FontAgent | **Pro**

The World's Smartest Font Manager™ | W I N D O W S

Insider

Welcome to FontAgent Pro 3 for Windows

FontAgent® Pro is a complete font manager that optimizes, organizes and
activates your Windows fonts, while removing corrupt, duplicate and unmatched fonts to keep your system stable and your documents error-free. This document helps you get started with FontAgent Pro quickly and also serves as a quick reference for your ongoing use.

Installing and Launching FontAgent Pro

Before installing FontAgent Pro, please disable or uninstall any other font managers to avoid conflicts, then follow these steps:

Installing a downloaded electronic version

After downloading the FontAgent Pro installer:

1 *Double-click the Install FontAgent Pro zip file and it will open.*
2 Double-click the *FontAgent Pro Installer* program and follow the instructions.

Installing a CD version

1 *Insert the CD and the installer starts. If it does not, click Start, then My Computer. Then double-click the FontAgent Pro 3 CD icon and double-click Setup.*
2 F*ollow the on-screen instructions.*

Launching FontAgent Pro

To launch FontAgent Pro from the Windows desktop, click *Start*, then select
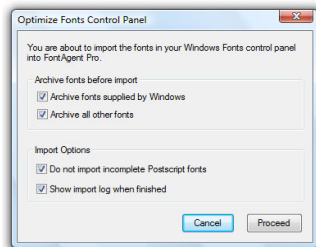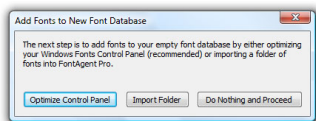*All Programs*, then *Insider Software*, then *FontAgent Pro 3*.

Initializing Your Font Database

The first time you launch FontAgent Pro, it asks you for a folder location where it will create an empty font database. The default folder is *C:\FAP_Data*.

Optimizing Your Fonts Control Panel

Next, a dialog appears so you can add fonts to your font data-base. Click *Optimize Control Panel* and a dialog appears. Check all options, click *Proceed* and FontAgent Pro:

- *Tests all fonts in the Control Panel*
- *Leaves fonts required by Windows in the Fonts Control Panel and creates a library called Required Fonts that references them*
- *Relocates fonts not required by Windows to a FontAgent Pro library called Control Panel Fonts*
- *Moves bad fonts to a Problem Fonts folder*

Importing More Fonts into FontAgent Pro

To add fonts from folders on your hard drive to your FontAgent Pro library:

- *Click the Import button on the toolbar and select a folder, or drag the folder into the All Fonts pane.*

- *If you use fonts from different clients, you might want to set up multiple font libraries. To learn more, see the FontAgent Pro 3 User Guide.*

After selecting a folder, select the options for importing fonts. If you don't know what to select, use the defaults or see below.

Rename imported font files to real font names

Check this option to have FontAgent Pro rename cryptic font file names to clear, descriptive ones. For example, *BOD_BLAR.TTF* becomes *Bodoni Black.TTF*, and inside FontAgent Pro, it's called *Bodoni Black*.
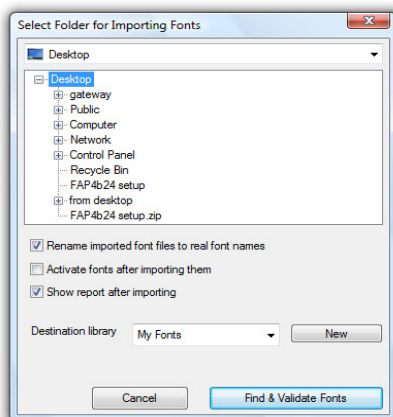
Activate fonts after importing them

Check this option to activate newly imported fonts.

Show report after importing

Check this to display a report of the results of your import request.

Destination library

Use the default library *My Fonts* or specify another library into which you wish to import your new fonts.
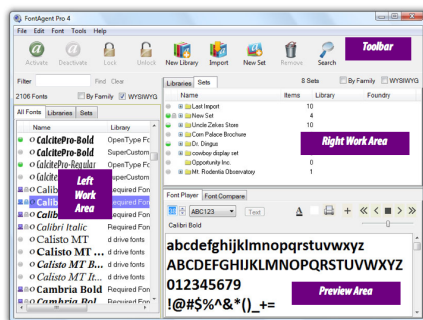
When you are done checking options, click the *Import* button and FontAgent Pro:

- *Finds all the fonts in folders, subfolders and disks you specified*
- *Tests each font to verify its integrity*
- *Removes corrupt, duplicate and unmatched fonts*
- *Adds the good fonts to the font library you specify*

The FontAgent Pro Window

You can configure the FontAgent Pro interface to meet your requirements. When you start FontAgent Pro, you see fonts previously imported. If you have not yet imported any fonts, the Left and Right Work Areas will appear as empty panes.

The *toolbar* appears at the top, just below the FontAgent Pro menu bar.

Using FontAgent Pro Libraries

Your FontAgent Pro database contains multiple font *libraries*, each of which resides separately on disk. FontAgent Pro prohibits individual fonts from being duplicated in a single library. Therefore, if a font is listed more than once in the

All Fonts tab, it resides in more than one library. To copy fonts between libraries, click a *Libraries* tab and drag the original font to the new library.

To view libarary contents, click a *Libraries* tab, then expand and hide the contents of each library by clicking the +/- box to the left of each library's name.

Organizing Your Fonts with Sets

You use *sets* to associate fonts that you use for specific projects or clients. The fonts in a set can reside in multiple libraries. A *subset* is set contained inside another set. Any font in a subset is a also a member of its parent set.

Creating a new set

Click *New Set* in the toolbar and enter its name. To create a subset, select the parent set, click *New Set* and name it.

Adding fonts to existing sets

Drag fonts from the *All Fonts* tab in the left pane onto the set's name.

Removing fonts from existing sets

Select the fonts, and click *Delete* in the toolbar or press the *Delete* key.

Deleting a set

Select the set and click *Delete* in the toolbar. Deleting fonts from a set and deleting sets does not delete their associated font files from the library.

Locking sets to prevent modification

Select a set and click the *Lock* button in the toolbar. Locked sets and their contents can't be modified or deleted, but their contents can be activated and deactivated.

Activating Fonts

Activating a font makes it available for use in applications. Deactivating a font

removes it from your system's memory (not from disk) and helps keep the number of active fonts used in

- 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

applications manageable. Icons appearing to the left of item names show their activation status.

Activating fonts manually

To activate and deactivate fonts manually:

- *Click the spherical icon next to a font, family, set or library OR*
- *Select the font, family, set or library and click Activate or Deactivate in the toolbar.*

Activating fonts at system startup

To automatically activate a font, family, set or libary when FontAgent Pro starts, select the item and choose
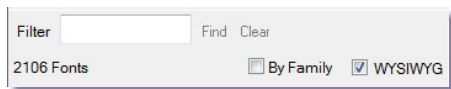
the *Tools > Add to Startup Items* menu command. The more items you activate, the more system resources you consume and the longer your *Font* menus grow in your Windows applications.

You can use the *Edit > Preferences* menu command to tell FontAgent Pro to activate fonts at startup if they were activated at the end of your previous session.
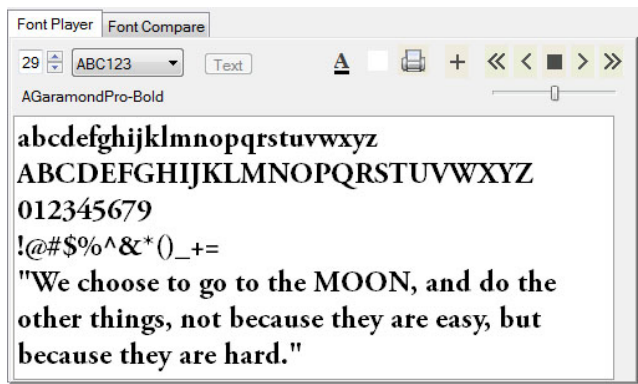
Viewing and Selecting Fonts

FontAgent Pro provides you with several ways to find, view and select fonts:

- *Click the All Fonts tab, and then click any column heading to sort by that field.*
- *Uncheck By Family to see individual fonts.*
- *Enter a text string in the Filter field and click Find to display all the fonts whose name contains the string. Click Clear to list all your fonts again.*
- *Click WYSIWYG in the toolbar to display all the fonts in their typeface.*
- *Type characters to jump to the first matching item.*

Filter		Find Clear	
2106 Fonts		☐ By Family	☑ WYSIWYG

Using Font Player to View Fonts

FontAgent Pro includes Font Player, which allows you to view any text string in any or all of your fonts one-at-a-time to help you select fonts.

Font Player | Font Compare

29 | ABC123 | Text   A   🖶 + « ‹ ■ › »

AGaramondPro-Bold

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
012345679
!@#$%^&*()_+=
"We choose to go to the MOON, and do the
other things, not because they are easy, but
because they are hard."

To use Font Player:

1 *If the Font Player pane is not visible, click its tab.*
2 *Select a predefined text* string *or enter a custom string.*
3 *To select which fonts to play, click a family, set or library, or use Shift-Click or Command-Click to highlight multiple items.*

Playing fonts manually

- *Press the > button to display the next currently selected font.*
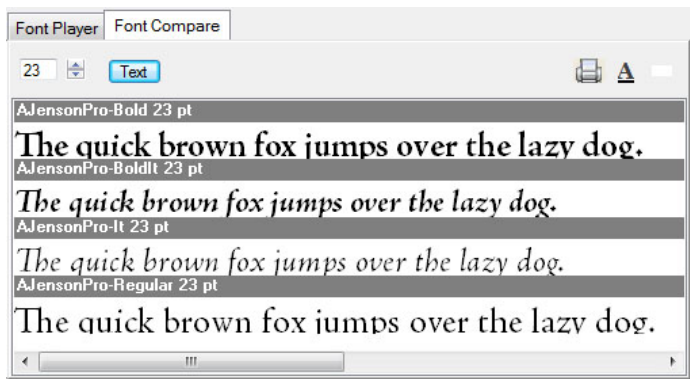- Press the < button to display the previous currently selected font.

Playing fonts automatically

- *Press the >> button to auto-play the text through each of the typefaces.*
- *Use the slider to adjust the play speed.*
- *To stop the player, press the ■ button.*
- *While auto-playing a group of fonts, press the + button to add the font to the set named Font Player Set.*

At any time, you can rename the *Font Player Set* to another name. The next time you use the + button, FontAgent Pro creates a new *Font Player Set*.

Viewing a List of Fonts in Font Compare

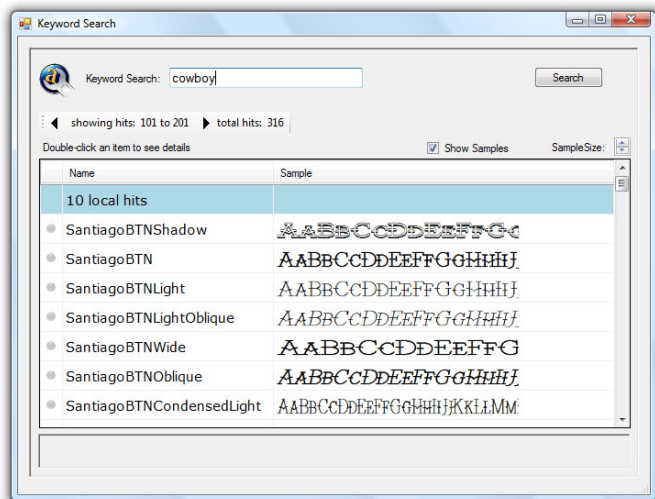Font Compare lets you view any text string in a variety of fonts at the same time in any size or color.

To use Font Compare:

1 *If the Font Compare pane is not visible, click its tab.*
2 *Use the text string already displayed or click Text to enter your own string.*
3 *To select which fonts to play, click a set or library, or use Shift-Click or Command-Click to select various fonts.*

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.

Printing Font Specimen Pages and Sample Books

You can print font sample documents by clicking the printer icon in Font Player and Font Compare and selecting the printer or PDF creation utility you wish to use.

Locking Fonts, Families, Sets and Libraries

When you lock an item in FontAgent Pro, a padlock icon appears next to its name indicating you cannot delete the item, but you can still activate and deactivate it. To change the lock status of an item, right-click it and select *Lock* or *Unlock*.

When you lock a family, set or library, it locks all the fonts they contain and marks them with an up-arrow lock icon.

Exporting Fonts

FontAgent Pro lets you export font files to a folder location so you can send them to print service bureaus, prepress shops, clients and associates. To export fonts:

1 *Select which fonts to export by clicking a set or library, or by selecting a group of fonts using Shift-Click to highlight them.*
2 *Select the File > Export Fonts menu command, and the Export sheet appears.*
3 *Indicate where you want FontAgent Pro to create the Exported Fonts folder.*
4 *Click Export to complete your export request.*

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.

For More Information and Support

For more information on using FontAgent Pro:

• *See the FontAgent Pro User Guide in the FontAgent Pro installation folder*
• *View the help facility using the Help > FontAgent Pro Help menu command*
• *Visit the Support section of the Insider website at www.insidersoftware.com*

Insider

www.insidersoftware.com