



SUITCASE™ 9

User Guide
Version 9.0 for Macintosh®

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Extensis UK

Unit 3, Bouverie Court
The Lakes
Northampton, NN4 7 YD
United Kingdom

Telephone: +44 (0) 1604 636 300
Fax: +44 (0) 1604 636 366
E-mail: info@extensis.co.uk

Extensis Products Group

1800 SW First Avenue, Suite 500
Portland, OR 97201

Telephone: (503) 274-2020
Fax: (503) 274-0530
Technical Support: (503) 274-7030
E-mail: support@extensis.com
<http://www.extensis.com>

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Introducing Suitcase 9

Welcome to Suitcase™ 9! Suitcase 9 is a powerful font management utility that makes working with fonts faster and easier than ever before.

With Suitcase 9 you can group fonts and open them only when you need them, saving valuable system resources. You can even have Suitcase open fonts automatically when an application is launched.

Tip

This Suitcase package is for Macintosh, but Suitcase is also available for Windows! Contact your local retailer, or visit our website at <http://www.extensis.com>, or call 1-800-796-9798.

Included with Suitcase 9 for Macintosh is: MenuFonts, a utility to allow you to view fonts in font menus in WYSIWYG format; and Suitcase XT, a QuarkXPress XTension that allows you to have missing fonts in QuarkXPress documents opened automatically.

Suitcase 9 also offers the ability to keep fonts synchronized with other Suitcase users (Suitcase 8.1 or later) when using a Suitcase Server. (Suitcase Server is sold separately. Visit our website <http://www.extensis.com>, or call 1-800-796-9798).

New with Suitcase 9 is an improved user interface that makes working with fonts easier than ever; and QuickType™, a feature that lets you type in text on-the-fly and display it in selected fonts simultaneously.

System and Software Requirements

To install and use Suitcase 9, you will need the following:

Macintosh:

- Macintosh® PowerPC® or compatible computer
- 32MB RAM, minimum
- 8MB free hard drive space
- Mac OS® System 8.5 or later, including OS 9
- To use Suitcase XT: QuarkXPress, version 4.0.3 or higher
- To use Suitcase 9 Online Help: Suitcase 9 requires version 4.0 or later of the most popular web browsers, such as Netscape Navigator/Communicator or Microsoft Internet Explorer.

Installation

You can find instructions for quick and easy installation on the CD-ROM that is included with your product or, if you downloaded an Extensis product installer from our web site, running the installer will place an informational Read Me on your hard drive.

Using this Manual

This User Guide covers Suitcase 9 for Macintosh. When describing keyboard shortcuts, “Command” refers to the ⌘ key. References to menu selections are shown as Menu > Command.

Suitcase offers comprehensive on-line help. **To access Suitcase 9 Online Help:** Choose “Suitcase Help” from the Help menu in the Suitcase application.

For a complete list of keyboard shortcuts, refer to *Appendix A (page 72)* and the “*Tips and Shortcuts*” section of *Suitcase 9 Online Help*.

Registration

It is important to register your copy of Suitcase so we can provide you with the best possible service. Registered users of Suitcase 9 are eligible for technical support, information regarding new versions and products, discounts and special offers on new products.

Your registration number is located inside the CD package, or was sent to you via email if you purchased through our website. You will need to enter that number to personalize your copy of Suitcase 9.

If you choose not to personalize your copy, Suitcase will run in a demonstration mode that allows you to use the product for 30 days. You can purchase this product in the US at 1-800-796-9798 or 1-503-274-2020. In Europe call 31 (0) 30 247 50 50.

Technical Support

For questions regarding Suitcase, please first refer to this manual and Suitcase 9 Online Help, which describes the features and basic operations. We invite you to visit the Suitcase page on the Extensis website (<http://www.extensis.com>) for frequently asked questions (FAQs) and troubleshooting tips.

If you have a question which is not addressed in this manual or on the Extensis website, Technical Support is available by phone at (503) 274-7030 Monday through Friday 8:00 a.m. to 5:00 p.m. Pacific time. When calling for technical support, please be at your computer and have the following information available: your Extensis Suitcase 9 registration number, your computer configuration and your question or a description of the difficulty you’re experiencing—what specifically occurs and when. Take note of any displayed error numbers or messages and any other information you think may be relevant.

Tip

We can also be reached by:

Fax: (503) 274-0530

E-mail: support@extensis.com

Internet:

<http://www.extensis.com/support>

Suitcase 9 Feature Summary

Suitcase 9 is an application and system Extension that together allow you to group and open fonts only when you need them, saving valuable system resources.

The following list highlights some of the major features of Suitcase 9:

- **Improved User Interface**—offers you an intuitive environment in which to open and close fonts, view the status of PostScript and TrueType fonts, and easily view and compare what text will look like when displayed in different font faces.
- **QuickType™**—a powerful feature allowing you to type in text on-the-fly in the Suitcase Preview window to view and compare font faces using exactly the text that you want to see.
- **Print Preview**—allows you to print a font preview and other font characteristics such as what the font looks like, and the name and path of any associated printer font.
- **Drag and Drop**—allows you to easily and intuitively manage your fonts by dragging and dropping from the Finder. You can also drag and drop fonts between the Sets and Font panes, and between sets in the Sets pane.
- **Font status**—allows you to easily see which fonts are currently open and available to the system. You can also view lists of System fonts, Suitcase fonts, and Temporary fonts.
- **AppleScript**—allows you to automate font operations using AppleScript.
- **Application Sets**—allows you to specify fonts to be opened automatically each time a particular application is launched.
- **Font synchronization**—allows you to coordinate fonts with multiple users in a networking environment. Requires Suitcase Server software (sold separately). See *page 66*.

Tips for Suitcase 8 Users

With this powerful new version of Suitcase, the user interface has been changed to make managing your fonts with Suitcase even easier and more intuitive. This section outlines the major differences, and shows you where to find out more about the new implementation of your favorite features from Suitcase 8.

What's New in Suitcase 9?

The most obvious difference in Suitcase 9 is that you can work with fonts and sets side-by-side in the main Suitcase window using resizable panes, and commonly used commands are available on a toolbar in this window. The panes can be shown or hidden easily, allowing you to limit or expand your views as you like. And you can change font and set status quickly just by clicking in the Status column of the font or set.

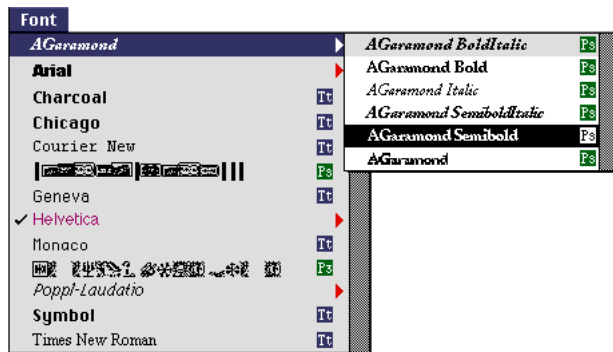
For a quick overview of the new panes feature, see *pages 18 through 21*. Other important changes are described below.

Suitcase 8 Feature	Suitcase 9 Implementation
Open Fonts or Sets	“Activate Until Restart” is equivalent to Suitcase 8’s “Open” functionality. When you open a font “Until Restart,” that font will be available to all applications and printers until you either close (deactivate) the font or restart the computer. This is the Default method for opening fonts in Suitcase 9. If the Default Activation preference has not been changed (Edit > Preferences: General) double-clicking a font or set will have the same result as it did in Suitcase 8. (See <i>page 34</i> .)
Startup Set	“Open Permanently” In Suitcase 9 provides the same functionality as the Startup Set, with more versatility. You can now designate any font or group of fonts to be opened at system startup time (“permanent”). When you open fonts permanently, they will remain available to all applications and printers even after the system is restarted. (See <i>page 34</i> .)
Fonts Window: Show Open Fonts Show Temporary Fonts Show Suitcase Fonts Show System Fonts	All of the font views that were available in Suitcase 8, plus a few more, are available in Suitcase 9’s Font Pane pop-up menu. All of the keyboard shortcuts and the filtering functionality has been maintained, but you no longer need to open a second window to determine which fonts are which. (See <i>page 20</i> .)
Temporary Fonts	In Suitcase 9, you can add fonts “Temporarily” by selecting this option from the File menu (File > Add Temporarily), or by dragging and dropping them onto the Suitcase application icon. Suitcase will forget these fonts when the system is restarted. (See <i>page 34</i> .)

Suitcase 9 Utilities

Suitcase 9 includes two additional utilities to make font management even easier:

- **Suitcase XT:** An XTension™ for QuarkXPress® that automatically opens missing fonts using Suitcase 9. Suitcase XT now uses Apple's Font Sync technology to differentiate between fonts of the same name and help you choose the right one. See *Suitcase XT (pages 67 through 71)* for details.
- **Suitcase MenuFonts:** A control panel that displays font menus in WYSIWYG format. See *Suitcase MenuFonts Online Help* for details, or refer to the Suitcase MenuFonts User Guide provided in Adobe Acrobat PDF format on the Extensis CD.






Getting Started

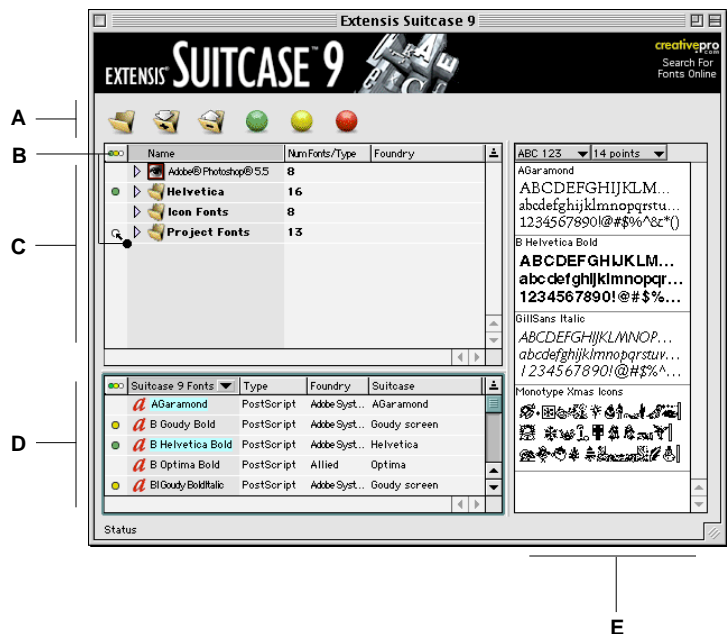
This section provides a brief overview of the most common Suitcase functions so that you can get up and running quickly; for detailed information on these and many other features available with Suitcase, refer to other sections in this User Guide, and to the comprehensive Suitcase 9 Online Help.

Suitcase Basics

Open Suitcase by choosing “Suitcase” from the Apple menu, or by double-clicking the Suitcase application icon in the Suitcase 9 folder. The main window for Suitcase will be displayed. Three panels in the main window can be displayed separately (see last paragraph).

- A** **Toolbar:** Provides one-click access to the most commonly used features.
- B** **Status column.** Sets **(C):** Lets you see at a glance the status of fonts in the set: Activated Permanently, Activated Until Restart, Inactive (closed), or some combination of the three. Fonts **(D):** Lets you see at a glance the status of individual fonts: Activated Permanently, Activated Until Restart, Inactive, Missing. Click the status icon to toggle between Default Activation and deactivated (closed) states. When placed in this column, the cursor will display the change-to state .
- C** **Sets pane:** Lets you organize your fonts by creating groups (called Sets) that you can activate and deactivate at the same time. Click the icon to expand or collapse the list of items in a Set. Drag and drop fonts or folders from the system or between sets. Select a column and click the sort button to sort  or reverse sort  by that column.
- D** **Font pane:** Displays lists of fonts, their Status, Type, Foundry, and Suitcase (if any) in which they are stored.
- E** **Preview pane:** Allows you to instantly view and compare type in selected fonts. View options are: Waterfall, Alphabet, Paragraph, and QuickType.

If any of the three panes is hidden, you can display it by selecting it from the View menu. For example, to display the Font pane choose “Show Fonts” to display the Preview window choose “Show Preview.” *Note: You cannot hide both the Sets pane and Font pane at the same time.*



Overview

To use Suitcase to manage your fonts all you need to do is add them to Suitcase and then “activate” them (make them available to the system, just as if they had been stored in the System Folder’s Fonts folder).

Note: If you wish to use Suitcase to manage fonts currently stored in the system’s Fonts folder, they must be removed from the Fonts folder and then added to Suitcase (see page 32).

Tip

Some applications require that certain fonts be open whenever the application is open. Suitcase 9 makes this easy to do—simply create an Application Set for that application, and add the necessary fonts to it. Suitcase will automatically open those fonts whenever that application is launched.

You can use Suitcase’s powerful “sets” feature to group your fonts so that you can activate and deactivate multiple fonts at the same time, or you can simply add fonts to Suitcase “loose” (without inclusion in a Suitcase Set).

Managing fonts with Suitcase is easy! You add fonts to Suitcase (allow Suitcase to control them) using the Add command or button, or simply drag and drop fonts, suitcases, or folders of fonts into the Sets or Fonts pane, depending on what you want to do. Then activate the fonts by choosing either of two states: “Permanent”—so that they will be activated immediately and reactivated automatically each time the system is started, or “Until Restart”—so that they will be active until the system is shut down, but will not be reactivated when the system is started up again. Suitcase remembers these fonts and allows you to activate them again at any time.

No matter which activation state you choose, when you are finished using a font or set of fonts you can deactivate them permanently (or until you manually reactivate them) by opening the Suitcase application and using the “Deactivate” command.

Note: All fonts opened in Suitcase remain active until you deactivate (close) them, or until the system is shut down or restarted.

You can also create “Application Sets” by dragging application icons into the Sets window, then adding the desired fonts to the set. Fonts in Application Sets are opened automatically each time the application is launched.

To make things even simpler, you can enable the “Activate fonts when added to Suitcase” preference (Edit > Preferences: General) which instructs Suitcase to automatically activate any fonts that you add, either loose or in a set, according to the “Default Activation” preference (Edit > Preferences: General).

Once a font has been added to Suitcase, even if you deactivate it the font name remains in the Suitcase Font Database. This allows you to easily reactivate that font in the future. If you wish, you can remove fonts from inclusion in the Suitcase Font Database by selecting them in the Font pane and using the “Remove” command.

In certain circumstances, you may wish to open fonts temporarily and have Suitcase forget about them (remove them from the Suitcase Fonts Database) after they have been deactivated. This feature, called “Add Temporarily” (*page 34*) is helpful for Service Bureaus and others who may need to use a font once but never again after that. Fonts added temporarily will no longer appear on the list of fonts under Suitcase control after the system has restarted.

Activating Fonts Using Suitcase

***Important!** Before using Suitcase to manage your fonts, you will want to make sure that those fonts are not already stored in the System Folder’s Fonts folder. If they are, they will need to be moved to another folder; otherwise Suitcase will have no control over them. While this process is fairly simple, there are some important things to know before you proceed—such as which fonts must remain in the System Folder’s Fonts folder for the system to operate properly. Detailed instructions on moving fonts out of the System Folder’s Fonts folder are given on page 32.*

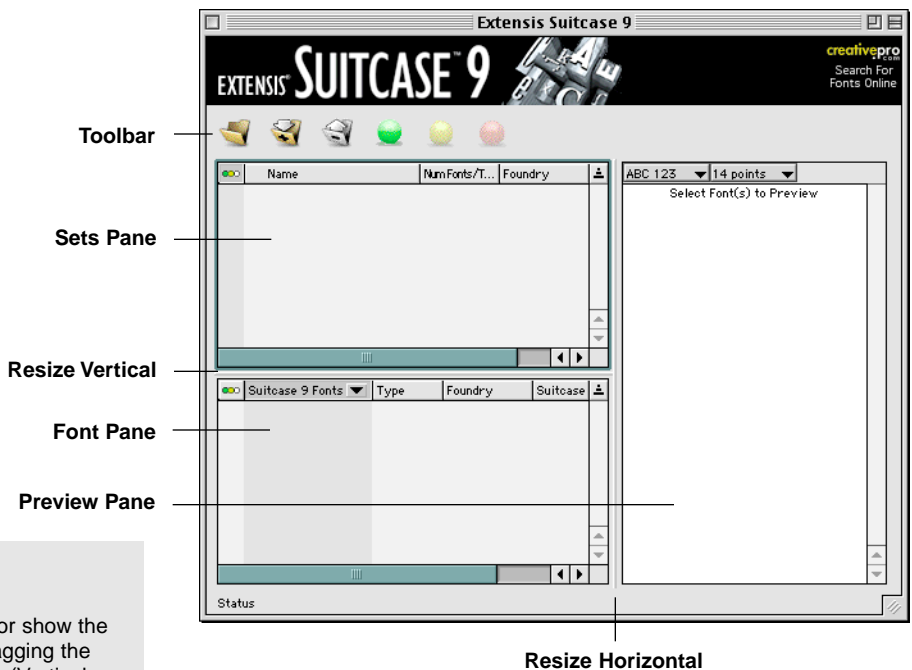
After you have verified that the fonts you want to manage with Suitcase are not in the System Folder’s Fonts folder (or moved them as instructed on *page 32*) you can proceed with the instructions on the following page.

To activate fonts using Suitcase:

Note: Suitcase is automatically activated when you restart your computer after the program is installed. However, until you actually add fonts to Suitcase and activate them, Suitcase does nothing.

- 1. Open Suitcase by selecting it from the Apple menu or double-click the Suitcase application icon in the Suitcase folder. You can also specify a keyboard shortcut to open Suitcase (see page 64).**

The main window in Suitcase is displayed. If this is the first time Suitcase has been opened, three panes should be visible inside the main Suitcase window. These three panes (described on pages 18 through 21) are: Sets, Font, and Preview. Near the top of the window is a Toolbar (page 22) which gives you easy access to the most frequently used Suitcase commands.




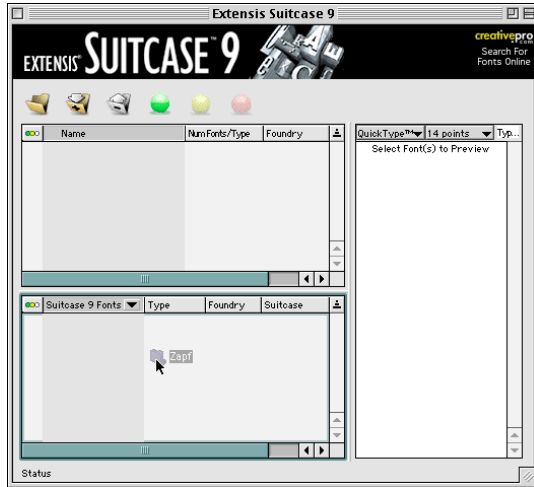
Tip

You can quickly hide or show the different panes by dragging the appropriate resize bar (Vertical or Horizontal) to the top, bottom, or side of the Suitcase window. *Note: Each pane has a minimum size, be sure to drag the bar far enough to open the pane.*

If any of the three panes is not visible, open it by choosing it from the View menu. For example, to open the Sets window, choose "Show Sets" from the View menu.



2. Add fonts for Suitcase to control.

Use the “Add to Suitcase” button  on the Toolbar, or the “Add Fonts...” command on the File menu to locate fonts, or simply drag and drop fonts, suitcases, or whole folders (including subfolders) of fonts into the Font pane.



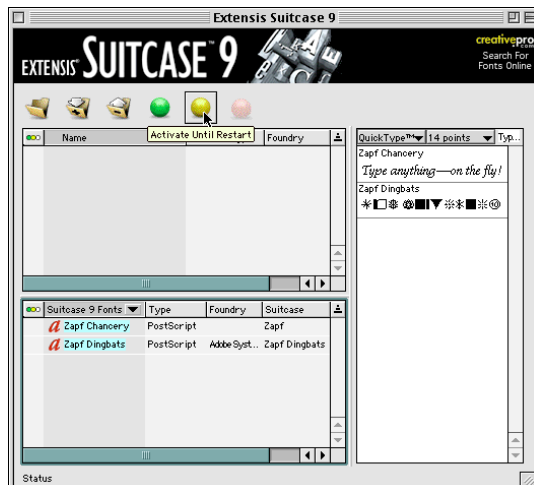
The fonts will be added and listed in the Font pane.

3. Activate the fonts.

Select the fonts by highlighting them. In the Toolbar, click either the “Activate Permanently” button  (green) or the “Activate Until Restart” button  (yellow).

Tip

When you “activate” a font, either using the Activate Permanently or Activate Until Restart command, the font is activated (opened) immediately. The font remains active until the system is shut down, or until you manually deactivate it, whichever comes first.



Tip

To have fonts automatically activated when you add them to Suitcase, enable this option on the Edit > Preferences, General tab. Fonts will be activated using the Default Activation state selected on this same Preferences tab.

The fonts will be made available to your applications just as if they were opened by the system by being in the System Folder's Fonts folder at startup time.

Activate Permanently: Fonts activated this way will be reactivated automatically each time the system is started or restarted.

Activate Until Restart: Fonts activated this way will not be reactivated when the system is restarted.

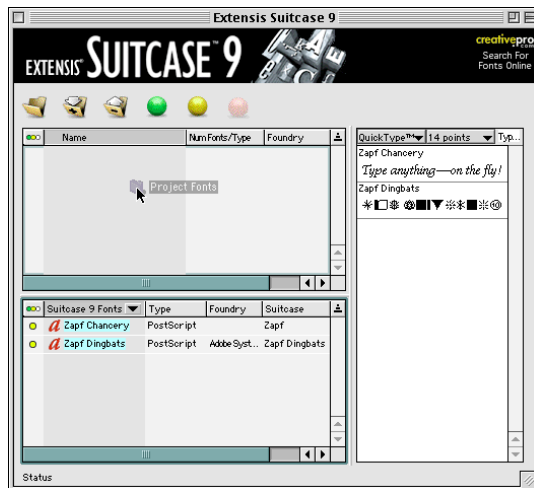
4. *Optional:* Create and activate a set.

You can use Suitcase's powerful Sets feature to organize your fonts for activation and deactivation regardless of how they are organized on your hard drive or network volume.

The easiest way to create a set is to drag and drop a font folder into the Sets pane.

Tip

Sets allow you to activate and deactivate multiple fonts at the same time. You can also activate fonts individually, even fonts in sets, as long as they are stored in different font suitcases. Fonts in suitcases are activated and deactivated as a whole. That is, when you activate one, all are automatically activated.



The fonts are added to Suitcase, and a Set is created using the name of the top-level folder.

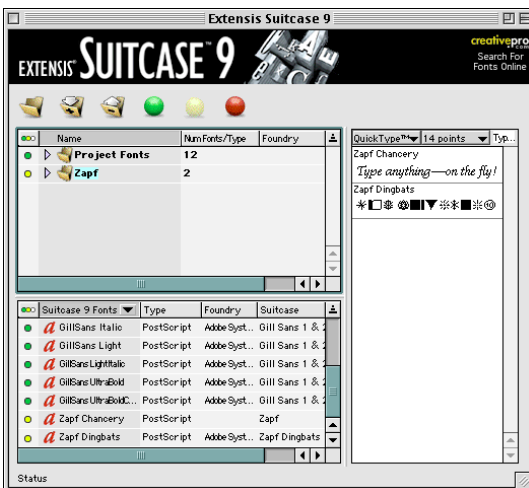
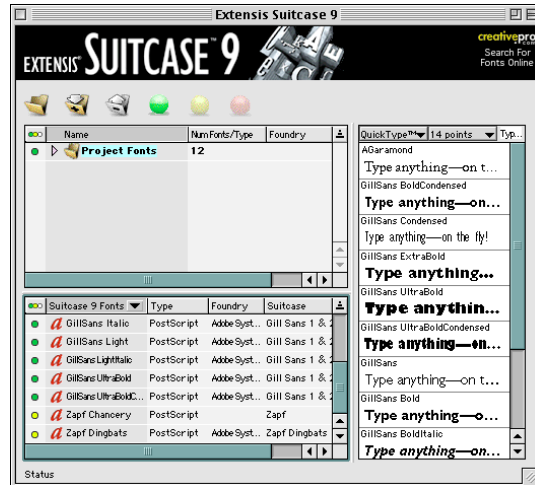
You can rename the set right from the Sets pane, and add fonts to the set by dragging them onto the set icon from the Finder, from other sets, or from the Font pane.

To activate all the fonts in a set, simply select the set and activate it using either of the activation buttons as outlined in step 2.

5. Optional: Create a set from loose fonts added previously.

If you add loose fonts to Suitcase (fonts not associated with a set) you can easily add them to an existing set, or quickly create a new set for them.

In the Font pane in the example below, the Zapf fonts (at the bottom of the pane) are “loose” and will be added to a set.



To create a new set from loose fonts: Select the fonts in the Font pane and drag and drop them into the Sets pane. A Set labeled “Untitled” will be created, with the loose fonts in it. The fonts will maintain their activation status. You can rename the set right from the Sets pane by highlighting the name and entering the desired name.

That’s all there is to it! We’ve covered just a few of the highlights in this Getting Started section, but Suitcase offers numerous functions and features to make opening fonts when you need them as easy as possible, to allow you to preview and compare fonts, to keep you informed about font status, and more. These options are covered in detail in the following sections, and in the comprehensive Suitcase 9 Online Help.

Specifying a Hot Key to Open Suitcase

You can specify a key combination to open the Suitcase application. The default key combination is **⌘+Option+S**.

To specify a new hot key for Suitcase:

1. Choose “Preferences...” from the Edit menu.
2. Click the “General” tab.
3. Verify that the “Hot Key to open Suitcase application” box is checked.
4. Select the desired keys by clicking the checkboxes, then add the desired alphanumeric key to the text key field.
For more information and key restrictions, see *page 64*.
5. Click “OK” to close the dialog and implement the new hot key sequence.

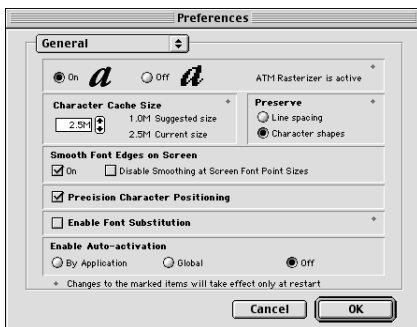
Suitcase 9 and Adobe Type Manager™

Suitcase 9 works flawlessly with Adobe Type Manager (ATM). However, some of the features in ATM Deluxe are also found in Suitcase 9. If you use ATM Deluxe, there are two easy changes that will keep ATM Deluxe from interfering with Suitcase.

To set up ATM Deluxe to work with Suitcase:

1. Open ATM Deluxe.
2. Turn off all fonts and sets activated by ATM Deluxe: Click the Fonts tab, then select all fonts (Edit > Select All). Choose Tools > Deactivate.
All fonts except system fonts will be deactivated. System fonts are are marked with a gray dot.
3. Disable Auto-Activation and Font Substitution: Choose File > Preferences, then choose “General” from the pop-up menu. Uncheck “Enable Font Substitution.” Set “Enable Auto-Activation” to “Off.”

You can now control your fonts with Suitcase.



Windows and Menus

Tip

Drag the appropriate resize bar to change pane size. Drag the bar all the way to the top, bottom, or side to hide the appropriate pane (see figure below).

Tip

You cannot hide the Sets pane and the Fonts pane at the same time. If you choose to hide one when the other is hidden, the show/hide command toggles between the two.

All windows and menus are accessed from the Suitcase application.

To open Suitcase: Choose “Suitcase 9” from the Apple menu, or double-click the Suitcase application icon located in the Suitcase 9 folder, or press the specified hot-key (default is **Command+Option+S**).

Suitcase Window

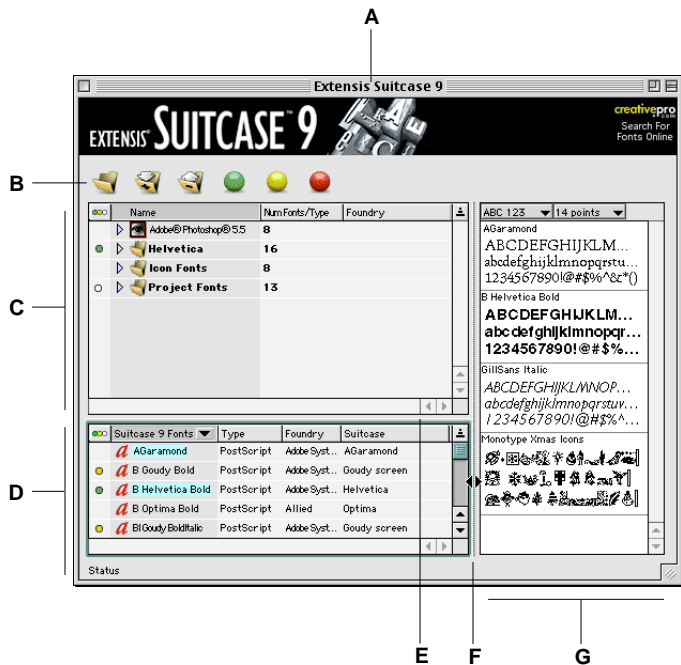
The main window in Suitcase contains three panes and provides easy access to all major features and functions. The three panes are shown below and described in detail later in this section.

To open a Pane: Choose “Show [name] Pane” from the Suitcase View menu, or press the hotkey for the pane.

To close a Pane: Choose “Hide [name] Pane” from the Suitcase View menu, or press the hotkey for the pane.

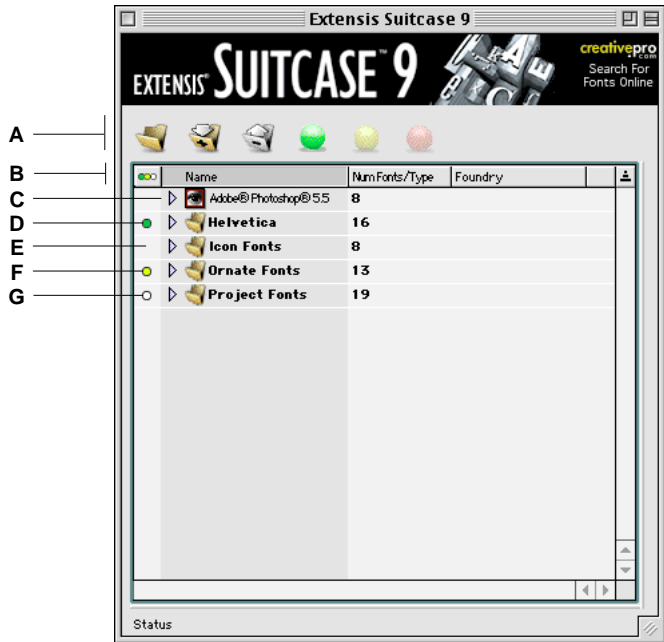
The Suitcase Window

- A** Suitcase 9 Title bar: Suitcase 9 will be displayed in the title bar of the main suitcase window whenever Suitcase is open. You can show or hide any of the panes, but you cannot hide both the Sets and Fonts panes at the same time (see sidebar tip).
- B** Toolbar: Toolbar icons affect the selected Set or Font.
- C** Sets pane: Lets you organize fonts into groups called Sets (page 19).
- D** Font pane: Displays the list of fonts selected from the Fonts pop-up menu. Allows you to select and preview any or all fonts (page 20).
- E** Resize Vertical: Drag the bar to change the size of the Sets and Font panes. To hide or show a pane, drag the appropriate resize all the way to the top, bottom, or side.
- F** Resize Horizontal: Drag the bar to change the size of the Preview pane. To hide the Preview pane, drag the bar all the way to the right side of the Suitcase window. *Note: Each pane has a minimum size—be sure to drag the bar far enough to open the pane.*
- G** Preview pane: Allows you to instantly view and compare selected fonts, or the fonts in selected sets. See page 21.



Sets Pane

- A** **Toolbar:** Allows you to create, add to, and remove sets, and activate and deactivate fonts. *See page 22.*
- B** **Column Headings:** The Sets pane displays the following columns: Status, Set Name, Number of Fonts (if a set) or Type of Font (for individual fonts), and Foundry. Click a column heading to sort by that column. Click in the Status column to activate the selected fonts or sets according to the Default Activation preference.
- C** **Application Set:** Displays the icon for the application. When the application is opened, all fonts in the set are automatically activated. *(Page 31.)*
- D** **Activated Permanently:** Sets showing this icon are activated “permanently.” These fonts will be activated (opened) automatically each time the system is restarted. They can be deactivated at any time using the “Deactivate” command or button.
- E** **Deactivated:** Sets showing this icon are currently deactivated (closed). These fonts will remain inactive until manually activated using either of the activate commands or buttons.
- F** **Activated Until Restart:** Sets showing this icon are currently active (open), but will not be reactivated when the system is restarted.
- G** **Mixed Status:** Sets showing this icon have mixed status. For example, some might be active and others not active, or some activated permanently and others activated until restart.



View	
Hide Font Pane	⌘`
Show Sets Pane	⌘1
Hide Preview Pane	⌘0
Show Open Fonts	⌘2
Show Temporary Fonts	⌘3
Show Suitcase Fonts	⌘4
Show System Folder Fonts	⌘5
Show Fonts in Sets	⌘6
Show Closed Fonts	
Show Missing Fonts	
Show All Fonts	⌘7

Sets Pane



The Sets pane allows you to organize your fonts into groups called Sets (*page 31*). You can create sets from your existing font folders by dragging and dropping them into the Sets pane, or you can create new groupings by creating Sets and adding fonts to them from anywhere on your system or network, without regard to what folder they are stored in.

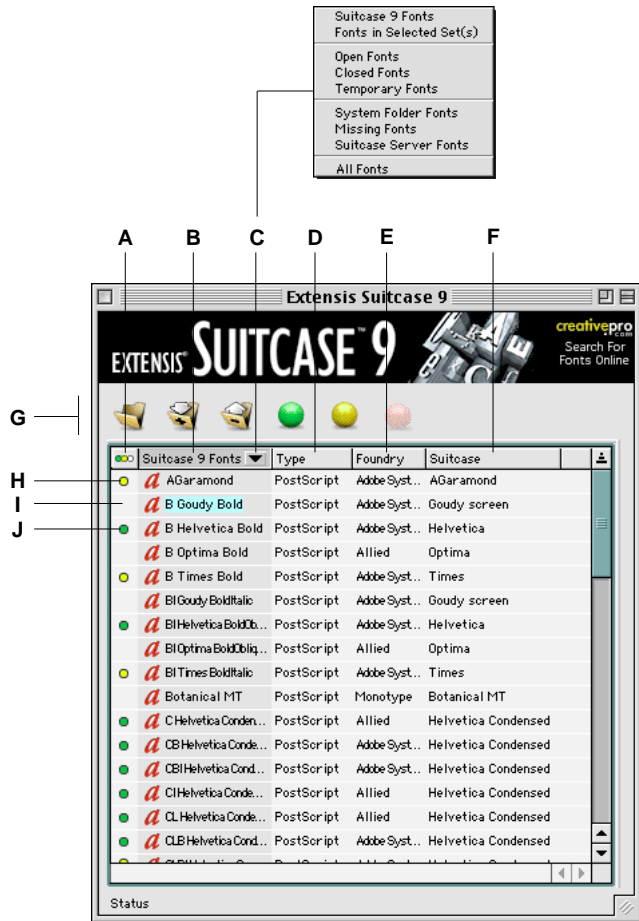
To open the Sets pane: Choose “Show Sets Pane” from the Suitcase View menu, or press **⌘1**.

To close the Sets pane: Choose “Hide Sets Pane” from the Suitcase View menu, or press **⌘1**.

Font Pane

The Font pane displays all the fonts in a specific group (C). To display a different list, choose it from the pop-up menu. Click a column heading to sort by that column [(A) through (F)].

- A** Status: Displays a status icon for each font displayed in the list. See (H), (I), and (J).
- B** Font List: Displays the currently selected list (C). All fonts in the listed group are displayed in the window.
- C** Fonts List pop-up menu: Allows you to choose a list of fonts to be displayed. Options are All Fonts, Suitcase 9 Fonts, Fonts in Selected Sets, Open, Closed, Temporary Fonts, System Folder Fonts, Missing Fonts, Suitcase Server Fonts. (Page 51).
- D** Type: Displays the font type.
- E** Foundry: Displays the font foundry.
- F** Suitcase: Displays the suitcase that the font is stored in.
- G** Toolbar: Allows you to activate, deactivate, and remove fonts. See page 22.
- H** Activated Permanently: A green bullet  indicates that the font is currently active (open) and will be reactivated automatically each time the system is restarted (page 34).
- I** No icon indicates that the font is currently inactive (closed). Inactive fonts will remain inactive until activated manually using either of the activate commands.
- J** Activated Until Restart: A yellow bullet  indicates that the font is currently active (open), but will not be reactivated when the system is restarted (page 34).



View

Show Font Pane	⌘`
Hide Sets Pane	⌘1
Hide Preview Pane	⌘0
Show Open Fonts	⌘2
Show Temporary Fonts	⌘3
Show Suitcase Fonts	⌘4
Show System Folder Fonts	⌘5
Show Fonts in Sets	⌘6
Show Closed Fonts	
Show Missing Fonts	
Show All Fonts	⌘7

Font Pane

The Font pane allows you to display all fonts in a particular group, such as all Active Fonts, all Suitcase 9 Fonts, all Closed Fonts, etc.

To open the Font pane: Choose “Show Font Pane” from the Suitcase View menu, or press **⌘`**.

To close the Font pane: Choose “Hide Font Pane” from the Suitcase View menu, or press **⌘7**.

Preview Pane

The Preview pane displays sample text in the selected font face(s). Choose from 4 different display types: Waterfall, Alphabet, Paragraph, and QuickType.

A Preview Text Display Type: Displays the type of text display chosen. Text entered in the Preview Text section of the Preferences dialog (page 65) is displayed, except for QuickType text (see (C)).

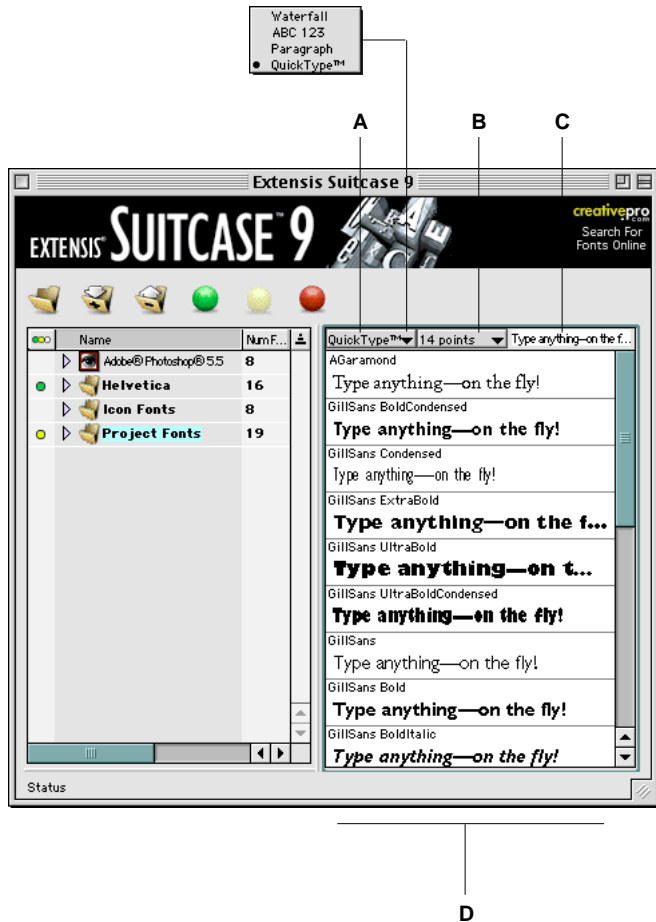
Choose a display type from the pop-up menu: Waterfall, Alphabet, Paragraph, or QuickType. These selections are described on pages 56 through 60.

To preview fonts, select them from the list in the Sets or Font pane. Multiple fonts can be selected from the list, allowing you to compare font faces. Fonts can be selected contiguously, non-contiguously, or by set. For more information on Preview pane options, see pages 56 through 60.

B Point Size indicator pop-up. Displays point size of the preview text. To change the point size, choose a different size from the pop-up.

C QuickType: Enter type to be displayed using the QuickType display option. Allows you to quickly see the exact type that you wish to see, and compare that text in different font faces. You must choose “QuickType” from the Display Type pop-up to display your selected fonts in QuickType text (see (A)).

D Text Preview: Lists the selected fonts alphabetically, and displays text in the currently selected Display type (see (A)).



View	
Hide Font Pane	⌘`
Hide Sets Pane	⌘1
Show Preview Pane	⌘0
Show Open Fonts	⌘2
Show Temporary Fonts	⌘3
Show Suitcase Fonts	⌘4
Show System Folder Fonts	⌘5
Show Fonts in Sets	⌘6
Show Closed Fonts	
Show Missing Fonts	
Show All Fonts	⌘7

Preview Pane

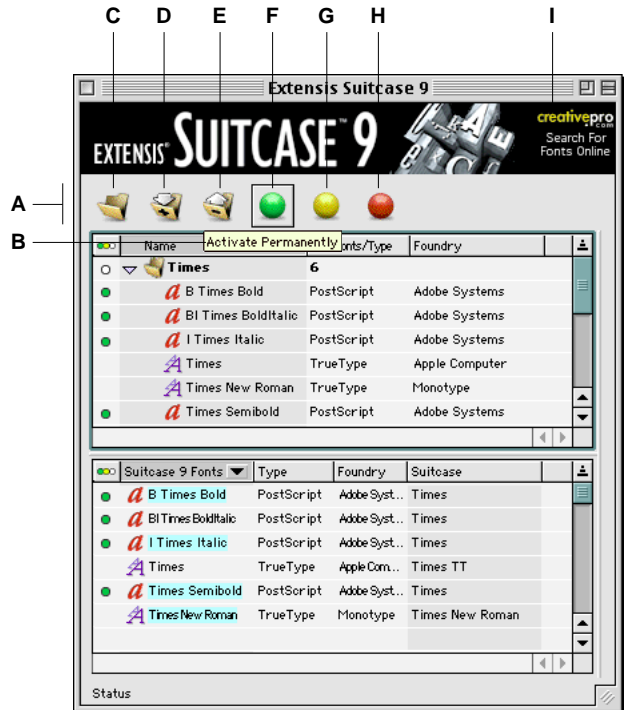
The Preview pane displays sample text for the selected fonts. Four display options are available: Waterfall, Alphabet, Paragraph, and QuickType. See page 56.

To open the Preview pane: Choose “Show Preview Pane” from the Suitcase View menu, or press ⌘0.

To close the Preview pane: Choose “Hide Preview Pane” from the Suitcase View menu, or press ⌘0.

Toolbar

- A** **Toolbar:** Provides easy access to set and font functions. You can use the buttons in the toolbar to affect selected sets or fonts in the Sets pane, and fonts in the Font pane.
- B** **Hot Help:** Displays button function when the mouse is passed over each button.
- C** **New Set:** Click to create a new set in the Sets window. The set name (Untitled) will be highlighted so you can easily enter a name for the set.
- D** **Add to Suitcase:** Click to search for fonts, suitcases, or folders to add to Suitcase. If no Set is selected, fonts will be added to Suitcase "loose," not associated with a set.
- E** **Remove:** Click to remove selected fonts or sets from Suitcase. *Removing fonts from Suitcase has no effect on the actual fonts stored on the hard drive—the fonts are removed only from the Suitcase Font Database.*
- F** **Activate Permanently:** Click to activate selected fonts or sets, and have them reactivated automatically each time the system is restarted.
- G** **Activate Until Restart:** Click to activate selected fonts or sets, but only until the system is restarted. To reactivate these fonts or sets after a system restart, you will need to select them and use one of the activation commands or buttons.
- H** **Deactivate:** Click to deactivate selected fonts or sets. To reactivate these fonts or sets you will need to select them and use one of the activation commands or buttons.
- I** **Creativepro.com:** Click to go to the creativepro.com web site using the system's default browser.



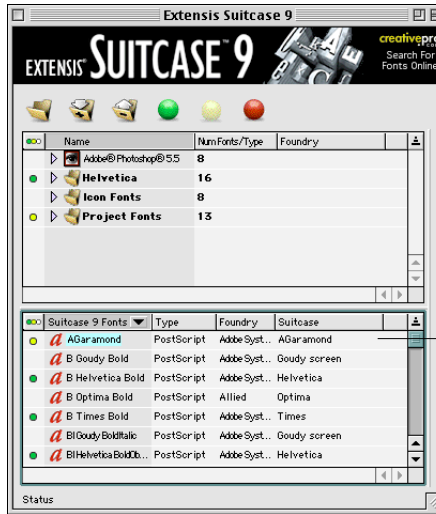
Toolbar

The Toolbar is always available when the Suitcase window is open. Toolbar buttons become active when the appropriate items (sets and/or fonts) have been selected in either the Sets pane or the Font pane.

Font Info

- A** Font Information window: Displays information about selected fonts, or all the fonts in selected sets, when the "Get Info" command is invoked (File > Get Info or ⌘I). Information for each font is displayed in a separate window.
- B** Font Name: Displays the name of the selected font.
- C** Font Information: Displays information about the selected font. Information includes: Type, Foundry, Version, Font ID#, Family, Screen Font, Printer Font, Screen Font Location, and Printer Font Location.
- D** Alphabet Preview: Displays the font using the Alphabet preview option.
- E** Paragraph Preview: Displays the font using the Paragraph preview option.
- F** Waterfall Preview: Displays the font using the Waterfall preview option.

Note: Different information is displayed for PostScript and TrueType fonts.



A

B ———

C ———

D ———

E ———

F ———



File

New Set	⌘N
New Application Set...	
Activate Fonts	⌘O
Deactivate Fonts	⌘K
Close	⌘W
Add Fonts...	⌘L
Add Temporarily...	⌘T
Page Setup...	
Print Sample Pages...	⌘P
Get Info	⌘I
Reveal in Finder	⌘R
Quit	⌘Q

Tips

You can quickly create a new set by dragging a font folder icon into the open Sets pane.

You can create an application set by dragging the application icon into the open Sets pane.

You can add fonts, suitcases, and whole folders without creating a set by dragging the item(s) into the Font pane.

Tip

You can add aliases to sets by dragging other fonts or sets to the desired set from either the Sets pane or the Font pane.

File Menu

Note: Options listed here are described in detail elsewhere in this User Guide, and in the Suitcase 9 Online Help. Use this section to get a quick description of the options on this menu.

New Set

Creates a new, untitled set in the Sets pane.

New Application Set

Allows you to create an application set by locating the desired application program in the Finder files and folder hierarchy.

Activate Fonts

Activates the font(s) and/or set(s) selected in either the Sets or Fonts pane according to the Default Activation preference (Edit > Preferences: General).

Deactivate Fonts

Deactivates the font(s) and/or set(s) selected in either the Sets or Fonts pane.

Close

Closes the active window. If the active window is the main Suitcase window, this command closes the application.

Add Fonts to Selected Set

Allows you to add fonts to the selected set (or directly into the Fonts pane). If you have enabled the “Activate Fonts When Added to Suitcase” preference (Edit > Preferences: General) the fonts will be activated according to the Default Activation settings (Permanent or Until Restart).

Tips

Only use the “Add Temporarily...” command to activate fonts that you know you will never (or rarely) use again. When the system is restarted, these fonts are removed from the Suitcase Fonts Database and will no longer appear on any of the font lists in the Font pane.

You can also add fonts temporarily by dragging and dropping them onto the Suitcase application icon.

Add Temporarily

Allows you to add fonts to the selected set (or directly into the Fonts pane) and activate them until the system is restarted or until you deactivate them using the “Deactivate” command or button. This feature is similar to “Activate Until Restart,” the difference being that fonts added temporarily are removed from the Suitcase Fonts Database when the system is restarted.

This powerful feature allows you to open fonts that you know you will be using just this one time (typical with Service Bureaus and Print vendors), and have them removed from the fonts database without selecting them and using the Remove command.

Fonts added “temporarily” are displayed in the Font List in red.

Page Setup

Allows you to set print parameters for printing the sample page for the selected font(s).

Print Sample Pages

Prints a sample page for the selected font(s). When a set is selected, prints a sample page for each font in the set.

Get Info

Allows you to display on screen a sample page for each selected font.

Reveal in Finder

Opens (in the Finder) the folder where the selected font is stored.

Quit

Quits the Suitcase application.

Note: Closing the Suitcase application has no effect on the sets, suitcases, and fonts being managed by Suitcase. The Quit command (or the Close command, if Suitcase is the active window) merely closes the Suitcase window. Fonts remain active even after the Suitcase application is closed.

Edit	
Undo	⌘Z
Cut	⌘X
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Remove Selected Items	⌘⌫
Preferences...	⌘Y

Edit Menu

Note: Options listed here are described in detail elsewhere in this User Guide, and in the Suitcase 9 Online Help. Use this section to get a quick description of the options on this menu.

Undo

Allows you to undo changes made when renaming a list item, or when you edit the sample text in the font preview box in the Preview window or the Preview Text tab of the Preferences dialog.

Cut, Copy, Paste, Clear

Available when a dialog box appears, and when you edit the sample text in the font preview box in the Preview window or the Preview Text tab of the Preferences dialog.

Select All

Choose all elements in a list or text box.


Remove Selected Items

Removes selected sets and/or fonts. Fonts are removed only from the Suitcase Font Database—the actual fonts stored on the hard drive or network are not changed in any way.

Preferences

Allows you to set user preferences, such as Default Activation, Hot Key to Open Suitcase, Preview Text, and Server Connection settings (if connecting with a Suitcase Server). See *page 62* for details.

Tip

You can also remove selected items (fonts, sets, or the contents of sets) by pressing the **Delete** key, or by clicking the Remove button  in the Toolbar.

View

Hide Font Pane	⌘`
Hide Sets Pane	⌘1
Hide Preview Pane	⌘0
Show Open Fonts	⌘2
Show Temporary Fonts	⌘3
Show Suitcase Fonts	⌘4
Show System Folder Fonts	⌘5
Show Fonts in Sets	⌘6
Show Closed Fonts	
Show Missing Fonts	
Show All Fonts	⌘7

Tip

System fonts are opened by the operating system when the computer is started up, but they are not managed by Suitcase. To open fonts at startup time but maintain the ability to close and reopen them as necessary, remove them from the Fonts folder in the System Folder and activate them in Suitcase (page 32).

View Menu

Show/Hide Sets, Font, and Preview Pane

Shows (displays) or Hides the chosen pane: Sets, Font, or Preview.

Note: The Sets and Font panes cannot be hidden at the same time. For example, if the Font pane is hidden and the Sets pane is chosen for hiding, the “Hide Sets pane” command becomes a toggle—the Font pane is displayed and the Sets pane is hidden.

Show/Hide Font List: Suitcase Fonts, Open Fonts, Closed Fonts, Until Restart Fonts, System Folder Fonts, Missing Fonts, Fonts in Selected Sets, or All Fonts.


All Fonts: Lists all fonts, including those in the system’s Font folder (System Folder > Fonts), and fonts controlled by Suitcase. If a font has not been added to Suitcase, or is not in the system’s Font folder, it will not appear on this list.

Suitcase 9 Fonts: Lists all fonts under Suitcase control. If a font has not been added to Suitcase, it will not appear on this list.

Open Fonts: Lists all currently active (open) fonts, including those in the system’s font folder (System Folder > Fonts), all fonts opened by Suitcase—either Permanent, Until Restart, or Application fonts—plus any fonts opened by other applications.

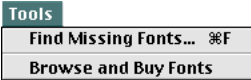
Closed Fonts: Lists all closed fonts under Suitcase control.

Temporary Fonts: Lists all fonts that will remain active only until the system is restarted. After the system is restarted, these fonts will no longer appear in the Suitcase Fonts Database.

System Fonts: Lists only the system  fonts. That is, those fonts in the system’s Font folder (System Folder > Fonts). Since these fonts are not controlled by Suitcase, they cannot be deactivated or removed using the Suitcase application.

Missing Fonts: Lists all fonts indicated as Missing by Suitcase. Missing fonts may have been removed, moved, or renamed since being linked to a Suitcase Set.

Fonts in Selected Sets: Lists the fonts in the currently selected set(s). This allows you to select the fonts in your Sets for viewing in the Preview window.



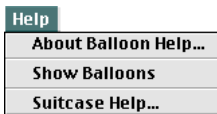
Tools Menu

Find Missing Fonts

Allows you to relink or remove fonts indicated as “missing” by Suitcase (*page 54*). These fonts may have been removed, moved, or renamed since they were linked (added) to Suitcase.

Browse and Buy Fonts

Opens the system’s default Browser, connects to the internet, and accesses a page allowing you to search for and purchase fonts.



Help Menu

Show/Hide Balloons

Enables Mac OS Balloon Help, which displays a descriptive text balloon when you move the cursor over a menu item.

Suitcase Help

Launches Suitcase 9 Online Help, a comprehensive, HTML-based information system you can use while the Suitcase application is open. Online Help will automatically open the system’s default Web browser.

Managing Fonts with Suitcase

This chapter explains how Suitcase helps you manage your fonts, and shows you how to create and work with Suitcase sets.

Note: The term “suitcase” originated on the Macintosh, where fonts used to be required to be placed in a “suitcase” or they couldn’t be used by the system. In more recent versions of the Mac OS, fonts do not need to be placed into suitcases.

Overview of Suitcase and Font Management

If you haven’t used Suitcase before, you (like most Macintosh users) probably have most of your fonts in your System Folder: Fonts folder. Fonts in the system’s Font folder are opened automatically each time the system is started or restarted.

Tip

Suitcase allows you to activate and deactivate fonts without closing your open applications. Without Suitcase, you must close all open applications before you can activate and deactivate fonts by dragging them into and out of the system’s Font folder.

If you have a small number of fonts, it may not matter whether all the fonts are opened all the time. However, if you have a large number of fonts, having every font open all the time means that you probably have fonts open that you don’t need, and possibly will never use. This consumes system memory, slows down your computer, and can make it difficult to wade through application Font menus to find and select fonts. It also takes time for an application to read all that font data to create the Font list, which can slow your work down considerably. Suitcase eliminates these problems, and makes font management a breeze.

With Suitcase 9 you can:

- Keep your fonts outside the system’s Font folder saving precious system resources, yet easily open as many fonts as you want, any time you want.
- Keep sets of specialty fonts, such as those available from clip-art packages, available at your fingertips, without the inconvenience of resorting to the manufacturer’s CD-ROM to search for that special new font for a project.
- Access fonts conveniently, turning them on only when you need them, then turning them off as soon as you’re finished with them (or automatically the next time you restart the system) thereby releasing system memory for other uses.
- Compare fonts to make selecting just the right font easier than ever.

How Suitcase Works

Tip

Fonts that you want to manage using Suitcase must not be stored in the system's Fonts folder (System Folder: Fonts). For important information on moving fonts out of the System Folder's Fonts folder, see [page 32](#).

Tip

If you want Suitcase to remember fonts so that you can open or close them again at any time, add them using the "Add Fonts" command on the Suitcase File menu, the "Add" button on the Suitcase Toolbar, or drag and drop them into the Suitcase Font pane or Sets pane.

If you want Suitcase to forget fonts, so that they do not appear in the Suitcase Font Database after restart, add them using the "Add Temporarily" command on the Suitcase File menu, or drag and drop them onto the Suitcase application icon. Fonts added temporarily are displayed in red type on Suitcase Font lists.

Suitcase activates fonts only when you tell it to, and it only works with fonts that reside outside of the system's Fonts folder. Fonts in the system's Fonts folder (System Folder: Fonts) are outside of Suitcase's control and are activated and deactivated as they always were. This means that if you want to control fonts using Suitcase, you will need to remove them from the system's Fonts folder and place them into folders somewhere else on your hard drive.

Note: Several fonts are required by the computer's operating system and should never be removed. See [page 33](#) for a listing of these special fonts.

To give control of font activation to Suitcase, they must be "added" to Suitcase's fonts list. You can either add fonts "loose" to Suitcase, or place them into groups called "Sets" (see [page 31](#)). After fonts have been added, either loose or in a Set, you use a few simple commands to tell Suitcase when and how to activate those fonts (make them available to the system). Active fonts will be displayed in the Font list in your applications.

When you add fonts to Suitcase you are really only adding an alias of the actual font on your hard drive. Thus when you remove a font from Suitcase, the actual font on your hard drive is left unchanged. Suitcase will look for the actual font when you activate it. This allows you to add fonts to Suitcase from remote disks and/or network volumes, as long as the drive or volume is available when you want to activate those fonts.

Loose fonts and fonts in Sets can include any combination of individual fonts, fonts in suitcases, and/or folders of fonts. You can include fonts in more than one set, and include sets as aliases within other sets.

Additionally, you can create special "Application Sets." The fonts in Application Sets are activated automatically whenever the application is launched.

In all cases, once you instruct Suitcase to activate a font, the font becomes active immediately and stays activated until either the system is shut down or you instruct Suitcase to deactivate it.

Note: If you move or rename fonts after you add them to Suitcase, you may need to re-link them to Suitcase. Otherwise Suitcase will not know where to find the fonts to activate them.

Sets

Sets are simply collections of fonts. Sets are an organizational tool for you to use to group fonts in ways that make them easier for you to work with. You use Sets to tell Suitcase “activate all these fonts at the same time,” rather than having to specify activation instructions for each font individually.

Sets Example: You might create a Set containing all of the fonts that you need for a particular project. When you are ready to work on the project, you can activate the necessary fonts, all at the same time, by opening the Suitcase application and clicking a button to indicate that you want to open that Set. When you’re finished with the project, you can deactivate the fonts through Suitcase, or you can have the fonts closed automatically when the system is shut down. If you will be working on the project for awhile, you can instruct Suitcase to always activate those fonts at system startup time. Then, when the project is over (days, weeks, or months later) you can tell Suitcase to stop activating those fonts. Since you already have the font set created, you can open those fonts again at any time, simply by instructing Suitcase to do so.

Tip

Suitcase automatically activates or deactivates all the fonts in a suitcase at the same time. To work with fonts individually, move them out of the suitcase.

After fonts have been added to a set in Suitcase, you can work with them as a complete set, or you can work with individual fonts in the set.

Application Sets: A special type of set called an Application Set lets you open fonts automatically whenever a particular application is opened. For example, you could have a special set of graphic fonts opened automatically when you open your graphics program, or a special set of banner fonts made available when you open your banner program. Note that when an Application Set is opened, these fonts are available to all other applications on your computer. When you quit the application, the fonts in the application set remain available until you deactivate them in Suitcase, or until you shut down your computer.

System Folder Fonts

Tip


To view all the fonts under Mac OS control (fonts in the System Folder's Fonts folder), choose "Show System Fonts" from the Fonts list pop-up menu in the Suitcase Font pane (page 20).

In order for you to manage fonts using Suitcase, those fonts must not be located in the System Folder's Fonts folder. Fonts in this folder are always controlled by the Mac OS. Even if fonts located in the System Folder's Fonts folder are added to Suitcase, as long as they are also located in the system's font folder Suitcase will have no effect on them.

Before adding fonts to Suitcase, it's a good idea to verify that those fonts are not already located in the System Folder's Fonts folder.

To determine what fonts are located in the System Folder's Fonts folder:

- 1. Open Suitcase by selecting it from the Apple menu or double-click the Suitcase application icon in the Suitcase folder. *You can also specify a keyboard shortcut to open Suitcase (see page 64).***
- 2. Choose "Show System Fonts" from the pop-up menu in the Font pane (page 20) at the bottom of the Suitcase window, or choose "Show System Fonts" from the Suitcase View menu.**

A list of all the fonts in the System Folder's Fonts folder will be listed. The Mac OS icon  will be displayed in the Status column for these fonts.

If the Font pane is not visible, choose "Show Font Pane" from the Suitcase View menu, or drag the vertical resize bar (page 13) toward the bottom of the Suitcase window.

- 3. If none of the fonts that you want to manage using Suitcase is displayed on this list, there is nothing more you need to do with your System Folder fonts.**

If any of the fonts that you want to manage using Suitcase appear on the list, you will need to remove them.

***Important!** Some fonts are required by the Mac OS and must never be removed from the System Folder's Fonts folder. These fonts are listed on page 23, along with instructions on removing system fonts.*

Tip

If Adobe Acrobat Reader has installed the MultipleMaster fonts “Adobe Sans MM” and “Adobe Serif MM” into the System Folder’s Fonts folder, do not remove them. Suitcase does not currently support MultipleMaster or OpenType fonts.

System Fonts Required By the Mac OS (do not remove from System Folder’s Fonts folder)




- Capitals
- Charcoal
- Chicago
- Gadget
- Geneva
- Monaco
- New York
- Sand
- Techno
- Textile

To remove Fonts from the System Folder’s Fonts folder:

- 1. Locate and open the Fonts folder in the System Folder.**
- 2. Quit all open applications.**

Fonts cannot be removed from the system’s Fonts folder when applications are running.

- 3. Locate the fonts that you want to remove.**
- 4. Drag the fonts to another folder, preferably to a designated Fonts folder elsewhere on your hard drive.**


If you are removing PostScript  fonts, be sure to locate the associated printer  fonts and move them to the same folder as the removed screen fonts. TrueType  fonts have no associated printer font.


Printer fonts are often located either in the System Folder: Fonts folder, or in the System Folder: Extensions folder.


- 5. Add the removed fonts to Suitcase.**


Activating and Deactivating Fonts

From within Suitcase, you will use one of three commands to tell Suitcase what you want to do with your fonts. The three commands are: Activate Permanently, Activate Until Restart, and Deactivate.

Activate Permanently:  (green) Tells Suitcase to activate (open) the selected fonts and/or sets now, and activate them automatically each time the system starts up. These fonts will be kept active until you deactivate (close) them through Suitcase. That is, they are activated each time the system is started or restarted.

Activate Until Restart:  (yellow) Tells Suitcase to activate (open) the selected fonts and/or sets now, but do not reactivate them when the system is restarted. “Until Restart” fonts are active until the system is shut down or restarted, or until you deactivate (close) them through Suitcase. To reactivate these fonts you will need to manually do so in Suitcase.

Deactivate:  (red) Tells Suitcase to deactivate (close) the selected fonts and/or sets now, and do not reactivate them until instructed to do so through Suitcase.



Application Sets: Fonts in Application Sets are not opened at startup, but are activated automatically each time the application is launched. That is, you do not select and activate the fonts, they are activated automatically, but only when the application is opened. When the application is closed, fonts in the Application Set remain open until the system is restarted, or until you close them in Suitcase. Application Sets are indicated in the Sets pane by the icon for the application. For example: .



Add Temporarily: Add Temporarily is a feature accessed from the File menu or invoked by dragging and dropping fonts onto the Suitcase application icon. It allows you to add fonts to Suitcase and activate them in one step. Like “Activate Until Restart,” these fonts are active until the system is restarted, or until you deactivate them using the Deactivate command. Unlike using “Activate Until Restart,” however, fonts added “temporarily” are removed from the Suitcase Fonts Database when the system is restarted. Fonts added temporarily are displayed in Suitcase font lists in red type. This powerful feature is typically used by Service Bureaus and Print vendors who need to have Suitcase “forget” fonts when a job has been completed. It removes fonts from the fonts database without needing to select them and use the “Remove” command.


Font Status


In both the Sets pane (*page 19*) and Font pane (*page 20*) icons in the left-most column give you an immediate visual indication of the status of each font or set. Circle icons represent two states: Active Permanent or Active Until Restart. No icon indicates that the font or set is Inactive, or Closed. A third circle icon, which applies to sets only, is displayed when a set contains fonts with different states. Other icons indicate Missing fonts, and PostScript screen fonts with no matching printer font.


Note: Fonts displayed in red are fonts that have been “Added Temporarily,” see page 34.


Activated Permanently  (green) is the status associated with fonts opened by the “Activate Permanently” command or button  (green), or that were activated automatically at system startup.

Activated Until Restart  (yellow) is the status associated with fonts opened by the “Activate Until Restart” command or button  (yellow).

Inactive (no icon) is the status associate with fonts that have been closed using the Deactivate command or button  (red), or that have not been reactivated after system restart.

Mixed Set  is the status displayed for a set when the set contains fonts with different states, such as some active and some inactive, or some Activated Permanently and others Activated Until Restart.

Missing Font  is the status displayed for a font when the original font file cannot be found. To relocate missing fonts, see *page 54*.

Orphan Screen Font  is the status displayed for a PostScript screen font when the associated printer font cannot be found.

Adding and Activating Fonts

Tip


To create and activate Suitcase Sets, see [page 39](#).

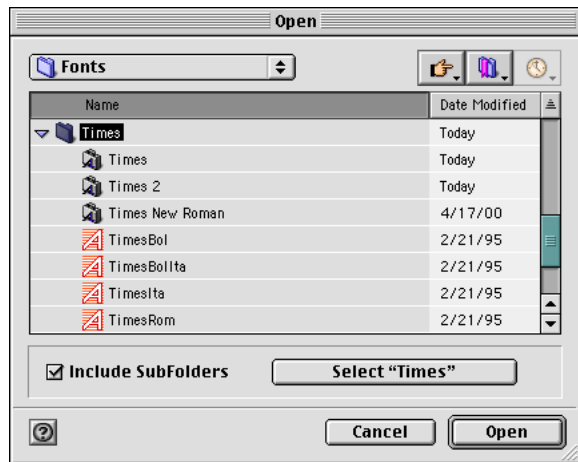
Tip

To select listed items contiguously, press and hold the Shift key while selecting them. To select items non-contiguously, press and hold the ⌘ key while selecting them.

You can add fonts “loose” to Suitcase using the “Add Fonts” command or button, or by dragging and dropping them into the Font pane ([page 37](#)).

To add loose fonts to Suitcase (not in a set):

1. **Open Suitcase by selecting it from the Apple menu or double-click the Suitcase application icon in the Suitcase folder. You can also specify a keyboard shortcut to open Suitcase (see [page 64](#)).**
2. **Click the “Add to Suitcase”  button on the Toolbar, or choose “Add Fonts” from the File menu, or press ⌘L.**



3. **Locate and select the items that you wish to add.**

You can select individual fonts, font suitcases, or folders of fonts.

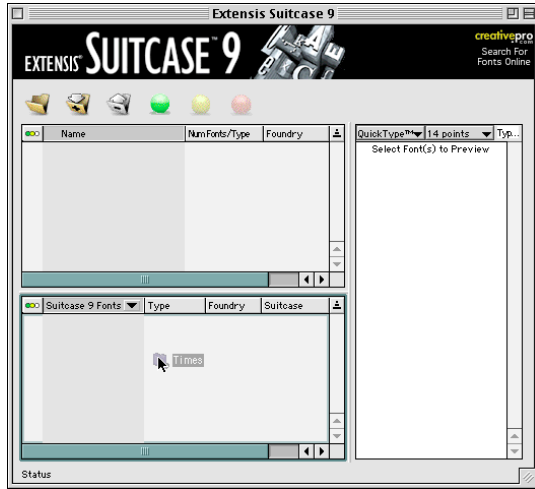
If you select a folder, you can elect to include fonts in sub-folders, or just the fonts in the selected folder.

4. **Click “Open.”**

The fonts are added to the Suitcase Fonts Database. A progress bar is displayed to keep you updated.

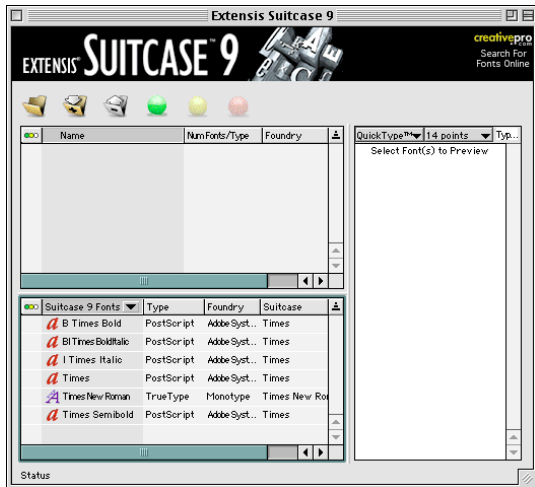
— or —

2. In the Finder, locate the font(s), suitcase(s), or folder(s) that you want to add.
3. Drag and drop the items into the Font pane in Suitcase.



If the Font pane is hidden, display it by selecting “Show Font Pane” from the View menu.

The fonts are added to the Suitcase Fonts Database. A progress bar is displayed to keep you updated.



If the fonts aren't visible, choose “Suitcase 9 Fonts” from the pop-up menu in the Font pane.



Tip

You can view the current list of Open (activated) fonts by choosing “Show Open Fonts” from the Suitcase View menu, or by choosing “Open Fonts” from the pop-up menu in the Font pane.

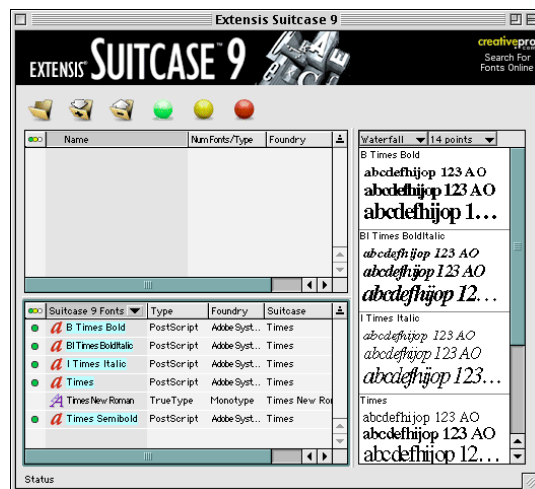
To activate fonts:

You can activate individual fonts from either the Font pane or Sets pane, or whole sets of fonts from the Sets pane.

Note: Fonts in suitcases are activated and deactivated as a group. To activate fonts individually, remove them from the suitcase.



1. Add the desired fonts, suitcases, and/or folders to Suitcase (pages 36 and 42).
2. In either the Font pane or Sets pane, select (highlight) the fonts that you wish to activate.
3. On the Toolbar, click either the “Activate Permanently”  button or the “Activate Until Restart”  button, depending on your needs.

The fonts will be activated immediately and a status icon will be displayed to indicate font status.



For information on activation states, see page 34. Status icons are discussed on pages 35, 50 and 52.

— or —

3. From the File menu, choose “Activate Fonts,” or press \mathring{O} . Or click  in the Status (left-most) column  of the fonts that you want to activate.

The fonts will be activated using the Default Activation option selected in Edit > Preferences: General. The change status pointer will indicate the “change to” state.

Creating and Activating Sets

Tip


To add fonts to Suitcase without adding them to a set, see *page 36*.

Although not required, a good thing to do before you start creating sets in Suitcase is to group your fonts, as much as possible, into folders that reflect the way you think you'll group them into sets in Suitcase. By doing this you can easily create Suitcase Sets by simply dragging folders containing fonts into the Sets pane.

You can easily use and benefit from Suitcase without following this suggestion, but since you'll be locating and organizing fonts from within Suitcase anyway, it makes sense to have them organized on your hard drive as well. The benefit, besides having fonts that are easy to open and use, is that they will be easier to locate on your hard drive, should you ever need to.

Using Drag and Drop: You can easily add fonts or folders of fonts to sets by dragging and dropping them from folders anywhere on your system. You can also drag and drop within Suitcase to move fonts between sets, or to add an alias of one set to another set.

To create a Set:

1. **Open Suitcase by selecting it from the Apple menu, or double-click the Suitcase application icon in the Suitcase folder. You can also specify a keyboard shortcut to open Suitcase (see page 64).**
2. **Click the “New Set”  button, or select “New Set” from the File menu, or press ⌘N.**

A new Set is displayed in the Sets window and assigned the name “Untitled.” The name of the set is highlighted so that you can easily change it.

Add fonts to the Set as described on *page 42*.

— *or* —

2. **Locate individual font files or suitcases and drag them into the Sets pane.**

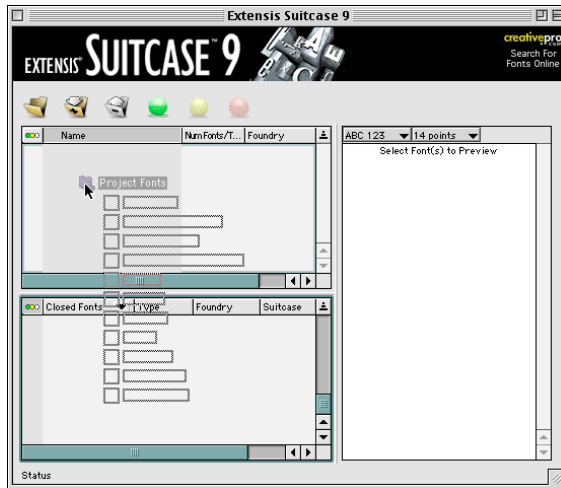
A new Set is displayed in the Sets window and assigned the name “Untitled.” The individual fonts will be added to the set. The name of the set is highlighted so that you can easily change it.

— or —

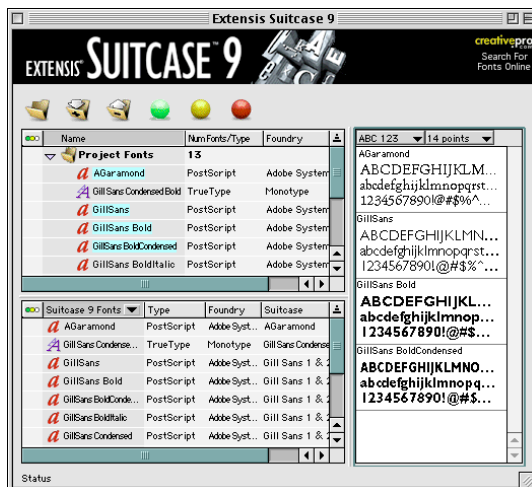
2. From the Finder, locate the folder containing the fonts that you want in the Set.

The folder can contain any combination of font files and/or font suitcases.

3. Drag and drop the folder into the Sets pane.



A new set appears and is assigned the same name as the dropped folder. The new set automatically contains all of the fonts in the folder and sub-folders.



To create an Application Set:

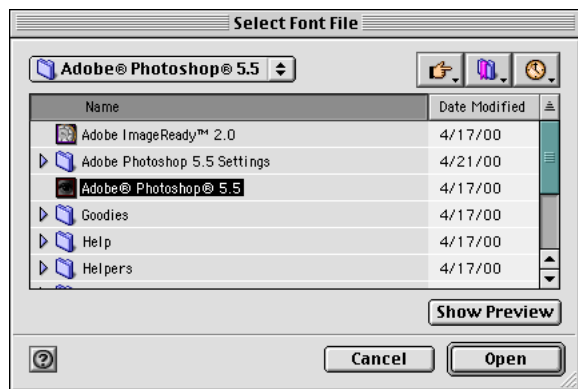
1. **Open Suitcase by selecting it from the Apple menu, or double-click the Suitcase application icon in the Suitcase folder. You can also specify a keyboard shortcut to open Suitcase (see page 64).**
2. **From the Finder, locate the application icon that you want to create a font set for.**
3. **Drag the application icon into the open Sets window.**

A new Application Set appears and is assigned the same name as the dropped application icon. The name of the new set is highlighted, allowing you to easily change it.

Add fonts to the Set as described on *page 42*.

— or —

1. **Open the Sets window in Suitcase.**
2. **From the File menu, choose “New Application Set.”**
The Application Set dialog box opens, allowing you to locate the desired application.
3. **Locate the desired application, then click “Open.”**



A new application set appears and is assigned the same name as the selected application icon. The name of the new set is highlighted, allowing you to easily change it.

Add fonts to the Set as described on *page 42*.

Tip

You can drag folders of fonts into the Sets pane to automatically create a set containing the fonts in the folder (see *page 40*).

To add fonts to a Set:

1. From within Suitcase, select (highlight) the Set(s) that you want to add fonts to.

2. Click the “Add to Suitcase”  button.

— *or* —

Choose “Add Fonts to Selected Sets” from the File menu, or press ⌘L.

3. Locate and select the fonts that you want to add to the set, then click “Open.” To add a folder, click “Select [foldername].” To add the fonts in sub-folders, click “Include Subfolders.”

4. When you have finished adding fonts to the list, click “Done.”

— *or* —

1. Open Suitcase.

If the Sets pane (shown on *page 19*) is not visible, open it by selecting “Show Sets Pane” from the View menu.

2. From the Finder, locate the fonts, suitcases, or folders of fonts that you want to add to the Set.

3. Drag and drop the the items onto the icon for the desired set.

All of the fonts in the folder and any sub-folders will be added to the set.

To add “loose” fonts in Suitcase to a set:



1. From the Font pane, select (highlight) the fonts that you want to add to a set.

2. Drag the fonts to the Sets pane and drop them onto an existing set icon, or drop them in an open area of the pane to create a new set containing those fonts. The name of the set is highlighted so you can easily change it.

Notes about adding fonts to sets:

- To display all the fonts in a set after you’ve added them, click the arrow to the left of the set. This expands the set list and allows you to work with individual fonts in the set.
- You can add hundreds of fonts to a set.

To activate font sets:

1. From the Sets pane, select (highlight) the sets that you want to activate.
2. On the Toolbar, click either the “Activate Permanently”  button or the “Activate Until Restart”  button, depending on your needs.

All the fonts in the selected set(s) will be activated, and a status icon will be displayed to indicate font status.

For information on activation states, see *page 34*. Status icons are discussed on *page 50 and 51*.

— *or* —

2. From the File menu, choose “Activate Fonts” or press **⌘O**. Or click in the Status (left-most) column of the set(s) that you want to activate.


The fonts will be activated using the Default Activation option selected in Edit > Preferences: General.

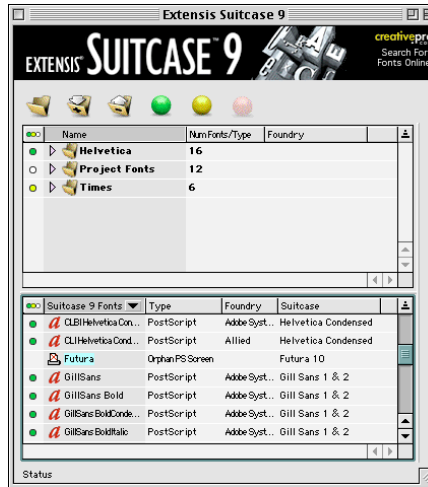
Notes about activating fonts and sets:


- Many applications automatically update their font menus dynamically, which makes fonts that you open in Suitcase available to the application immediately. For applications that do not update their font menus dynamically, you will need to quit and relaunch the application after opening fonts in Suitcase.
- Mac OS 8.x limits the total number of open fonts to 342 (some of which are opened by the system itself). Mac OS 9 does not have this limitation.
- When a font is activated and Suitcase finds that that another font with the same name has already been activated, you will be asked to choose which suitcase to activate (see *page 53*).

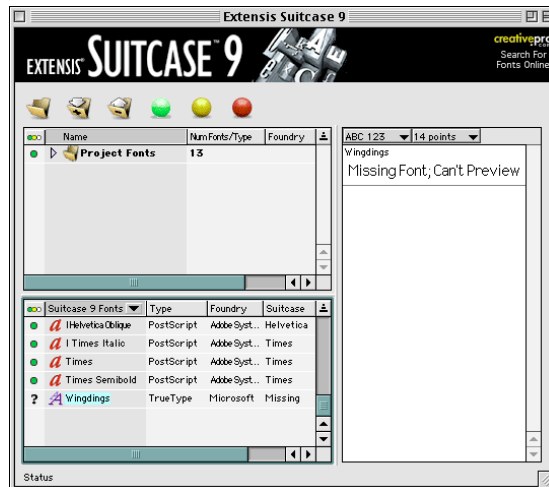
Tip

To ensure that PostScript fonts print and preview correctly, place PostScript screen fonts and printer fonts in the same folder.

- When adding PostScript fonts to Suitcase, be sure that the appropriate Printer fonts are located somewhere in the path where Suitcase looks for fonts. Screen Fonts with a missing Printer Font are indicated by a special icon .



- When Suitcase cannot locate the original font file, a question mark  is displayed in the font's Status column, a “Missing Font” message is displayed in the “Suitcase” column of the Font pane, and a “Missing Font; Can't Preview” message is displayed in the Preview pane.



To relocate missing fonts, see [page 54](#).

Activating (Opening) Fonts and Sets Until Restart

Tip


To select fonts or Sets contiguously, press the Shift key while selecting fonts and/or Sets.

To select fonts or Sets non-contiguously, press the ⌘ key while selecting fonts and/or Sets.

When you have fonts that you want to open for a short time and then have them closed automatically, open them as “Active Until Restart” fonts. These fonts stay open until the system is shut down or restarted; or, as with any fonts opened in Suitcase, you can deactivate them from Suitcase when you are done using them. Once deactivated, fonts will stay that way until you activate them manually from Suitcase. These fonts will be displayed on the Suitcase 9 Fonts list and in any Sets that they belong to even when they are closed (deactivated).

To open (activate) fonts and sets Until Restart:

1. **From the Font pane or Sets pane, select the fonts and/or sets that you want to activate, then click the “Activate Until Restart” button.**

An Activated Until Restart icon  is displayed in the Status column for the font(s) or set(s), indicating that these fonts are active and available to the system, but will not be reactivated when system is started or restarted.

For more information on the Activate Until Restart command, see *page 34*.

Adding Fonts Temporarily

When you have fonts that you want to open temporarily and also have Suitcase “forget” the fonts after they have been closed (either manually using the Deactivate command, or by restarting the system), use the “Add Temporarily” command. While they are active (open), these fonts will be displayed in Suitcase font lists (Font pane) in red. Fonts added to Suitcase “temporarily” will not be listed in any Suitcase font list after the system is restarted.

To add fonts temporarily:

1. **From the File menu, choose “Activate Temporarily,” or press ⌘T.**
2. **Locate and select the fonts that you want to add, then click “Open,” or locate a folder and click “Select [foldername].”**

— or —

1. **Drag and drop fonts or folder of fonts onto the Suitcase 9 application icon.**

Tip

You can view the current list of fonts added temporarily (if any) by choosing “Show Temporary Fonts” from the Suitcase View menu, or by choosing “Temporary Fonts” from the pop-up menu in the Suitcase Status widow.


Deactivating (Closing) Fonts and Sets

Tip

You can view the current list of Closed (deactivated) fonts by choosing “Show Closed Fonts” from the Suitcase View menu, or by choosing “Closed Fonts” from the pop-up menu in the Font pane.

You can close entire sets of fonts, or individual fonts in a set, or loose fonts in Suitcase, at any time.

To close fonts or sets:

1. From the Font pane or Sets pane, select the font(s) and/or set(s) that you want to close, then click the “Deactivate”  button, or choose “Deactivate Fonts” from the File menu, or press ⌘K.

The icons in the Status column will be removed to show the new closed status (see page 35).



Notes about closing fonts and sets:

- When you close a font, the font is not removed from the Suitcase set or from the Suitcase Fonts Database, nor is it removed from your computer—the font is simply deactivated (made unavailable to the system). You can select the font or set at anytime and reactivate it.
- Fonts closed in Suitcase may continue to appear in the Font menu of some applications. To clear the Font list, close and reopen the application.
- Closing an application linked to an Application Set does not close the fonts in the Application Set. These fonts remain open until the system is shut down or restarted, or until you deactivate them manually.

Renaming Sets

To rename a Set:

- 1. Open Suitcase.**

If the Sets pane (shown on *page 19*) is not visible, open it by selecting “Show Sets” from the View menu.

- 2. Select the set that you want to rename.**

- 3. Highlight the current name, then type in the new name.**

- 4. Click anywhere in the Suitcase window outside of the set name or icon to de-select the set.**


The name is changed everywhere this set appears in Suitcase.

Note: You cannot rename a set alias (one that is contained inside another set). To change the name of an alias, change the name of the original set.

Removing Fonts and Sets

Important: Removing fonts from Suitcase has no effect on the actual font files on your system.

To remove a font or set from Suitcase:

1. In the Font pane or Sets pane, select the font(s) and/or set(s) that you want to remove.
2. Press the “delete” key, or click the Remove  button, or select “Remove Selected Items” from the Edit menu, or press ⌘⌫ (Command+forward delete).

A warning dialog is displayed, asking you to verify removal.



3. Click “OK” to remove the fonts and/or sets.

The fonts and/or sets are removed from Suitcase. The actual font files on the disk are not affected.



Notes about removing fonts and sets:

- When you remove a font, the actual font on your hard drive is left unchanged. The font name is removed from the Suitcase Fonts Database, and will no longer appear in the “Suitcase 9 Fonts” list in the Font pane.
- If you remove a set from the top level of the Sets pane (that is, a set that is not a part of another set), Suitcase removes that set and any aliases of that set in Suitcase. However, if you remove an alias of a set (a set that you copied into another set), the top-level set is not removed.
- When you remove open sets, Suitcase removes the items from the Sets pane, but the fonts remain open and available to the system until the system is shut down or restarted. In this case, the fonts in the removed set are treated like Activated Until Restart fonts (*page 34*).
- Removing a set does not remove the font names from the Suitcase Fonts Database. To remove fonts from the database, select the fonts in the Font pane and use the Remove command as described above. The fonts will no longer be listed in the “Suitcase 9 Fonts” list in the Font pane.

Sorting Lists

In both the Sets pane (*page 19*) and Font pane (*page 20*) you can sort the displayed list by any column by clicking the column head. Click the sort arrow in the scroll bar for that pane to toggle between ascending and descending sort.

To sort Sets or Fonts:




1. **Open Suitcase.**
2. **If the pane you wish to sort is not displayed, choose “Show Sets Pane” or “Show Font Pane” from the View menu, or drag the appropriate resize bar until the pane you wish to see is displayed (*page 13*).**
3. **Click the column heading that corresponds to the characteristic that you want to sort by: Status, Set Name, Num/Type, Foundry (Sets pane); or Status, Font Name, Type, Foundry, Suitcase (Font pane).**
Suitcase immediately re-sorts the list based on the selected column.
4. **Click the sort arrow at the top of the scroll bar for that pane to toggle between ascending  and descending  sort.**

Set Status—Sets Pane

Suitcase 9 allows you to easily see the status sets and the fonts in those sets using icons in the Status column in the Sets pane.

To open the Sets pane: Choose “Show Sets Pane” from the Suitcase View menu, or drag the vertical resize bar (*page 13*) toward the bottom of the Suitcase window.

Set Status Icons: Icons in the Status column of the Sets window indicate the status of each set, and each individual font in the set.

- If a set contains only fonts that have been Activated Permanently, a green bullet  is displayed in the Status column.
- If a set contains only fonts that have been Activated Until Restart, a yellow bullet  is displayed in the Status column.
- If a set contains only closed (inactive) fonts, no icon is displayed in the Status column.
- If a set contains any combination of Activated Permanently, Activated Until Restart, or Inactive (closed) fonts, a white bullet  is displayed in the Status column.

For more information on the Status column, see *pages 35 and 50*. For information on the commands Activate Permanently and Activate Until Restart, see *page 34*.

Font Status—Font Pane

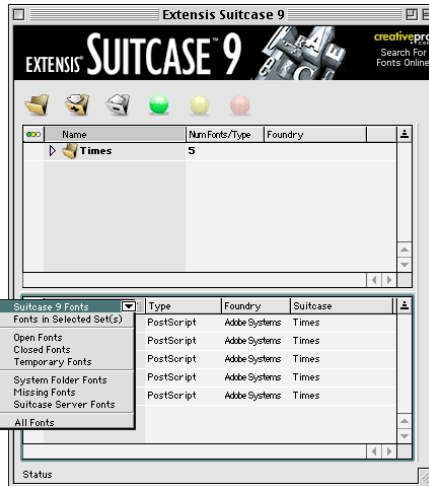
Suitcase 9 allows you to easily see the status of fonts that are under Suitcase control through the icons in the Status column in the Font pane. You can also view status of different types of fonts (such as just System fonts, or all open fonts) by listing them in the Fonts window.

From the Fonts window you can select different categories to view, such as: All Fonts, Suitcase 9 Fonts, Fonts in Selected Sets, Open Fonts, Closed Fonts, Temporary Fonts, System Folder Fonts, Missing Fonts, and if your organization uses Suitcase Server, Server Sets.

To open the Fonts pane: Choose “Show Font Pane” from the Suitcase View menu, or drag the vertical resize bar (*page 13*) toward the top of the Suitcase window.

To display different lists of fonts and view their status:

1. From the Suitcase Font pane, choose the desired category from the pop-up menu in the Name column.



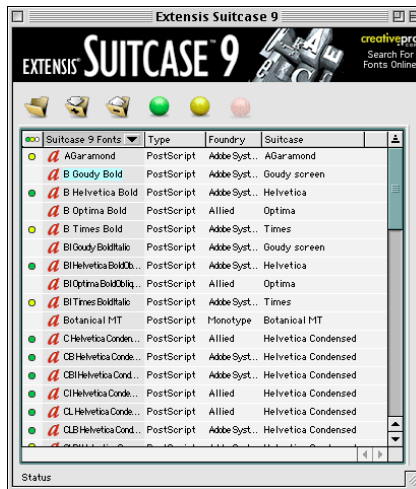
View	
Hide Font Pane	⌘ `
Hide Sets Pane	⌘ 1
Hide Preview Pane	⌘ 0
Show Open Fonts	⌘ 2
Show Temporary Fonts	⌘ 3
Show Suitcase Fonts	⌘ 4
Show System Folder Fonts	⌘ 5
Show Fonts in Sets	⌘ 6
Show Closed Fonts	
Show Missing Fonts	
Show All Fonts	⌘ 7





— or —

1. Choose the desired category from the View menu.




For example, if you want to see all of the fonts in your system’s Font folder (System Folder: Fonts) choose “Show System Fonts” from the View menu, or choose “System Fonts” from the pop-up menu in the Fonts pane. A listing of all the fonts in the system’s Font folder will be displayed.

Status Icon Key: Icons in the Status column of the Fonts window indicate the status of each individual font in the list:



- If a font is opened as Active Permanently, a green bullet  is displayed in the Status column.
- If a font is opened as Active Until Restart, a yellow bullet  is displayed in the Status column.
- If a font is closed (inactive), no icon is displayed in the Status column.
- If a font is missing, a question mark  is displayed in the Status column.
- If the printer font for a PostScript screen font cannot be found, a printer icon with a red “x” through it  is displayed in the Status column.

For more information on the Status column, see *pages 35 and 50*. For information on the Activate Permanently and Activate Until Restart states, see *page 34*.


Beside each font name is an icon representing the font Type, such as PostScript , TrueType , or System Folder Font . Font Type is displayed by name in the Type column. Also displayed in the Font pane is the Foundry for each font, and the font Suitcase (if any) where the font is stored.

Font Conflicts / Duplicate Font IDs

When two or more fonts have identical names, there is a “font conflict.” In a font conflict the Mac OS cannot determine which font to use and chooses arbitrarily.

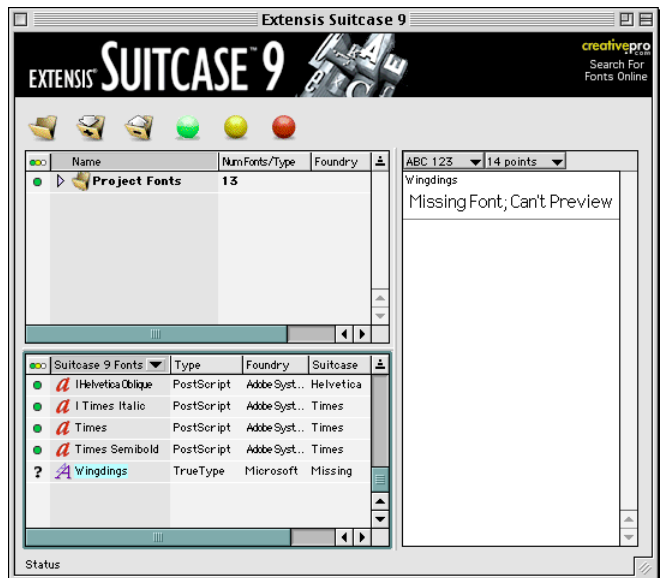
To prevent font conflicts, Suitcase will not open fonts when a font by the same name is already open. Suitcase notifies you immediately when you open fonts and one or more font names conflict with the name of a font that is already open, and allows you to choose which font to open.

Locating and Relinking Missing Fonts

When Suitcase cannot locate the original font file, a question mark  is displayed in the font's Status column, a "Missing Font" message is displayed in the "Suitcase" column of the Font pane, and a "Missing Font; Can't Preview" message is displayed in the Preview pane.

To locate and display a list of missing fonts:

1. From the Tools menu, choose "Find Missing Fonts," or choose "Missing Fonts" from the pop-up menu in the Preview pane.

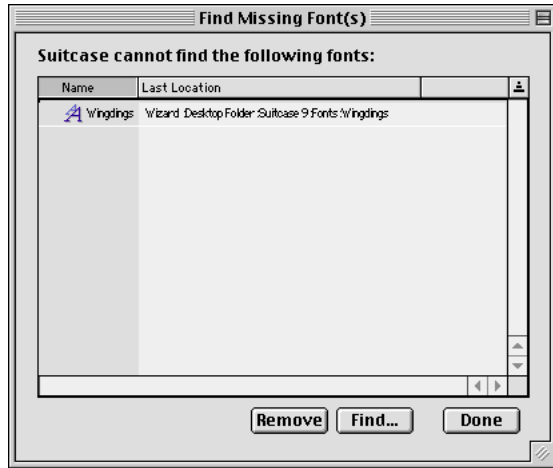


Suitcase will locate all missing fonts and display them in the Missing Fonts window or Font pane, depending on which command you chose.

To locate and relink missing fonts to Suitcase:


1. From the Tools menu, choose “Find Missing Fonts” or press ⌘F.

The missing fonts will be displayed in the Missing Fonts window.



2. Highlight the font that you want to relink, then click “Find...”
3. When you have finished relinking fonts, click “Done” to close the dialog and return to the Suitcase window.

If you no longer have access to missing fonts, or no longer wish to have missing fonts in Suitcase’s font database, select the fonts and click “Remove.”

You could also remove the font(s) from Suitcase by selecting the desired fonts in the Font pane, then using the Remove  button on the Toolbar, or the “Remove Selected Items” command on the Edit menu. For additional information about removing fonts, see *page 48*.

Previewing Fonts

Tip

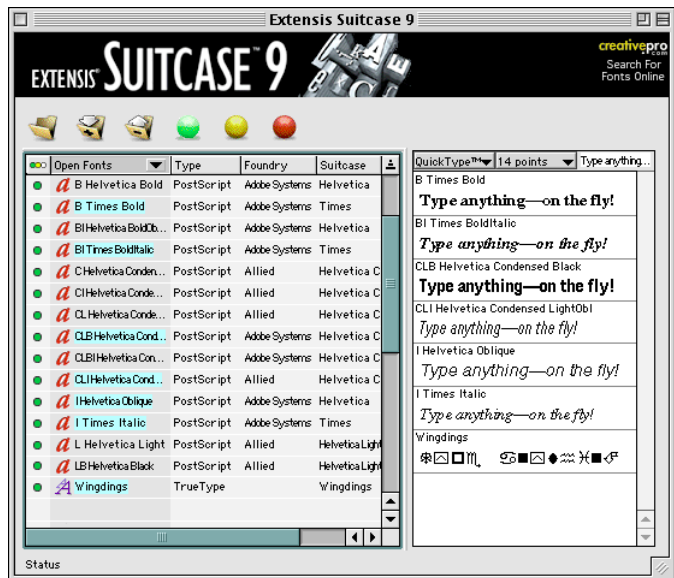
You can display multiple fonts in any of the four views in the Preview pane. Multiple fonts can be selected in the Sets pane or Fonts pane. To select fonts contiguously, press and hold the Shift key while selecting them. To select fonts non-contiguously, press and hold the ⌘ key while selecting them.

Tip

To display the previews for PostScript fonts smoothly, be sure that the printer font is located in the same folder as the screen font, and that Adobe Type Manager (ATM) is enabled.

Suitcase offers four different ways to view text in selected font faces. The four views are: Waterfall, Alphabet, Paragraph, and QuickType.

Views and point sizes are easily selected from pop-up menus in the Preview Window. You enter text for QuickType view in a text box at the top of the Preview window. Text for the other three views can be changed in the Preferences dialog (Edit > Preferences: Preview Text).



Waterfall View



Waterfall view allows you to compare text displayed in selected fonts in different point sizes.

The default text for Waterfall view is the standard alphabet.

To enable Waterfall view:

1. In the Sets or Fonts window, select the sets or individual fonts that you want to preview.
2. In the Preview window, choose “Waterfall” from the View pop-up menu.

If the Preview window is not visible, choose “Show Preview” from the View menu.

3. To display the text in a different point size, choose it from the Font Size pop-up.

Suitcase will display the text for all selected fonts in three different point sizes, starting with the point size that you selected.

To change the text displayed in Waterfall view: Enter the desired text in the Waterfall text field in Preview tab of the Preferences dialog (Edit > Preferences: Preview: Waterfall).

Alphabet View



Alphabet view allows you to compare text displayed in the standard alphabet. Alphabet view displays only one font size at a time.

The default text for Alphabet view is a selection from the standard alphabet.

To enable Alphabet view:

1. In the Sets or Font pane, select the sets or individual fonts that you want to preview.
2. In the Preview pane, choose “Alphabet” from the View pop-up menu.

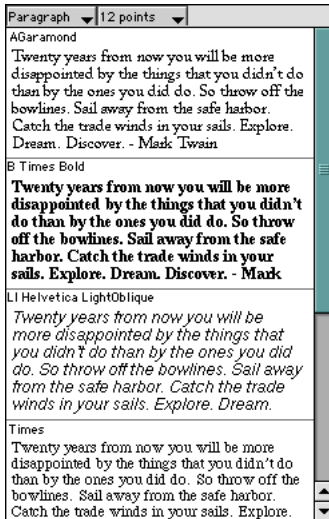
If the Preview pane is not visible, choose “Show Preview Pane” from the View menu.

3. To display the text in a different point size, choose it from the Font Size pop-up in the Preview pane.

Suitcase will display the text for all selected fonts in the point size that you selected.

To change the text displayed in Alphabet view: Enter the desired text in the Alphabet text field in Preview tab of the Preferences dialog (Edit > Preferences: Preview Text: Alphabet.)

Paragraph View



Paragraph view allows you to compare font faces by displaying large amounts of text. Paragraph view displays only one font size at a time.

To enable Paragraph view:

1. In the Sets or Fonts pane, select the sets or individual fonts that you want to preview.
2. In the Preview pane, choose “Paragraph” from the View pop-up menu.

If the Preview pane is not visible, choose “Show Preview Pane” from the View menu.

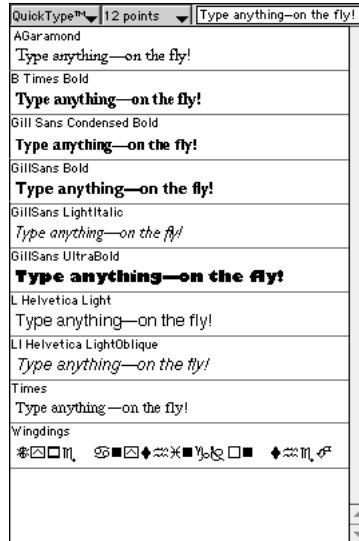
3. To display the text in a different point size, choose it from the Font Size pop-up in the Preview pane.

Suitcase will display the text for all selected fonts in the point size that you selected.

To change the text displayed in Paragraph view: Enter the desired text in the Paragraph text field in Preview tab of the Preferences dialog (Edit > Preferences: Preview Text: Paragraph.)

QuickType™ View

The most exciting view to use to preview fonts is the QuickType view. In QuickType view you can compare fonts using any text that you choose, simply by typing it into the text box at the top of the Preview pane.



QuickType view displays only one font size at a time.

To enable QuickType view:

1. In the Sets pane or Font pane, select the sets or individual fonts that you want to preview.
2. In the Preview pane, choose “QuickType” from the View pop-up menu.

If the Preview pane is not visible, choose “Show Preview Pane” from the View menu, or drag the horizontal resize bar (*page 13*) to about the middle of the Suitcase window.

3. To display the text in a different point size, choose it from the Font Size pop-up in the Preview pane.

Suitcase will display the text for all selected fonts in the point size that you selected.

To change the text displayed in QuickType view: Simply type it into the text box at the top of the Preview window. The text will be displayed as you type.

Font Info / Preview Sample Page

Suitcase 9 allows you to display and/or print comprehensive information about selected fonts as a Sample Page.

To display or print a Preview Sample Page:

1. **Open Suitcase.**
2. **From the Sets pane (page 19) or Fonts pane (page 20), select the font(s) for which you wish to display or print a Font Sample.**
3. **To display the Font Info, choose “Get Info” from the File menu, or press ⌘I. To print a Sample Page, choose “Print Sample Pages” from the File menu, or press ⌘P.**

A sample page will be displayed/printed for each font you selected. If a set was selected, a page will be displayed/printed for each font in the set.

Tip

To change any of the text that displays in the Font Info window or on the printed Sample Page, enter the desired text in the text fields in the Preview Text preference (Edit > Preferences: Preview Text).



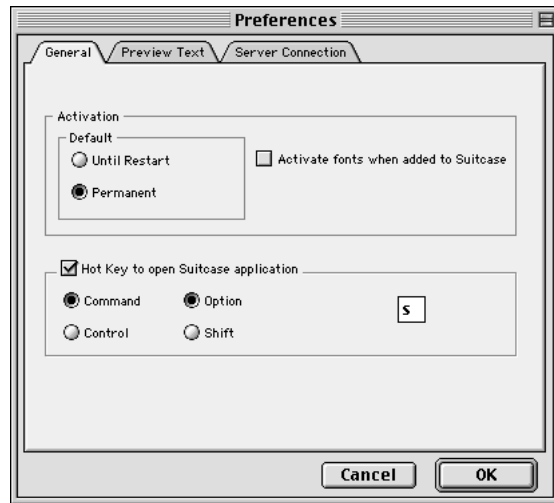
User Preferences



Suitcase user preferences are accessed from the Edit menu.


Default Activation


The Default Activation option tells Suitcase how you want fonts activated when any of the automatic activation modes are invoked: “Activate fonts when added to Suitcase” preference, clicking in the Status column of the Sets or Font pane, or choosing “Activate Fonts” from the File menu.



Tip

Double-clicking a font in either the Sets pane or Font pane will toggle the font status between inactive and the Default Activation setting chosen here.

Until Restart: Tells Suitcase to activate the selected fonts and/or sets immediately, but do not reactivate them when the system is restarted. “Until Restart” fonts are active until the system is shut down or restarted, or until you deactivate them through Suitcase. To reactivate these fonts you will need to manually do so in Suitcase. This feature achieves the same results as the “Activate Until Restart” command or button  but acts automatically.

Permanent: Tells Suitcase to activate the selected fonts and/or sets immediately, and always activate them automatically at system startup. These fonts will be kept active until you deactivate them through Suitcase. That is, they are activated each time the system is started or restarted. This feature achieves the same results as the “Activate Permanently” command or button  but acts automatically.

To change Default Activation:

- 1. Choose “Preferences...” from the Edit menu.**
- 2. Click the “General” tab.**
- 3. Click the desired radio button.**
- 4. Click “OK” to close the dialog and implement the changes.**

Activate Fonts When Added to Suitcase

You can instruct Suitcase to automatically activate fonts as soon as you add them to a set. This feature can save you from having to remember to activate new fonts before exiting Suitcase.

If you choose to enable this feature, fonts will be activated according the setting of the Default Activation mode preference. See *pages 34 and 35* for more information on activation modes.

When the “Activate fonts when added to Suitcase” feature is disabled, fonts are not activated automatically when added to Suitcase. See *pages 36 and 39* for instructions on activating fonts and sets.

To have fonts activated automatically when they are added to Suitcase:

- 1. Choose “Preferences” from the Edit menu.**

The Preferences dialog will be displayed.

- 2. Click the “General” tab.**
- 3. Click “Activate fonts when adding to Suitcase.”**

A checkmark in the box indicates that this feature is enabled. That is, fonts will be automatically opened (activated) as soon as they are added to Suitcase.

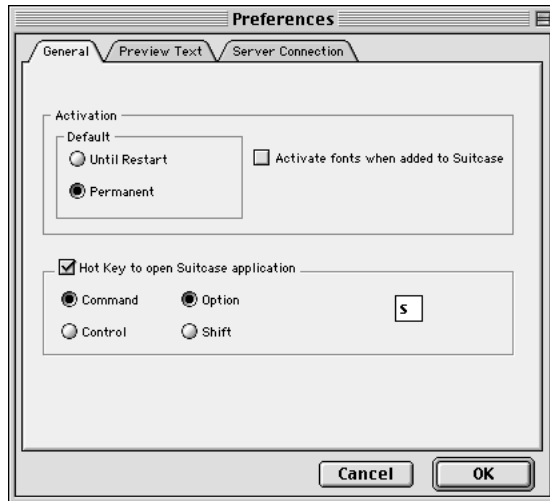
- 4. Specify whether you want fonts to be activated as Permanent fonts or Until Restart fonts by clicking the appropriate radio button.**

For an explanation of Permanent and Until Restart fonts, see *page 34*.

- 5. Click “OK” to close the Preferences dialog and implement the changes.**

Hot Key to Open Suitcase

You can specify a key combination to open the Suitcase application. The default key combination is **⌘+Option+S**.



To specify a new hot key for Suitcase:

1. Choose “Preferences...” from the Edit menu.
2. Click the “General” tab.
3. Verify that the “Hot Key to open Suitcase application” box is checked.
4. Select the desired keys by clicking the radio buttons, then add the desired alphanumeric key to the text key field. You can use the following special keys: Command (⌘) or Control *plus* Option or Shift, *plus* any alphanumeric (letter or number) key.

The following restrictions apply: The period (.) cannot be used, and any key combination already in use on the Finder menu cannot be used.

5. Click “OK” to close the Preferences dialog and implement the changes.

Changing the Preview Text

While Suitcase provides default text that is automatically displayed in the Preview window, you can easily change this text to anything you like, as often as you like.

The three Preview modes that can be changed from the Preferences dialog are: Waterfall, Alphabet, and Paragraph. To change text in QuickType mode, simply type it into the text box at the top of the Preview pane (*pages 21 and 60*).

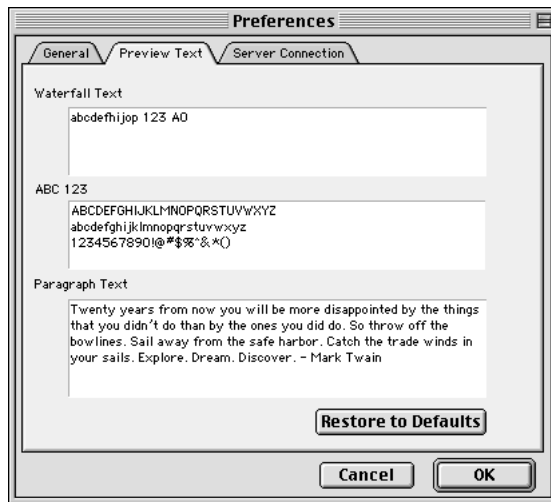
To change the Preview text for Waterfall, Alphabet, and/or Paragraph view modes:

- 1. Choose “Preferences” from the Edit menu.**

The Preferences dialog will be displayed.

- 2. Click the “Preview” tab.**

- 3. Enter the desired text in the appropriate text box.**

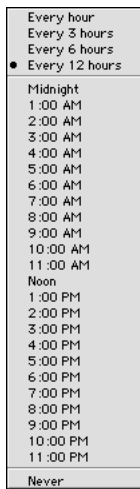


- 4. Click “OK” to close the Preferences dialog and implement the changes.**

Your changes will be reflected immediately in the Preview pane (*page 21*).

Tip

Suitcase Network Edition is required to connect to Suitcase Server. If you are using Suitcase Desktop Edition, you will not be able to connect to Suitcase Server.



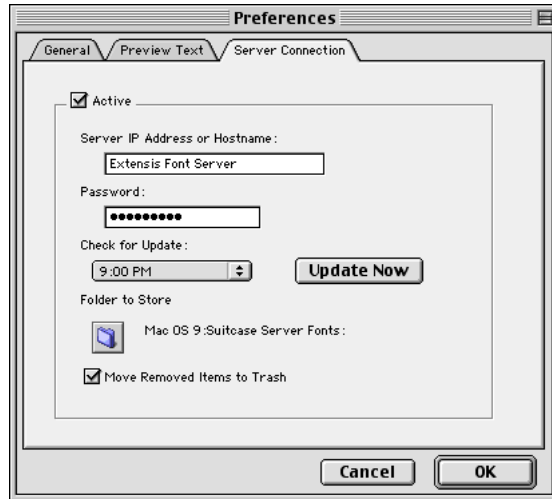
Tip

If you only want to update font files from the server manually, uncheck the “Active” box until you are ready to access the server. When you are ready to update fonts, check this box, then click the “Update Now” button. When font updating is complete, again uncheck the “Active” checkbox to disable Suitcase Server access.

Suitcase Server Client Preferences

Options in the Server Connection preferences dialog allow you to connect with a server running Suitcase Server software.

***Note:** You must have TCP services active to access the server, using Open Transport TCP 1.3 or higher. Standard AppleTalk connectivity is not supported. Contact your System Administrator for assistance with network setup.*



Active: Allows you to enable the Suitcase Server client. You can disable Suitcase Server access by unchecking this box.

Server IP Address or Hostname: Enter either the Server IP address or the name of the Suitcase Server. Contact your System Administrator for details.

Password: Enter the Suitcase Server password.

Check for Update: Choose the time interval for automatic font updates from the Suitcase Server. To update fonts immediately, click the “Update Now” button.

Folder to Store Fonts: Allows you to locate and select a folder for fonts downloaded from the Server. Default folder is “Suitcase Server Fonts” at the root level of the hard drive.

Moved Removed Items to Trash: This option allows you to delete items in the Removed fonts folder by having them automatically moved to the Trash.

Suitcase XT

Tip

Fonts must be added to Suitcase before Suitcase XT can find and open them automatically.

Tip

When adding fonts to Suitcase:

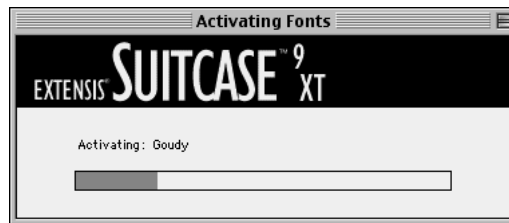
If you want Suitcase to remember the added fonts so that Suitcase XT can open them again at any time, add them using the “Add Fonts” command or button (*pages 36–37, 39–40 and 42*).

If you want Suitcase to forget the added fonts, so that they do not appear in the Suitcase Font Database after restart, add them using the “Add Temporarily” command (*page 45*). Suitcase XT will be able to locate the fonts, but only until the system is restarted.

Suitcase XT is an XTension to QuarkXPress that automatically eliminates the tedious and time-consuming process of locating and opening missing fonts by hand.

How Can Suitcase XT Help Me?

Suitcase XT, combined with Suitcase 9, eliminates the need to locate, open, and manage missing fonts by hand in your QuarkXPress documents.



With Suitcase XT, when you open a QuarkXPress document that contains missing fonts, Suitcase XT automatically opens them temporarily in Suitcase. You get the benefit of only using a font when it is absolutely needed. Simply drag and drop your fonts onto Suitcase and let Suitcase XT do the rest. Font management doesn't get any easier.

Suitcase XT can also close fonts that it opens, either when you close the document or when you quit QuarkXPress, depending on which options are enabled in the Suitcase XT Preferences (QuarkXPress > Preferences > Suitcase XT Preferences).

Suitcase XT takes advantage of Mac OS 9 Font Sync technology to locate and differentiate between fonts of the same name (duplicate fonts)

Installing Suitcase XT

Suitcase XT is installed automatically by the Suitcase 9 installer. If you ever need to manually install this XTension, drag it to the XTensions folder located with the QuarkXPress application.

Tip

For Frequently Asked Questions (FAQs) and Troubleshooting information for Suitcase XT, please visit the support forum on the Extensis web site:
<http://www.extensis.com/support>

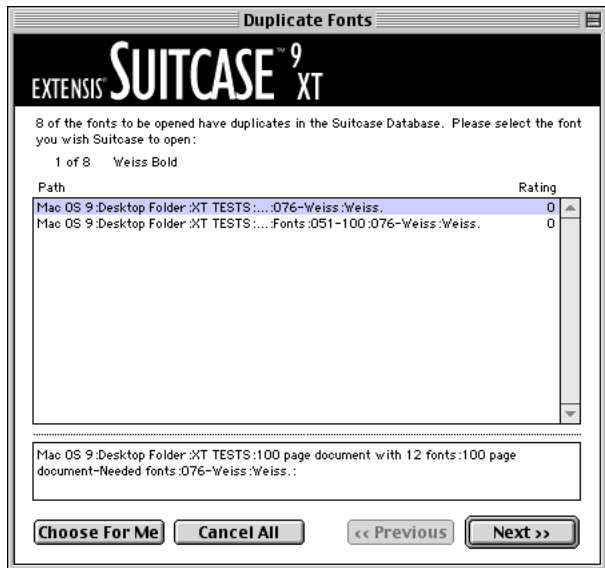
Note

A status will be displayed for each missing font: missing or duplicate. A status of "Missing" means that the font was unable to be opened in Suitcase. A status of "Duplicate" followed by a number means that Suitcase XT found more than one occurrence of a missing font.

Using Suitcase XT

After installation, Suitcase XT will automatically examine every QuarkXPress document when you open it, and indicate if the document contains missing fonts. If a document does contain missing fonts, Suitcase XT will automatically search Suitcase for the missing fonts. You will be given an opportunity to either open the fonts or to replace them with different fonts.

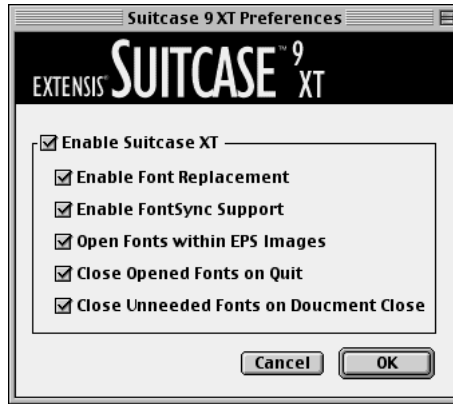
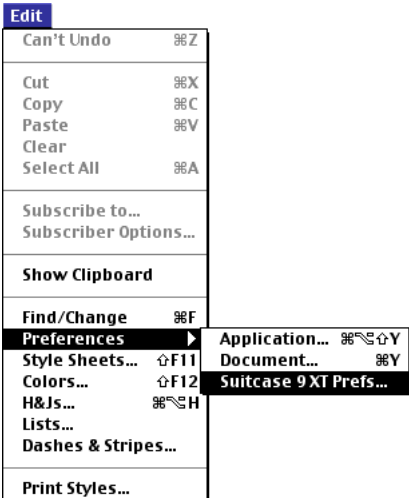
If, for any reason, Suitcase XT was unable to locate a needed font within Suitcase, the following dialog is displayed:



With Mac OS 9, if the Font Sync extension is installed and loaded, and the Suitcase XT option to use Font Sync technology is also enabled, any document saved in QuarkXPress will include FontSync information for all the fonts in the document. The next time the document is opened, Suitcase XT will compare any fonts it finds that have the same name as the missing font ("duplicate" fonts). When one or more duplicate fonts is found, you can choose to let Suitcase XT determine, as best it can, which font to substitute for the missing font, or you can examine the font comparison data that Suitcase XT provides, and choose the substitute font yourself.

Suitcase XT Preferences

When Suitcase XT is loaded and QuarkXPress is running, Suitcase XT Preference access is added to the “Preferences” sub-menu under the QuarkXPress Edit menu. The following controls allow you to customize how Suitcase XT operates:



Enable Suitcase XT

This option allows you to enable and disable the XTension without quitting and restarting QuarkXPress to disable it using the QuarkXPress XTensions manager.

When Suitcase XT is enabled, you are notified of missing fonts and will have the ability to replace any of those displayed.

When Suitcase XT is disabled, either in this dialog, by using the QuarkXPress XTensions manager, or by removing Suitcase XT from the Quark XTensions folder, you will need to use the tools in QuarkXPress to locate and work with missing fonts.

Enable Font Replacement

This feature allows you to turn on the replace font functionality of Suitcase XT.

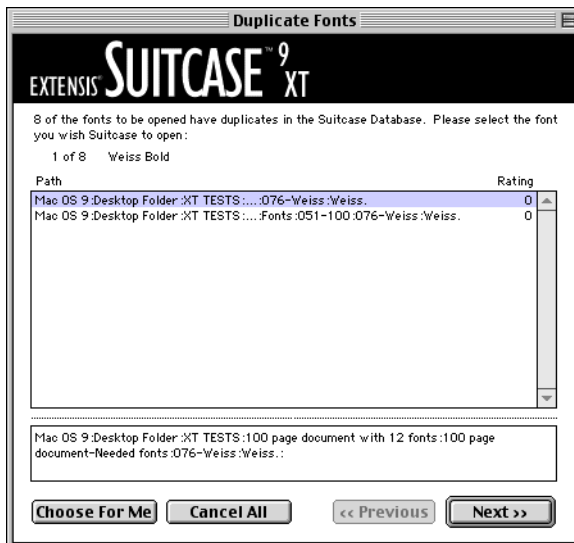
With the replace option disabled, Suitcase XT opens missing fonts at a drastically increased speed, however, it loses the ability to determine if a missing font is duplicated. With this option disabled, Suitcase XT opens the first occurrence of the font that it finds. If there are fonts that are unknown to Suitcase, you will be advised to check “Font Usage.”

Disabling this feature should be used with extreme care. It allows users who do not need the ability to replace missing fonts or determine if Suitcase has multiple versions of a font name to open fonts at a much faster rate.

***Important:** If you open a document which contains a font that exists more than once in Suitcase with "Disable Font Replacement" selected, Suitcase XT will open the first occurrence of the font name it finds.*

Enable Font Sync Support

This option allows Suitcase XT to take advantage of the Font Sync technology built into Mac OS 9. Using information from Font Sync such as Font Type (PostScript or TrueType), kerning tables, and foundry, Suitcase XT will attempt to locate the correct font and open it automatically.



If the correct font cannot be found, but there are duplicate fonts (fonts with the same name) available, you will be given an idea of how closely each duplicate font matches the missing font. You can choose the font that you think best matches the missing font, or allow Suitcase XT to choose the closest matching font.

Open Fonts within EPS Images

This option allows you to instruct Suitcase XT to open fonts that are embedded in EPS images. This will only occur when printing the file containing the EPS image.

Close Opened Fonts On Quit

This option allows you to control what happens to the fonts that were opened by Suitcase XT. With this feature enabled, Suitcase XT will close every font that it opened when the you quit QuarkXPress.

If you leave this option unchecked, the fonts that Suitcase XT activated when each QuarkXPress document was opened will remain active (open) until you restart your machine or manually deactivate (close) them through Suitcase.

Close Unneeded Fonts On Document Close

This option allows Suitcase to determine, when each document is closed, whether the fonts used in it are needed by any other currently open QuarkXPress document. If they are not, the fonts are closed.

Appendix A: Keyboard Shortcuts

Command	Macintosh Hotkey
Open Suitcase (default)	Command+Option+S
Select All	Command+A
Show/Hide Font Pane	Command+`
Show/Hide Preview Pane	Command+0
Show/Hide Sets Pane	Command+1
Show Open Fonts	Command+2
Show Temporary Fonts	Command+3
Show Suitcase Fonts	Command+4
Show System Folder Fonts	Command+5
Show Fonts in Selected Sets	Command+6
Show All Fonts	Command+7
New Set	Command+N
Add Fonts	Command+L
Add Fonts Temporarily	Command+T
Open (Activate) Fonts/Sets Using Default Activation	Command+O
Open (Activate) Fonts/Sets Using Alternate Activation	Command+Option+O
Close Fonts/Sets	Command+K
Get Font Information	Command+I
Open Preferences	Command+Y
Close Suitcase Application	Command+Q, Command+W*
Reveal in Finder	Command+R
Remove Sets (leaves fonts in database)	Delete, Command+Delete
Remove Sets without Confirmation (leaves fonts in database)	Option+Delete, Command+Option+Delete
Remove Fonts (removes from database)	Del, Command+Del
Remove Fonts without Confirmation (removes from database)	Option+Del, Command+Option+Del
Move Up through List	Up Arrow
Move Down through List	Down Arrow
Expand List	Right Arrow, Command+Right Arrow
Condense List	Left Arrow, Command+Left Arrow

* *Command+W closes the Suitcase application if the Suitcase main window is active when the command is invoked.*

Appendix B: Troubleshooting Suitcase 9

Each Extensis product has extensive up-to-the-minute online help and frequently asked questions (FAQs). Visit the Suitcase 9 page on the Extensis web site for more information about Suitcase and Suitcase XT.

Previewing a font in Suitcase 9 causes a crash

This is most likely caused by a corrupt font.

Remove the font from Suitcase. Drag both the original font and its associated printer font to the Trash, then reinstall the font from the original media. Add it to Suitcase 9 and try previewing it again.

If you are using Mac OS 8.6, there is a bug which can corrupt some fonts. The Font Manager update is available for download from <http://asu.info.apple.com>

Launching application X with Suitcase 9 active causes a crash

This is most likely caused by a corrupt font.

Leave Suitcase active, but close all open fonts before launching the application. If the application launches successfully, the next step is trial-and-error to determine which font or fonts cause the damage. Try quitting the application, turn on a few fonts which were active when the crash occurred, then launch the application again. Repeat this process until you have identified the font or fonts in question, and then remove and reinstall those fonts from your system.

Starting up with Suitcase active causes a crash

This is probably caused by an extension conflict.

Restart holding down the Space bar; this will bring up the Extensions Manager before the extensions load. Change the selected set to “MacOS Base.” Find and turn on the three (3) Suitcase extensions: Suitcase FontEngine, Suitcase Extension, and Suitcase FontEngine Library. The Extensions Manager will insist that you duplicate the Base set before you can make changes; “Suitcase Only” would be a good name for this set. Name the new set, then click “Continue.”

If the system starts up, you have an extension conflict. Turn your extensions back on a few at a time and restart until the problem reappears. If you are not familiar with the extension conflict testing procedure please, see the Support section of the Extensis website (<http://www.extensis.com/support>) for more complete instructions.

Jagged fonts on-screen or on paper

Smooth on-screen display of PostScript fonts on a Macintosh is handled by Adobe Type Manager (ATM).

If ATM is not installed or is inactive you will have jagged on-screen display of PostScript fonts at most point sizes, and will have jagged output when printing to a non-PostScript printer. A free version of ATM is available on your Macintosh system CD or, if you are using MacOS 9.x, from Adobe's website.

Since ATM uses the printer font element of the PostScript font, this problem can also occur if ATM is active but the printer font is missing. Choose "Show Missing Fonts" from the Suitcase 9 View menu; this will display fonts which are missing the printer font. Reinstall the fonts from the original media to fix the problem.

If the printer font was not added to the Suitcase database at the same time as the screen font, Suitcase will not report the font as missing. Remove the screen font in question from Suitcase 9, locate the printer font, move it to the same folder as the corresponding screen font and then add the screen font to Suitcase.