



# EXTENSIS<sup>®</sup> SUITCASE<sup>™</sup> 10

Quick Start Guide  
for Macintosh<sup>®</sup>

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# Introducing Suitcase 10

Welcome to Suitcase™ 10! Suitcase 10 is a powerful font management utility that makes working with fonts faster and easier than ever before.

With Suitcase 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.

Included with Suitcase 10 for Macintosh are these utilities: *MenuFonts*, a control panel that allows you to view fonts in font menus in WYSIWYG format, *FontBook* from LemkeSoft, a utility that allows you to preview and print your fonts in any of 24 different templates, and *Suitcase XT*, an XTension™ for QuarkXPress that automatically opens missing fonts in QuarkXPress documents.

Suitcase 10 also offers the ability to keep fonts synchronized with other Suitcase users (Suitcase 9.0 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.)*

## System and Software Requirements



*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.*

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

- Macintosh® PowerPC® or compatible computer

- 32MB RAM
- 8MB free hard drive space
- Mac OS® System 8.6 through 9.1
- Adobe Type Manager® (ATM) Light 4.6 or higher
- To use Suitcase Online Help: Suitcase requires version 4.0 or later of 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.

## Registration

It is important to register your copy of Suitcase so we can provide you with the best possible service. Registered users of Suitcase 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. Enter that number to personalize your copy of Suitcase.

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 +44 (0)1604 636 300.

## Technical Support

For questions regarding Suitcase, please first refer to this guide and Suitcase 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 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.



*Extensis Technical Support can also be reached by:*

**Fax:** (503) 274-0530

**E-mail:** [support@extensis.com](mailto:support@extensis.com)

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


## Visit Our Website

For Frequently Asked Questions (FAQs), troubleshooting information, and other up-to-date information about Suitcase, please visit our web site: <http://www.extensis.com>

## Using this Quick Start Guide

This Quick Start Guide provides an overview of Suitcase to help you get “up and running” quickly.

When describing keyboard shortcuts, “Command” refers to the ⌘ key. References to menu selections are shown as Menu > Command.

Information preceded with the network icon () indicates a Suitcase Server related feature, available only when connected to a Suitcase Server (sold separately).

For more information on specific Suitcase features, refer to the following:

- Suitcase Online Help—which includes comprehensive information on Suitcase
- Suitcase MenuFonts HTML Help
- Suitcase User Guide in PDF format on the Extensis CD
- Read Me—located in your Suitcase folder, this text file gives you late-breaking information.



*For a complete list of keyboard shortcuts, refer to the “Tips and Shortcuts” section of Suitcase Online Help.*

## Suitcase 10 New Feature Summary

The following list highlights some of the major new features in Suitcase 10:

- Auto Activation—Automatically activates fonts when a document using those fonts is opened.
- Control Strip Access—Allows you to activate font sets instantly from the Mac OS Control Strip.
- Collect for Output—Gives you an easy way to collect fonts for specific jobs.
- Multiple Master Fonts—Includes support for Multiple Master fonts.
- Contextual Menus—Allows you to access common Suitcase commands from Contextual menus using a two-button mouse or the Control key.
- Font Tracking—Keeps track of font problems.
- Activate on Demand—Ensures that the font you need will be opened immediately.
- Create Empty Suitcase—Allows you to create an empty suitcase to facilitate font organization.
- Includes a copy of FontBook from LemkeSoft—This utility allows you to preview and print your fonts in any of 24 different templates.



## Suitcase Server Enhancements

*Requires Suitcase Server software (sold separately).*

- Select Server Sets—Allows network users to selectively choose which Server Sets to download.
- Job Fonts Folder—Allows the shared fonts administrator to quickly make fonts available to networked users by just dropping a folder of fonts into the Server fonts folder—without ever opening the Administrator application.

# Getting Started

Managing fonts with Suitcase is easy! All you need to do is add them to Suitcase (tell Suitcase where to find them) and then “activate” them (tell Suitcase to 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 that folder and then added to Suitcase. For information on how to do this, including which fonts need to remain in the System Folder Fonts folder, see Suitcase Online Help.*

## Overview

To add fonts to Suitcase, you need to first open the Suitcase application (you can do this from the Apple menu, or by double-clicking the Suitcase icon in the Suitcase folder). Then use the Add command or button inside Suitcase to tell Suitcase which fonts you want to work with, or simply drag and drop fonts, suitcases, or folders of fonts into the Sets or Fonts pane, depending on what you want to do.

The fonts that you add will not be activated until you tell Suitcase to do so. Fonts are activated by choosing either of two states:

- **Permanent**—which tells Suitcase to activate the selected fonts immediately and reactivate them automatically each time the system is started
- **Until Restart**—which tells Suitcase to activate the fonts until the system is shut down. These fonts will not be reactivated when the system is started up again. However, Suitcase remembers these fonts and allows you to easily 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 at any time 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 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).

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 activate fonts when they are added to Suitcase. Fonts will be activated according to the default activation preference.

Once a font has been added to Suitcase, even if you deactivate it the font name remains in Suitcase. 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 Fonts pane and using the “Remove” command.

If you work in a production environment, where each job often requires a completely different set of fonts, you can use the Activate on Demand feature to ensure that the correct

fonts are used when you start that job. Activate on Demand tells Suitcase to activate the fonts that are being added and to resolve any font conflicts immediately and automatically.

If your workgroup is connected to a Suitcase Font Server, font sets on the server will be automatically downloaded for you. Changes to Server Sets will be made for you automatically the next time Suitcase connects to the Server.

## Tools and Panes

The Suitcase window provides access to: the Toolbar, the Sets pane, the Fonts pane, and the Preview pane. The Suitcase window is shown on *page 10*.

**To open a pane:** Choose it from the View menu.

- **Toolbar:** Provides access to the most commonly used Suitcase commands: New Set, Add to Suitcase, Remove, Activate Permanently, Activate Until Restart, and Deactivate. Hold the mouse over a button to display Hot Help about that command.

- **Sets pane:** Lets you organize your fonts by creating groups (called “sets”) that you can activate or deactivate at the same time.

- **Fonts pane:** Displays a list of fonts that have been added to Suitcase. The list can be filtered via a pop-up menu.

- **Preview pane:** Allows you to instantly view and compare type faces using any of four different display modes.

- **Resize Vertical and Horizontal:** Lets you change pane size. By moving the resize bar all the way to the top, bottom, right, or left, you can hide or show the different panes. Each

pane has a minimum size—be sure to drag the bar far enough to open them.



*Drag the appropriate resize bar (see figure on page 10) to change pane size. Drag the bar all the way to the top, bottom, or side to hide the appropriate pane.*

- **Control Strip:** You can open and close font sets from the Mac OS Control Strip. You will need to create font sets before you can use this feature.


## The Basics: Adding and Activating Fonts

### To add and activate fonts:

#### 1 Open Suitcase.

Choose “Suitcase” from the Apple menu, or double-click the Suitcase application icon, or press the Suitcase keyboard shortcut (default is **⌘-Option-S**).

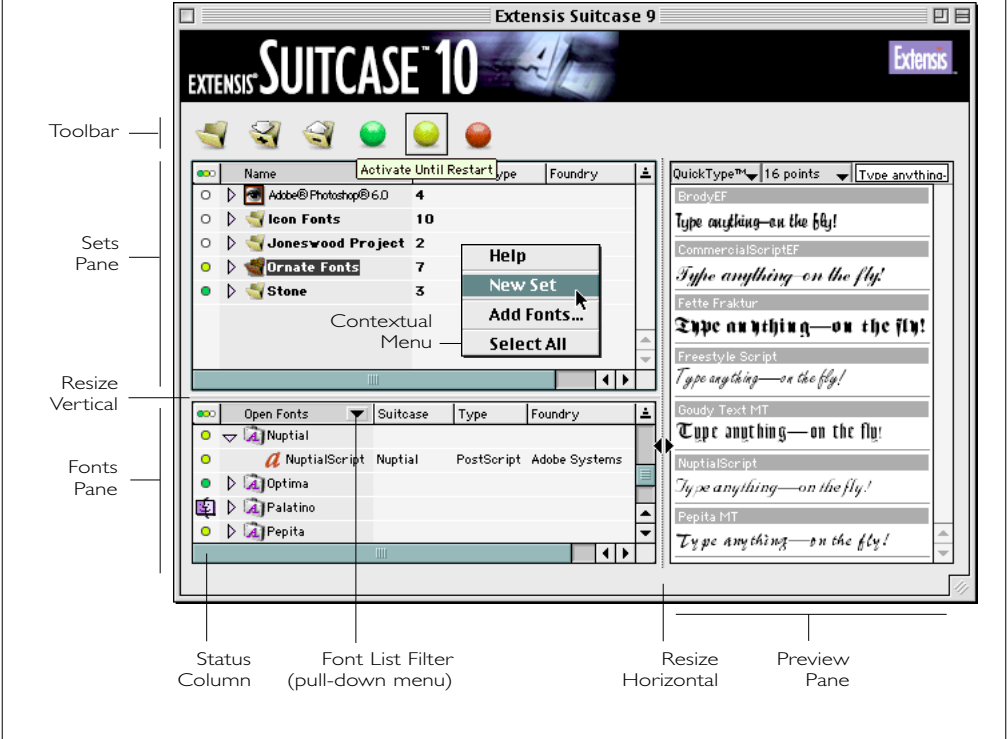
#### 2 Add fonts for Suitcase to control.

Click the “Add to Suitcase...” button  on the Toolbar, choose the “Add Fonts...” command on the File menu, or press **⌘L** to locate fonts. Or choose “Add Fonts...” from the contextual menu in the Fonts pane, or simply drag and drop fonts, suitcases, or whole folders (including subfolders) of fonts into the Fonts pane or the Sets pane.

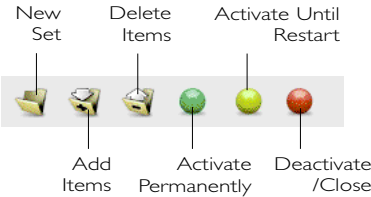
The selected fonts will be added to the Suitcase Fonts Database and listed in the Fonts pane. If you don’t see the fonts listed, choose “Show Suitcase Fonts” from the pop-up menu in the Fonts pane, or from the Suitcase View menu.

#### 3 Activate the fonts.

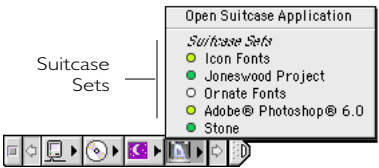
# The Suitcase Window




## Toolbar



## Control Strip





Select the fonts that you want to activate. On the Toolbar, click either the “Activate Permanently” (green) button or the “Activate Until Restart” (yellow) button. Or click the cursor in the Status column to activate or deactivate a font or set. When held over the Status column, the cursor changes color  to show the state of change when you click.

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.

**Note:** *If one font in a suitcase is selected to be activated or deactivated, all the fonts in the suitcase will do the same.*



*When activating fonts by clicking in the Status column, Option-click to change activation state from the default. You can change the Default Activation State in Edit > Preferences > General.*



*You can also activate font sets from the Mac OS Control Strip. Only sets are displayed in the Control Strip, so you will need to create sets before you can use this feature. See page 13 for information on creating sets.*


**4** Deactivate (close) the fonts when you are done using them.

To close fonts manually at any time, select the fonts or sets that you want to close, then click the Deactivate (red) button on the Toolbar, or press **⌘K**. Or click in the Status (left-most) column for the desired font or set.



*To automatically activate fonts when you add them to Suitcase, select the “Activate fonts when added to Suitcase” option in the General tab of the Suitcase Preferences (Edit > Preferences > General, or press **⌘Y**).*


## Font Activation Commands and States


You can see at a glance the status of any font or set by looking at the icon displayed in the Status column (). The color of the icons displayed in the Status column coordinates with the icons on the Toolbar that you use to change activation state.

### Activation States


Three buttons in the Toolbar affect activation state. You change activation state of selected fonts or sets by clicking these buttons, or by choosing the appropriate command from the File menu. These same three activation commands can be invoked by clicking the cursor in the Status column of the desired font or set, or by choosing a set from the Control Strip.

The three font activation commands are:

• **Activate Permanently:**  (green icon)  
Fonts activated Permanently will be activated immediately, and will remain active until the system is shut down. They will be activated automatically each time the system is started or restarted.






• **Activate Until Restart:**  (yellow icon)  
Fonts activated Until Restart will be activated immediately, and remain active until the system is shut down. These fonts will not be reactivated

when the system is restarted. The fonts will remain in Suitcase so that you can activate them again when you wish to do so.


- **Close/Deactivate:**  (red icon) Fonts that have been closed will no longer be available to your applications. To view the list of closed fonts, choose “Closed Fonts” from the pop-up menu in the Font pane.


## Status Icons

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

- **Activated Permanently:**  (green) is the status associated with fonts opened by the “Activate Permanently” command or button.
- **Activated Until Restart:**  (yellow circle) is the status associated with fonts opened by the “Activate Until Restart” command or button.
- **Auto Activated:**  (yellow diamond) is the status displayed for a font that was automatically activated by Suitcase due to a request from an application.
- **Inactive/closed:** (no icon) is the status associated with fonts that have been closed using the Deactivate command or button, 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.
- **System Font:**  indicates that the font resides in the System Folder's Fonts folder. Fonts in this folder are activated by the Mac OS

when the system is started up and therefore cannot be controlled by Suitcase. To give Suitcase control of fonts in the system's Fonts folder, move them to another folder. *See Suitcase Online Help for information and cautions about moving fonts out of the System Folder.*

- **Missing Font:**  is the status displayed for a font when the original font file cannot be found. Typically this means that the font has been moved or renamed since it was added to Suitcase. *For help in relocating missing fonts, see Suitcase Online Help.*

- **Corrupt Font:**  is the status displayed for a font that has crashed the system. Suitcase will not allow any font to load that crashes the system. Open Suitcase and remove the font, then replace it with a copy of the original font.

## Suitcase Sets

Sets are simply collections of fonts— 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.



*Using the Control Strip, you can activate or deactivate font Sets without opening the Suitcase application.*

### To create a new set:

- Drag and drop folders of fonts into the Sets pane.

A set will be created with the same name as the top-level folder, with the fonts already added to the set.

— or —

- Use the “New Set” button or command to create a set. Add fonts to the set by dragging and dropping them onto the set icon in the Sets pane, or select the set, then use the “Add to Suitcase...” button or the “Add Fonts to Selected Set...” command (from the File menu or contextual menu).

You can activate or deactivate all the fonts in a set at once, or click the expand arrow to work with individual fonts in the set. Activating and deactivating all the fonts in a set is the same as with individual fonts (*step 3, page 11*), except that your actions affect all the fonts in the set.

### To change the name of a set:

- Highlight the set name, then enter the desired name.


## Application Sets

A special type of set, called an Application Set, lets you open fonts automatically whenever a particular application is opened.

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.

### To create an Application Set:

- Drag and drop the application icon into the Sets pane, or choose “New Application Set...” from the File menu, then locate and choose the application that you want to use.

The application’s icon will be displayed instead of the folder icon for this set. For example: .

You add fonts to an Application set the same way you add them to a regular set.

# Additional Features

## Activate on Demand

If you are working in a production environment, such as a Service Bureau or commercial print shop for example, you may need to activate fonts supplied by customers “temporarily.” For example, just while that job is being output.

Opening fonts using this command tells Suitcase that if a font conflict exists (that is, if another font by that name has already been activated) you want the newly selected font to be activated. If Suitcase finds a conflict, you will not be presented with a dialog asking you to choose, the fonts you selected will simply be activated and any others closed.

Temporary fonts are deactivated (closed) when the system is shut down, or when another Temporary font with the same name (but from a different location) is added and activated. Temporary fonts are removed from Suitcase automatically when the system is restarted or by pressing **⌘-**, (**Command-Comma**).

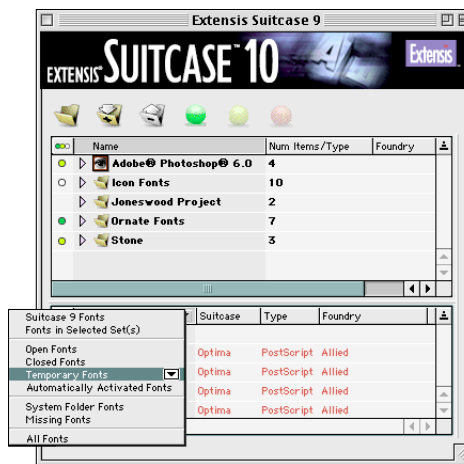
### To activate fonts on demand:

- Open Suitcase. Press and hold the **Command** (**⌘**) key, then drag and drop the fonts into the Suitcase Fonts pane.

Fonts added temporarily are displayed in **red** type on Suitcase font lists. Deactivate these fonts as you would any others.

### To view the list of fonts added temporarily:

- Choose “Show Temporary Fonts” from the Edit menu, or press **⌘3**, or choose “Temporary Fonts” from the pop-up menu in the Fonts pane.



To deactivate and remove ALL fonts added temporarily, press **⌘-**, (**Command-Comma**) or choose ‘Remove Temporary Fonts’ from the Edit menu. A confirmation dialog will be displayed. To bypass the confirmation dialog, press **⌘-Option-**, (**Command-Option-Comma**). To remove some of the Temporary fonts and not others, select the fonts you want to remove and choose ‘Remove Selected Items’ from the Edit menu or from the contextual menu.

## Previewing Fonts

Suitcase gives you four different ways to view text in selected font faces:

- Waterfall
- Alphabet
- Paragraph
- QuickType

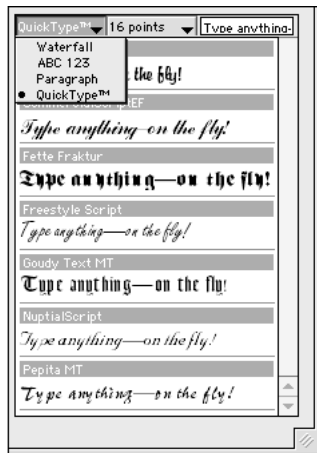
Views and point sizes are easily selected from pop-up menus in the Preview Window.

### QuickType™ View

QuickType view lets you enter preview text “on the fly” by typing into 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).

#### To change views in the Preview pane:

- Choose a new view from the pop-up menu in the Preview pane.



*You can select multiple fonts or sets for previewing. To select items contiguously, press and hold the Shift key while selecting. To select non-contiguously, press and hold the ⌘ key while selecting items.*

## Automatically Activating Fonts When You Open a Document

Suitcase adds the powerful ability to automatically activate fonts required by a document when you open that document, saving you both time and frustration.

**Note:** *The fonts required by the document must be in Suitcase before Suitcase will be able to activate them.*

When Auto Activation is enabled and there are multiple instances of a font in Suitcase, the first instance of the font will be activated. Suitcase will present a dialog informing you that more than one instance of the font exists.

You can disable Auto Activation, or set options for this feature, in the General tab of the Suitcase Preferences (Edit > Preferences > General).



*To enable Auto Activation in PageMaker, first open PageMaker. Choose File > Preferences > General. Click the Map Fonts button. From the Font Matching Preferences dialog, select ATM Font Matching.*



*Due to the manner in which Adobe applications (such as Photoshop and Illustrator) request fonts from the operating system, the Suitcase Auto Activation feature does not currently support these applications. We suggest creating Application Sets to automatically open fonts in these applications.*

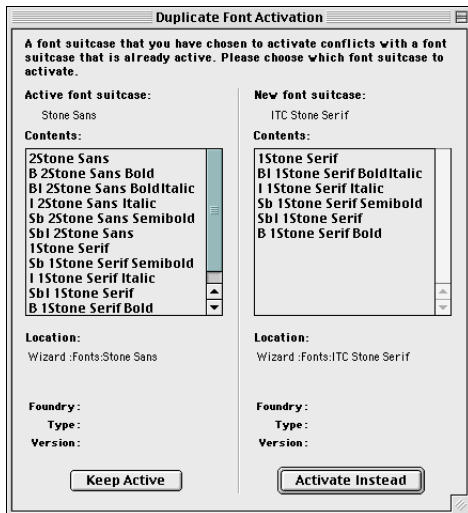
## Resolving Font Conflicts and Duplicate Fonts

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.

One of the important advantages of using Suitcase is to help guarantee that your documents maintain font consistency each time you open and work with them.

### If a duplicate font conflict occurs:

Suitcase will warn you that a duplicate font was found, and will display a dialog allowing you to choose which font will be activated.



You can resolve the conflict by choosing which suitcase you wish to have activated.

If the duplicate font is part of a suitcase of fonts, some of which you need to have open, you may need to remove the font from the suitcase before working with that document.



*In the event you have more than one font conflict, hold down the **Option** key when clicking “Keep Active” or “Activate Instead” and Suitcase will resolve the remaining conflicts.*

## Identifying and Removing Corrupt Fonts

Corrupt fonts will often cause a system crash when the font is displayed, either in a document or in the Preview pane in Suitcase. This is a Mac OS issue and has little to do with how Suitcase manages fonts.

However, if the crash occurs in Suitcase, the font will be marked in the Suitcase Fonts list with a warning icon (⚠). When the system is restarted Suitcase will permanently disable the font so that it can no longer cause problems.

If you see a corrupted font in the Fonts List you will need to remove it from Suitcase and replace it with a copy of the original uncorrupted font. You should remove the corrupted font from your system as well.

To find out more about a corrupt font (such as the pathname of the font so you can remove it from your hard drive), select it in Suitcase, then choose “Get Info” from the File menu or from the contextual menu, or press **⌘I**, or press **⌘R** to reveal the font in the Finder.

## Viewing Lists of Fonts

You can view the fonts that Suitcase controls in a number of ways:

- **Suitcase Fonts**—lists all the fonts that Suitcase controls.
- **Fonts in Selected Sets**—lists all fonts in sets you have selected.
- **Open Fonts**—lists all fonts that are currently active (open).
- **Closed Fonts**—lists all fonts that are currently inactive (closed).
- **Temporary Fonts**—lists all fonts that will be removed from Suitcase when the system is restarted.
- **Auto Activated Fonts**—lists all fonts that have been activated automatically.
- **System Folder Fonts**—lists all the fonts in the System Folder's Fonts folder. These fonts are activated by the Mac OS at system startup time and cannot be controlled by Suitcase.
- **Missing Fonts**—lists fonts that have been moved or renamed and are therefore no longer available to be activated by Suitcase.
- **All Fonts**—lists all the fonts in Suitcase.
- **Server Fonts**—lists all the fonts downloaded from the Suitcase Server.

### To view a font list:

Select the desired list from the pop-up menu in the Fonts pane, or select it from the View menu, or press the appropriate keyboard shortcut.

## Collecting Fonts for Output

You can use Suitcase to collect fonts and copy them together into a folder, for example if you need to send certain fonts to your print vendor with your job.

### To collect fonts for output:

- 1** Select the fonts and/or sets that you want to collect.
- 2** Choose “Collect Fonts for Output...” from the Tools menu, or press **⌘D**.
- 3** Locate or create the folder where you want to put the collected fonts, then click Choose to choose that folder.
- 4** Click “Collect.”

The screen fonts and any associated printer fonts will be collected and placed together at the top level of the chosen folder.

## Creating an Empty Suitcase

To create an empty suitcase for moving or rearranging fonts, choose “Create Empty Suitcase...” from the Tools menu (Tools > Create Empty Suitcase, or press **⌘H**).

## Suitcase XT

Suitcase XT is an XTension to QuarkXPress that automatically locates missing fonts and opens them.

This XTension works hand in hand with Suitcase and Apple's FontSync technology to open missing fonts: When you open a document with missing fonts, Suitcase XT looks for those fonts in Suitcase. If the fonts are found, they will be automatically opened. If the missing fonts are not found in Suitcase, a dialog box will be displayed giving you the option to replace the font(s).

Suitcase XT works with QuarkXPress versions 4.0.3 and higher. For the latest QuarkXPress updaters, visit the Quark web site:  
<http://www.quark.com>

## Getting Started with Suitcase XT

**Note:** The Suitcase XT XTension is automatically installed by the Suitcase installer.

Suitcase XT works automatically “behind the scenes” each time you open a QuarkXPress document (provided that the XTension is enabled with the QuarkXPress Extensions Manager).

### To change Suitcase XT options:

- Choose “Suitcase XT” from the Edit > Preferences menu in QuarkXPress.

## Suitcase MenuFonts

You can display open fonts in the font menus of applications in WYSIWYG format by enabling the Suitcase MenuFonts control panel. This allows you to see the fonts “as they really are” so that font selection is easier.

**Note:** Prior to Suitcase 8, the WYSIWYG Menus feature was a part of the Suitcase application, and accessed from the Suitcase Preferences window. This feature is now handled by the Suitcase MenuFonts control panel.

With Suitcase MenuFonts, you can immediately see the font type of listed fonts (PostScript Type 1 and Type 3, TrueType, Multiple Master, Bitmapped), you can group fonts into family submenus, and more.



*Suitcase MenuFonts is not compatible with other similar menu font utilities (such as Adobe Type Reunion and Action Menus). You must disable or remove these utilities to use Suitcase MenuFonts.*

## Getting Started with Suitcase MenuFonts

The Suitcase MenuFonts control panel is available as a custom install option.

### To use Suitcase MenuFonts:

- Simply select the Font menu in any application.

### To change Suitcase MenuFonts options:

- Open the Suitcase MenuFonts control panel in the Control Panels folder in the System Folder.



# Connecting to a Suitcase Server

If your workgroup has access to a server running Suitcase Font Server software, you can connect to the Suitcase Server and have fonts downloaded to your computer.

You do this through the Suitcase Preferences.



*For more information on working with a Suitcase Server, see Suitcase Online Help.*



## Suitcase Server Related Preferences

Options in the Server Connection tab of the Suitcase Preferences dialog (Edit > Preferences > Server Connection) allow you to connect with a server running Suitcase Font Server software.

**Note:** *You must have TCP/IP services active to access the Server. Standard AppleTalk connectivity is not supported. Contact your System Administrator for assistance with network setup.*

Using these options you can connect with the Server and determine at what intervals to connect to the Server for updates.

You can also update your fonts from the Server manually by selecting “Synchronize with Server” from the Tools menu, or press **⌘U**.



*If you only want to update font files from the Server manually, choose “Never” in the “check for update” pop-up menu in the Server Preferences tab (Edit > Preferences > Server Connection).*



## Subscribing to Server Sets

New in Suitcase 10 is the ability for Suitcase network users to selectively choose which Server Sets to have downloaded to their computer. This allows you to select only the font sets that you need to work with, saving both time and disk space.

To select Server Sets, choose “Subscribe to Sets...” from the Tools menu, or press **⌘B**.

Only the Server Sets that you select will be downloaded to your computer. These sets will continue to be updated at the interval set in Server Client Preferences, as long as the Set is selected.



## Creating Server Sets on the Fly

Suitcase makes it easy to create Server Sets without even opening the Server Administrator application: simply drag and drop folders of fonts into the Job Fonts folder on the Suitcase Server to instantly create a new Server Set. Suitcase will name the set with the folder name.

Users will see sets created this way when they subscribe to Server Sets.



*To maintain the same font download functionality as Suitcase Server version 8 or version 9, place Server fonts in the “Always Download” folder (SuitcaseFonts: Always Download)*



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