# FontExpert 2020

# **User Guide**

Version 17

Proxima Software

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### Welcome

Welcome to Proxima Software's FontExpert!

FontExpert is a powerful font manager for Windows which will help you organize your TrueType, OpenType, PostScript, and raster fonts. With FontExpert you can easily control font installation and dynamically activate fonts used in third party applications, such as Adobe InDesign.

### Features

- Manage TrueType, OpenType, PostScript Type 1 fonts, and raster fonts
- Preview fonts as font faces (thumbnails), as text samples, or in character tables
- Group fonts for easier activation and deactivation
- Search for fonts on local disks, CD/DVD drives, and network drives
- Assign keywords, ratings, and categories to fonts for quick font searching
- Search for duplicate fonts and corrupted fonts
- Detect and resolve font problems
- Print font reports
- Dynamically activate missing fonts in third party applications

# **FontExpert Views**

The main FontExpert window has several views. Switch between views using tabs along the bottom of the window.



- Main view displays files and folders. For font files, this view displays font samples ("thumbnails").
- Fonts view allows you to preview and manage fonts in My Collections, Library, and to organize fonts into Groups. My Collections node of Fonts view provides easy access to your favorite folders with your font collections. Library node of Fonts view is a powerful feature that allows you to preview your font library as a hierarchy of folders. (See also Adding Fonts to Library.)
- Worklist view allows you to create temporary sets of fonts and save them as simple xml text files.
- **System Fonts** view shows the list of currently installed and loaded Windows fonts. These fonts are currently available for all applications. To preview the font, select it from the list.
- **Folders** view shows the list of folders. Use this view to browse for font files in your computer's drives and folders.
- Task Panel displays the commands and titles linked to common tasks.
- **Properties** view shows the properties of the currently selected item in the main view.
- **Text Sample** view shows a sample of text formatted with the font selected in the main view. This view has a toolbar with the list of predefined samples.
- **Characters Table** view uses the font selected in the main view to display a table of characters formatted with the selected font. Use the formatting toolbar to choose a font size, zoom in, or zoom out. In the Options area, you can customize the table, specify the number of columns, and change other parameters.

- Waterfall view shows text samples at different point sizes of the currently selected font.
- **Tags** view allows you to assign keywords, ratings, and categories to selected fonts. You can then search for fonts by tags using the Search view.
- Search view allows you search for fonts located in Library, Groups, and My Collections.

### **Fonts View**

The **Fonts** view allows you to organize fonts into groups, preview and manage fonts in Library. Fonts view includes My Collections, Groups, and Library.

### **My Collections**

My Collections is usually a set of your favorite folders with fonts, or in other words, your personal font collections, located in folders on a hard disk or on a network drive. Personal collection can be a folder which you have on some cloud service and which is synchronized with a folder on hard disk of your computer. When you add this folder to My Collections node of the Fonts view, FontExpert searches all subfolders and fonts in the collection folder and adds information about fonts to FontExpert database.



Attach a folder to My Collections



Detach a folder from My Collections

Fonts	<b>q</b>	×
😫 🖉 🖾 🗶 🗖 🗂 🛢 📖 💈		
✓ ▲ My Collections	12926	^
> 🛅 Fonts (D:)	4115	
> 📴 Fonts_C (D:)	421	
> 🔛 New Fonts (D:)	24	
Old Collection (D:)		
> 🚞 Decorative	155	
> 🚞 Mono	161	
> 🔛 New	3787	
> 🚞 Sans Serif	2250	
> 🚞 Script	261	
> 🔛 Serif	1752	

For example, if you have a folder "C:\MyFonts" and you have added this folder to My Collections, it appears on the top level as "My Fonts (C:)". FontExpert provides you a set of standard edit commands to allow you to manage folders in your collections: Cut, Copy, Paste, Delete, Create Folder, Rename. You can also drag and drop folders within My Collections and between My Collections and Groups.

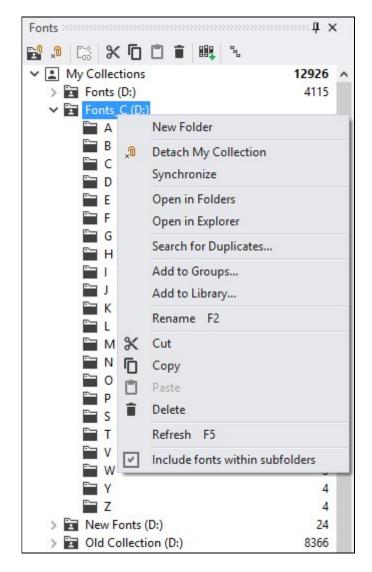
Be careful when you Delete folders within My Collections. Delete here means that you really delete selected folder and place it to Recycle Bin.

#### Synchronization

FontExpert "thinks" that My Collections is a set of folders whose contents can be changed by third party application. For example, it is possible that you open Windows Explorer and delete or rename folders within your

"C:\MyFonts" collection or delete or add fonts. To let FontExpert know about changes in your collection you must use Synchronize command. FontExpert will synchronize the contents of your collection in My Collections node with actual contents. If you work with your collection using FontExpert edit features (Copy, Delete, etc.) no synchronization is needed as FontExpert automatically keeps database synchronized with actual folders in your collection. Synchronization is needed if you know that you changed anything in your collection using third party applications, such as third party file manager.

Imagine that your collection is a shared folder on a network drive (or a folder linked to remote "cloud" folder) and its contents are managed by your font administrator. When you run FontExpert and you know that the contents of your collection may be changed, than do Synchronization. Select the collection folder and choose Synchronize menu command from right-click menu.



If the collection folder becomes unavailable (for example, shared network drive was temporarily disconnected, or if you deleted collection using third party file manager), then the collection is displayed with a special icon that shows that the folder is not connected to actual physical folder (it is "unlinked").

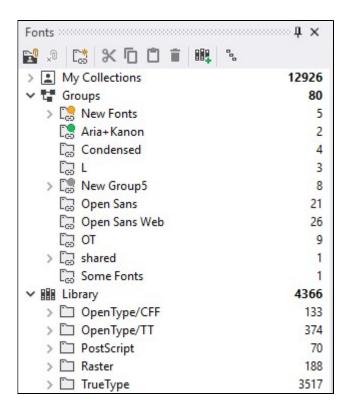
Fonts	ф
📽 🖉 🖾 🗶 🗖 📋 🛍 💺 💈	
✓ ▲ My Collections	12926
> 🔚 Fonts (D:)	4115
> 🔄 Fonts_C (D:)	421
🗸 🔚 New Fonts (D:)	24
& New Folder	
> 📴 Old Collection (D:)	8366

If shared network drive with your collection becomes connected again, then the collection will be displayed again with normal icon and you will be able to preview fonts in it.

TIP

While dragging files, hold the Ctrl key to copy source folder or source files to the selected folder in My Collections. Hold the Shift key to move source folders or files.

### Groups



Each group is a logical folder with fonts that link to fonts in Library. Groups allow you to activate and deactivate fonts as font sets and to see the state of your fonts. If all fonts in a group are permanently installed, this group is shown with green circle. If all fonts in a group are temporarily activated, then the group is shown with yellow circle. If some fonts in a group are permanently installed, some are temporarily activated, and/or some fonts remain uninstalled, then this group is shown with gray circle.

To create a new font group, choose **Group/New Group** from the main menu, or right click Groups node or a group in the **Fonts** view and choose **New Group** from the popup menu.



Create New Group

You can copy folders in My Collections (or in Windows Explorer) and paste them into a group within the **Fonts** view. You can also copy a group folder and paste it to a selected My Collection folder.

You can drag files from Windows Explorer and drop them into a selected group folder in the **Fonts** view.

#### TIPS

While dragging folders or files, hold the **Ctrl** key to copy folders or fonts to the selected group. Hold the **Shift** key to move the items.

You can create groups using Group/Create Groups from Folder Structure... menu command.

To export all groups as a hierarchy of physical folders, use **Group/Create Folder Structure from Groups...** menu command.

Toolbar Button	Description
•	Install permanently.
•	Activate temporarily.
•	Uninstall or Deactivate. Permanently installed fonts will be uninstalled; temporarily activated fonts will be deactivated.

Colored Item in the main view	Description
Roboto Condensed Bold	The font is installed permanently (font is active). Windows will load this font again after restart.
Verdana Pro Cond Bold	The font is activated temporarily (font is active). Windows will NOT load this font automatically after restart.

To install a group of fonts, select the group folder in the **Fonts** view and choose **Install** or **Install...** from the main menu.

To uninstall a group of fonts, select the group folder in the **Fonts** view and choose **Uninstall** or **Uninstall...** from the main menu.

To print the selected font or fonts, choose File/Print Fonts... or File/Print Preview... from the main menu.

### Library

**Library** is a powerful feature that allows you to preview your font library as a hierarchy of folders without actual rearranging files in the font storage.

Fonts	д ж
2 🖉 🧶 🗖 🗂 🛍 💺	
> 🔝 My Collections	12926
> 🖬 Groups	79
✓ III Library	4366
> 🗋 OpenType/CFF	133
✓ ☐ OpenType/TT	
> 🗀 Decorative	34
> 🗀 Modern	129
> 🛅 No Classification	93
> 🗀 Roman	31
✓ □ Script	
> 🗀 C	4
> 🗀 D	1
> 🗀 E	2
> 🗀 Swiss	80
> 🗀 PostScript	70
> 🗀 Raster	188
> 🗀 TrueType	3517
> TrueType Collections	20
> 🗀 Vector	3
> 🗀 WOFF	61
✓ ③ Recently Added	
() Last Hour	0
() Today	0
() Yesterday	0
C Last Week	279
() Last Month	355
() Last Year	4366

FontExpert keeps fonts as storage of font files and the database. When you add fonts to Library, only unique font files are added to font storage. For example, if you have two identical font files and try to add both to Library, only one font will be added, and another file will be ignored. Thus, font library does not contain font duplicates. It is safe to try to add fonts to Library many times - if fonts are already in Library, then no fonts will actually be added to Library on the second attempt.

**NOTE:** If you have two versions of the same font and the files are different (for example, they are having different file size of having different font properties, for example, at least one symbol in copyright string), then both files will be included to Library. These files are not considered as full duplicates.

The **Fonts view** allows you to preview font library by many different ways - to choose Library Display Levels. The Library font storage remains unchanged while the Library node in the **Fonts view** shows different representations of the font Library.

Each folder in the Groups and Library nodes of Fonts view is not a regular folder, but just a virtual folder. Click to a folder to search for fonts in your library. For example if you click to "A" folder in the "TrueType/Swiss/A" node, then the Fonts View will display all TrueType fonts with Swiss style and with family names beginning on A.

To customize Library tree node, select Library item in the tree and click to Library Display Levels button on the Fonts view toolbar. (Or open context menu and choose "Library Display Levels..." menu command.)

😭 🖉 🖾 🗶 🗖 🗂 🖿 📖	8
> 🔝 My Collections	12926
> t Groups	Library Display Levels
> 🔡 Library	4366
> () Recently Added	

Library Display Levels window appears.

There are almost 1 million combinations of Library Display Levels, thus you can preview your font library storage by a 1 million different ways. By default, FontExpert includes in list no more than 10-20 combinations of levels and you can add your own custom levels.

The default view is **Font Type/Style/A-Z/Family**. It means that the fonts are displayed in Library node of Fonts view at first grouped by Font Type (on the first level) in the tree, then on the second level the fonts are grouped by Font Style (Roman, Swiss, etc.), then on the next level fonts are grouped by alphabet (A-Z), and at last fonts are grouped by Family.

Library Display Levels		>
Font Type/Style/A-Z/Family		
Font Type/A-Z/Family		
Font Type/Style/Family		
Font Type/Style/A-Z		
Style/A-Z/Family		
A-Z/Family		
Weight/Font Type/Style/A-Z/Family		
Italic/Font Type/Style/A-Z/Family		
Mono/Font Type/Style/A-Z/Family		
Symbol/Font Type/Style/A-Z/Family		
Vendor/Font Type/Style/A-Z/Family		
+ -	ОК	Cancel

Press "+" button to customize Library node of Fonts view by adding your own combination of levels in the folders tree.

Style	~	
Font Type	~	
	~	
No	DLevel V	
-	No Level V	
	No Level V	
	No Level 🗸 🗸	
	No Level 🗸 🗸	
	No Level 🗸 🗸	
tyle/Font Typ	e/Weight	
	Achd. S.A.	

**TIP:** You can use some combinations to preview fonts in your library according to a given criteria. For example, Weight/Font Type/Style/A-Z/Family is a combination useful for previewing all fonts in your library having given font weight.

To assign keywords, ratings, and categories to Library fonts use the Tags view.

### **Main View**

By default, files are displayed in the main view as thumbnails:

Font Name * Enter your own text A A 28	- 1F - 19 🛠 🗋 📋 🛊 Width: 380 🗘 🎙 🗛 🝸 📖 🖽
Adobe Variable Font Prototype	AGaramondPro-Bold     B
Adobe Variable Font P	AGaramondPro-Bold
AGaramondPro-BoldItalic     B	AGaramondPro-Italic
AGaramondPro-BoldIta.	AGaramondPro-Italic
AGaramondPro-Regular	D AGaramondPro-Semibold S8
AGaramondPro-Regular	AGaramondPro-Semibolo
AGaramondPro-SemiboldItalic     SB I	AJensonPro-Bold     B
AGaramondPro-Semibold	AJensonPro-Bold
AJensonPro-It	AJensonPro-Lt
AJensonPro-It	AJensonPro-Lt
AJensonPro-Regular	AJensonPro-Semibold
AJensonPro-Regular	AJensonPro-Semibold

In the main view, each font is drawn with its typeface. You can choose and customize the text to be drawn in this view for every font face. Custom text can include Unicode symbols.

You can preview typefaces of installed fonts listed in the **System Fonts** view, typefaces of fonts listed in the **Worklist** view, or you can select any folder in the **Folders** view or **Fonts** view and preview all typefaces located in the selected folder.

You can select each font face and its corresponding font will be displayed in the **Characters Table** view and in the **Text Sample** view.

To install the selected font, choose the **Install...** command from the popup menu or click the green button on the toolbar. See **Installing Fonts**.

To print the selected font or fonts, choose File/Print Fonts... or File/Print Preview... from the main menu. See Printing for more details.

#### Fonts can also be displayed as a report:

Font Name * Enter your own text	A 📕 🗛 18	- # - 🖪 X I	🚺 📋 📋 Width:	170 🗘		Y			
Filename /	Preview	Font Name	Family	Locati	Size	File Type	Modified Date	Font State	Farr
AdobeVFPrototype.otf	Adobe Variable F	Adobe Variable F	Adobe Variable F	Library	162 KB	OpenType/CFF font	04.12.2017 8:54:02	Not installed	Serif
AGaramondPro-Bold copy	AGaramondPro-Bo	AGaramondPro-B	Adobe Garamon	Library	74 KB	OpenType/CFF font	28.07.2008 22:15:58	Not installed	Serif
AGaramondPro-BoldItalic.otf	AGaramondPro-Be	AGaramondPro-B	Adobe Garamon	Library	74 KB	OpenType/CFF font	20.02.2007 23:48:36	Not installed	Serif
AGaramondPro-Italic.otf	AGaramondPro-Italı	AGaramondPro-lt	Adobe Garamon	Library	88 KB	OpenType/CFF font	20.02.2007 23:48:36	Not installed	Serif
AGaramondPro-Regular.otf	AGaramondPro-Res	AGaramondPro-R	Adobe Garamon	Library	117 KB	OpenType/CFF font	20.02.2007 23:48:36	Installed	Serif
AGaramondPro-Semibold.otf	AGaramondPro-Set	AGaramondPro-S	Adobe Garamon	Library	94 KB	OpenType/CFF font	04.05.2005 19:20:26	Activated Tem	Serif
AGaramondPro-SemiboldIt	AGaramondPro-Ser.	AGaramondPro-S	Adobe Garamon	Library	76 KB	OpenType/CFF font	04.05.2005 19:20:26	Installed	Serif
AJensonPro-Bold.otf	AJensonPro-Bold	AJensonPro-Bold	Adobe Jenson Pro	Library	124 KB	OpenType/CFF font	04.05.2005 19:20:26	Activated Tem	Serif
AJensonPro-It.otf	AJensonPro-It	AJensonPro-It	Adobe Jenson Pro	Library	156 KB	OpenType/CFF font	04.05.2005 19:20:26	Not installed	Serif
AJensonPro-Lt.otf	AJensonPro-Lt	AJensonPro-Lt	Adobe Jenson Pr	Library	126 KB	OpenType/CFF font	04.05.2005 19:20:26	Not installed	Serif
AJensonPro-Regular.otf	AJensonPro-Regulai	AJensonPro-Regu	Adobe Jenson Pro	Library	127 KB	OpenType/CFF font	04.05.2005 19:20:26	Not installed	Serif
AJensonPro-Semibold.otf	AJensonPro-Semib	AJensonPro-Semi	Adobe Jenson Pr	Library	126 KB	OpenType/CFF font	04.05.2005 19:20:26	Not installed	Serif

Column Name	Description
Filename	The name of file or folder
Location	Path to folder were the file is located
Size	File size in kilobytes (1 KB = 1024 bytes)
File Type	The description of the file type
Modified Date	The date and time when the file was last modified
Font Name	The name of font face (shown for font files only)
Family	The name of font family
Font State	The state of the font file: Installed or Uninstalled
Family Style	Family style of the font (for example, Decorative).
Foundry	The name of font creator (for example, Adobe).
Vendor ID	The font foundry signature (for example, "ADBE" stands for Adobe).
Is Unicode	Font encoding is Unicode. (Windows platform & Unicode Basic Multilingual Plane encoding).
Embedding	Font embedding licensing rights for the font. See <b>Embedding Fonts</b> for more information.
Character Set	The name of the character set shown in the font
ID	The identifier of the character set (0 - Western, 161 - Greek, 204 - Cyrillic, etc.)
Total	Number of character sets in the font

### Icon or picture

#### Description

Roboto Condensed Bold	The font is installed permanently (font is active). Windows will load this font again after restart.
Verdana Pro Cond Bold	The font is activated temporarily (font is active). Windows will NOT load this font automatically after restart.
OOTTPRVW	Font Type: OpenType, OpenType/CFF, TrueType, TrueType Collecton, PostScript, Raster Font, Vector Font (a scalable font that was introduced in early versions of Windows), WOFF Font (Web font).
ITHULLNMSBBUBHVR	Font Style or Weight: Italic, Thin, Ultra Light (Extra Light), Light, Normal (Regular), Medium, Semi Bold, Bold, Ultra Bold (Extra Bold), Heavy, Regular (the same as Normal).

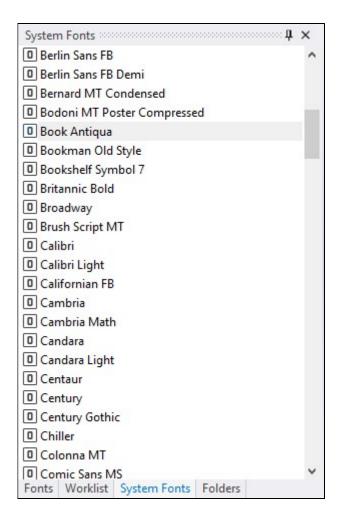
### **Worklist View**

Worklist		١x		
😫 🎬 - 🚽 -				
File Name	Location	^		
CACHEEXPFM	D:\Fonts_C\C\			
CACHEHEPFM	D:\Fonts_C\C\			
CALENADPFM	D:\Fonts_C\C\			
calibri.ttf	D:\Fonts_C\C\			
calibrib.ttf	D:\Fonts_C\C\			
calibrii.ttf	D:\Fonts_C\C\			
calibril.ttf	D:\Fonts_C\C\			
calibrili.ttf	D:\Fonts_C\C\			
calibriz.ttf	D:\Fonts_C\C\			
CallMDL2.ttf	D:\Fonts_C\C\			
CALMAITPFM	D:\Fonts_C\C\			
cambria.ttc	D:\Fonts_C\C\			
cambriab.ttf	D:\Fonts_C\C\			
cambriai.ttf	D:\Fonts_C\C\			
cambriaz.ttf	D:\Fonts_C\C\			
CameraSymbols.ttf	D:\Fonts_C\C\			
CamMDL2.ttf	D:\Fonts_C\C\			
Candara.ttf	D:\Fonts_C\C\			
Candarab.ttf	D:\Fonts_C\C\			
Candarai.ttf	D:\Fonts_C\C\	~		
Fonts Worklist System Fonts	Folders			

You can select and copy fonts in the **Worklist** view and then paste them into any folder in the **Folders** view or into any font group in the **Fonts** view.

To print the selected font or fonts, choose File/Print Fonts... or File/Print Preview... from the main menu.

### **System Fonts View**



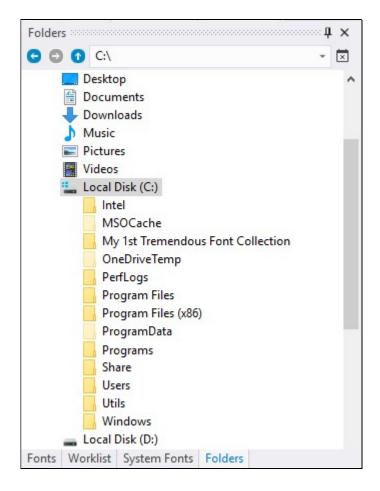
The **System Fonts** view displays the list of currently installed (activated) Windows fonts. These fonts are available for all running Windows applications.

The fonts displayed in this view are also known as installed Windows fonts, although one font appearing in this list can be installed permanently or activated temporarily. See **Installing Fonts** for more information.

In this view, fonts are grouped by family. For example, the Arial family usually includes 4 files for Regular, Bold, Italic and Bold Italic typefaces. If you select Arial, the main view shows all 4 typefaces included in this font.

To uninstall the selected font, choose the **Uninstall...** command from the popup menu. See **Uninstalling Fonts**.

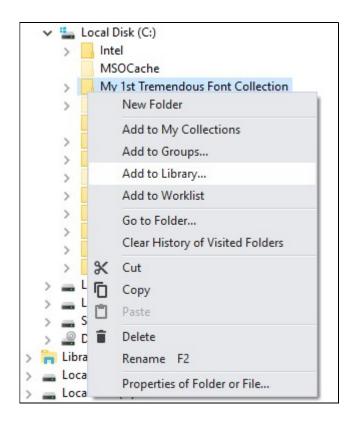
### **Folders View**



Use this view to explore drives and folders on your computer.

In Folders view you can easily add fonts to Library from selected folder and subfolders.

Select a folder containing fonts, right click on the folder name and open context menu. Choose menu command: "Add Fonts to Library...". FontExpert will open Adding Fonts to Library window, search for fonts in selected folder and add unique fonts to Library.



## **Adding Fonts to Library**

The **Adding Fonts to Library** window appears when you press the corresponding button on the toolbar in the **Fonts** view.

Please note that there are many other ways to add fonts to the Library or to Groups that you may find more convenient. For example, you can browse to a specific folder in the **Folders** view, select the folder, open context menu and add fonts to Library from this folder.

Or you can copy/paste, drag/drop fonts from the **Folders** view or from Windows Explorer to Groups or to Library.

Adding fonts to Groups is actually adding to the Library and creating font links within Groups. Each font item in Groups is not a physical font but just a reference to a font located in Library.

So you can add fonts directly to Groups, as it includes an intermediate step of adding fonts to Library. Then you can reorganize the new group, move it to another group or just delete it. When you delete a group, you do not delete the physical fonts. The fonts remain in Library.

To add your fonts to FontExpert font Library, open the Fonts view and press Add to Library button on the toolbar:



By default the window includes root folders of all local drives on a computer.

Adding Fonts to Library		×
Add fonts from the following folders:		
- C:\		
+ -		
Search in <u>h</u> idden folders	Add	Cancel

Press "+" and "-" buttons to add or remove folders where to search for fonts.

Press Add button.

To add fonts from selected folder, open **Folders** view, select a folder, and choose "Add Fonts to Library..." command from context menu.

V 🏪 Local	Disk (C:)
> 📙 Int	el
M	SOCache
> . M	v 1st Tremendous Font Collection
>	New Folder
	Add to My Collections
>	Add to Groups
2	Add to Library
>	Add to Worklist
>	Go to Folder
>	Clear History of Visited Folders
> x	Cut
	Сору
	Paste
> 👝 S 🖵	Paste
> 🔐 C 📋	Delete
> 🐂 Libra	Rename F2
> Loca	Properties of Folder or File

Adding Fonts to Library		×
Add fonts from the following folders:		
C: \My 1st Tremendous Font Collection \		
+ -		
Search in <u>h</u> idden folders	Add	Cancel

Add to Library feature will copy fonts from selected folder to font storage called Library. Only unique fonts will be copied and added to Library. If some font file is already in Library, it will not be copied. See **Fonts** view for more information about font Library.

### **Database Maintenance**

When you delete a folder with fonts from local disk, the database keeps references to this folder, but the deleted folder appears in the database as "unlinked" folder (referencing non-existing folder).

Choose Tools/Database Maintenance... menu command. The Database Maintenance window appears.

Database Maintenance	- D >
Database ∃⊒ Local Disks	Remove this Folder
i — — C: i — — ☐ Windows	Link to Existing Folder
Fonts	Remove All Unlinked Folders
÷È Fonts	Remove All Unlinked Files
	Compact Database
	Close
les: 17539, folders: 8967.	Close

This window displays folders in the database. Some folders are marked as unlinked folders. You can do one of the following:

1. Select unlinked folder and choose Remove this Folder command. The folder will be removed from the database. Notice that all references to fonts that were located will be also removed from the database. All keywords, categories, captions and ratings assigned to these fonts will be also removed and cannot be restored. This command is useful if you want to remove a reference to folder and you know that you did not assign any important tags to the fonts in this folder, or you do not need these tags anymore.

2. Select unlinked folder and link it to existing folder using Link to Existing Folder command. This command is useful if you moved some actual font folder in Windows Explorer (outside FontExpert) and unlinked folder appeared in FontExpert database. Then you can re-link unlinked folder to a new existing folder. All font information, keywords and categories assigned earlier to font files will be restored and reassigned to actual files located in new place.

#### NOTE

When you remove folder item from the database you only remove reference to actual folder and references to fonts from the database. Actual folders and font files on local disks item are NOT deleted. If you preview these font files in FontExpert, folder reference will appear again in the database.

### **Properties View**

		-
and the second		
Generic Properties		ł
File Name	MinionPro-It.otf	
Description	OpenType/CFF font	
File Size	259940	
File Location	D:\Old Collection\SE\M\Minion Pro\	
Copyright	© 1990, 1991, 1992, 1994, 1997, 1998, 2000, 2002,	,
Family Name	Minion Pro	
Subfamily Name	Italic	
Full Name	MinionPro-It	
Unique Identifier	2.112;ADBE;MinionPro-It;ADOBE	
Version String	Version 2.112;PS 2.000;hotconv 1.0.70;makeotf.li	il
Postscript Name	MinionPro-It	
OpenType	Yes	
Weight	Regular	
Width	Medium (Normal)	
Italic	Yes	
Kerning	Yes	
Unicode	Yes	
Embedding Rights	Editable	
Family Style	Serif	
Family Style (Windows)	Roman	
Family Class (IBM Spec)	No Classification	
Vendor ID	ADBE	
Foundry	Adobe	
Trademark	Minion is either a registered trademark or a trad	1
Manufacturer Name	Adobe Systems Incorporated	
Designer	Robert Slimbach	1
Vendor URL	http://www.adobe.com/type	
License Info URL	http://www.adobe.com/type/legal.html	
Tables	BASE, CFF, DSIG, GPOS, GSUB, OS/2, cmap, head, hl	ŀ
Panose		
Family Type	Text and Display	
Serif Style	Square Cove	
Task Panel Properties		

The **Properties** view shows the list of properties of the currently selected font in the main view. The list of properties depends on the type of font selected.

The set of properties also depends on the view where you select the font.

To uninstall one font face of an installed font family (such as Normal, Bold, Italic, Bold Italic), select the font in the **System Fonts** view. Then open the **Properties** view and expand the **Source Files** property. Right click the face name you want to uninstall. Choose **Uninstall Source File...** from the popup menu.

#### NOTE

In the main view, **Worklist** view, and **Fonts** view, you can open the standard Properties window for every file or folder. Select any file or folder and press Alt+Enter. The Properties window that appears is the same as the window opened from Windows Explorer.

The set of properties is different for fonts of different types. For example, Panose properties are displayed for TrueType and OpenType fonts only.

### **Tags View**

A			k Ital
Tags Rating: ★ ★ ★ ★ ★ Assigned Keywords:	Caption: Exo caption	Assigned Categories: Sans Serif Stencil Calligraphic Symbol Condensed Wide	4 ×
Enter keyword Black Exo		<ul> <li>Decorative</li> <li>Handwritten</li> <li>Modern</li> <li>Monospaced</li> <li>Ornaments</li> <li>Other</li> <li>Outline</li> <li>Serif</li> </ul>	

When the **Main View** displays fonts from Library, you can assign tags to one or more selected fonts. Use **Fonts View** or **Search** view to display Library fonts in the **Main View**. Then select fonts and assign tags to them in the **Tags View**.

The **Tags** view allows you to assign captions, keywords, ratings, and categories to the fonts selected in the Main view. Then you can search for fonts by tags in the **Search** view.

#### To assign ratings to selected fonts:

- 1. Select a font (or several fonts) in the main view.
- 2. Choose a rating in the Tags view.

#### To assign keywords to selected fonts:

- 1. Select a font (or several fonts) in the main view.
- 2. Type a keyword in the **Assigned keywords:** edit box and press Enter.

Note: a "keyword" is actually a keyword phrase; it may consist of one or more words.

#### To assign categories to selected fonts:

- 1. Select a font (or several fonts) in the main view.
- 2. Check a box for the desired category in the "Assigned Categories:" list.

### **Search View**

Font Name	Keywords	Categories	Rating	Properties	Panose	Foundry	Caption	
Font name or	part of the r	name:	• A	Il Properties				
Aria		•	OF	amily				
			○ F	ull Font Name				
			P	ostScript Nam	e			
			O M	Vindows Name	:			
Text Sample	Characters	Table Wat	erfall Ta	ags Search				

#### **Quick Search**

Quick Search edit box on the main toolbar is equivalent to the Name or part of the name: edit box in the Search view.

Aria	50	Library: 🔽	My Collections:	•
		5		

The Search View allows you to search fonts by font name, keywords, categories, ratings, by font properties (Width, Weight, etc.), by Panose properties (TrueType and OpenType fonts only), and by Foundry. The results of a search are displayed in the main view.

Assign keywords, ratings, and categories to fonts in the Tags view.

#### NOTE

The Search feature finds fonts that were previously added to Library or to My Collections. See Add to Library.

#### To search for fonts by font name or partial font name:

1. Type a font name or partial font name (for example, "Narrow") in the Name or part of the name: edit box and press Enter.

2. The fonts that match the search phrase appear in the main view.

By default, FontExpert tries to match any font name from the Family, Full Font Name, PostScript font name, and Windows Name fields. If any font name matches the criteria, the font appears in the results in the main view. For TrueType and OpenType fonts "Windows Name" and "Family" are the same.

#### To search for fonts by a keyword:

1. Select a keyword in the Keywords list.

Search seeses		000000000000000000000000000000000000000							
Font Name	Keywords	Categories	Rating	Properties	Panose	Foundry	Caption Combine Keywords	or	•
<ul> <li>With</li> <li>12</li> <li>Ajen</li> <li>Aria</li> <li>Aria</li> <li>Arial</li> <li>Arial</li> <li>Arial</li> <li>Bad</li> <li>Bold</li> </ul>			Exo K1 Light OTRVW Roboto V2 Verdana W1	Pro					+
Text Sample	Characters	Table Wate	erfall Ta	gs Search					

If this list is empty, it means that no keywords were assigned to fonts. You can assign new keywords to selected fonts in the Tags view.

#### To search for fonts by a category:

1. Select a category in the Categories list.

Notice that clicking a category or keyword name clears the previously selected keywords and categories. To select several categories and/or keywords without clearing previous selections, click the check boxes near the category and keyword names. Your selection is indicated by the green dot in the check box.

#### To search for fonts by rating:

1. Select a rating in the Ratings list. To select several ratings, click the check boxes near the rating names.

#### NOTE

There is a special item in the ratings list called "Not rated". If you select this item, FontExpert will return all fonts having no rating. If you try to select this option before you assign any ratings to your fonts, the search may take some time, because almost all fonts from the database will be included in the results.

#### To search for fonts by properties:

1. Select desired font properties such as font type, family style, font width, font weight and press Search button.

Font Name Keywords	Categories Rating	Properties	Panose	Foundry	Caption
Font Type: OT/TT/TT Collections			•		
Family Style:	Roman (Serif)				
Monospaced:	Any				
Width (OT/TT):	Any	×			
Weight:	Any		1		
Text Sample Character	s Table Waterfall Ta	ags Search			

#### Example: Searching for condensed fonts

Select "Condensed" in Width (OTT/TT Fonts) selection box and set other properties to "Any". Press Search button. FontExpert will find all condensed fonts in your collection.

#### To search for fonts by Panose properties:

1. Select desired Panose properties and press Search button.

#### NOTE

The PANOSE Typeface Matching System was developed by Benjamin Bauermeister and is licensed to Hewlett-Packard Corporation (see www.panose.com). Panose classification numbers are used by font designers in TrueType and OpenType fonts to specify family class of the font. Panose classification is optional. Well known font foundries assign Panose classification numbers in their fonts, but there are TrueType fonts with all Panose numbers assigned to zero.

Example 1: Searching for fonts with undefined Panose numbers

Set all Panose property selection boxes to "Any" (it means the corresponding Panose number is zero) and press Search button. FontExpert will find all TrueType or OpenType fonts referenced in the database and having undefined Panose properties (set to zero by font designer).

Example 2: Searching for fonts similar to some selected font

Press Pick from Font button, browse to desirable font in one of FontExpert views and select the font. FontExpert will pick Panose numbers from selected font and set appropriate selection boxes in Panose group of DB Search view. Press Search button. FontExpert will find all fonts having the same Panose numbers, thus fonts similar to selected font.

#### To search for fonts by Foundry:

1. Select the name of desired font foundry and press Search button

or:

2. Type vendor id in the Vendor ID field and press Enter.

#### NOTE

Vendor IDs are case sensitive.

To search for fonts by font foundry, FontExpert uses vendor id field defined for TrueType and OpenType fonts. The font foundries in the list are the foundries whose vendor id was registered by Microsoft, but it is possible to search for fonts with any vendor id (up to 4 characters).

1 ×

# **Text Sample View**

Text Sample

My Text Sample - Lorem ipsum dolor sit ame A 📕 🗛 44 - 🗛 - 🍕 - 🌾

# Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor

Text Sample Characters Table Waterfall Tags Search

The **Text Sample** view view shows a sample of the currently selected font in the main view.

Choose the type of sample text from the drop down list on the toolbar: Alphabet, Text Sample, Symbols, Numbers, etc.

To customize the text of the sample, choose **Tools/Options...** from the main menu.

To load a text sample from a text file, choose the text file in Options and select "Text File" in a drop down menu on the toolbar.

### Kerning

Kerning is the process of improving font appearance and legibility by adjusting the white space between certain paired characters, such as 'To', 'Te', or 'VA', which are known as kerning pairs. Many fonts include a kerning table with predefined, font-specific kerning pairs.

Select View/Text Sample/Draw Text with Kerning (Read Only) from the main menu to turn on or off kerning in the Text Sample view. Or click the button end on the Text Sample toolbar.

Choose **Show Kerning Pairs...** from the popup menu to display all kerning pairs defined in the selected font:

Kerning Pairs	×
Cambria, Bold	
Keming Pairs:	
AC	^
AG	
AJ	
AO	
AQ	
AS	
AT	
AU	
AV	
AW	
AY	~
Number of kerning pairs: 31738	ОК

### **Characters Table View**

The **Characters Table** view shows the selected font in the main view. This view displays the table of characters formatted with the currently selected font. Using the formatting toolbar, you can choose font size, zoom in, or zoom out. In the FontExpert Options area, you can customize the table and specify the number of columns and other parameters.

" All Def	fined Chara	cters	• A	-	A 34	- I⊢I ‡							
8221 //	8222	. 8224	+ 8225	± 8226	• 8230		% <sup>8242</sup>	* 8243 //	* 8249	* 8250	» 8252	II 8254	8260 /
19 N	n 8355	F 8356	£ 8359	Pb 8363	₫ <sup>8364</sup>	e 8453	56 8467	٤ 8470 NG	14- 0402	× 8486	α 8494 <b>e</b>	• • • • • • • • • • • • • • • • • • •	* 8540 % 3/8
541 5/8	<sup>36</sup> 8542 3 7/	<sup>76</sup> 8706	ð 8710	Δ 8719 Δ <b>Γ</b>	п 8721	Σ 8722 -	- 8725	/ 8729	- 8730	<sup>8734</sup>	∞ 8747 <b>∫</b>	r 8776 <b>X</b>	≈ 8800 ≠
804	≤ 8805	≥ 9633 <b>≥</b>	o 9642	- 9643	- 9674 J	<ul><li>9679</li><li>9679</li></ul>	• 9702	• 61441	• 61442	• 61444	• 61445	• 61446	• 61447 v
<sup>51448</sup>	, 61449	z 61450	· 6149	7 61452	· 61453	• 64257	<sup>п 64258</sup>	fi					

Each font character is shown in its own cell. The code of the character is shown in the upper left corner of the cell. For example, the code for the  $\Omega$  character is 8486. Click any symbol and hold the left mouse button to enlarge the symbol.

Characters Table 4	×
* All Defined Characters A A A A A A A A A A A A A A A A A A A	
8240 ‰ 8242 8243 8249 < 8250 → 8252 L 8254 T	^
U+2126 (8486), % / // < > !! Ω	
8319 <sup>n</sup> 8355 F 8356 £ 8359 Pt 8363 ₫ 8364 € 8453 C 8457 ℓ 8470 N2 8482 <sup>m</sup> 8486 Ω 8494 e 8539 ½ 8540 ⅔	6
<sup>n</sup> <b>F £</b> Pts <b>₫</b> € 76 <b>t</b> 1 <sup>0</sup> <sup>™</sup> Ω e 1/8 3/8	
8541 1% 8542 1% 8706 3 8710 🛆 8719 🛛 8721 8722 - 8725 / 8 - 8730 🗸 8734 ∞ 8747 f 8776 × 8800 ≠	#
$5/8$ $7/8$ $\partial$ $\Delta$ $\Pi$ $2$ - / $\sqrt{\infty}$ $\int \approx \neq$	
8804 ≤ 8805 ≥ 9633 = 9642 • 9643 • 9674 • 9702 41 • 61442 • 61444 • 61445 • 61446 • 61446 • 61447 •	v
$\leq \geq \Box = \circ \diamond$ fi fl , 1 2	
61448 a 61449 a 61450 · 61451 · 61452 · 61453 · 64257 fi 64258 fi	
3     4     5     7     8     fi     fi       Letterlike Symbols     5     7     8     fi     fi	~
Text Sample Characters Table Waterfall Tags Search	

All new TrueType fonts, for example Arial, Courier New, and Times New Roman, are in *Unicode* format. Unicode format maps character codes from 32 to 65536. In theory, a font can consist of up to 65 thousand different characters. The whole range of characters (32-65536) is divided into shorter ranges of character codes. For example, the **Currency Symbols** Unicode range maps the characters with the codes 8352-8399.

Older TrueType fonts (used in Windows 3.1) are not in Unicode format. Older fonts consist of characters with ANSI codes 32-255 (also called the ANSI Character Set or **Windows Characters**).

By default, the All Defined Characters option is selected.

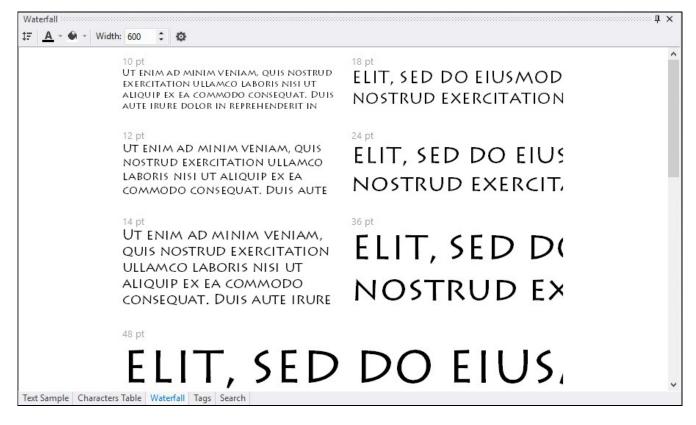
For the new TrueType fonts, such as Arial, you can look at any Unicode range of characters for the font.

For example, select a Unicode TrueType font (e.g. Arial) in the main view.

Select the name of a Unicode range (e.g. **Currency Symbols**) in the drop-down list on the main tool bar to see the font characters with the codes: 8352-8399.

Combo Box Selection	Description
* All Defined Characters	Displays all symbols defined in the selected font. <b>Useful Tip</b> : Look at the "Letterlike Symbols" tool tip in the bottom left corner on the picture above. When the Unicode Range combo box selection is "* All Defined Characters", FontExpert displays the Unicode Range to which the enlarged symbol belongs.
* Windows Characters	Displays symbols with ANSI codes from 32 to 255 (ANSI Character Set). The set of symbols depends on the country and code page options selected in Control Panel, Regional and Language Options. An ANSI code is a one-byte number less than or equal to 255.
Latin-1	Unicode Range. Displays symbols with Unicode codes from 32 to 255. Unicode code is a two-byte number.
Currency Symbols	Unicode Range. Displays symbols with Unicode codes from 8352 to 8399.
	other Unicode Ranges

## Waterfall View



The Waterfall view shows text samples at different point sizes of the currently selected font.

### **Installed Fonts Window**

ont Name	Family	PostScript Name	Known Font Comment	Path to File	Version	Weight	,
	-	PostScript Name		A CONTRACTOR OF			1
Fixedsys 12 (VGA res)	Fixedsys		Raster Font	C:\Windows\Fonts\vgafixr.fon	4.0.0.950	400	
System 10 (VGA res)	System		Raster Font	C:\Windows\Fonts\vgasysr.fon	4.0.0.950	700	
Terminal 12 (VGA res)	Terminal	10	Raster Font	C:\Windows\Fonts\vga866.fon	3.10.0.103	400	
AGaramondPro-Regular	Adobe Garam	AGaramondPro		C:\Users\alexk\AppData\Roami	OTF 1.007;PS 0	400	
AGaramondPro-Semib	Adobe Garam	AGaramondPro		C:\Users\alexk\AppData\Roami	OTF 1.007;PS 0	600	
Algerian	Algerian	Algerian	Comes with MS Office	C:\Windows\Fonts\ALGER.TTF	Version 1.56	400	
Arial	Arial	ArialMT	Comes with Windows	C:\Windows\Fonts\arial.ttf	Version 7.00	400	
Arial Black	Arial Black	Arial-Black	Comes with Windows	C:\Windows\Fonts\ariblk.ttf	Version 5.23	900	
Arial Bold	Arial	Arial-BoldMT	Comes with Windows	C:\Windows\Fonts\arialbd.ttf	Version 7.00	700	
Arial Bold Italic	Arial	Arial-BoldItalicMT	Comes with Windows	C:\Windows\Fonts\arialbi.ttf	Version 7.00	700	
Arial Italic	Arial	Arial-ItalicMT	Comes with Windows	C:\Windows\Fonts\ariali.ttf	Version 7.00	400	
Arial Narrow	Arial Narrow	ArialNarrow	Comes with MS Office	C:\Windows\Fonts\ARIALN.TTF	Version 2.40	400	
Arial Narrow Bold	Arial Narrow	ArialNarrow-Bold	Comes with MS Office	C:\Windows\Fonts\ARIALNB.TTF	Version 2.40	700	
Arial Narrow Bold Italic	Arial Narrow	ArialNarrow-Bold	Comes with MS Office	C:\Windows\Fonts\ARIALNBI.TTF	Version 2.40	700	
Arial Narrow Italic	Arial Narrow	ArialNarrow-Italic	Comes with MS Office	C:\Windows\Fonts\ARIALNI.TTF	Version 2.40	400	
Arial Unicode MS	Arial Unicode	ArialUnicodeMS	Comes with MS Office	C:\Windows\Fonts\ARIALUNI.TTF	Version 1.01	400	
Bahnschrift	Bahnschrift	Bahnschrift		C:\Windows\Fonts\bahnschrift.ttf	Version 2.01	400	
Baskerville Old Face	Baskerville Ol	BaskOldFace	Comes with MS Office	C:\Windows\Fonts\BASKVILL.TTF	Version 1.51	400	
Bauhaus 93	Bauhaus 93	Bauhaus93	Comes with MS Office	C:\Windows\Fonts\BAUHS93.TTF	Version 1.52	400	
Bell MT	Bell MT	BellMT	Comes with MS Office	C:\Windows\Fonts\BELL.TTF	Version 1.51	400	
Bell MT Bold	Bell MT	BellMTBold	Comes with MS Office	C:\Windows\Fonts\BELLB.TTF	Version 1.51	700	
Bell MT Italic	Bell MT	BellMTItalic	Comes with MS Office	C:\Windows\Fonts\BELLI.TTF	Version 1.51	400	
Berlin Sans FB	Berlin Sans FB	Berlin SansFB-Reg	Comes with MS Office	C:\Windows\Fonts\BRLNSR.TTF	Version 1.00	400	
Berlin Sans FB Bold	Berlin Sans FB	BerlinSansFB-Bold	Comes with MS Office	C:\Windows\Fonts\BRLNSB.TTF	Version 1.00	700	
Berlin Sans FB Demi B	Berlin Sans FB	BerlinSansFBDe	Comes with MS Office	C:\Windows\Fonts\BRLNSDB.T	Version 1.00	700	
Bernard MT Condensed	Bernard MT C	BernardMT-Con	Comes with MS Office	C:\Windows\Fonts\BERNHC.TTF	Version 1.51	400	
Bodoni MT Poster Co	Bodoni MT Po	BodoniMTPoster	Comes with MS Office	C:\Windows\Fonts\BOD_PSTC	Version 2.10	300	

Choose Tools/Show Installed Fonts... menu command. The Installed Fonts window appears.

**Installed Fonts** window shows the list of fonts permanently installed in Windows or temporarily activated by FontExpert.

The **Known Font Comment** column displays the text that gives an idea about the font origin. For example, "Comes with Windows 7" means that the font was installed with Windows 7 operating system. "Comes with MS Office" means that the font was installed with Microsoft Office.

If you do not see any comment in the Known Fonts Comment column it is probably means that the font was installed by a third-party application.

FontExpert keeps information about known fonts in the FontExpertKnownFonts.xml file. Experienced users can edit this file and add custom "known font comment" text for their fonts.

This file is located in the FontExpert application data folder:

C:\Users\<USER\_NAME>\AppData\Roaming\Proxima Software\FontExpert\<VERSION>\FontExpertKnownFonts.xml

## **Find Fonts Window**

In the Find Fonts window, you can search for font files on your local or network drives.

Choose **Tools/Find Fonts...** from the main menu, or press Ctrl+F, to see the **Find Fonts** window. Choose the drive or path you want to search for font files and click the **Start Search** button.

D         Search for fonts         Triodion Ucs Spac.         Of Space Verdana	Close P Search Pane ∰Add All to Worklist € Check Marks * ₩ Save to file         Search for Fonts       Tindion Ucs Space.       Tindion Ucs TinSolCa.pfm/pfb       Dk/Fonts_(1, 1, 2003)       No Classifi       Copyright (2, 24252/497 07.09.2003)         Port name contains all the words:       Invidian Ucs Space.       Tindion Ucs Space.       Tindion Ucs TinSolCa.pfm/pfb       Dk/Fonts_(1, 24252/497 07.09.2003)       Copyright (2, 24252/497 07.09.2003)         Font name contains all the words:       Invidian Bold Italic       Verdana Verdana.ttf       Dk/Fonts_(1, Vertain S San Serf Ves Editable 0 2016 Micros 21316 29.09.201         Entifiel Types >>       Invidian Bold Italic Verdana verdana.ttf       Dk/Fonts_(1, Vertain S San Serf Ves Editable 0 2016 Micros 22394 29.09.201       Copyright (2, 24284 29.09.201         Search In:       Invidian Bold Italic Verdana verdana.ttf       Dk/Fonts_(1, Vertain S San Serf Ves Editable 0 2016 Micros 22394 29.09.201       Copyright (2, 75/73394) 28.11.200         Search In:       Invidian Bold Italic Verdana verdana.ttf       Dk/Fonts_(1, Vertain S San Serf Ves Editable 0 2016 Micros 22394 29.09.201       Copyright (2, 75/73394) 28.12.000         Search In:       Werdana Bold Italic Verdana Verdana Verdana.ttff       Dk/Fonts_(1, Vertain S San Serf Ves Editable 0 2016 Micros 22394 29.09.201       Copyright (2, 75/73394) 28.12.000         Search In:       Wetaings Wetaings wetaingsttf       Dk/Fonts_(1, Vert	17:10:02 16:41:28 16:41:28 16:41:28 16:41:28 16:41:28 19:23:06
iard:       I ×       Fire Name       Family       File Name       Status       Location       Version       Family Style       Is U. Embed.       Copyright Copyrigh	# X       Font Name       Family       File Name       Status       Location       Version       Family Style       Is U       Embed.       Copyright       Size in Byt.       Date Moc         \$ Search for Fonts               Triodion Ucs Spac              TrisoUcs.pfm/pfb             U/ Verdana       DN/Fonts_C/LT       2003.001       No Classifi       Copyright (c)       24252/497       07.09.200         Font name contains all the words:              U/ Verdana Bold       Verdana       Verdana       DN/Fonts_C/LT       2003.001       No Classifi       Copyright (c)       24252/497       07.09.200         Font name contains all the words:              U/ Verdana Bold       Verdana       Verdana       Verdana       Verdana       2016 Micros       24252/497       07.09.200         Font name contains all the words:              U/ Verdana Bold       Verdana       Verdana       Verdana       2016 Micros       24234       200.90.01         Font Second Italic       Verdana       Verdana       Verdana       Verdana       No Classifi       2016 Micros	17:10:02 16:41:28 16:41:28 16:41:28 16:41:28 16:41:28 19:23:06
▶ Search for forsts       □ Insiden Uuc Spec.       Tricklu Specify Pitch       2423/487       243/481	P Search for Fonts            Triodion Ucs Spac Triodion Ucs TriSeUcs.pfm/pfb            D/ Fonts_C\T              2003.001               No Classifi              Copyright (c)            24252/497            07.09.200           Font name contains all the words:              Urednana Bold Italic            Verdana.btrff            DA/Fonts_C\V            Version S            Sans Serif            Ves            Editable            © 2016 Micros            24252/497            07.09.200          Font name contains all the words:              Urednana Bold Italic            Verdana.btrff            DA/Fonts_C\V            Version S            Sans Serif            Ves            Editable            © 2016 Micros            229948            2309,201          Font file Types >>              Verdana Bold Italic            Verdana Verdana.ttrf            DA/Fonts_C\V            Version S            Sans Serif            Ves            Editable            © 2016 Micros            229948            2399,201                 Singerif                 Verdana Bild             Verdana Italic             Verdana Verdana.ttrf            DA/Fonts_C\V             Version S             Sans Serif                 Ves             Editable             © 2016 Micros                 229948             2399,201                 Singerif                 Vertograd Ucs                 Vertograd Ucs             Vertograd Ucs             Vertograd Ucs             Vertograd Ucs             Vertograd Ucs             Vertograd Ucs             Vertograd Ucs             Vertograd Ucs             Vertograd Ucs             Vertograd Ucs	17:10:02 16:41:28 16:41:28 16:41:28 16:41:28 16:41:28 19:23:06
Statistic         Vicinity         Vicinity         Pilotenty         Vicinity	Operation         Verdana	16:41:28 16:41:28 16:41:28 16:41:28 16:41:28 19:23:06
	Orderan         Verdana         <	16:41:28 16:41:28 16:41:28 19:23:06
nort name contains all the words:	Font name contains all the words:       Verdana Bold       Verdana build	16:41:28 16:41:28 19:23:06
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FontExpert automatically detects corrupted and incomplete fonts. To search for duplicates, check the **Detect duplicate fonts** box. FontExpert will set the color of duplicates to yellow or green.

You can copy, move, delete, and hide fonts displayed in the list.

Check marks can help you to manage long lists of fonts. To set check marks depending on the font status, use the **Set Check Marks by Status...** option. Then you can apply other menu commands to the marked fonts or to selected fonts.

Set Check Marks by Status	×
Before:	
Then set check marks on items with the following statuses:	
No status	
✓ <u>D</u> uplicate	
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☑ Co <u>r</u> rupted	
The <u>n</u> :	
Select all checked items	
OK Cancel	

To save a list of fonts to a text file, click the **Save to File** button on the toolbar.

To include all fonts in the **Worklist** view, click the **Replace Worklist** button. The fonts that were found will be added to the **Worklist** view.

# **Installing Fonts**

To install a font, select it in the main view. Right click on the font file name and select **Install...** from the popup menu to open the **Installing Fonts** dialog box. Click the **Install** button.

You also can choose **Install Now** instead of **Install...**. The **Install** option is equivalent to **Install...**, but it doesn't display the window with the list of fonts.

The **Install...** and **Install** commands activate (install) a font permanently. Windows will load this font at every Windows restart.

To install a group of fonts, select it in the **Fonts** view. Right click the group folder and select **Install...** from the popup menu.

Toolbar Button	Description
•	Install permanently.
•	Activate temporarily.
•	Uninstall or Deactivate. Permanently installed fonts will be uninstalled; temporarily activated fonts will be deactivated.

Colored Item in the main view		Description
Roboto Condensed Bold		The font is installed permanently (font is active). Windows will load this font again after restart.
Verdana Pro Cond Bold	The font is activated temporarily (font is active). Windows will NOT load this font automatically after restart	

# **Embedding Fonts**

The value in Embedding column of Find Fonts window indicates font embedding licensing rights for the font. FontExpert uses "OS/2 and Windows Metric table" of a TrueType or OpenType font to define embedding rights granted by font vendor. The table below describes embedding rights according to **OpenType Specification** version 1.6:

Installable Embedding	Fonts with this setting indicate that they may be embedded and permanently installed on the remote system by an application. The user of the remote system acquires the identical rights, obligations and licenses for that font as the original purchaser of the font, and is subject to the same end-user license agreement, copyright, design patent, and/or trademark as was the original purchaser.
Restricted License embedding	Fonts must not be modified, embedded or exchanged in any manner without first obtaining permission of the legal owner. Caution: For Restricted License embedding to take effect, it must be the only level of embedding selected.
Preview & Print embedding	The font may be embedded, and temporarily loaded on the remote system. Documents containing Preview & Print fonts must be opened read-only; no edits can be applied to the document.
Editable embedding	The font may be embedded but must only be installed temporarily on other systems. In contrast to Preview & Print fonts, documents containing Editable fonts may be opened for reading, editing is permitted, and changes may be saved.
No subsetting	When this bit is set, the font may not be subsetted prior to embedding.
Bitmap embedding only	Only bitmaps contained in the font may be embedded. No outline data may be embedded. If there are no bitmaps available in the font, then the font is considered unembeddable and the embedding services will fail.

The four levels of embedding rights (indicated by gray color) are defined as mutually exclusive in **OpenType specification** versions from 1.2 to 1.6 (in "OS/2 and Windows Metric table" versions 2, 3, and 4).

In **TrueType specification** versions 1.5 and 1.66 (in "OS/2 and Windows Metric table" versions 0 and 1) the four levels of embedding rights were not defined as mutually exclusive. If multiple levels of embedding rights are assigned to a font, the least restrictive license granted takes precedence.

# **Activating Fonts Temporarily**

To activate font temporarily, select it in the main view. Right click on the font file name and select **Activate Temporarily** from the popup menu.

The **Activate Temporarily** command activates the font temporarily. It will be active until you deactivate it or until Windows is restarted. Windows will **not** load this font after restart. If you need this font after restart, you will have to activate it again.

To activate a group of fonts, select it in the **Fonts** view. Right click the group folder and select **Activate Temporarily** from the popup menu.

Toolbar Button	Description
•	Install permanently.
•	Activate temporarily.
•	Uninstall or Deactivate. Permanently installed fonts will be uninstalled; temporarily activated fonts will be deactivated.

Colored Item in the main view		Description
Roboto Condensed Bold		The font is installed permanently (font is active). Windows will load this font again after restart.
Verdana Pro Cond Bold		The font is activated temporarily (font is active). Windows will NOT load this font automatically after restart.

## **Uninstalling or Deactivating Fonts**

To uninstall and/or deactivate a font, select it in the **System Fonts** view. Right click the font face name and select **Uninstall or Deactivate...** from the popup menu to see the **Uninstalling or Deactivating Fonts** dialog box. Click the **Uninstall or Deactivate** button.

This command uninstalls and/or deactivates the font depending on its current state (whether it was installed permanently or activated temporarily). The font will not be loaded at the next Windows restart. Also this command tries to unload this font from the current Windows session. There are cases when it is not possible to unload fonts. Such fonts will remain loaded until the next restart of Windows.

FontExpert makes a backup copy of uninstalled font files that were located in the standard Fonts folder (usually Windows\Fonts). You can specify the backup folder in FontExpert Options.

To uninstall or deactivate a group of fonts, select it in the **Fonts** view. Right click the group folder and select **Uninstall...** from the popup menu.

To uninstall one font face (such as Normal, Bold, Italic, or Bold Italic) from an installed font family, select the font in the **Windows Fonts** view. Then open the **Properties** view and expand the **Source Files** property. Right click the face name you want to uninstall and select **Uninstall Source File...** from the popup menu.

Toolbar Button	Description
•	Install permanently.
•	Activate temporarily.
•	Uninstall or Deactivate. Permanently installed fonts will be uninstalled; temporarily activated fonts will be deactivated.

Colored Item in the main view	Description
Roboto Condensed Bold	The font is installed permanently (font is active). Windows will load this font again after restart.
Verdana Pro Cond Bold	The font is activated temporarily (font is active). Windows will NOT load this font automatically after restart.

# **Copying and Deleting Fonts**

In the main view, **Folders** view, **Fonts** view, and **Worklist** view you can cut, copy, paste, and delete files and folders. Use popup menu commands or buttons on the toolbar.

To open the popup menu, right click on any area of the view.

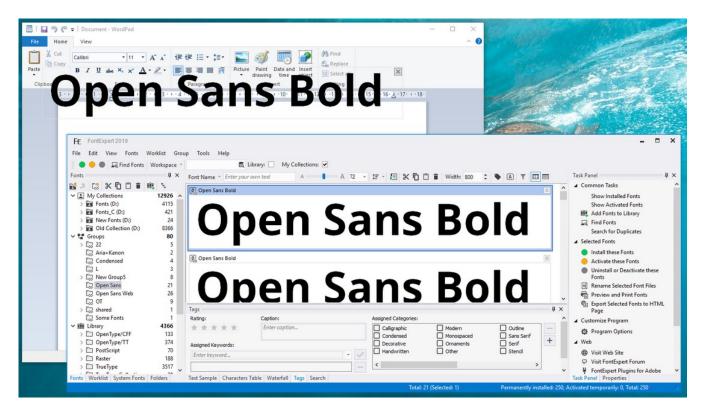
You can also drag and drop files and folders between FontExpert views and Windows Explorer (and other programs that work with files).

#### Important note:

Be careful when you delete files in the standard Fonts folder (usually c:\Windows\Fonts or c:\Winnt\Fonts). Deleting a font file that is located in this folder permanently deactivates this font. It is recommended not to delete font files from this folder unless you are an experienced user.

## **Floating Samples**

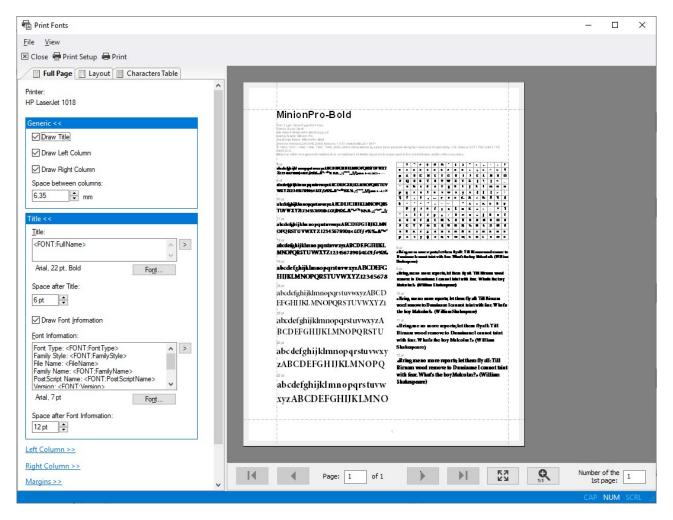
Floating samples feature allows you to try a font sample over the window of another application, such as word processor or graphics editor.



Floating font sample appears, drag it with a mouse and place it over your favorite application.

### **Printing Fonts**

Select the fonts you want to print and choose File/Print Fonts... or File/Print Preview... from the main menu:



Use page navigation bar to preview pages before printing.

**Full Page** report is very flexible if you want to customize it. For example, you can hide the title and the characters table on top of the right column, and print several text samples at different point sizes in two columns. Or hide the left or right column and print text samples in one column. You can use Unicode text as text sample. To customize the way the text sample is printed, choose options like Draw with kerning, Draw with external leading, print all lines of text or limit number of printed lines in one sample. You can use similar options for text samples printed on **Full Page** and **Layout** reports.

There are three types of reports: **Full Page**, **Layout**, and **Characters Table**. To select the type of printed report, select a report tab on the left pane.

With **Layout** report you can print text samples or font names in several columns. The **Layout** report replaces former "Text Samples" and "Font Names" reports known by users of earlier versions of FontExpert:

Characters Table report allows you to print fonts as a characters table:

There are two special options for Unicode range. The "\* Windows Characters" option allows you to print the ANSI set of characters with character codes 32-255. This set of characters depends on the language and code page selected in Windows Control Panel.

The "\* All Defined Characters" option allows you to print all characters defined in a font by it's designer.

#### NOTE

With "\* All Defined Characters" option FontExpert will calculate the total number of pages in a document more slowly, than with other Unicode range options. If you want to print large number of fonts with this option, temporarily select another Unicode range option, customize page format, set margins, set header and footer indents, and finally, when you a ready to print, select the "\* All Defined Characters" option and print the document.

You can customize page format and settings for title, subtitle, header, footer, margins for all types of reports.

### **Printing Large Number of Fonts**

When you print large number of fonts, for example, using **Layout** report, the success of printing usually depends on the printing options of selected printer. Many printers have a default setting in a printer driver that allows substitution of printed fonts by a device fonts built-in printer. This option may be incorrect for printing fonts in FontExpert when you want to print actual font and not a device font that comes with printer.

Also, some printer drivers may encounter problems when print large number of fonts in one job. In this case try to experiment with setup options provided by printer driver. In many cases selection of an option that sounds like "Print TrueType fonts as graphics" leads to success.

If you want to print a 200-pages document, you can print the first 100 pages (the first job), and then print pages 101-200 (the second job). Notice the **Number of the 1st page** box on page navigation bar. To continue page numeration, set the page number of the 1st printed page to 101 before printing the second job (pages 101-200).

### **Printing to PDF File**

There are many PDF virtual printers that allow you to print documents to PDF file. You may want to experiment with printer setup to achieve best results. Important settings are "TrueType Font" and "TrueType download Option" (if present).

#### NOTE

When you print 500 fonts using **Characters Table** report with "\* All defined characters" an Unicode range option, each font may take several pages, and total number of pages in resulting document could be 1000-2000 pages. Printing 1000-2000 pages on PDF virtual printer may take several minutes.

# **Renaming Font Files**

You can rename font files according to full font name of the corresponding font.

Select fonts in FontExpert and choose **Fonts/Rename Font Files...** menu command, or press the A button on a toolbar. **Renaming Font Files** window appears:

Renaming Font Files			Х
Files	New File Name	Result	^
D:\Fonts_C\A\ABBESSPFM	Abbess (Regular).PFM	Waiting for renaming	
D:\Fonts_C\A\ACAPPPFM	Acappella (Regular).PFM	Waiting for renaming	
D:\Fonts_C\A\ACCLAPFM	Acclamation (Regular).PFM	Waiting for renaming	
PD:\Fonts_C\A\ACCLAITPFM	AcclamationItal (Regular).PFM	Waiting for renaming	
PD:\Fonts_C\A\ACCORDPFM	Accord (Regular).PFM	Waiting for renaming	
D:\Fonts_C\A\ACMEFONPFM	AcmeFont (Regular).PFM	Waiting for renaming	
D:\Fonts_C\A\ACROPPFM	Acropolis (Regular).PFM	Waiting for renaming	
D:\Fonts_C\A\ADDLEDPFM	Addled (Regular).PFM	Waiting for renaming	
D:\Fonts_C\A\AdobePiStd.otf	Adobe Pi Std (Regular).otf	Waiting for renaming	
D:\Fonts_C\A\AdobeVFPrototype.otf	Adobe Variable Font Prototype (Regular).otf	Waiting for renaming	
D:\Fonts_C\A\AdobeVFPrototype.ttf	Adobe Variable Font Prototype (Regular).ttf	Waiting for renaming	
D:\Fonts_C\A\AGaramondPro-Bold copy.otf	Adobe Garamond Pro Bold (Regular).otf	Waiting for renaming	
D:\Fonts_C\A\AGaramondPro-BoldItalic.otf	Adobe Garamond Pro Bold (Italic).otf	Waiting for renaming	
D:\Fonts_C\A\AGaramondPro-Italic.otf	Adobe Garamond Pro (Italic).otf	Waiting for renaming	
D:\Fonts_C\A\AGaramondPro-Regular.otf	Adobe Garamond Pro (Regular).otf	Waiting for renaming	
D:\Fonts_C\A\AGaramondPro-Semibold.otf	Adobe Garamond Pro (Bold).otf	Waiting for renaming	
D:\Fonts_C\A\AGaramondPro-SemiboldItalic.otf	Adobe Garamond Pro (Bold Italic).otf	Waiting for renaming	
D: Fonts_C A AlarmMDL2.ttf	Alarms MDL2 Assets (Regular).ttf	Waiting for renaming	~
Options			
Change file name to full font name		<u>R</u> ename	:
%Family% (%Subfamily%)		Close	
File name case:	Space characters:		
Do not change $\checkmark$	Do not change	~	
Rename files in their original locations     Do not change original files; copy files under new nar	me to folder:		
		1	
			1

#### Press Rename button.

With the default option "Rename files in their original location" FontExpert will rename font files. For example, "calibriz.ttf" file will be renamed to "Calibri Bold Italic.ttf".

With another option FontExpert can copy files to another folder and rename them. Original font files will remain unchanged.

## **Editing Font Properties**

You can change font name or other properties like font version string or trademark. If you edit a font, make sure you are not violating the rights of its author. Refer to the License Agreement that comes with font.

Select OpenType or TrueType font in the Main view, right click on it and choose **Edit Font Properties...** menu command. Below you see the properties of the Aria.ttf font located in the FontExpert installation folder.

name		
Platform: 0 - Unicode		
Encoding: 0 - Unicode 1	.0	
🛛 Language: 0 - English		
Copyright	© Proxima Systems, 1991-2000.	
Family	Aria	
Subfamily	Regular	
Unique Identifier	Proxima Systems: Aria Regular: 5.02	
Full Name	Aria	
Version String	Version 5.02	
Postscript Name	Aria	
Trademark	R-WIN® is registered trademark of the Proxima Systems.	
Platform: 1 - Macintosh		
Encoding: 0 - Roman		
🛛 Language: 0 - English		
Copyright	© Proxima Systems, 1991-2000.	
Family	Aria	
Subfamily	Regular	
Unique Identifier	Proxima Systems: Aria Regular: 5.02	
Full Name	Aria	
Version String	Version 5.02	
Postscript Name	Aria	
Trademark	R-WIN® is registered trademark of the Proxima Systems.	
Platform: 3 - Microsoft		
🛛 Encoding: 1 - Unicode (B	Basic Multilingual Plane)	
🛛 Language: 1033 - Eng	lish (United States)	
Copyright	© Proxima Systems, 1991-2000.	
Family	Aria	
Subfamily	Regular	
Unique Identifier	Proxima Systems:Aria Regular:5.02	
Full Name	Aria	
Version String	Version 5.02	
Postscript Name	Aria	

Edit desired properties, press **Save as...** button, and save the file under new file name.

# Web Album

Export to HTML × Web Album Properties Template: into Carlos Pro-Build Ro Font Samples ..... Basic White Output Image Format Templates... Album Title: My Font Collection Destination Folder: C:\Users\alexk\Documents\FontExpert Web Albums ~ ... Clean Destination Folder without Confirmation Create Close

To create web album from selected fonts choose Fonts/Export to HTML... from the main menu:

Choose the template for your web album ("Basic White" is the default template included in FontExpert), type the album title, choose destination folder for album files and press **Create** button.

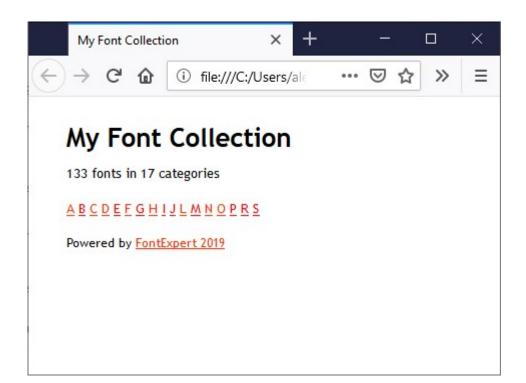
To customize the number of rows and columns on web album page, the size and colors of output font samples, choose **Font Samples** options page:

Export to HTML		×
Web Album Properties	Font sample <u>s</u> ize:	
Ny Fort Caluctions Album Index	480x60 pixels $\checkmark$	
Font Samples	Number of rows and columns       Colors         Columns:       Bows:       Text         2       •       20       •         Background •       •       •	
	AaBbCcDdEeFf	
	✓ Drop shadow         Shadow Position         Horizontal:       Vertical:         3       ▼         3       ▼	
	Create	ose

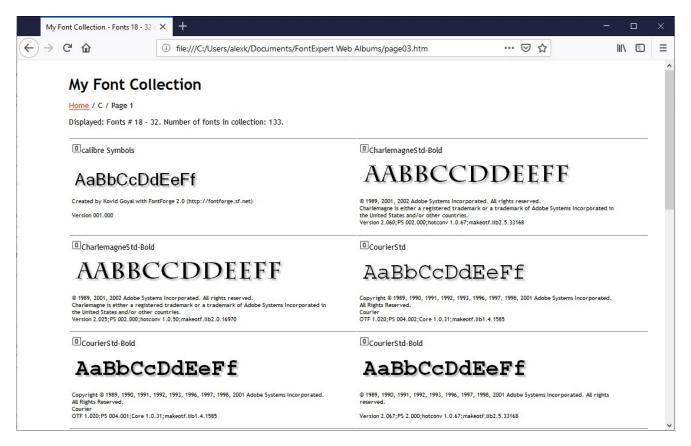
To change the file format of the images that will be displayed on created web pages, choose **Output Image Format** options page.

By default, we recommend the JPEG file format, as it is an image format supported by all web browsers.

FontExpert creates the web album index page linked to the A-Z pages, where fonts are displayed in alphabetical order:



A-Z pages display the navigation bar with links to neighboring pages and font samples:



### **Using and Customizing Web Album Templates**

This topic is recommended to users familiar with Web design and HTML markup language.

FontExpert comes with "Basic White" web album template. ("White" stands for the background color of web pages created with this template.) If you are familiar with HTML language, you can easily customize FontExpert Web Album template and create your own templates. FontExpert web templates are located in FontExpert folder:

→ ▼ ↑ → This PC	Local Disk	: (C:) → Program Files →	FontExpert → Web Albu	m Templates > Basic White >	∨ Ö Se	earch Ba
OneDriveTemp	^	Name	Date modified	Туре	Size	
PerfLogs		images	15.02.2019 19:46	File folder		
		index.html.txt	15.02.2019 16:32	Text Document	1 K	B
Program Files (x86)		page.htm.txt	15.02.2019 16:32	Text Document	3 K	В
ProgramData		preview.jpg	20.09.2008 6:28	JPG File	28 K	B
proxima		styles.css	14.06.2008 5:21	Cascading Style Sheet Document	2 K	B

Each template includes images folder and several files:

images	The folder containing images used on web pages. You can place your own images to <b>images</b> folder and FontExpert will copy them to generated folder with your web album.
index.html.txt	The template page for web album index (the album contents page).
page.htm.txt	The template page for web album category pages (A-Z pages).
styles.css	Styles used in web album HTML files .
preview.jpg	120 x 90 pixels preview image for web album, this preview image is displayed by FontExpert in Fonts/Export to Html/Album Index/"Template:" window.

You can customize template pages and styles.

Here is an example of album index template file (index.html.txt from "Basic White") opened in Notepad:

```
X
index.html.txt - Notepad
                                                                     File Edit Format View Help
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"
"http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
<html xmlns="http://www.w3.org/1999/xhtml">
<head>
<meta http-equiv="Content-Type" content="text/html; charset=utf-8" />
<title>$ALBUM_NAME</title>
k rel="stylesheet" type="text/css" href="styles.css">
</head>
<body>
<div id="container">
  <div id="header">
  <h1>$ALBUM NAME</h1>
        $ALBUM_FONTS_COUNT fonts in $ALBUM_CATEGORIES_COUNT
categories
        </div>
  <div id="main">
  <!--{A_CATEGORY_ITEM_FORMAT}<a href="$CATEGORY_FIRSTPAGE_URL">
$CATEGORY NAME</a> -->
  {A_CATEGORY_ITEMS}
  </div>
  <div id="footer">
   Powered by <a</p>
href="http://www.proximasoftware.com/fontexpert/">FontExpert 2019</a>
  </div>
</div>
</body>
</html>
                                        Windows (CRLF)
                                                     Ln 1, Col 1
                                                                 100%
```

The template includes some special fields substituted by real paths, file names, page counter numbers when FontExpert generates web album:

\$ALBUM_NAME	The title (by default: "My Font Collection").
\$ALBUM_FONTS_COUNT	Total number of fonts in generated web album.
\$ALBUM_CATEGORIES_COUNT	Number of categories (named A-Z) in web album.
\$CATEGORY_FIRSTPAGE_URL	The URL to the first page in category. For example, for "A" category this is the first page with fonts named on A.

\$CATEGORY_NAME	The name of the category, for example, "A".
{A_CATEGORY_ITEM_FORMAT}	Special comment used to format a category item. "A_" prefix in the name means that this field is used on album index page only. (Special fields and formats named with "\$ALBUM_" prefix or "A_" prefix are not used on category pages.)
{A_CATEGORY_ITEMS}	The place in HTML file where category items (A, B, C,, Z) are inserted.

You can move special fields within HTML template, or even can delete some special fields if you do not want to display them in your web album. You also can use your own images in web album. Place your image files to **images** subfolder of the template folder and then you can insert references to your images in web album HTML template files: index.html.txt and page.htm.txt.

The category page template is similar to album index template, but includes another set of special fields. Most of special fields have self-explanatory names.

### **TUTORIAL: How to Create New Web Album Template**

1. Copy entire "Basic White" folder under different name, for example, as "Basic Black".

Basic White and Basic Black folders should be the subfolders of FontExpert\HTML Album Templates folder:

FontExpert\HTML Album Templates\Basic White\

FontExpert\HTML Album Templates\Basic Black\

2. Edit files in Basic Black folder.

Edit styles.css file, album index and category template files as desired. Change text color definition in template files from black to white, and background color from white to black.

3. Edit Basic Black\preview.jpg image in any image editor so that it looked like a preview of a web album with black background.

4. Open **Fonts/Export to HTML...** window. The "Templates:" window now should display two preview images: "Basic White" and "Basic Black".

5. Select new "Basic Black" template and generate new web album. HTML pages should appear with white text on black background.

# **Detecting Font Problems**

FontExpert comes with a **Detect Font Problems** tool that allows you to find and solve many problems with your fonts.

Choose **Tools/Detect Font Problems** from the main menu. Then click the **Installed Fonts** button.

	'
d	

FontExpert looks at your installed fonts and turns on colored light bulbs near every font:

٠	Green	No problems
•	Yellow	Warning
•	Orange	Serious warning
•	Red	Problem found

You can ignore the items that have green light bulbs.

Select an item that has a yellow, orange or red bulb. Notice that FontExpert comments on the problem and makes a recommendation on how to solve it. Usually FontExpert recommends the button that you can click to solve the

problem. Sometimes FontExpert gives you two or more possible ways of solving the problem. In this case, you have to make a choice.

Note that changes are not saved until you click the **OK** button.

You can cancel all changes you made by clicking the **Cancel** button.

## **Font Substitutions**

Windows supports font face name substitution. Windows manages a list of substitutions; every substitution maps a logical font to an existing physical font.

For example, the substitution:

#### Helv=MS Sans Serif

maps the Helvetica font to the existing MS Sans Serif font.

The substitutions:

MyFont,0=Arial,0

#### MyFont,204=Arial,204

maps MyFont (Western) to Arial (Western), and MyFont (Cyrillic) to Arial (Cyrillic).

The substitution actually is needed only when the substituted font currently is not loaded (is not installed). If the font is currently loaded, then the substitution is not used.

#### **Important Note**

It is required to restart Windows to allow a new or changed font substitution to take effect.

#### Example

Suppose your document is formatted with the font MyFont, and the language of this text is assigned to English (United States).

You open this document in WinWord.

Before WinWord shows the text, it asks Windows for the font that has the face name MyFont and the character set Western (=0). (The English alphabet is covered by the Western font character set.)

If MyFont font is loaded and it has the Western character set, then Windows provides exactly this font, and your text is successfully drawn on the screen.

If MyFont does not exist or MyFont font does not have the Western character set, then Windows looks for the substitution in the list of substitutions. If the substitution for MyFont, 0 exists, then Windows uses this substitution. If the substitution for MyFont, 0 does not exist, then Windows provides any existing font and the resulting font face may be arbitrary. In this case, the text drawn in WinWord may differ from what you expect.

# **Detecting Problems with Font Substitutions**

FontExpert comes with a **Detect Font Problems** tool that allows you to find and solve many problems with your fonts.

he "Helvetica New" font face not found in the /indows fonts. The substitution will not work. (It ou install required font.)			et, or 3) unregister t	2) edit it and select a for his substitution if your estern)".	nt face
omments:		Recommendations:			
Helv=MS Sans Serif	Helv		MS Sans Serif		•
Fixedsys,0=Fixedsys,204	Fixedsys	Western	Fixedsys	Cyrillic	
Courier,0=Courier New,204	Courier	Western	Courier New	Cyrillic	
Courier New TUR, 162=Courier New, 162	Courier New TUR	Turkish	Courier New	Turkish	
Courier New Greek, 161=Courier New, 161	Courier New Greek	Greek	Courier New	Greek	
Courier New CYR,204=Courier New,204	Courier New CYR	Cyrillic	Courier New	Cyrillic	
Courier New Cyr,0=Courier New,204	Courier New Cyr	Western	Courier New	Cyrillic	
Courier New CE,238=Courier New,238	Courier New CE	Central Europe	Courier New	Central Europe	
Courier New Baltic, 186=Courier New, 186	Courier New Baltic	Baltic	Courier New	Baltic	
Arial TUR, 162=Arial, 162	Arial TUR	Turkish	Arial	Turkish	
Arial Greek, 161=Arial, 161	Arial Greek	Greek	Arial	Greek	
Arial CYR,204=Arial,204	Arial CYR	Cyrillic	Arial	Cyrillic	
Arial Cyr,0=Arial,204	Arial Cyr	Western	Arial	Cyrillic	
Arial CE,238=Arial,238	Arial CE	Central Europe	Arial	Central Europe	
Arial Baltic,186=Arial,186	Arial Baltic	Baltic	Arial	Baltic	
Aria,204=Helvetica New,204	Aria	Cyrillic	Helvetica New	Cyrillic	
Aria,0=Helvetica New,0	Aria	Western	Helvetica New	Western	- 1
Arabic Transparent,0=Arial,178	Arabic Transparent	Western	Arial	Arabic	
Registered Substitution 🔺	Face Name 1	Character Set 1	Face Name 2	Character Set 2	'

FontExpert looks at your installed fonts and turns on colored light bulbs near every font:

•	Green	No problems
•	Yellow	Warning
•	Orange	Serious warning
•	Red	Problem found

You can ignore the items that have green light bulbs.

Select an item that has a yellow, orange or red bulb. Notice that FontExpert comments on the problem and makes a recommendation on how to solve it. Usually FontExpert recommends the button that you can click to solve the problem. Sometimes FontExpert gives you two or more possible ways of solving the problem. In this case, you have to make a choice.

Note that changes are not saved until you click the **OK** button.

You can cancel all changes you made by clicking the Cancel button.

#### Important Note

It is required to restart Windows to allow a new or changed font substitution to take effect.

### **Backup and Restore**

It is recommended to create full backup of your font Library on a regular basis. After creation of backup, save the backup ZIP file to a safe place, such as USB hard disk storage, or burn a DVD disk.

To create a backup of the FontExpert font Library, font Groups, and Tags, choose **Tools/Create Backup...** from the main menu.

Create Backup	×
Backup file name:	
FontExpertBackup2019-02-20.zip	
Destination folder:	
C:\Users\alexk\Documents\	~
Include in this backup	
⊡ <u>L</u> ibrary	
⊡ <u>G</u> roups	
	<u>C</u> reate Cancel

FontExpert can copy to backup: Library, font Groups, and Tags. The backup file is regular ZIP file and you can open and preview this file as any other ZIP file.

#### TIP

FontExpert can restore the backup created under different user account and on a computer with different version of Windows.

To restore FontExpert database and groups from backup, choose **Tools/Restore from Backup...** from the main menu.

Restore Database from Backup		×
Backup file:		
D:\FontExpert DB backups\FontExpertBackup2019-01-16.zip		
Information about this backup:		
Backup was created: 16.01.2019 11:44:39 On computer: DESKTOP-B1D By user: alexk		^
In application: FontExpert 2018 Version: 15.0 Release 2		$\sim$
Restore from this backup		
Library		
	Restore	Cancel
	Restore	Cancer

Press "..." button, browse to the backup file created earlier, and press Restore.

# **Keyboard Shortcuts**

F1	Help
F5	Refresh current view
F7	Create new folder
Atl+1	Show the <b>Properties</b> view
Alt+2	Show the <b>Tags</b> view
Alt+3	Show the Text Sample view
Alt+4	Show the Task Panel view
Alt+5	Show the <b>Fonts</b> view
Alt+6	Show the Characters Table view
Alt+7	Show the <b>Search</b> view
Alt+8	Show the Waterfall view
Alt+Enter	Show file or folder properties

Ctrl+F	Open the Find Fonts window
Ctrl+X	Cut
Ctrl+C	Сору
Ctrl+V	Paste
Ctrl+P	Print selected fonts
Ctrl+Q	Go to Folder
Ctrl+Plus (numeric pad)	Enlarge font size (Characters Table view)
Ctrl+Minus (numeric pad)	Reduce font size (Characters Table view)

# **Special Utilities**

### AfmToPfm

AfmToPfm is free utility for conversion AFM and INF files to PFM file. PFM files are required by Windows for Type 1 fonts.

If you have PostScript Type 1 fonts as a set of AFM, INF and PFB files without PFM files, you can create PFM files using AfmToPfm utility. See the home page of this application on Proxima Software Web site:

#### http://proximasoftware.com/afmtopfm/

TIP

You can copy AfmToPfm.exe file to FontExpert folder. FontExpert will detect the existence of AfmToPfm.exe in FontExpert folder and will add a special command to the **Tools** menu. With this command you can launch AfmToPfm from FontExpert.

# **Missing Fonts Loader Plug-in for Adobe InDesign**

The plug-ins for Adobe InDesign CC 2019 and earlier versions are available on the Proxima Software Web site. Missing Fonts Loader plug-in can automatically activate missing fonts in Adobe InDesign documents.

Missing Fonts Loader Plug-In			
Product	Adobe InDesign CC 2019 and earlier versions		
Description	Automatic Activation of Missing Fonts		
Operating System	Microsoft Windows		
Requirements	FontExpert 2020 version 16.0. Your fonts must be added to FontExpert Library.		
File Name	MissingFontsLoader.pln		

### Installing the Plug-in

#### NOTE

The plug-ins for earlier versions of InDesign (2017 end earlier) require **Microsoft Visual C++ Redistributable Package**, available on the Proxima Software Web site, http://proximasoftware.com/downloads/

#### 1. Copy the MissingFontsLoader folder to the Adobe InDesign plug-ins folder:

c:\Program Files\Adobe\Adobe InDesign CC 2019\Plug-Ins\MissingFontsLoader\(MissingFontsLoader Resources) c:\Program Files\Adobe\Adobe InDesign CC 2019\Plug-Ins\MissingFontsLoader\MissingFontsLoader.pln

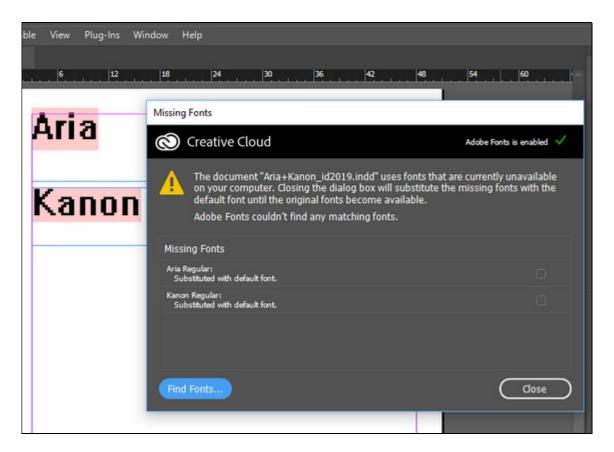
- → 👻 🛧 🔄 « Local Disk (C:) 🔅	Program Files > Adobe > Adobe InDes	gn CC 2019 → Plu	g-Ins > MissingFontsLoader	ť.	~ č
Adobe InDesign CC 2019	▲ Name	Date modified	Туре	Size	
(InDesign Resources)	(MissingFontsLoader Resources)	26.11.2018 19:25	File folder		
(ObjectModel Resources)	MissingFontsLoader	25.11.2018 19:25	InDesign 3d Party Plug-in		193 KI
About					
AMT					
APE	v				

2. Restart Adobe InDesign.

### Using the Missing Fonts Loader Plug-in

#### **Missing Fonts**

If any fonts in a document are missing, Adobe InDesign displays a warning window.



This plug-in has an activation option: automatic (recommended) or manual.

#### **Automatic Activation**

The Missing Fonts Loader Plug-in loads missing fonts automatically when you open an Adobe InDesign document.

The plug-in searches for fonts in font groups defined in FontExpert. If a missing font is not found in the FontExpert Library, it will not be activated, and the font will be marked by InDesign as a missing font (for the current document).

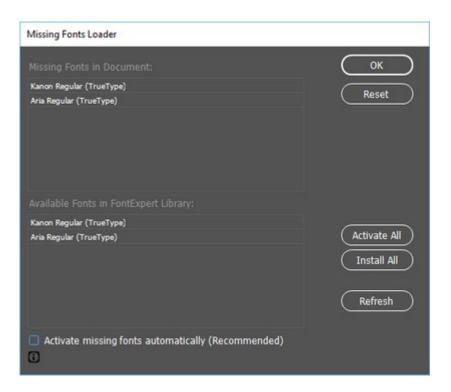
Aria	18	
Ana	Missing Fonts Loader	
	Missing Fonts in Document:	ОК
Kanon	Kanon Regular (TrueType) Aria Regular (TrueType)	Cancel
	Available Fonts in FontExpert Library:	
	Kanon Regular (TrueType)	Activate All
	Aria Regular (TrueType)	Install All
		Refresh
	<ul> <li>Activate missing fonts automatically (Recommended)</li> </ul>	

Sometimes, when InDesign opens the document, it may still mark fonts as missing, even though they were actually activated by the plug-in during the opening of the document. In this case, you may be required to reopen document to let InDesign know that all missing fonts are now activated.

#### **Manual Activation**

When the **Activate Missing Fonts Automatically** checkbox is cleared, the plug-in does not activate missing fonts when you open the document. You can open the plug-in window and activate fonts manually.

The **Missing Fonts Loader** window shows the list of missing fonts in current document:



Click the Activate All button to activate missing fonts.

#### Important Note

When missing fonts are activated manually, it may take some time for InDesign to recognize new fonts and to redraw the document. Sometimes you need to close document and open it again.

# **Frequently Asked Questions**

See **Frequently Asked Questions** on the Proxima Software Web site: http://proximasoftware.com/fe/help/faq-fontexpert.htm

# **Technical Support**

#### Please be sure to enter a correct e-mail address if you wish to receive a reply to your question or suggestion.

Your e-mail address will not be used in any automated subscriptions.

#### WE REPLY TO ALL CONTACT MESSAGES SENT TO US USING THE SUPPORT FORM OR VIA E-MAIL. WE GUARANTEE SENDING A HUMAN-CREATED REPLY, NOT AUTOMATED.

Usually we reply within 8 hours, in many cases within 1 hour. The actual amount of time depends on your time zone. If you didn't receive a reply from us, please make sure you entered a correct e-mail address on the form and your Internet service provider isn't using any anti-spam filters that may block messages with embedded hyperlinks or file attachments.

#### Support Form on the Proxima Software Web site:

http://proximasoftware.com/contact.php

E-mail:

support@proximasoftware.com