro identifies these fonts and:

- Places the fonts in a library called *Required Fonts*
- Leaves their associated physical font files in the *C:\Windows\Fonts* folder so Windows can find them
- Places a PC-shaped icon to the left of each font name so you know it resides in the Fonts Control Panel
- Adds a copy of the font files to a backup zip archive for your safety and convenience
- Locks the fonts in FontAgent Pro so they cannot be deleted from the *Required Fonts* library



- Prohibits you from accidentally deactivating the fonts

Note: FontAgent Pro allows you to import Windows-required fonts into other libraries as well. In those libraries, the system fonts behave like any other font and can be activated, deactivated and deleted.

To restore your original Required Fonts at any time, select the *Restore Fonts Control Panel* command from the *Tools* menu. For details, see *Restoring Your Fonts Control Panel* in this user guide.

The *Control Panel Fonts* library

If you have added fonts to your Windows system, they probably reside in your Fonts Control Panel alongside the fonts that came with Windows. When FontAgent Pro optimizes your Fonts Control Panel, it finds all the fonts you've added and:

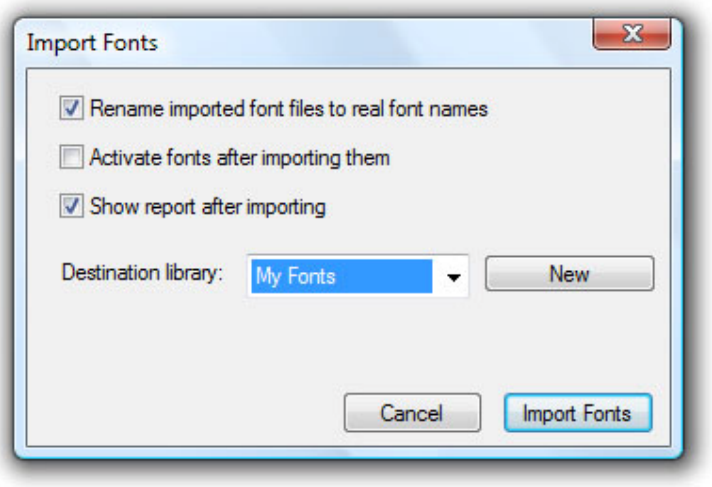
- Places the fonts in a library called *Control Panel Fonts*
- Activates the fonts during your current FontAgent Pro session
- Allows you to activate and deactivate the fonts as you require
- Moves their associated physical font files from the *C:\Windows\Fonts* folder to the *C:\Documents and Settings\FontAgent Pro\Libraries* folder so Windows does not activate them accidentally
- Adds a copy of the font files to a backup zip archive for your safety and convenience

Note: FontAgent Pro places fonts that ship with the Windows operating system in a library named *Required Fonts* and not in the *Control Panel Fonts* library.

At any time, if you want to restore the fonts originally residing in your Fonts Control Panel, select the *Restore Fonts Control Panel* command from the *Tools* menu. For details, see *Restoring Your Fonts Control Panel* in this user guide.

Importing Fonts via Drag-and-Drop

The easiest way to import fonts into FontAgent Pro is to drag and drop font files or folders containing font files into the *All Fonts* tab. FontAgent displays the following dialog so you can select a library into which you wish to import the new fonts.



Option	***Effect of Option***
Rename imported font files to real font names	Renames font files imported into FontAgent Pro from cryptic names to real font names. Leaves names of original font files unmodified.
Activate fonts after importing them	Activates fonts in Windows after importing them into your FontAgent Pro library. If you are importing large numbers of font files, to save system resources and keep font menus simple, do not check this option.
Show report after importing	Displays a report detailing good fonts that were imported correctly, as well as damaged, duplicate and unmatched fonts that failed to import and are now quarantined in the *Problem Fonts* folder, which resides in the same location as your FontAgent Pro database folder. Problem fonts do not appear in FontAgent Pro.
Destination Library	Designates the library name into which to import fonts. To create a new library, click *New* and enter the new library's name.

Select the options you wish, click *Import Fonts* and FontAgent Pro imports the fonts into the library you selected.

Importing Folders of Fonts

You can import an entire folder of fonts into FontAgent Pro using the *Import* button on the toolbar or the *Import Fonts* command in the *File* menu.

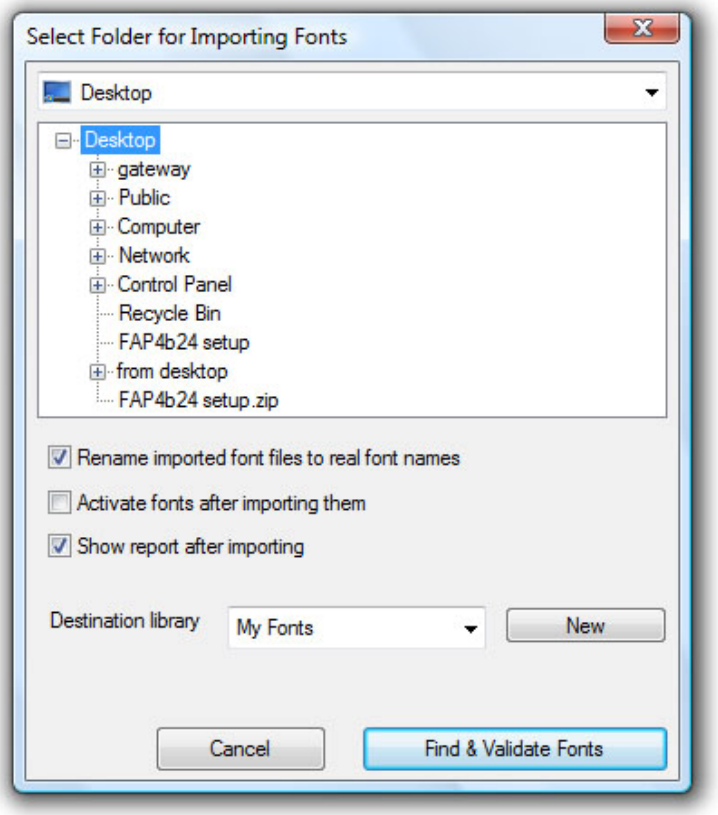
Toolbar

Click the *Import* button in the toolbar. A dialog box appears, allowing you to choose a folder location. FontAgent Pro imports all fonts it finds in the folder.

File menu

Select *Import Fonts* from the *File* menu. A dialog box appears, allowing you to choose a folder location from which you can select fonts to import. FontAgent Pro finds all fonts in the folder and imports them.

When you make an import request, the following dialog appears.



Using the dialog, you can:

- Select the folder from which you wish to import fonts
- Specify the name of the *Destination Library* into which you plan to import the fonts

When you install FontAgent Pro, it creates a default library named *My Fonts*. You can select this default library or create a new one by entering any alphanumeric name you wish. In general, if you do not have a good reason for creating a new library, you should just import the fonts into an existing one.

If FontAgent Pro detects that a copy of a font being imported already resides in the destination library, it does not import the font and produces a warning in the import log.

Use the following options to control how FontAgent Pro imports folders of fonts.

Option	***Effect***
Rename imported font files to real font names	Renames font files imported into FontAgent Pro from cryptic names to real font names. Leaves names of original font files unmodified.
Activate fonts after importing them	Activates fonts in Windows after importing them into your FontAgent Pro library. If you are importing large numbers of font files, to save system resources and keep font menus simple, do not check this option.
Show report after importing	Displays a report detailing good fonts that were imported correctly, as well as damaged, duplicate and unmatched fonts that failed to import and now reside in the *Problem Fonts* folder, which resides in the same location as your FontAgent Pro database folder.
Destination Library	Designates the library name into which to import fonts. To create a new library, click *New* and enter the new library's name.

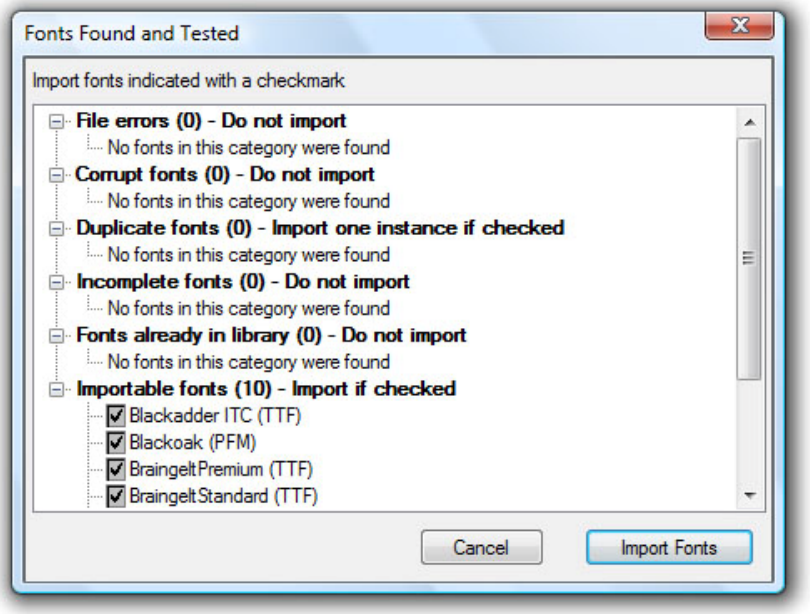
When you are finished setting import options, click *Find & Validate Fonts* and FontAgent Pro begins locating fonts in the folder you selected and testing their integrity as described below.

What Happens When You Import Fonts

After you click *Find & Validate Fonts*, FontAgent Pro:

1. Finds all fonts in the specified folder and subfolders.
2. Runs extensive integrity tests to check for corrupt fonts.
3. Identifies duplicate fonts and imports only unique fonts.
4. Identifies all unmatched PostScript fonts and does not import them.
5. Stores important descriptive information about each font in its database.
6. Creates a *Problem Fonts* folder inside your FontAgent Pro database folder, and places fonts failing integrity tests into subfolders according to the nature of the failure.

The first feedback you will see is the *Fonts Found and Tested* dialog.



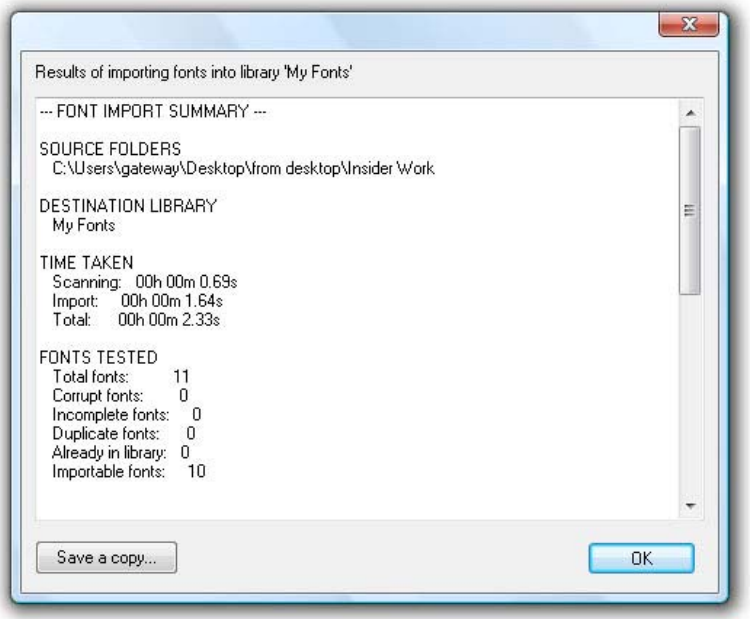
This dialog summarizes the results of the font integrity tests run by FontAgent Pro. Each font is classified into one of the following categories.

Diagnosis	*Description*	*Import Status*
Corrupt fonts	Found internal problems with the font data inside the file.	Not importable
Incomplete fonts	Did not find all the required files that make up the PostScript font.	Not importable
.File. errors	Found one or more errors in the file structure of the font file.	Not importable
Fonts already in library	Found a copy of the font in the FontAgent Pro library you selected as the target library.	Not importable
Duplicate fonts	Found more than one copy of the same font in the selected folder.	Import one instance of font if checkbox is checked
Importable fonts	Found no problems with the font, so it is ready to be imported.	Import font if checkbox is checked

Select the fonts to import

By default, FontAgent Pro imports all *Importable Fonts* and one instance of *Duplicate Fonts*. To skip importing some of these fonts, uncheck the checkbox
next to their name.

When you are finished selecting which fonts to import, click *Import Fonts* and FontAgent Pro displays a dialog showing you the progress of your import request. When the process completes, an *Import Results* dialog appears as shown below.



Review the dialog to verify the results of your import request. To save the report as a text file, click *Save a copy*. . . , and then enter a name for the new file. When you are finished reviewing the results dialog, click *OK* to continue working.

Using this importing approach, FontAgent Pro:

- Removes all corrupt, incomplete and duplicate fonts so you can depend on the integrity of your fonts
- Preserves your original font files
- Adds only unique fonts so you don't have to worry about searching for duplicates manually
- Ensures that you do not import duplicate copies of fonts into a library

Using the Last Import set

FontAgent Pro automatically maintains a set named *Last Import* containing the fonts from the last import. You can rename this set after importing your fonts. The next time you import fonts, FontAgent Pro will create a new *Last Import* set for you.

Importing Fonts Installed by Applications

Some applications—including Adobe Creative Suite—install fonts in various folders. When this occurs, you might notice one of the following conditions:

- Fonts listed in font menus vary from application to application
- Fonts appear in applications even though you haven't activated them
- An unfamiliar font or set of symbols appear in an application

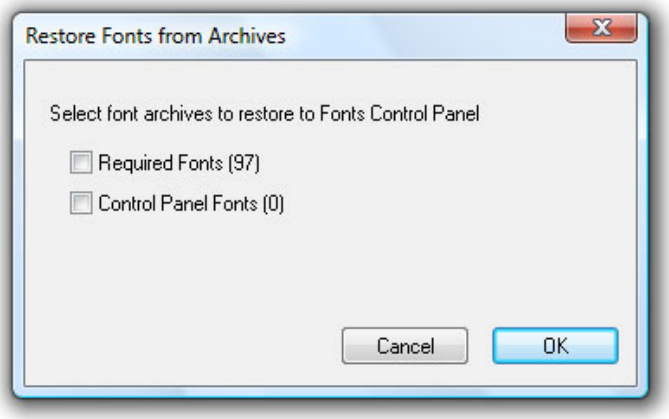
If you wish to manage these application-specific fonts, please check with the application's developer to determine that they can be moved safely. If the application expects to find the fonts where they were initially installed, your moving them could result in the application functioning improperly or appearing strangely. Until you know that it is safe to move application fonts, it is safer to leave them in the folder where they are now.

Restoring Your Fonts Control Panel

At any time, if you want to restore the fonts originally residing in your Fonts Control Panel, select the *Restore Fonts Control Panel* command from the *Tools* menu. You might use this command when:

- You accidentally delete font files from the Fonts Control Panel or elsewhere
- You want use your system without running FontAgent Pro

When you run this command, FontAgent Pro asks you to select which fonts you wish to restore.



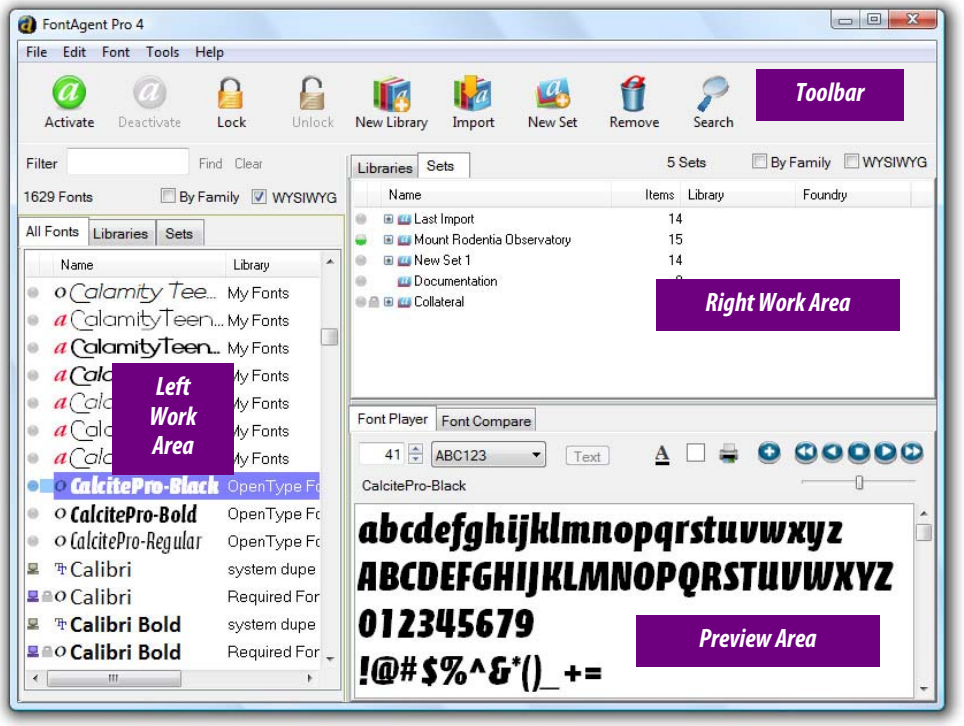
The archives contain copies of any fonts that FontAgent Pro found when you optimized your Fonts Control Panel. In other words, if you have run the command five times, the archives contain the union of all fonts that FontAgent Pro found on all five occasions. The *Required Fonts* archive contains copies of all fonts that ship with Windows, while the *Control Panel Fonts* archive contains all other fonts found by FontAgent Pro.

Select one or both of the font archives, click *OK*, and FontAgent Pro restores the fonts in the archives to your Fonts Control Panel.

Note: You can optimize your Control Panel Fonts as often as you need to without worrying about adding duplicate fonts—since FontAgent Pro adds only fonts not yet imported into your font library.

Using the FontAgent Pro Interface

FontAgent Pro's straightforward interface allows you to quickly perform font management tasks.



Interface Area	*Function*
.Toolbar.	Provides buttons for frequently used commands.
Left Work Area	The *All Fonts* tab displays a list of all imported fonts. This pane can also display sets or libraries by clicking the appropriate tab. Use these additional views of *Sets* and *Libraries* tabs to compare different sets or libraries and drag fonts between them.
Right Work Area	Displays sets and libraries, and the fonts they contain. Click the tab labeled *Sets* or *Libraries* to switch views.
Preview Area	Displays the selected font or the first font in a family, set or library. See the sections entitled *Using Font Player* and *Using Font Compare* for more information.

Minimizing the Font Agent Pro Window places FontAgent Pro in the Tooltray. To bring the FontAgent Pro interface back in to focus, double-click on the FontAgent Pro icon in the Tooltray.

Viewing Font Information

All Fonts, Libraries and Sets Tabs

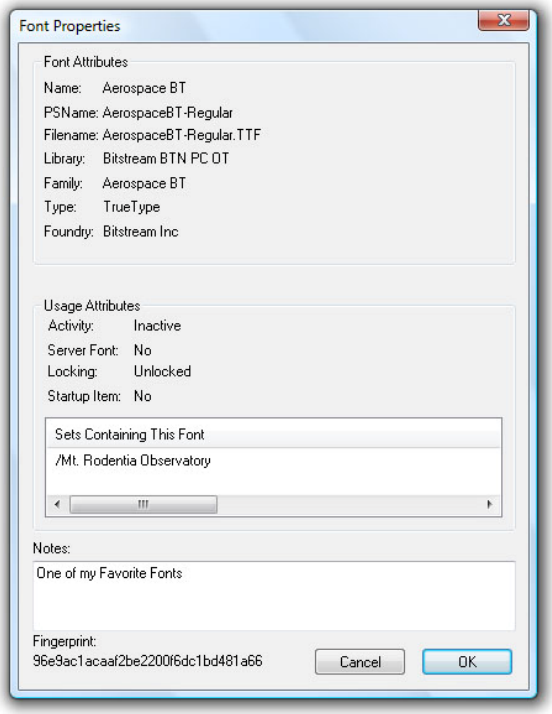
FontAgent Pro displays descriptive information about each of your fonts in the *All Fonts, Libraries and Sets* tabs as explained below.

Descriptive Font Information

Column	Function
Activation Status	Displays the activation state of the item: Deactivated font, family, set or library Family, set or library containing activated and deactivated fonts Fully activated font, family, set or library Activated font residing in the Windows Fonts Control Panel Duplicate of activated font residing in the Window s Fonts Control Panel
Lock Status	Indicates whether the item is locked or unlocked: (no icon) Unlocked font, set or library Locked font, set or library Font or subset that is locked because it is a member of a locked set or library
File Format	Displays the file type of the font: Windows TrueType font Type 1 PostScript font OpenType font
Name	Displays font, family, set or library names.
Startup	If a curved up-arrow appears at the right side of the Name field, FontAgent Pro activates this font, set or library at startup. Aundee BTN
Foundry	Displays the name of the font's foundry.
Items	Displays a count of the number of items in a family, set or library.
Library	Displays the name of the library in which the font resides.

Item Properties

To view the properties of a font, set or library, do one of the following:



- Double-click the item's name
- Right-click the item's name and select *Properties* from the pop-up menu
- Select the item and choose the *Properties* command from the *Font* menu

You can add helpful comments to the *Notes* field such as:

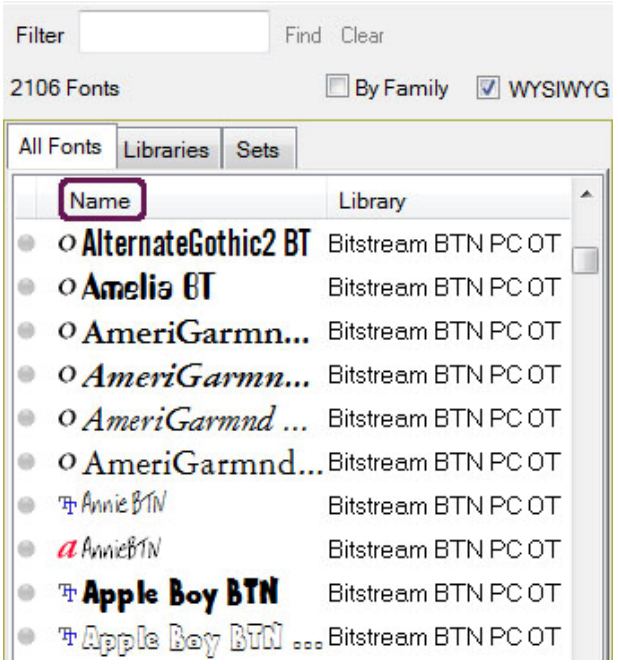
- The names of clients using this font or item
- Projects, publications and documents that use the font
- Fonts or styles that appear similar to this item
- Licensing details and font vendor contact information

Font File Location

To view the disk file associated with a font, right-click the font's name and select *Show Font* from the pop-up menu. You can also select the item and choose the *Show Font* command from the *Font* menu. FontAgent Pro then opens a Windows Explorer window showing the contents of the folder containing the font file.

Column Headings

Clicking on a column heading in FontAgent Pro sorts the items displayed by the values in that column. For example, clicking the *Name* heading sorts fonts alphabetically by name while clicking *Library* sorts fonts by the library in which they reside. You can drag the vertical line between headings to resize a column.



Selecting Fonts

You can select fonts, families, sets and libraries in various ways.

Click

Click an item to select only that individual item.

Shift-click

To select a continuous range of items, click the first item, hold down the *Shift* key and click the last item.

Ctrl-click

To select multiple items not in a continuous range, hold down the *Ctrl* key and click the items. To de-select an item, click it again while holding down the *Ctrl* key.

Ctrl-a

To select all items in a list, click on it, hold down the *Ctrl* key and type *a*.

Adjusting Interface Panes

FontAgent Pro provides two panes or work areas where you can display the *All Fonts*, *Libraries* and *Sets* lists so you can view fonts and use drag-and-drop functionality to manage them. The lower-right pane lets you preview fonts using the Font Player and Font Compare viewers. You can adjust the position of FontAgent Pro's interface panes to simplify your workflow.

Change a pane's view

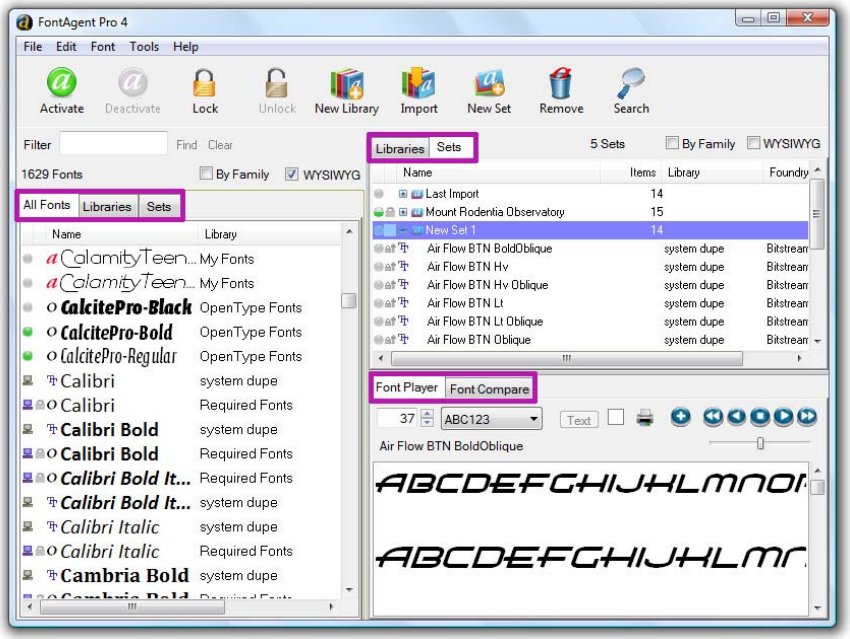
Click the appropriate tab to change the view in each pane.

Resize panes

Click and drag the divider bar between panes to resize them.

Resize the window

Click and drag the bottom right of the FontAgent Pro window to resize it.

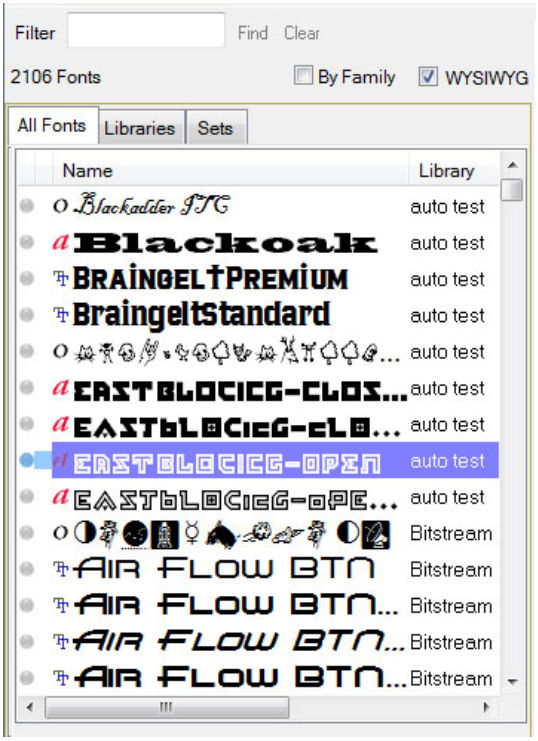


Using the All Fonts Tab

The *All Fonts* tab is a convenient view of all the fonts you have imported into FontAgent Pro. It displays all fonts in all libraries.

Filter field

To display only items containing a specific text string, enter text in the *Filter* field and click *Find*. FontAgent Pro displays the items that pass the filter in purple. To cancel the filter, click *Clear*.



Number of fonts

A count of all fonts you in your FontAgent Pro database appears at the top left of the *All Fonts* tab.

By family

If *By Family* is checked, FontAgent Pro groups typefaces into font family names provided by font vendors inside font files. Since there are no definitive rules for assigning family names, some fonts such as *Times New Roman* appear in one family, while others appear in more than one family such as *Myriad Pro*, *Myriad Pro Bold*, etc. If *By Family* is unchecked, FontAgent Pro lists all typefaces individually in alphabetical order.

WYSIWYG (what you see is what you get)

If checked, FontAgent Pro displays individual font name in their native typefaces. The WYSIWYG setting has no affect on the appearance of family names.

Sort by font name or family name

You can sort the list of fonts in the *All Fonts* tab by clicking its column headers.

- Click the *Name* column to sort by font or family name
- Click the column heading above the circular activation icons to quickly see all activated fonts, which appear as spheres
- Click the *Foundry* column heading to quickly see all the fonts from a specific font foundry

Scrolling to an item

To scroll to the first occurrence of a font, family, set, or library listed in a tab, click the tab and type the first letter or first few letters of its name. FontAgent Pro scrolls to the first displayed occurrence of the item. If an item is hidden inside a +/- expansion box, FontAgent Pro skips over it when scrolling.

You can also use the scrollbar appearing on the right of a pane to scroll through the items listed in the pane.

Using the Toolbar

The *toolbar* provides buttons for frequently used FontAgent Pro commands.

Toolbar Functionality

Toolbar Item	***Function***
Activate	Activates selected fonts, families, libraries or sets.
Deactivate	Deactivates selected fonts, families, libraries or sets.
Lock	Locks selected fonts, families, libraries or sets.
Unlock	Unlocks selected fonts, families, libraries or sets.
New Library	Creates a new library in which you plan to store fonts.
Import	Opens a window to select a folder of fonts to import.
New Set	Creates a new, empty set and lets you specify a name for it. If you selected a set before clicking *New Set*, it makes the new one a subset of the selected set. See *Working with Cascading Sets*.
Remove	Deletes the selected fonts, libraries or sets from your FontAgent Pro library.
Search	Opens the Keyword Search window. See *Using Keyword Search*.

Deleting Fonts

In FontAgent Pro, there is an important difference between deleting a font from a library and removing it from a set. Deleting a font from a library or from the *All Fonts* tab actually deletes the physical font file from your hard drive. To use the font again, you must re-import the font into your FontAgent Pro database.

In contrast, removing a font from a set does not delete the font file from your hard drive. You can safely remove fonts from sets without worrying about permanently deleting fonts.

Deleting fonts from *All Fonts* tab

Deleting fonts from the *All Fonts* tab permanently deletes the selected fonts from your font database. To do so, select a font or group of fonts in the *All Fonts* tab and click the *Remove* button in the toolbar. A dialog box asks you to confirm that you wish to delete the selected items. You cannot delete locked fonts such as those residing in the *Required Fonts* library. If you attempt to do so, FontAgent Pro displays a dialog explaining the situation.

Deleting fonts from libraries

Deleting a font removes it permanently from the library containing it. To do so, select a font, group of fonts or library and click the *Remove* button in the toolbar. A dialog box appears asking you to confirm that you wish to delete the selected fonts.

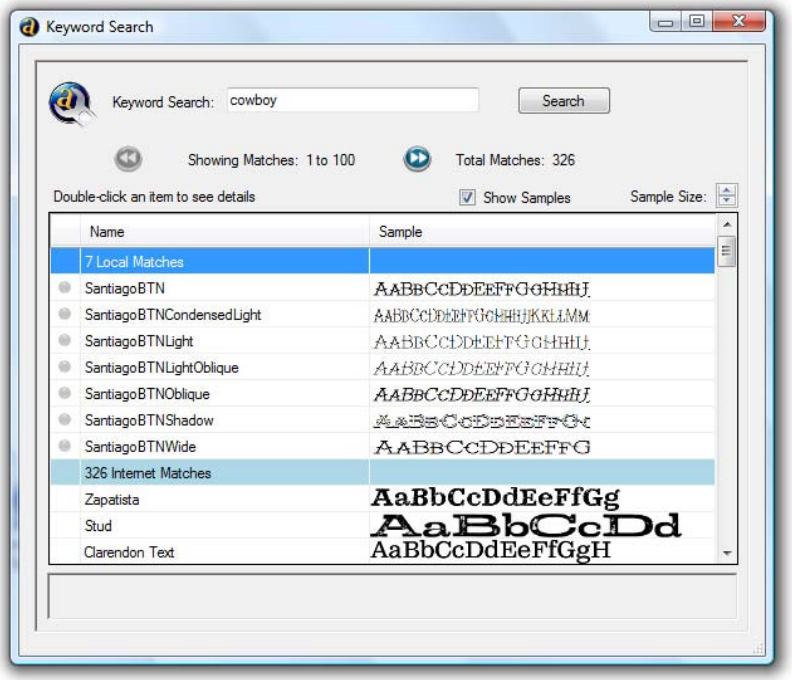
Usage tip: If you are unsure if you have a backup copy of a font, first create a copy by exporting the font and then delete it.

Removing fonts from a set

Select a font or group of fonts in a set and click the *Remove* button in the toolbar. FontAgent Pro removes the selected fonts from the set, but leaves their font files in your FontAgent Pro database.

Using Keyword Search

To help you find the fonts you need, FontAgent Pro's Keyword Search facility finds fonts that match keywords describing their appearance, category, usage and other attributes. For example, you can enter terms such as *Western* or *Italian Restaurant*, and FontAgent Pro displays a list of fonts that match those keywords.



Searching for Fonts by Keyword

To search for a font by keyword, follow these steps:

1. Click *Search* in the Toolbar
2. Enter keyword search text
3. Select *Search*

Keyword Search returns a list of fonts that match your text entry. To see a preview of what the fonts look like, click the *Show Samples* checkbox. To change the size of the sample view, click the *up-* or *down-arrow*.

Find Fonts Locally and on the Internet

The Keyword Search facility not only finds fonts in the FontAgent Pro library located on your computer, it also finds fonts on the Internet that match the keywords you specify.

When you search by keyword, FontAgent Pro first displays fonts matching your text string that reside on your computer. You can activate and deactivate these fonts by clicking on the activation sphere appearing to the left of their names.

After the list of local fonts that match your search criteria, Keyword Search displays a list of matching fonts it finds on the Internet. To learn more about these fonts, double-click a font name on FontAgent Pro launches an internet browser window displaying a web page with additional information about the font and how to purchase it.

Keyword Search returns the fonts it finds by relevance, or by how closely they match the keyword. If you do not see any local returns on the initial screen, you can browse through the returned fonts by clicking the right and left arrows in the *showing hits* section.

Exiting Keyword Search

To exit the Keyword Search facility, click the *close* button in the upper right corner of the Keyword Search Window.

Working with Sets

Sets in FontAgent Pro are logical groupings of your fonts that can span across multiple font libraries. For example, you might want to organize your fonts into sets based on customer, project or font appearance. Creating, modifying and deleting sets does not affect your physical font files, so feel free to experiment with sets.

Should I Organize My Fonts in Libraries or Sets?

In general, you should keep your fonts in a single library—separate from the Required Fonts library—and use sets to organize the fonts into logical groups. However, there are situations in which multiple libraries are preferable for storing your font collection. FontAgent Pro lets you create multiple libraries so you can:

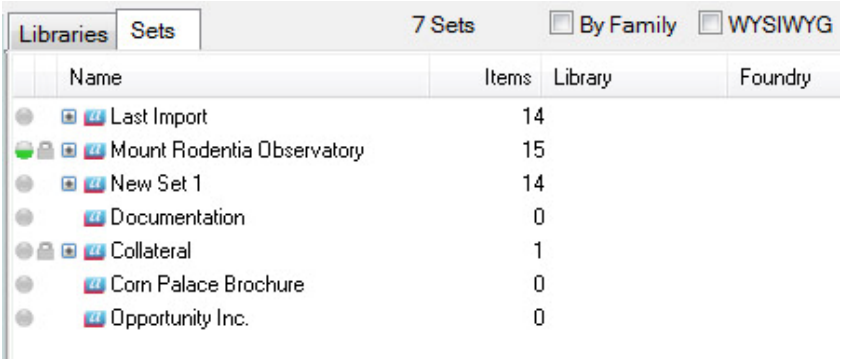
- Store customer and third-party fonts separately from your fonts and remove them easily
- Keep multiple versions or tweaked copies of the same fonts
- Duplicate exact copies of the same fonts

The decision to create a new font library is not a critical one since FontAgent Pro allows you to use as many libraries as you like and to define sets that span libraries.

Note: FontAgent Pro allows only one instance of a font to reside in a library. If a font appears more than once in the All Fonts tab, the fonts are either in different libraries or they are not exact duplicates.

Creating Sets

FontAgent Pro lets you create sets to group your fonts in meaningful ways and ease font management tasks for your projects.



Creating a new set

To create a new set, either click the *New Set* icon in the toolbar or select *New Set* from the *File* menu. FontAgent Pro creates a set called *New Set* and selects its name so you can enter a new name for the set.

Creating subsets

FontAgent Pro allows you to create nested or cascading sets—subsets within sets—for easy font organization. Subsets provide a great deal of flexibility to help you manage your projects and maintain your font libraries. As you become more experienced with FontAgent Pro, you will discover many helpful uses for sets and subsets. Here's an example of how to use subsets to manage various projects for a single client or department creating catalogs, flyers and signs that use many of the same fonts:

1. Create an empty set and name it for the client or project.
2. Click the set to highlight it.
3. Select *New Set* from the toolbar.

Renaming Sets

To change the name of a set, right-click its name, select *Rename* from the pop-up menu, enter the new name and press *Return*.

Deleting Sets

To delete a set from your FontAgent Pro library, right-click its name and select *Remove*. Alternatively, after making your selection, you can click the *Remove* icon
in the toolbar, select the *Edit>Remove* menu command, or press the *Delete* key. When you remove a set, you delete only the logical association of fonts, not the actual font files.

Copying Sets

Copy a set by dragging and dropping it from its current location into a new set. You can drag fonts from the *All Fonts* tab and a *Sets* tab or between two *Sets* tabs. Note that dragging a set to a new location does *not* delete the original set.

Adding Fonts to Sets

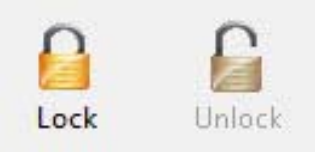
You can easily add fonts to existing sets to keep your sets up-to-date. To do so, select a font or group of fonts and drag those fonts into a set.

Designating Startup Sets

To automatically activate all the fonts in a set when FontAgent Pro starts up, right-click the set and select *Add to Startup Items*. To stop a set's fonts from activating at startup, right-click it and select *Remove from Startup Items*. For more information, see *Activating Items at Startup*.

Locking Sets

When you lock a set in FontAgent Pro, you cannot modify or delete it, but you can activate it. To lock a set, right-click it and select *Lock*. To unlock a set so you can modify or remove it, right-click it and select *Unlock*. For more information, see *Locking Fonts, Families, Sets and Libraries*.



Activating Fonts, Families, Sets and Libraries

Activating a font makes it available to other applications and makes the font appear in font menus throughout your system. Some Windows applications—including Microsoft Word, PowerPoint and Outlook—automatically update their font menus and make newly activated fonts immediately available. Other Windows applications load information about open fonts when the applications first start, so you must re-launch them before they can use newly activated fonts.

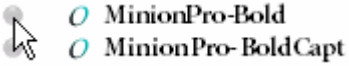
Activating a font loads it into your system's memory. A major benefit of using FontAgent Pro is that you can activate only the fonts you currently need, keeping your system resources free and your font menus streamlined.

With FontAgent Pro you can activate an individual font, a font family, a set or an entire font library. To the far left of every item's name, FontAgent Pro displays an icon that indicates its activation status.

Deactivated font, family, set or library
Family, set or library containing activated and deactivated fonts
Fully activated font, family, set or library
Activated font residing in the Windows Fonts Control Panel
Duplicate of activated font residing in the Window s Fonts Control Panel

Important: FontAgent Pro does not allow you to activate a duplicate of an activated font residing the Windows Fonts Control Panel. Activation of these fonts is not permitted by Windows, because the fonts are already active and available to your applications as a resident of the Windows Fonts Control Panel.

Activating and Deactivating Fonts Manually



To manually control the activation status of an item, click the activation sphere next to its name.
If an item is currently deactivated, clicking its activation sphere activates the item. If the item is already activated, clicking its activation sphere deactivates it.

If a lock icon appears next to an item's name, that item is locked, but can still be activated and deactivated.

You can also select any group of fonts, families, sets or libraries and click the *Activate* or *Deactivate* button in the toolbar. If a selected item is partially activated, clicking the *Activate* icon activates the remaining fonts in the item.

Activating Fonts Automatically in Applications

FontAgent Pro now provides autoactivation plug-ins for Adobe Creative Suite 2 and 3 including Photoshop, Illustrator and InDesign. To activate fonts automatically, you must have the FontAgent Pro auto-activation plug ins installed. See *Installing Auto-Activation Plug-Ins* for more information

Setting Preferences for Auto Activation

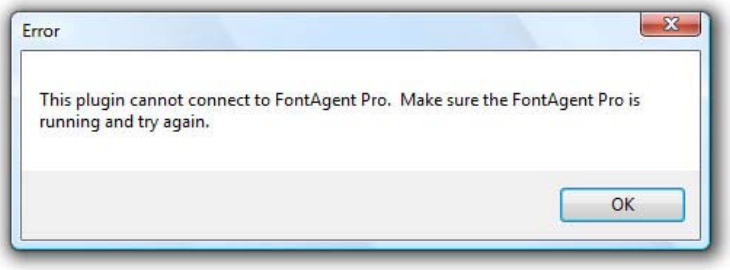
FontAgent Pro gives you several ways to control the way auto activation behaves so you can customize the application to best suit your workflow.

To specify how you want auto activation to behave, select Preferences from the Edit menu . Under Auto-activation select:

Option	Description
Enable auto-activation of fonts	Enables auto-activation when the FontAgent Pro auto-activation plug-ins are installed.
Deactivate auto-activated fonts when closing documents	Automatically deactivates fonts auto-activated for a document when it is closed When unchecked, fonts auto-

Option	Description
	activated are left active.
Show font deactivation alert before deactivating auto-activated fonts	Displays a dialog when you close a document that lets you selectively deactivate or leave active the fonts auto-activated for a document.

Note: FontAgent Pro must be running for auto-activation to function. If you do not have Font Agent Pro running and you use an application that has an auto-activation plug in installed you will receive the error message below:



Activating Items at Startup

FontAgent Pro provides several ways to reactivate fonts automatically when you restart your system.

Activating Required Fonts

FontAgent Pro leaves fonts required by your version of the Windows operating system in the Windows Fonts Control Panel. Windows automatically activates these fonts when your computer starts up. While FontAgent Pro displays these fonts in the Required Fonts library, you cannot use FontAgent Pro to deactivate or remove these fonts.

Designating Startup Fonts, Styles, Families, Sets and Libraries

You can specify fonts you want FontAgent Pro to activate when it starts up. You can tell FontAgent Pro to activate individual fonts, sets of fonts, an entire library of fonts, and even specific font styles. You can create as many startup items as you desire, but remember that each one consumes a bit more system resources and adds more clutter to your font menus.

To automatically activate an item in FontAgent Pro at startup, right-click it and choose *Add to Startup Items*. To define multiple items as startup items, use *Ctrl-Click* and *Shift-Click* to select them all, and then select the *Add to Startup Items* command from the *Tools* menu. FontAgent Pro marks each item you select with a curved up-arrow after its name.

When you mark a library or set as a startup item, FontAgent Pro automatically activates all the fonts it contains the next time FontAgent Pro starts.

Canceling Startup Items

To stop an item from activating at startup, right-click it and select *Remove from Startup Items*. To stop multiple items from starting up, use *Ctrl-Click* or *Shift-Click* to select all of them, and select the *Remove from Startup Items* command from the *Tools* menu.

Note: When you cancel an item from starting up, you do not activate it in the current FontAgent Pro session. If you wish to deactivate an item, select it and click the *Deactivate* button in the toolbar.

Setting Startup Preferences

To set startup preferences in FontAgent Pro, select the *Preferences* command from the *Edit* menu and the following dialog appears.

Launch FontAgent Pro when current user logs in…

Check this option to have Windows launch FontAgent Pro automatically when a user logs in. If you check this option, you can also check a combination of *Alt, Ctrl* and *Shift* keys that you can press during login to avoid starting FontAgent Pro.

On startup, activate fonts active at end of last session

Check this option to have FontAgent Pro reactivate fonts that were activated at the end of the previous FontAgent Pro session. Note that any fonts residing in the Required Fonts library, as well as those marked as startup items will appear active at the start of any FontAgent Pro session.

Custom Text for Font Player and Font Compare

Enter the text string that Font Compare should use to display samples of selected fonts. Font Player displays the same string when you ask it to display Custom Text. To change this string in either viewer, click the *Text* button.

Working with Libraries

FontAgent Pro allows you to create and open multiple font libraries, a unique and powerful capability. Each FontAgent Pro library is a separate, physical collection of font files.

Using multiple libraries allows you to keep fonts from different projects or clients separate from each other. When you are performing work for a specific client or project, activate only fonts from the appropriate library and you can be sure you are using the correct fonts.

Although FontAgent Pro prevents you from duplicating fonts in a single library, you can store the same or similar fonts with the same name in separate libraries.

In general, if you don't have multiple versions of the same font, rather than organizing your fonts into multiple libraries, it's best to create one large library and use sets to define logical groups of fonts.

If you work primarily with your own fonts and do not receive fonts from outside sources, you can probably store your font collection in one library. On the other hand, using multiple libraries can help you ensure that you use exactly the right fonts when:

- You receive fonts from outside sources and wish to separate your client's fonts from your own
- You wish to use specific fonts for certain projects and delete them from your machine when the project is finished
- You are working with tweaked versions of fonts that differ slightly from their original versions, but still have the same font name

By using libraries and sets properly, you can easily determine which font is used for a specific project or client. In addition, you can use FontAgent Pro to export the library for sending to a print service bureau to ensure they are using the correct fonts for your documents.

Creating Libraries

To create a new, empty library into which you can import fonts, either click the *New Library* icon in the toolbar or select *New Library* from the *File* menu. FontAgent Pro creates a library called *New Library* and selects its name so you can type a new name for the library.

Deleting Libraries

Deleting a library or deleting fonts from a library permanently deletes the selected fonts from the hard drive. See *Deleting Fonts* for more information.

Select a font, group of fonts or library and click the *Delete* button in the toolbar or press the *Delete* key. A dialog box appears asking you to confirm that you wish to delete the selected fonts. Deleting from a library permanently deletes the selected fonts from your hard drive.

Copying Fonts between Libraries

To copy fonts between libraries, drag and drop them from one library to the other. You may find it helpful to click the *Libraries* tabs in both work areas to make it easier to drag fonts to and from different libraries. When copying, FontAgent Pro imports fonts into the target library and optimizes them, ensuring that it copies only unique, complete fonts.

Using Special Libraries

If you choose to optimize your Fonts Control Panel, FontAgent Pro creates two special libraries for you.

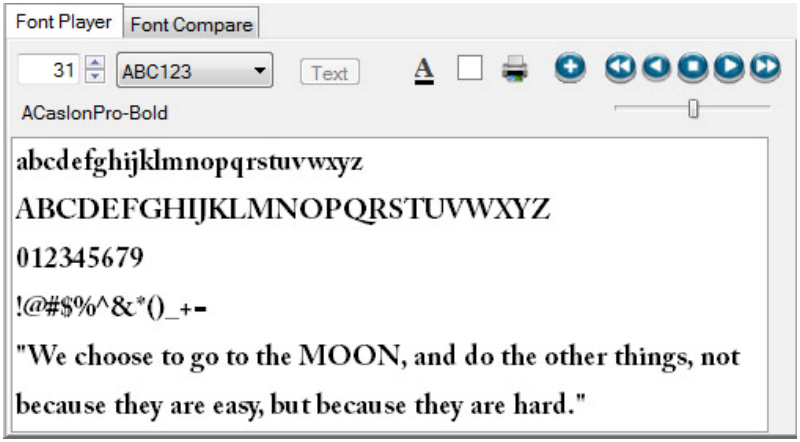
The *Required Fonts* library contains all the fonts that Microsoft ships with your version of the Windows operating system. Windows expects to find the files for these fonts in the *C:\Windows\Fonts* folder, so FontAgent Pro leaves them there. FontAgent Pro locks this library so its fonts cannot be deleted. To ensure that Windows functions properly, you cannot unlock the *Required Fonts* library.

The other library created by FontAgent Pro is named *Control Panel Fonts*. This library contains the rest of the valid fonts FontAgent Pro finds in your Fonts Control Panel. If you wish, you can rename the *Control Panel Fonts* library to a name of your choosing.

Note: Inside FontAgent Pro, fonts moved by the Control Panel optimization process appear in the *All Fonts* tab and the *Control Panel Fonts* library. In Windows Explorer, the moved fonts appear in alphabetical folders by their filename inside your FontAgent Pro data folder, whose default parent directory is *C:\FAP_Data*.

Using Font Player

FontAgent Pro's *Font Player* provides very useful font previewing and printing functionality. It automatically previews the font you currently have selected, displaying it in the Font Player window in a customizable text string, size and color. If you have selected a font family, library or set, FontAgent Pro displays the first font in that selection in Font Player.



Playing Your Fonts

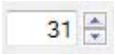
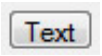
Font Player also includes the ability to "play" or automatically cycle through a selection of fonts. To use Font Player, you can:

1. Select a group of fonts, sets or libraries
2. Use the pull-down list to select text to display. Choose from an ABC123 glyph set, a standard paragraph or you own text that you can enter by selecting *Custom Text* and clicking the *Text* button.
3. Press the < or > buttons to move to the previous or next font.
4. Press the >> button to display the text in the Font Player window in each font you have selected, one after the other. The slider adjusts the speed at which Font Player displays the fonts.

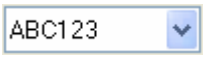
Creating a Set of Favorite Fonts

To mark a font as Font Player displays it, click the + button and FontAgent Pro records that font in a special set called *Font Player Set*. This provides a convenient way to collect your favorite fonts when playing through a large group of fonts. If you wish to save the set you have created, you can rename *Font Player Set* to another name. To do so, see *Renaming Sets*.

Font Player Controls

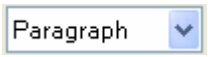
Item	*Button*	*Function*
Name	-	Displays the font's name.
Size		Displays current font point size. Enter a numeric point size or use the up and down arrows to change the point size.
Text		Displays a dialog so you can enter text to be used as the Custom Text string in Font Player. Available only when you have selected Custom Text.
Text color		Displays a color palette so you can select the text color.
Background color		Displays a color palette so you can select the background color.
Print		Outputs the currently selected fonts to a printer (or a pdf file if you have a pdf creation utility such as Adobe Acrobat).
Record		While playing through a group of fonts, you can click the *Record* button to mark the current font as a favorite and place it in a set called *Font Player Set*.
Next font		Display the next selected font.
Previous font		Display the previous font in the selection.
Play forward		Display all selected fonts in the order in which they are selected.
Play backward		Display all selected fonts in the inverse order in which they are selected.
Stop playing		Stop auto-playing fonts in the Font Player.
Speed slider		Slide to the left to play fonts slower, or to the right to play faster.

You can also specify the sample text that Font Player displays by selecting one of the following options in the pull-down box.



abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
0123456789 !@#$%&*()

"We choose to go to the Moon, and do these other things, not because they are easy, but because they are hard."



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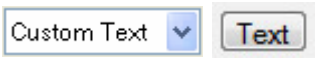
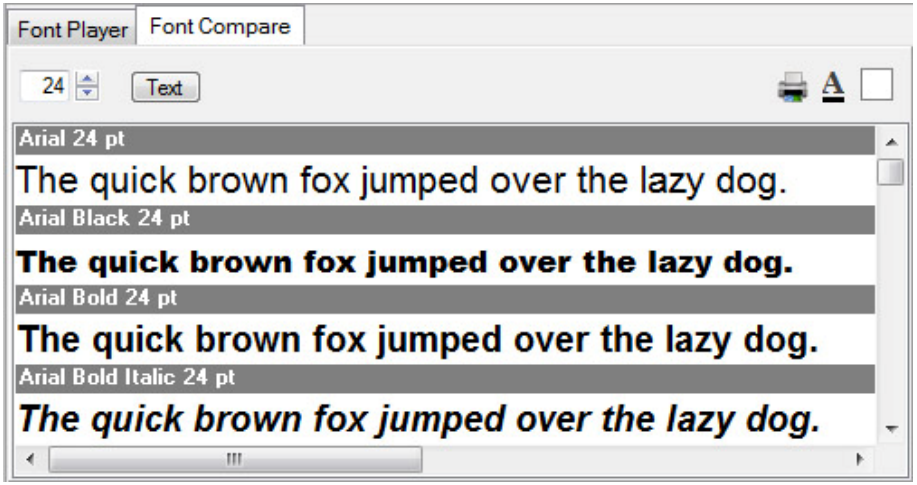


To enter you own custom text, select *Custom Text* and click the *Text* button.

Using Font Compare

FontAgent Pro's Font Compare displays sample text in multiple fonts for easy comparison. After you select fonts, families, sets or libraries, Font Compare displays a text string of your choosing in each of your selected fonts. You can select the fonts to display or create a favorite set of fonts as explained above and view all the fonts in the set Font Compare Controls



Item	*Button*	*Function*
Text	-	Click to enter the text to display.
Size		Displays current font point size. Enter a numeric point size or use the up and down arrows to change the point size.
Change text color		Displays a color palette so you can select the text color.
Change background color		Displays a color palette so you can select the background color.
Print button		Outputs the currently selected fonts to a printer (or a pdf file if you have a pdf creation utility such as Adobe Acrobat).

Printing Font Sample Books

Font Player and Font Compare also include powerful functionality for printing font specimen books. These books allow you to view a standard or custom text string displayed in various fonts, send proofs to clients for feedback and keep visual records of your fonts. To create a font specimen book, follow these steps:

1. Select a group of fonts, sets or libraries.
2. Choose the text you want to print by either clicking on one of the content buttons or typing in your own text.
3. Click the printer icon to display the *Print* dialog box, where you can choose whether you would like to print to a printer or to a PDF file for electronic distribution.

IMPORTANT: If you print using a PDF print driver such as Adobe PDF, be sure you have configured the

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
0123456789 !@#$%*()
"We choose to go to the Moon, and do these other things, not because they are easy, but because they are hard."

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
0123456789 !@#$%*()
"We choose to go to the Moon, and do these other things, not because they are easy, but because they are hard."

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
0123456789 !@#$%*()
"We choose to go to the Moon, and do these other things, not because they are easy, but because they are hard."

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
0123456789 !@#$%*()
"We choose to go to the Moon, and do these other things, not because they are easy, but because they are hard."

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
0123456789 !@#$%*()
"We choose to go to the Moon, and do these other things, not because they are easy, but because they are hard."

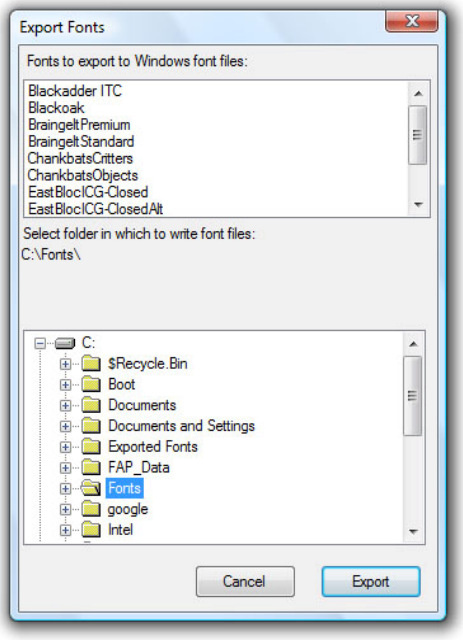
printer definition to download fonts to the PDF file. Failing to do so can cause garbled text to appear in your PDF output.

Exporting Fonts

Exporting fonts saves selected font files in the folder location you choose. This allows you to gather fonts for distribution to associates, clients or print service bureaus and ensure that the fonts you are sending are verified and complete.

To export fonts, select a group of fonts, sets or libraries and select *Export Fonts* from the *File* menu. The *Export* dialog box appears, allowing you to specify a name and location of the folder to which fonts can be exported.

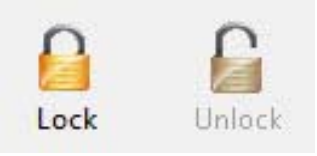
Select a file location, click *Export* and FontAgent Pro places a copy of the font files in folder called *Exported Fonts* at the selected location.



Locking Fonts, Families, Sets and Libraries

Locking Fonts

Locking fonts in FontAgent Pro protects you from accidentally deleting fonts from your font database. When a font is locked, a padlock icon appears next to its name indicating that you cannot remove the font, but that you can still activate and deactivate it.



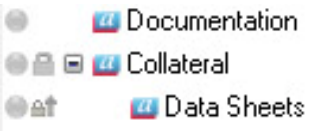
To lock a font, select it and click the *Lock* button in the toolbar. To unlock a font so you can modify or remove it, select it and click *Unlock*. You can also right-click on a font's name and select *Lock* or *Unlock* from the pop-up menu that appears.

Locking Font Families

When you lock a font family in FontAgent Pro, you are really locking all of the fonts it contains. To lock or unlock a font family, select the family name and click the *Lock* or *Unlock* tile in the toolbar. When a family of fonts is locked, you cannot modify or delete them, but you can still activate and deactivate them.

Locking Sets

When you lock a set in FontAgent Pro, you cannot move or change the set, nor the fonts it contains. Fonts and subsets residing inside a locked set appear with an up-arrow lock to denote they are contained in a higher-level parent set that is locked.



To lock or unlock a set, select its name and click the *Lock* or *Unlock* tile in the toolbar. When a set is locked, you cannot modify or delete them, but you can still activate and deactivate them.

Locking Libraries

Locking a library in FontAgent Pro protects you from deleting or moving important fonts. Fonts residing in a locked library appear with an up-arrow lock to denote they are contained in a locked parent library.

To lock or unlock a library, select its name and click the *Lock* or *Unlock* tile in the toolbar. Note that some fonts inside an unlocked library may still appear with lock icons if they have been locked individually or if they are contained in a locked set.

Locking the Required Fonts Library

The *Required Fonts* library contains all the fonts that Microsoft ships with your version of the Windows operating system. Windows expects to find the files for these fonts in the *C:\Windows\Fonts* folder, so FontAgent Pro leaves them there. FontAgent Pro locks this library so its fonts cannot be deleted. To ensure that Windows functions properly, you cannot unlock the *Required Fonts* library or the fonts it contains.

Installing and Using Auto-Activation Plug-Ins

FontAgent Pro provides plug-in software that you must install to enable automatic font activation in Adobe InDesign, Adobe Photoshop and Adobe Illustrator.

Manually Installing Auto-Activation Plug-Ins

FontAgent Pro lets you elect to install auto-activation plug-ins manually rather than using the Plug-in Wizard. To do so, locate the plug-ins in FontAgent Pro's application folder named *C:\Program Files\Insider Software\FontAgent Pro 4\plugins*. To install a specific plug-in, drop the plug in file into the appropriate folder.

Auto-Activating Fonts in Adobe InDesign CS 2 and CS 3

FontAgent Pro includes plug-ins for Adobe InDesign CS 2 and CS 3 that enable automatic font activation. Once installed, FontAgent Pro automatically activates any fonts required by InDesign documents. FontAgent Pro's tight integration with InDesign ensures that the correct fonts are activated.

Installing the plug-in for InDesign CS2

Copy the file called *FAPIDCS2.pln* to the *\Adobe\Adobe InDesign CS2\Plug-ins* folder. If necessary, re-launch the InDesign application to load the plug-in.

Installing the plug-in for InDesign CS3

Copy the file called *FAPIDCS3.pln* to the *\Adobe\Adobe InDesign CS3\Plug-ins* folder. If necessary, re-launch the InDesign application to load the plug-in.

Enabling auto-activation

From the *Edit* menu, select *Preferences*, in the Auto-activation section, check *Enable auto-activation of fonts*. InDesign may display a dialog explaining that fonts are missing before the fonts are auto-activated. Click *OK* to dismiss the dialog. If any needed fonts aren't activated, InDesign can highlight the problem text. Select *Preferences->Composition* from the *Edit* menu and check *Substituted Fonts.* To perform a thorough check, from the *File* menu, select *Preflight*, click *Fonts* and check *Show Problems Only*.

Auto-Activating Fonts in Adobe Photoshop CS 2 and CS3

FontAgent Pro includes two plug-ins that enable automatic font activation in Adobe Photoshop CS 2 and CS 3. Once installed, FontAgent Pro automatically activates any fonts required by Photoshop documents. FontAgent Pro's tight integration with Photoshop ensures that the correct fonts are activated.

Installing the plug-in for Photoshop CS2

Copy the file called *FAPHelperPSCS2.8li* and the *FAPPSCS2.8li* to the *\Adobe\Adobe Photoshop CS2\Plug-ins* folder. If necessary, re-launch the Photoshop application to load the plug-in.

Installing the plug-in for Photoshop CS3

Copy the file called *FAPHelperPSCS3.8li* and the *FAPPSCS3.8li* to the *\Adobe\Adobe Photoshop CS3\Plug-ins* folder. If necessary, re-launch the Photoshop application to load the plug-in.

Enabling auto-activation

From the FontAgent Pro menu, select *Preferences*, then the *Activation* tab and check *Enable auto font activation*. Photoshop may display a missing fonts dialog before the fonts are auto-activated. Click *Open* to dismiss the dialog.

Auto-Activating Fonts in Adobe Illustrator CS 2 and CS 3

FontAgent Pro includes plug-ins that enable automatic font activation in Adobe Illustrator CS 2 and CS 3. Once installed, FontAgent Pro automatically activates any fonts required by Illustrator documents. FontAgent Pro's tight integration with Illustrator ensures that the correct fonts are activated.

Installing the plug-in for Illustrator CS2

Copy the file called *FAPIDCS2.pln* to the *\Adobe\Adobe Illustrator CS2\Plug-ins* folder. If necessary, re-launch the InDesign application to load the plug-in.

Installing the plug-in for Illustrator CS3

Copy the file called *FAPIDCS3.pln* to the *\Adobe\Adobe Illustrator CS3\Plug-ins* folder. If necessary, re-launch the Illustrator application to load the plug-in.

Enabling auto-activation

From the FontAgent Pro menu, select *Preferences*, then the *Activation* tab and check *Enable auto font activation*. Illustrator may display a missing fonts dialog before the fonts are auto-activated. Click *Open* to dismiss the dialog. To verify that all the fonts in the document were available, select *Type->Find Fonts* from the menu. Any missing fonts are identified with an asterisk after the font name.

Checking for Software Updates

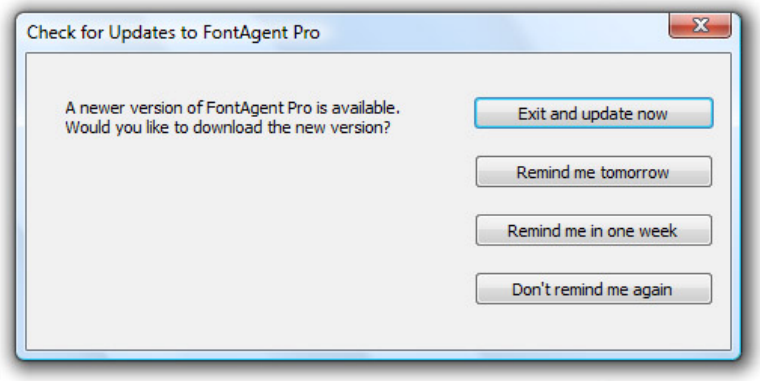
Insider creates new versions of FontAgent Pro on an ongoing basis and makes them available for download from the Insider website at .*www.insidersoftware.com*.. By downloading and installing these new versions, you improve the functionality, performance and reliability of your FontAgent Pro software and your computer.

Determining the Current Version Number

To determine the current version of your FontAgent Pro software, select the *Help>About FontAgent Pro* menu command. This information is helpful when requesting technical support and when making decisions about when to update your FontAgent Pro installation.

Automatically Checking for Updates

The first time you start FontAgent Pro with an active Internet connection, it checks the Insider Software website for the most recently released version number of the program. If the version is newer than the one you are running, FontAgent Pro posts the following dialog.



Click one of the buttons explained in the table below to tell FontAgent Pro what you'd like to do about the new version.

Button	Action
Exit and update now	Exit FontAgent Pro and download the new version from the Insider website. Before installing the new version by running the installer from Windows, you must uninstall the current version of FontAgent Pro.
Remind me tomorrow	Starting tomorrow, FontAgent Pro will remind you about the update the first time you start the program.
Remind me in one week	Starting a week from now, FontAgent Pro will remind you about the update the first time you start the program.
Don't remind me again	FontAgent Pro will not remind you about updates again. To check for updates, use the *Tools>Check for Updates* menu command.

Manually Checking for Updates

Whenever you have a live Internet connection, you can check if you have the most current version of FontAgent Pro by using the *Tools>Check for Updates* menu command, which posts the dialog that appears above.

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