

How To *Boss* Your Fonts Around

A primer on
font technology and
font management
on the Macintosh

Robin Williams

Acknowledgments

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*And what would I do without my sister, **Shannon Williams**, who takes care of everything else.*



*This book is fondly, warmly,
with love and a smile,
dedicated to my little sister,
Shannon Williams,
who calls font technology
"The F word."*

How to Boss Your Fonts Around

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The Purpose

This purpose of this little book is to give you power. Have you ever had a power struggle with your fonts? Well, if you actually **read** this book I guarantee **you** will be in total control. Never again will font names disappear from your menu, will the wrong font show up on your screen, will a font transmogrify in the printer into the dreaded Courier. Your fonts will behave just as you expect, and if perchance they kick up a fuss, you will have the power to put them back in their place.

What this book does *not* discuss is which typeface to use in your work; there is no discussion of designing with type or of creating fine typography. An interesting thing happening these days is that everyone, prima donna designers included, not only has to know how to use type aesthetically, but also how to control the technology. This book discusses the technology; another book discusses the aesthetics.

I strongly suggest you start *at the beginning* of this book, rather than in the middle of the font management section. I know, I know, you don't wanna start at the beginning, but there are so many terms in this book and you really have to understand exactly what I am referring to if you want control. If you jump in the middle, you might get yourself confused and then you'd blame me. Even if you think you know everything, at least skim through the first section. It's not that bad.

Whenever you see a word in *italic*, it means that word is explained or defined somewhere else in this book. If there is a page number mentioned, the explanation is on that page, of course. Otherwise, check the index for a reference to where a more thorough explanation can be found.

Good luck, and *be the Boss!*

Part III

Font Management

This section deals with managing your fonts with either Suitcase or MasterJuggler. Before you can manage them, you must first organize them. This will take some time, but it's worth it.

How to manage your fonts



If you have never bought any fonts, then you don't even need to read this chapter. Go back to sleep.

You only need to read and follow the directions in this chapter if you have a large number of fonts. What is a “large number”? I'd say once you have bought or acquired about ten to fifteen additional families, you are ready to learn how to manage them. You've heard them tell you to stick all your fonts in the System Folder, but don't believe 'em. I, for instance, have over sixty megabytes of fonts. Can you imagine what would happen if I stuck all those fonts in my System Folder?

You need a utility

To manage your fonts, you need to invest in one of two utilities: Suitcase™ (with a capital S, the word refers to the utility; with a lowercase s, the word refers to the icon) from Fifth Generation Systems, or MasterJuggler™ from AIsoft, Inc.

Both of these utilities let you store your fonts in a folder anywhere on your hard disk and open just the ones you need, when you need to use them. The advantage of this is that, although the fonts will still take up hard disk space, only the fonts you actually load will

take up ram (memory), plus you can have an unlimited number of fonts at your disposal, rather than the limit imposed by the System. Both of these utilities have many other features besides font management, but that's another story.

Which one should you use?

If you don't have either Suitcase or MasterJuggler, how do you decide which one to use? Both utilities do basically the same thing, and some people have a preference for one over the other for minor reasons. I personally prefer Suitcase specifically because of the “sets” feature, which I cannot live without. Some people don't care about the sets feature and prefer the way MasterJuggler operates. It's up to you—they are both great and indispensable. You might want to read each section and see how they work to get an idea of which one you might prefer. Suitcase costs about \$49 from a catalog, and MasterJuggler costs about \$29.

What to do now

So this section will walk you through the steps to clean up your System, put all your fonts where they belong, and open the fonts you need with your font management utility (Suitcase or MasterJuggler).

Before you begin

Before we start talking about managing fonts, I have to tell you I'm assuming you have **read** the previous part of this book, the font technology part. Besides knowing which System you are running, you also need to know:

Can you identify the icons below???

If you can't, please go back and read the first section of this book. Otherwise you may not only be confused, you may mess things up worse than they already are.

- What suitcase icons are and what is stored in them (page 24).



- What printer fonts look like and what they are for (page 25).



- What TrueType is and what TrueType icons look like (pages 37-40).



- What atm is and whether you have it installed or not (pages 31-34).



- If your printer is QuickDraw or PostScript (pages 12-13).



- If you want to use PostScript fonts or TrueType, or both (page 41).



- What an afm file is and what it looks like (pages 51 or 52) (they have different looks, but they all end with ".afm" and have the upper *right* corner turned down).



First: Clean up your System file/Fonts folder

Clean up

You can have TrueType and PostScript fonts in your computer, but never two fonts from the two different technologies *with the same name*. When System 7 was installed in your computer, it replaced any existing screen fonts for Times, Helvetica, Courier, Symbol, and sometimes Palatino; it replaced any screen fonts that it found in the System file that had those same names.

So what we're going to do first is clean up your System file or Fonts folder (depending on which system you are running) so you'll have consistent screen fonts that match what you print.

We're also going to remove any other fonts you may have installed in your System, in preparation for organizing them to be managed by Suitcase or MasterJuggler.

Assumptions!

Now, I do have to assume that if you have a *PostScript printer* you have the disk that came with your printer that contains the *screen fonts*; these screen fonts match the *resident fonts* that are already installed in your printer.

I assume, even if you have a *non-PostScript printer*; that if you use PostScript fonts you also use atm (which you really, really must; it's silly not to use atm if you use PostScript fonts), and that you have the atm disk containing the screen and printer fonts.


If not, don't throw anything away until you know you have a backup somewhere.


Step 1: Make new folders


So, first you need to make some folders in preparation for housecleaning.

System 7:

- First quit all applications (see page 52).
- On your hard disk somewhere, but not in the System Folder, make a folder called "Apple TrueType."
- Make another folder on your hard disk called "Temp Font Storage." When you have emptied this folder later, just trash it. We're creating it only for the intermediate process in the clean-up.

 System Folder Then open the System Folder.

▪  **System 7.0 or 7.0.1:** Double-click to open the *System file*, then read the left-hand column on the next page.

▪  **System 7.1 or 7 Pro:** Double-click to open the *Fonts folder*, then read the right-hand column on the next page.

System 6: You won't have TrueType fonts unless you consciously added them, *or* unless you bought an Apple printer since 1991 and used the "Installer," which installed TrueType fonts.

If you did, use the Font/DA Mover to make a new suitcase: click Open, click New, name it "Apple TrueType," and make sure you store it outside of the System Folder. Move all the TrueType into this new suitcase.

If you are running System 7.0 or 7.0.1

So you open your System file and eeeek!

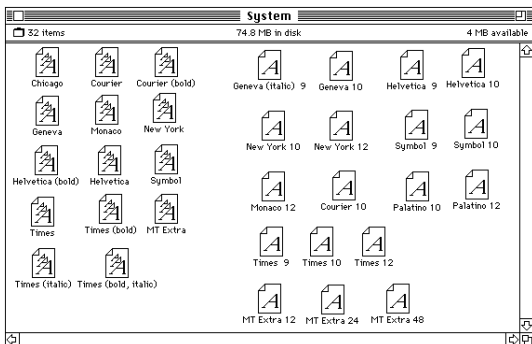
What a mess! What is all that stuff?? First, follow these three quick steps just so you can view this stuff in a slightly more organized manner.

- From the View menu, choose “By Kind.”
- Now from the same menu choose “By Icon.”
- Now hold the Option key down, and from the Special menu choose “Clean up by Kind.”

All your font files (TrueType icons and bitmapped, screen font icons) should now be in the first few rows. Move all the sound files down and out of the way (sound files look like this:



Now, a good exercise for you is to physically organize these icons. Put all the TrueType fonts on the left, and all the bitmapped fonts on the right. Group them together by name. The illustration below is an example, but you will probably have a slightly different set of icons. Go on to the next page.



If you are running System 7.1 or 7 Pro

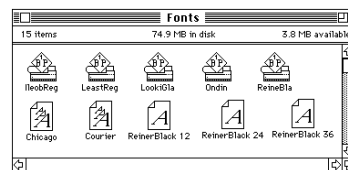
When you open your Fonts folder, you will find TrueType icons (probably), bitmapped screen font icons, and printer font icons.

(There are no sound file icons in this folder.) The folder is probably a mess. First, follow these three quick steps just so you can view this stuff in a slightly more organized manner.

- From the View menu, choose “By Kind.”
- Now from the same menu choose “By Icon.”
- Now hold the Option key down, and from the Special menu choose “Clean up by Kind.”

All your printer font icons will be in the first couple of rows (as shown in the first row in the illustration below). Move all the printer font icons out of the way. Any font files (TrueType icons and bitmapped, screen font icons) that are not stored in suitcases will be in the next few rows. Then you will see suitcase icons that contain, of course, font files.

Now, a good exercise for you is to physically organize these icons. Put all the TrueType fonts on the left, and all the bitmapped fonts on the right (grouping them together by name), and all the suitcase icons along the bottom. The illustration below is an example, but you will probably have a slightly different set of icons. Go on to the next page.



Step 2: Move those fonts

Now that these icons are organized and you can see what you've got, let's move 'em.

- Drag the TrueType icons for Helvetica, Times, Symbol, Courier, and Palatino out of the folder, and drop them into the folder you made a little while ago, the one called "Apple TrueType."

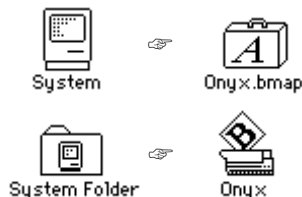


- Drag any screen fonts for Helvetica, Times, Symbol, Courier, and Palatino and drop those, also, into the "Apple TrueType" folder.



- Since you are preparing to organize your fonts for use with Suitcase or MasterJuggler, then also select any other fonts and drag them to the folder you created earlier called "Temp Font Storage," as follows:

System 6: Use the Font/DA Mover to create new suitcases (if necessary) in the folder "Temp Font Storage." Copy all *screen fonts* into those suitcases, then remove them from the System file. Then drag all the *printer fonts* out of the System Folder and put them into the "Temp Font Storage" folder.



System 7.1 or 7 Pro: Drag the *screen fonts*, *printer fonts*, and *any suitcases* out of the Fonts folder and into "Temp Font Storage." (You might find the printer fonts loose in the System Folder.)



System 7.0 or 7.0.1: Drag the *screen fonts* out of the *System file* and into the folder called "Temp Font Storage." Close the System file.



Then open the *Extensions folder* (which is also in the System Folder) and drag the *printer fonts* out and put them into "Temp Font Storage." (You might find these printer fonts loose in the System Folder.)



Leave some fonts in the System

I do recommend leaving some fonts in the System file/Fonts folder: Leave the ones you want to have available at all times, or the ones the Mac needs to create dialog boxes and menus, etc. (which you can't remove anyway, even if you can find them).

- I leave TrueType Chicago, Geneva, and New York in the System. If you ever use Monaco, you should leave its TrueType version in the System also.

I do remove their screen fonts, though, because although I use these city-named fonts for word processing on my screen, I don't use them often enough to justify their screen fonts taking up room.



Chicago



New York



Geneva



New York 10



New York 12

- I store my PostScript Zapf Dingbats in the System because I use it all the time. If you want ATM to work on Zapf Dingbats, you must get its printer icon and drop it into the Extensions folder or the Fonts folder.



Zapf Dingbats 10

screen font



ZapfDin

matching printer font

Toss all AFM files

Any file with the initials ".afm" at the end should be tossed in the trash (assuming you have the afm files on the original disks, in the rare event you ever need them). They should not be in the System Folder, the System file, the Extensions folder, or the Fonts folder. If you don't have the original disks, at least store all the afm files onto a floppy and get them off your hard disk.



Scarlett.AFM



Columbus.afm

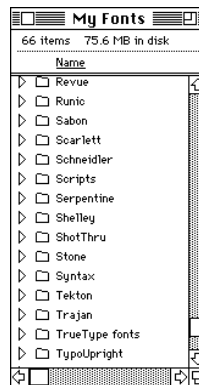
Second: Organize your fonts

Step 3: File the fonts into a folder

Okay, now you are ready to organize your fonts so you will always know exactly where they all are, they will be easy to access and open, and convenient for transporting to your service bureau. At the end of this process you will have a folder like the one shown on the right, with each family in a separate folder, and each family folder containing the screen fonts and matching printer fonts for that family.

Yes, I know all this rearranging might take some time, depending on how you have been managing your fonts previously. Truly, though, the time spent is worth it.

- First of all, make a folder on your hard disk (not inside your System Folder!) called “My Fonts.” (When you’re done organizing everything, you can rename it anything you want.) You’re going to transfer fonts from the “Temp Font Storage” folder into permanent storage in this fonts folder.



This is what you are going to do now: organize your fonts into families and those families into folders.

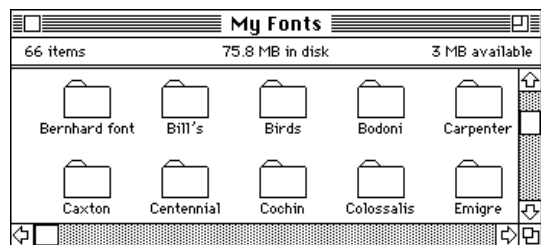
Notice I made one folder called “Scripts”; it holds a variety of scripts, since most scripts only have one member in the family.

I also have one folder that contains all of my TrueType fonts, since I own very few and never use them anyway.



- Inside this folder, make a separate folder for each of the font families you own.

You might want to make one folder, though, that holds all your scripts, as in the illustration above right. If you have some really wild fonts you only use occasionally, you might want to store them in one folder called “Wild Fonts.” If you have a collection of related fonts that you often use together, such as the Stone clan (Stone Sans, Stone Informal, and Stone Serif), you might want to make one “Stone” folder and store all three families inside, with one suitcase per family.



This is a different view of the same folder shown at the top of this page, displaying the folder icons. You can work in whichever view you prefer, of course.

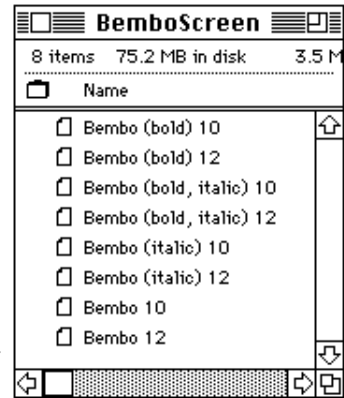
- If you have one suitcase for the family, as opposed to several suitcases containing several members each (see below), then just drag that suitcase into the family folder of the same name. If you have no other copy of the font except this one, first make a copy onto a floppy disk!

Once it is in the family folder, open the suitcase (double-click on it). Drag to the trash every screen font *except* the 10-point sizes (if you use 12-point often, you might want to leave that size also, but it's not necessary). If this is a decorative typeface, instead of the 10-point screen font, store a larger size, such as 24-point (as in the next example).

It's okay to drag them to the trash because you have the originals stored on another disk somewhere, right?



All that should be in the family suitcase are the 10-point (and possibly the 12-point) screen fonts, one for each member of the family.



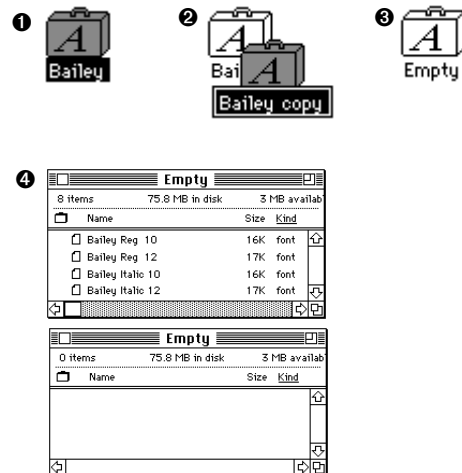
Notice here there are 10- and 12-point screen fonts for each: Bembo, Bembo Italic, Bembo Bold, and Bembo Bold Italic.

- You might have more than one suitcase for the family, or you might have no existing suitcases. If you took your screen fonts out of the System file of System 7, they are not currently in a suitcase. You need to make one (directions following). Or if you have several suitcases, such as a suitcase for the main family and another suitcase for the expanded and condensed version, or perhaps for the expert collection, you might want to combine them into one suitcase.

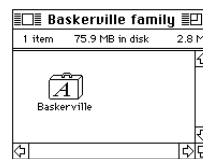
You can use a menu command in Suitcase, MasterJuggler, or the Font/DA Mover to make a new, empty suitcase, but

sometimes it is easier just to duplicate an existing suitcase and then empty it.

- ❶ Find a suitcase. Click once on it.
- ❷ Press Command D to duplicate it.
- ❸ Rename the new suitcase “Empty” (type the new name *before you click*; if you already clicked somewhere and the border disappeared, click on the *name* again, then type).
- ❹ Double-click on this suitcase to open its window. Press Command A to select all the items, then drag them all to the trash. Close the window. Empty trash.
 - Now when you drag this Empty suitcase into one of the family folders, *hold down the Option key while you drag*. This will put a *copy* of the Empty suitcase into the family folder.



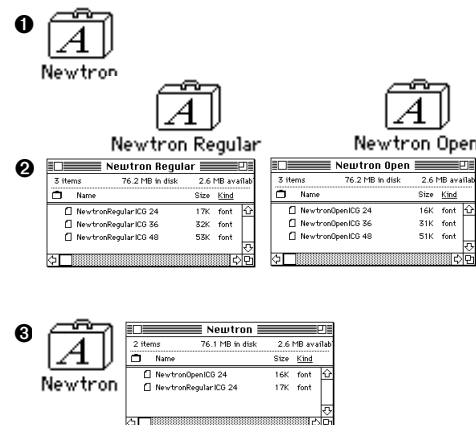
- So, make an empty suitcase in each family folder. By following these directions, you are going to copy just the 10-point screen fonts (or a larger point size, if it is a decorative face) for each style variation into this new suitcase.



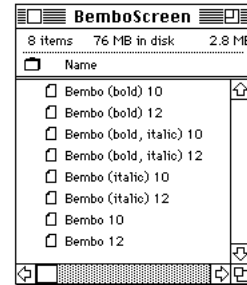
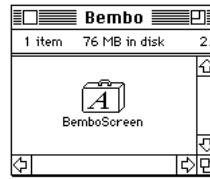
After you make the empty suitcase, rename it with the name of the family. You might want to add “screen” or “bmap” at the end of the name so you can tell what it is without the icon.

- If you have several existing suitcases that belong to one family, you should probably combine all the suitcases into one suitcase (unless the family is huge, like over twenty separate members). *If you don't have this situation, then skip to the next step.*

- ❶ Make an empty suitcase (as directed above) and give it the family name.
- ❷ Open the existing suitcases.
- ❸ Drag one point size of each style (bold, italic, regular, etc.) into the new, empty suitcase, as shown.



- Into the Empty suitcase, which you should rename to the name of the family, store the size 10 bitmapped font for each member of the family (if you use 12-point often, you might want to store size 12 also).



- **If you are copying fonts from another disk**, open the suitcase on the disk and drag just the 10-point of each style into the new suitcase in the family folder.
- **If you are copying fonts from the hard disk**, hold the Option key down and drag just the 10-point of each style into the new suitcase in the family folder.

By holding the Option key down, you are dragging a *copy* of the font into the new suitcase, rather than moving the original. If you don't *need* to make a copy (because you have the originals still on another disk), then just move the font into the suitcase by dragging it without the Option key down.

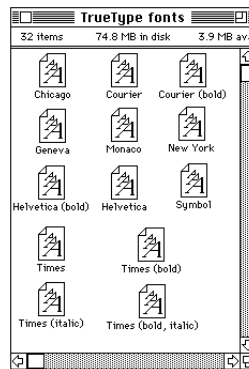
If the family is extremely large, like the Universe family, you might want to use two or three suitcases. But try to combine the fonts in the suitcase in combinations that you might use together; that is, combine light weights with heavy weights, rather than all the heavy weights together.

Why are you putting all the screen fonts into suitcases?

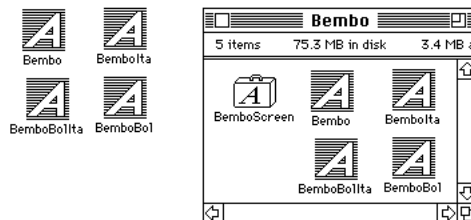
If you store bitmaps in suitcases, Suitcase or MasterJuggler will be able to open the entire suitcase and load all the fonts it contains with the click of one button.

You don't **have** to put the bitmaps in suitcases (unless you are using System 6). But if you don't, you will have to open each separate fixed-size bitmap one at a time in Suitcase or MasterJuggler.

- If you're using TrueType, you can put all your TrueType fonts into one folder; put them into the "Apple TrueType" folder you made earlier. The fonts don't need to be in suitcases, although you may want to organize them into groups—you might have separate suitcases for the serif faces, the sans serifs, decoratives, scripts, etc. But then again, it might be easier just to leave them all in one large folder, as long as there aren't more than a couple hundred. There are no corresponding separate printer fonts, so you can ignore the next step, "PostScript fonts."
- Put your folder of TrueType into the main font folder you named "My Fonts."



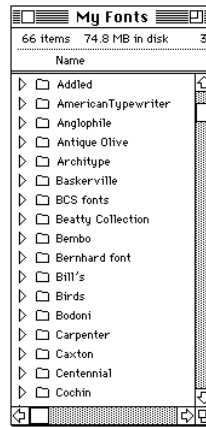
- PostScript fonts, as you know, have a separate *printer font* for each separate screen font style. **Each of these printer fonts must be stored in the same family folder as the suitcase that contains the screen fonts.** You should have one printer font for each screen font; for instance, in the example shown there is a printer font for regular Bembo, and for Bembo Italic, Bembo Bold, and Bembo Bold Italic.



- In System 6, you'll find the printer fonts hanging around loose in the System Folder.
- In System 7 or 7.0.1, you'll find the printer fonts in the Extensions folder or perhaps in the System Folder, loose.
- In System 7.1, you saw the printer fonts in the Fonts folder when you organized the screen fonts. Or they might be in the System Folder, loose.

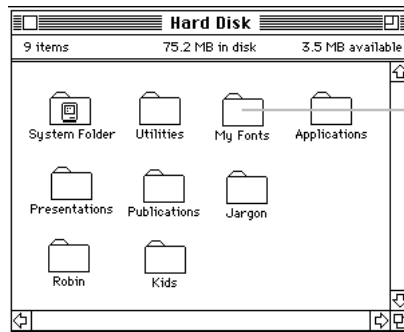
- When you are finished, you should have a folder called “My Fonts,” and in this folder you should have a collection of other folders, each with the name of a font family or perhaps a group of families. Inside each family folder should be a suitcase of screen fonts and their matching printer fonts (unless it is TrueType, in which case you will have no printer fonts).

I also keep an empty suitcase in here called “Fonts to Go,” ready any time I may need an empty suitcase.



- Store this entire folder on your hard disk, anywhere except inside the System Folder.

When you acquire new fonts, follow the same process as you did with these: create a new suitcase, copy the 10-point screen font inside, and put its matching printer font in the same folder (or just drop the TrueType icon into the folder). How simple it really is!



This is where I store my fonts folder.

Okay—now you are ready to use Suitcase or MasterJuggler!

How to use Suitcase



What is Suitcase?

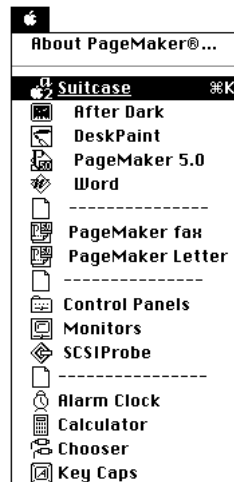
Suitcase™ is a utility, or small program, that allows you to store hundreds of fonts outside of your System Folder (where they don't take up ram and where you have no limit to the number of fonts available), and then open just the fonts you need for the project you are working on.

Don't confuse the name Suitcase (with a capital S, the utility from Fifth Generation Systems, Inc.) with the *suitcase icons* that store fonts (with a lowercase s, from Apple). Although it is the same word, they really have nothing to do with each other. *Just because you have icons of suitcases does not mean in any way that you have the utility Suitcase.*

In this section I'm going to give you a run-down on how to use Suitcase, but I think their manual is great. I highly recommend you actually **read** the Suitcase manual. But then, if you read their manual, you probably wouldn't need to read this book.

Installing Suitcase

Suitcase is an *extension* (in System 6, it's an *init*). To install it, just drag it onto your closed System Folder, then restart. In any version of System 7, the Suitcase icon is stored in the Extensions folder.



After you install Suitcase, its name will appear in your Apple menu. By default, Suitcase becomes the first item in the list, rather than landing in alphabetical order! And it often has an underline beneath it, which somehow makes it even more difficult to see; our eyes just kind of glaze over it

because it appears to be something other than what it is. You can press Command K to open Suitcase while you're at the Finder, or you can choose it from the Apple menu while you're working in any application.

So what does it do for you?

Well, if you *don't* use Suitcase, you know what happens, right? All your fonts are available all the time. This is fine if you don't have a large number of fonts (like less than 15 to 20 different *families*). But once you start collecting them you don't want all your fonts open all the time because they clog up your memory and can make things run slower. And all systems have a maximum number of fonts that can be installed. Some people (who, me?) have so many fonts that if they were all installed the computer would just choke and die.

So with Suitcase (or MasterJuggler) you can store your fonts on your hard disk or perhaps on a removable cartridge hard disk and open just the selected fonts you need. When you don't need those anymore, you can close them with the click of a button and open others. It's too cool. And indispensable besides.

People have complained about the Suitcase interface, or the way you work with the dialog boxes. It's true—there are a couple of things that are not intuitive. But once you know the quirks, this program is great. You must also make sure you have the latest versions of everything—your software applications, Suitcase, atm, atr (if you use it; see page 85), etc.—or you can run into all kinds of strange problems. In fact, if you have problems, that's the first thing to check—make sure you have current versions of everything.

So how do you use it?

Your fonts need to be organized first. They can either be all in one giant folder, or, if you really have quite a few, each in a separate folder that contains both the suitcase and the printer fonts (unless they are TrueType). If you haven't done so already, read the previous section and organize your fonts.

Suitcase works, in general, like this:

You can choose to have a certain number of fonts open at all times. This will be your “permanent set.” You can add to or delete from this set at any time.

You can choose to “temporarily” open a font suitcase at any time. When you shut down, that suitcase is forgotten and will not open automatically the next time you turn on your Mac. Or you can close it at any moment.

You can create a “set” or list of fonts that you use in certain projects. Because a set is actually just a list of font names and not the actual font, you can have the same name in many sets. When you decide to work in a specific project, you can open the set that contains the necessary fonts. You can add to or delete from this set at any time. You can close one set and open another. You can open more than one set at a time, even if they contain the same font names in their list.

You can open and close fonts while you are in the middle of a project. Some applications will allow you to open a font while you are working—voilà, it appears in your menu. Most applications make you quit and re-open (darn it) before the font appears.

Suitcase, the program

Below is the dialog box you see when you open Suitcase. You can probably figure out what's going on just from this one page, but most things are also explained in greater detail on the following pages.

This is the list of sets. The ones you see here come with Suitcase. You can make as many others as you like.

Anything in the Permanent set will automatically open when you turn on your Mac.

Anything in the Temporary set will close when you shut down.

Opened Suitcases shows you all suitcases in all sets that are currently open. Opened suitcases are underlined.

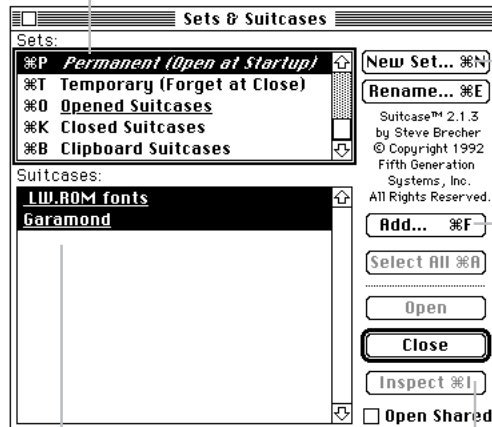
Closed Suitcases lists all the fonts that have ever been open. It is sometimes faster to open or add suitcases from this list than to navigate to your fonts folder.

When you cut or copy suitcase names from the set list, they do not go to the regular Macintosh Clipboard; they go to a special Suitcase Clipboard. Just as with the regular Clipboard, this Clipboard holds only one group of selected items at a time. You can check here to see what is currently in it.

Once you click on a set name from the top list box, the font suitcases that belong to that set are listed here.

An underline indicates that suitcase is open at the moment. Double-click on a font suitcase to open it.

To remove a font suitcase from the set, click on the name of the font (not the set) to select it. Then from the Edit menu, choose Cut (or press Command X; also see page 76).



To make a new set, click here and type a name.

To add font suitcases to the selected set, click the "Add..." button, navigate to the font folder where you store your fonts, and select suitcases.

Select a font suitcase, then click this "Inspect" button to see exactly what is in that suitcase and where it is stored.

Where do you begin?

You installed Suitcase and restarted, right? The first thing you should do is decide which fonts you want open all the time and create a “permanent set.”

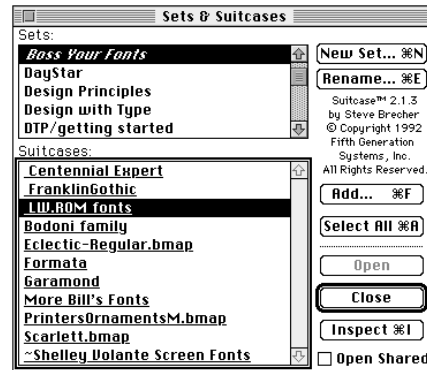
But what’s a set anyway?

A set is simply a **list** of fonts. You can create an unlimited number of custom sets. Because the set is simply a list of font names, you can have the same font in many different sets (kind of like an alias in System 7, if you understand how aliases work).

In the illustration above right, you can see some of the sets I have created. I have a set called “Fax” because I can never remember what fonts I use in my fax cover sheet.

I have a set for each of my books, for my bio, for articles that need special typefaces, for each presentation, for my user group newsletter, etc. When I am about to work on a project, I simply open the set for that project. When I change projects, with the click of a button I can put those fonts away and open another set, often without even quitting my application (PageMaker and Quark update the font menu instantly).

Notice the set named “Boss Your Fonts” (in the illustration above right) is in italic. When you double-click on a set name, it becomes italic; this indicates that set will open automatically every time you turn on the computer. Double-click on the set again and the name will no longer be in italic and will not open automatically. More than one set can be italicized.



The set Boss Your Fonts is selected from the list above, which displays all the fonts in that set, below. The underlines mean those fonts are open at the moment. I can close any of these suitcases when I won't need them for a while.

Default sets

Suitcase sets up two available sets for you, both of which are empty at first, and neither of which you can ever delete (you can delete the **fonts** in the list, but not the **set** itself). These two defaults are the Permanent set and the Temporary set. You can leave them both empty, if you like.

Any fonts you add to the Permanent set will automatically open when you start your Mac (notice the name is in italic). If you crash in the middle of a project and have to restart, those fonts will open again.

Any fonts you add to the Temporary set will stay there until you either remove them yourself or until you shut down, whichever happens first. This is great for those times when you just want to check out a new font or experiment with several.

Whenever you start or change projects, you just close one set and open another. You can have as many sets open as you like, even if they have the same suitcases in the sets (remember, a set is just a list of names). Your only limitation to the number of sets open (suitcases open, actually, which means fonts loaded) is the space they take up in your ram.

To open Suitcase

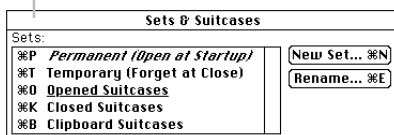
If you are at the Finder (Desktop), just press Command K. If you are in any application, go to the Apple menu and choose “Suitcase” (this also works at the Finder). The name “Suitcase” is usually underlined and is the first item, after the “About...” choice.

To close and quit Suitcase

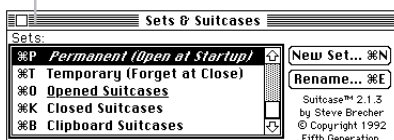
While Suitcase is *active* you can see the lines in its title bar, across the top of the dialog box. If you don't see those lines, click once on the Suitcase dialog box.

Now you can choose “Quit” from the File menu or from the Suitcase menu. Or you can press Command Q or Command W or Command Period.

If the title bar of Suitcase is blank except for the name, as shown here, you must click once on it before you can put it away.



When you can see the lines in the title bar, Suitcase is active.



Create a set

To create a set, click on the “New Set...” button; this gives you a little dialog box. Name the set, then click OK.

Now the “Add...” button is highlighted, so click it (or hit the Return key). Navigate to the folder where you stored all those fonts, and open the suitcases you want in this set (see and read the info for the second and third dialog boxes on the next page). If you add one or more fonts, the “Cancel” button turns into a “Done” button, so click “Done” when you’ve added what you need.

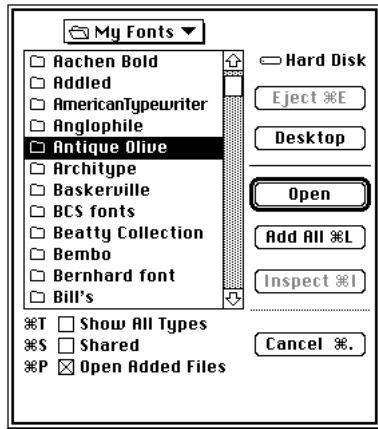
Create a permanent set

Anything you add to the Permanent set will automatically load into memory when you start your computer. To create the set, follow the directions for “Create a set” above, but instead of naming a new set, simply select the default set titled “Permanent (Open at Startup)” by clicking once on it. You can also select that set by pressing Command P.

Creating a set

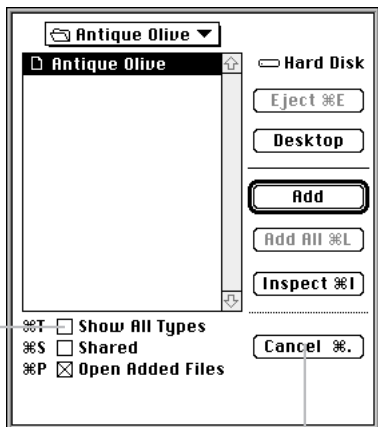


Name the set with a name that will give you a good clue as to what it contains or what it's for.



This is what I call the **Open dialog box**.

Click the **Add** button to get this dialog box. Find your fonts folder just like you find any folder on your Mac. Double-click on the name of the family folder.



When you open the family folder, the names of all the suitcases will appear. If your fonts are not in a suitcase, each screen font in each size or each TrueType font will be displayed.

Make sure this button "Show All Types" is **not** checked, or you will see all your printer fonts as well.

This button changes to "Done" if you add at least one font.

Open font suitcases

Select a set. An underline under the name in the suitcase list indicates that suitcase is open. If the suitcase is not open, select it and click the "Open" button, or just double-click on the name.

To make fonts open automatically as soon as you add them to a set, click the box at the bottom of the Open dialog box that says "Open Added Files" (see the illustration directly to the left).

Open a font, any font—but not a set. If you just want to open a couple of fonts to play with and you don't want to add them to any of your existing sets and you don't want them open all the time, add them to the Temporary set. In Suitcase, just click on "Temporary" or press Command T, then add the fonts. When you shut down, these fonts will close and will not open again automatically.

Close any font

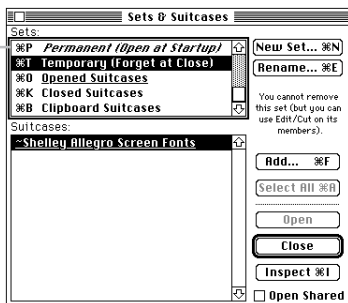
To close any font in any set, the easiest thing to do is open Suitcase (of course). Then press Command O, which will show you all the open suitcases from all sets. Double-click on the name of any font suitcase to close it. You can, of course, double-click on the name in any particular set to close it. Or select a number of different fonts and click the Close button. To select more than one font, even if they are not next to each other, hold the Shift key down and click on the names.

Remove a font suitcase from a set
 If you just want to *close* the suitcase, follow the steps on the previous page; the font name remains in the set. When you *remove* a font from a set, its name is really gone (until you consciously add it again).

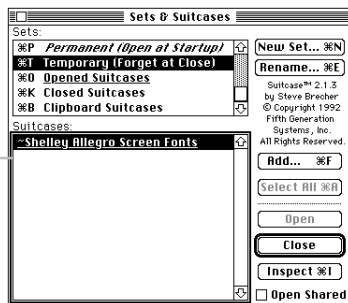
To remove a font suitcase from the set, click on the name in the bottom list, the one labeled “Suitcases.” **Even if the name appears to be selected already, click on it again.** Then choose Cut or Clear from the Edit menu (or use the keyboard shortcut, Command X).

If you get a flashing message that says something like “You cannot remove this set...,” you have selected something in the list of *Sets*, not in the list of *Suitcases*. You have to learn to notice which list has the double border (shown below).

Notice that even though the font suitcase in the lower list box appears to be selected, the double border is actually around the top list!



See this dark border?! Watch for it! It indicates which box is active!



Remove a set

If you want to remove an entire set, just click on the name of the set. Even if the name of the set is already highlighted, click on it again just before you want to remove it (this is to make sure the dark border is around the list of sets, not the list of suitcases). Then press Command X (or choose Cut or Clear from the Edit menu).

Stop that warning!

If you get sick and tired of that message warning you about closing fonts, do this:

- Open Suitcase
- From the Suitcase menu, slide down to Preferences, then over to “Fonts...”
- Remove the checkmark in the box “Closing font suitcases gives a warning alert.”
- Click “OK” and quit Suitcase.

Do keep in mind, though, that closing font suitcases while your application is running *can* cause problems. So only turn this off after you have the warning firmly embedded in your brain.

View the fonts

After you have opened the fonts, you can view what they actually look like. While in Suitcase, choose “Show Resources...” from the Suitcase menu. Make sure the “Font” radio button is selected in the upper left. Just double-click on any font name in the list; the characters will appear on the left side. You can customize these letters that display the typeface: From the Suitcase menu, choose “Preferences,” then “Fonts...” At the top of the dialog box you can type in any three characters.

Do all these things with keyboard shortcuts

Once you get the process down, you can buzz through opening and closing font suitcases without ever picking up the mouse.

To select either the Set list or the Suitcase list (whichever one is not currently selected, as noted by the dark border around the box), press Tab.

To select a set or a suitcase, type the first letter or two of the name. First make sure you have the correct box selected (above).

No matter which list box is selected, you can always use the keyboard shortcuts you see in the dialog box to select the Permanent set, the Temporary set, to view all Open suitcases, to view all the suitcases that have ever been Closed, and to view the suitcases that are currently in Suitcase's special Clipboard.

If you have your fonts set up as I recommended in the first part of this section, you can add fonts with the keyboard this way:

- Open Suitcase (if you're at the Finder, you can press Command K).
- Select a set (type the first letter or two of its name) or start a new set (Command N; type name; hit Return).
- Type Command F to add (or if the Add button has a dark border, hit Return).
- Typically Suitcase will leave open the family's font folder that you were at last time. If so, press Command UpArrow

to go back to the main font folder. Then type the first letter or two of the font folder you want to open. Remember, you can also use the arrow keys to move up and down the list.

(If Suitcase first displays some other folder, like the System Folder, you will have to navigate back to your main font folder. Remember, you can press Command D to get to the Desktop level, Command UpArrow to go up a level in the hierarchy of folders, Return to open selected files, and you can always type to select files.)

- Once you open the font folder, the names of the suitcases stored in that folder are visible. If the suitcase you want to open is already highlighted, just hit the Return key to add it. If you want to add **all** the suitcases, press Command L.
- To get back to the main font folder to add more fonts, press Command UpArrow. Add more fonts if you like.
- When you're done adding fonts, press Command Period for each dialog box that is still open. Even though Command Period is the keyboard shortcut for canceling dialog boxes, it does not cancel anything you did in Suitcase; it just closes the boxes and the Suitcase window.

Create a Font ID file

To prevent *font identification* problems when you take your file to a service bureau, create a Font ID file from the Suitcase menu. This Font ID file will contain all the identification numbers that your Mac uses to identify your fonts. Even if you temporarily take your own fonts to your service bureau so your job runs with your very own fonts, these font identification numbers may have been changed by your Mac's System or by Suitcase. Depending on whether your application calls on fonts by name or number, the other computer may look at those identification numbers and apply a different font, one that matches the font ID number of a font within their system. (Microsoft Word is now one of the few applications that still calls on fonts by number; others use the name.)

So you make this ID file and take it with your fonts to your service bureau. They open Suitcase and choose the menu item you see below, "Use Imported Font IDs..." They open your font ID file and everything works fine.

When they are done running your job, it is very important that they go back into the Suitcase menu and choose "Use Local Font IDs" so their computer gets back to normal.



When you choose to make a Font ID file, Suitcase will create a file that looks like this:



Robin's Font IDs

Take this file to your service bureau. You may have to tell them how to use it.

Other things

If you want to know all the details about all the dialog boxes and all the other features that belong to Suitcase, you should read the manual. It's a great manual. My point in this chapter is just to familiarize you with Suitcase enough to use it, since I know you don't like to read manuals anyway.

How to use MasterJuggler



What is MasterJuggler?

MasterJuggler™ is a *utility*, or small program, that allows you to store hundreds of fonts outside of your System Folder (where they don't take up ram and where you have no limit to the number of fonts available), and then open just the fonts you need for the project you are working on.

In this section I'm going to give you a run-down on how to use MasterJuggler, but the manual is pretty good. I highly recommend you actually **read** the manual. But then, if you read the manual, you probably wouldn't need to read this book.

So what does it do for you?

Well, if you *don't* use MasterJuggler, you know what happens, right? All your fonts are available all the time. This is fine if you don't have a large number of fonts (like less than 15 to 20 different *families*). But once you start collecting fonts you don't want all of them open all the time because they can

clog up your memory (depending on what system you are running) and can make everything run slower. And all systems have a maximum number of fonts that can be installed. Some people (who, me?) have so many fonts that if they were all installed the computer would just choke and die.

So with MasterJuggler (or Suitcase) you can store your fonts on your hard disk or perhaps on a removable cartridge hard disk and open just the selected fonts you need. When you don't need those anymore, you can close them with the click of a button and open others. It's too cool. And also indispensable.

Make sure you have the latest versions of everything—your software applications, MasterJuggler, atm, etc.—or you can run into all kinds of strange problems. In fact, if you have problems, that's the first thing to check—make sure you have current versions of everything.

So how do you use it?

Your fonts need to be organized first. They can either be all in one giant folder, or, what I recommend, you can store each family in a separate folder that contains both the suitcase and the printer fonts (unless they are TrueType). If you haven't done so already, read the section beginning on page 64 and organize your fonts.

MasterJuggler works, in general, like this:

You can choose to have just the fonts you need open when you need them. The fonts that you open will stay open until you manually close them, and they will re-open when you restart your Mac.

You can choose to “temporarily” open a font suitcase. When you shut down, that suitcase is forgotten and will not open automatically the next time you turn on your Mac.

You can open and close fonts while you are in the middle of a project. Some applications will allow you to open a font while you are working—voilà, it appears in your menu. Most applications make you quit and re-open (darn it) before the font appears. And some applications will crash if you change fonts midstream. You just have to check it out.

Installing MasterJuggler

MasterJuggler is an *extension* (in System 6, it's an *init*). To install it, just drag it onto your closed System Folder, then restart. In any version of System 7, the MasterJuggler icon is stored in the Extensions folder.

Opening MasterJuggler

After you install MasterJuggler, its name will appear at the top of your Apple menu with an arrow to a hierarchical menu:



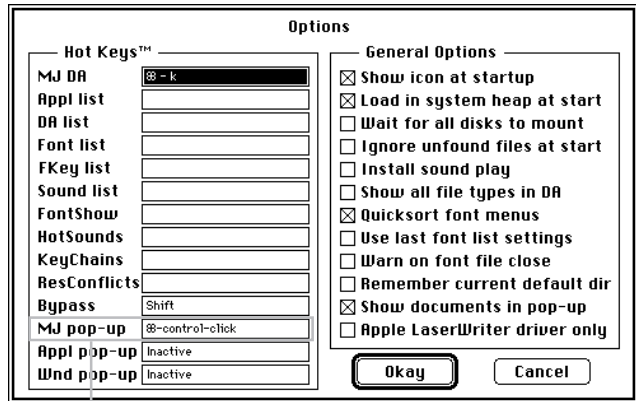
You can get an abbreviated menu if you hold the Shift key down before you go to the Apple menu. The entire Apple menu will disappear (except “About the...”) and you will have just MasterJuggler's commands:



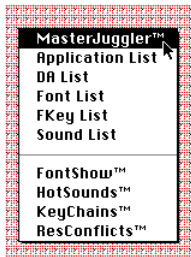
You can create a Hot Key so you can have the menu appear anywhere on the screen, or so you can go straight to MasterJuggler without having to use the menu at all.

- To create a Hot Key, open MasterJuggler by choosing it from the Apple menu.

- Click the Option button, or press Command T.
- The first box (“MJ DA,” which stands for MasterJuggler Desk Accessory) will be selected for you. Type the keyboard shortcut you want to use as the Hot Key; this will make MasterJuggler appear. Here, I have used Command K (MasterJuggler adds the useless hyphen in the middle; ignore it). You just have to type the keys; MJ will enter the appropriate symbols.



- You can create a Hot Key that will let you display the MasterJuggler menu anywhere on the screen by holding down those keys and pressing the mouse button anywhere except on the menu bar. As long as the mouse button is down, you will see the menu:



Tab on down to the space for “MJ pop-up.” MasterJuggler won’t let you choose just any key combination for this Hot Key. Once you have selected the box, press the Enter key to cycle through your options; the options will appear in the box. When you decide on the keystrokes you want to use, hit Tab to move to another box, or hit Return to accept the choice and close this Options window.

MasterJuggler has some restrictions and specifications on assigning and using these Hot Keys. If you have any trouble or any questions, check the manual!!!

And keep in mind that these Hot Key shortcuts will overpower any similar keyboard shortcuts in your applications. For instance, the keyboard shortcut to show the color palette in PageMaker is Command K. But when I use MasterJuggler with its Command K Hot Key, it overpowers the PageMaker shortcut and I can no longer get my color palette in PageMaker unless I go to the menu.

Open fonts

Open MasterJuggler in any of the ways mentioned on the previous pages. In the upper half of the dialog box, navigate to and open the font suitcases you need; just select them and click “Open” or use one of the shortcuts mentioned below. The open files will be displayed in the bottom half of the dialog box.

Fonts that are open when you shut down are reopened when you restart.

Open fonts temporarily

If you don’t want a font to reopen when you turn your computer back on or restart, hold the Command key down when you first open the font suitcase. You will see a diamond shape next to its name (as shown below), indicating this font suitcase is only open temporarily.

Use standard Mac methods to find the folder in which you stored all your fonts. Double-click on a font suitcase in this list box to open it. That suitcase will then appear in the list box below.

Once you double-click on a **suitcase** file (rather than a folder file) in the above list box, the suitcase appears here in this “Open files” list.

This diamond indicates the font is only open temporarily.

Press Command T

Press Command A

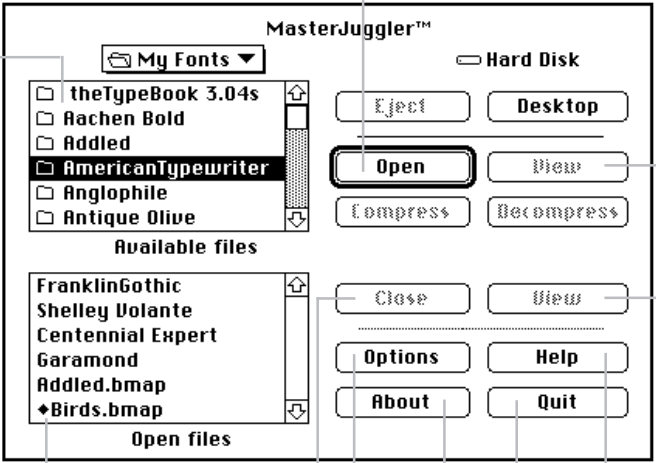
Once a file is selected, click “Open,” or press Return or Enter, or double-click on the file name to open that suitcase.

Select a **suitcase** file, then press Command V.

Select a **suitcase** file, then press Command 2.

Press Command H to see a list of all the shortcuts.

Press Command Q, Command Return, Command Enter, or Command Period.

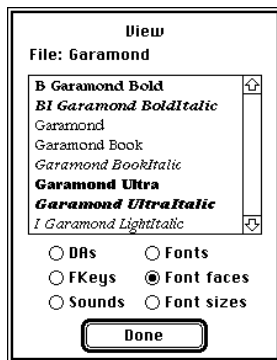


Close fonts

Open MasterJuggler in any of the ways mentioned on the previous pages. In the bottom list box, double-click on any font suitcase you want to close. Remember, opening and closing font suitcases can cause problems in some applications. And MasterJuggler doesn't do this as seamlessly or consistently as Suitcase. If your fonts don't work quite right after you open or close them through MasterJuggler, quit the application you're working in and re-open it.

View fonts

If you don't know what a typeface looks like, you can view any font even before you open it. Just select a font suitcase in either the top or bottom list, then click the View button on the top (Command V) or bottom (Command 2). That gives you the little dialog box shown below. Click the "Font faces" button to see the actual faces.



Other things

If you want to know all the details about all the dialog boxes, options, and all the other features that belong to MasterJuggler, you should read the manual. It's not bad. My point in this chapter is just to familiarize you with MasterJuggler enough to use it, since I know you don't like to read manuals.

A comment on MasterJuggler

Because there is no way to create a "set," or list, of fonts per project as you can in Suitcase, you must simply remember all the fonts you used in each project and make sure you open them every time you change projects. This might not be a problem for some people, but if you work on a variety of publications during the week, you might want to consider Suitcase.

One alternative to the lack of sets would be to create one suitcase per project that contains all the screen fonts for each project. The disadvantage of this is that you cannot open two suitcases that contain the same screen font. And you can't open just one of those fonts in the suitcase; you always have to open the entire suitcase. Any way you do it, Suitcase is easier and more efficient if you need to change fonts often.