
PREPRESS TOPICS IN
Fonts

Fonts

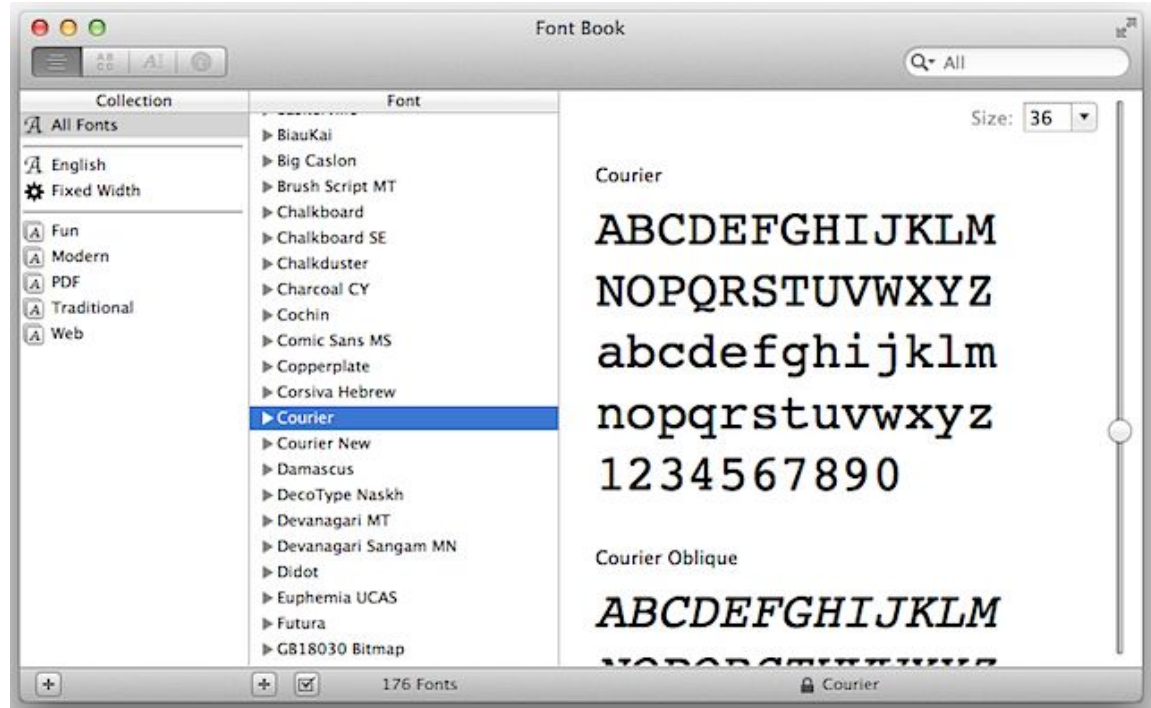
- Font Management
 - Font Book, Extensis Suitcase, Adobe TypeKit
 - Missing fonts
 - Find Font... and Find/Change
 - Overset Type
 - Creating Outlines
 - Show Hidden Characters
 - Free Fonts! Beware
 - Font Resources
-

Font Management Software

- It is advised to use software to manage your fonts as thousands of active fonts on your computer can hinder performance.
- Font Management software can store, sort, activate and deactivate large quantities of fonts at a time.
- Can be activated by client
- Can be used to browse by style (*ie. All script fonts*)
- Can be used to browse using custom text (*ie. Typing in a name to see how it appears in that font, or search all & characters*)
- Can perform font repairs or detect damaged fonts

Font Management: FontBook

- Ships with Mac OS



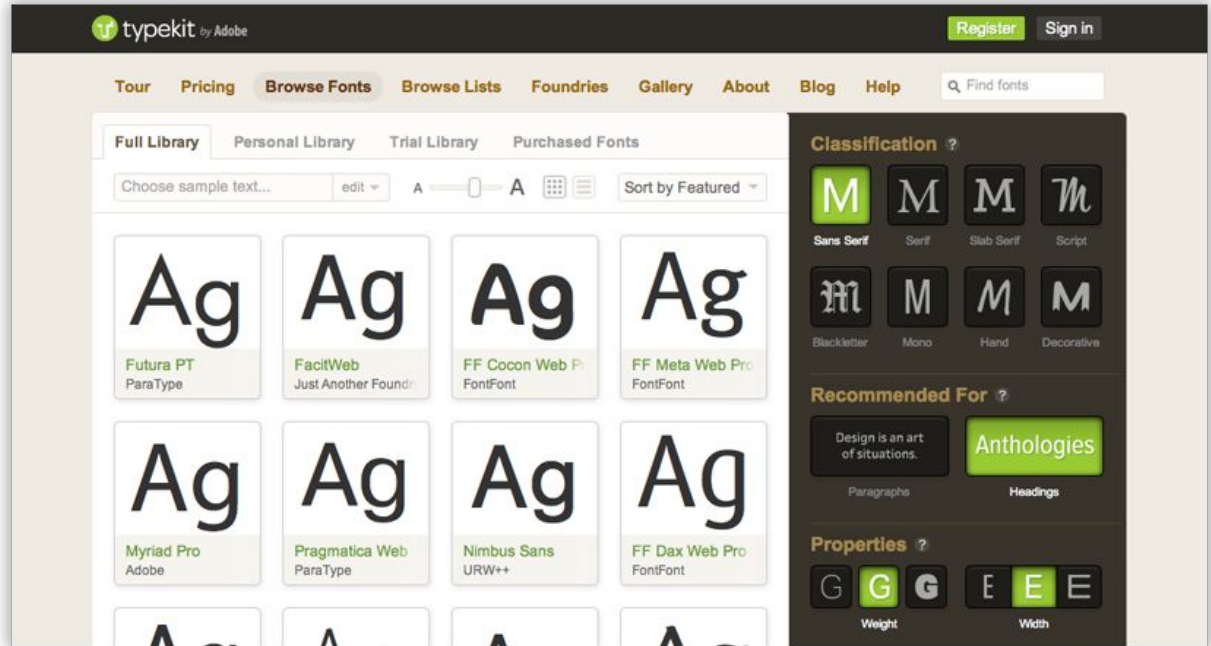
Font Management: Extensis Suitcase

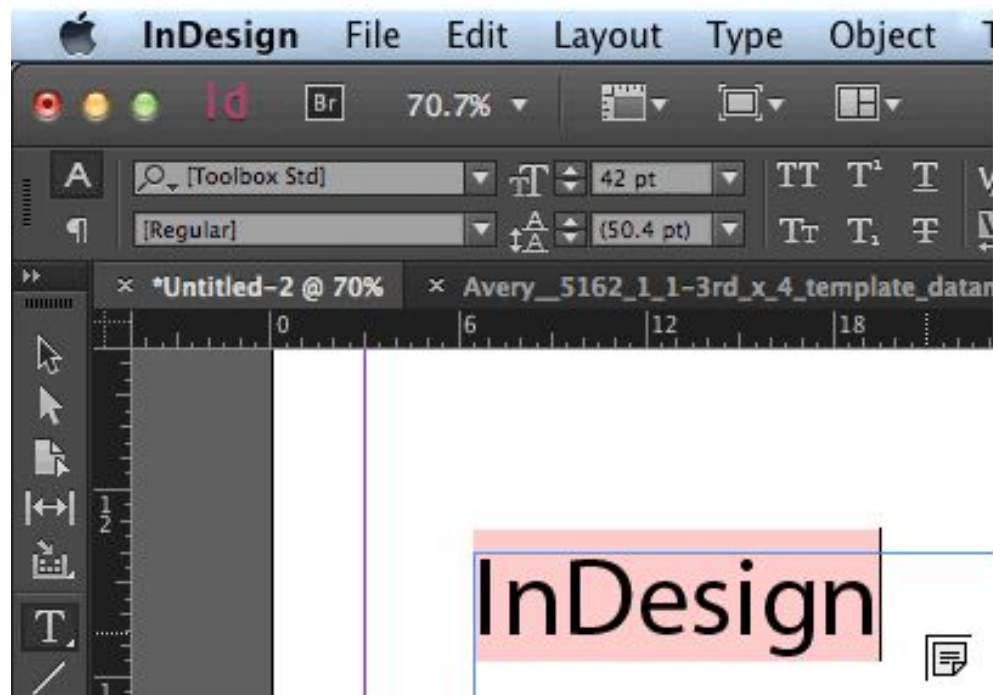
- One of the oldest FMs
- Available for teams across server



Font Management: Adobe TypeKit

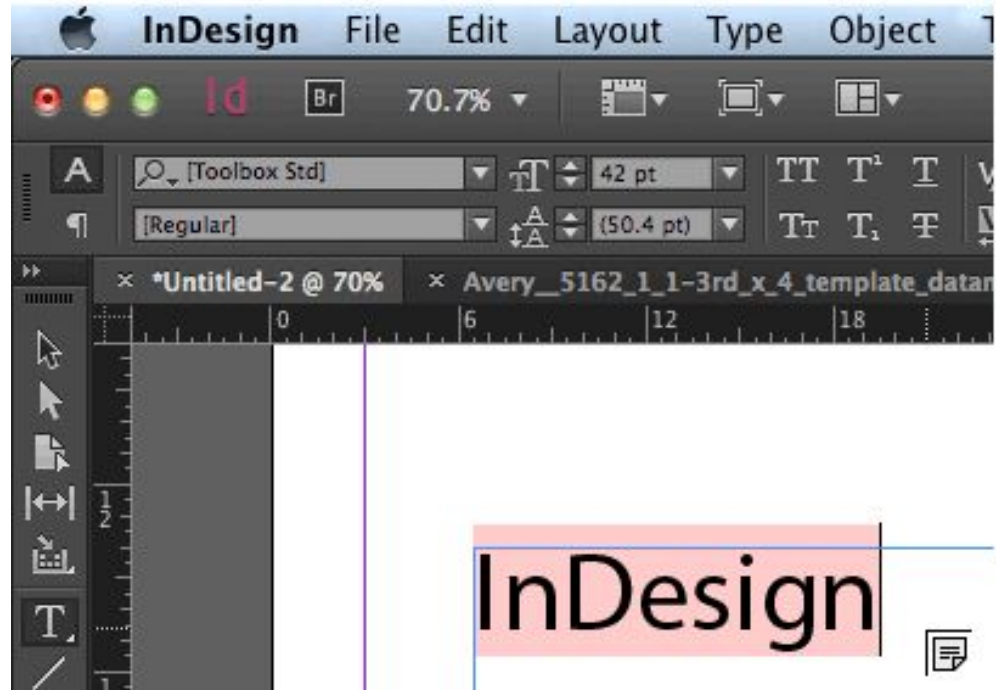
- Part of the Adobe Cloud subscription services
- Access and broadcast a vast library of high quality fonts locally and to the web





Missing Fonts

- Highlighted pink
- [Fontname]
(in brackets)
- Make sure the typeface is available to that font.
(ie. Regular may not be available in the Toolbox Std font, but Medium or Light are)



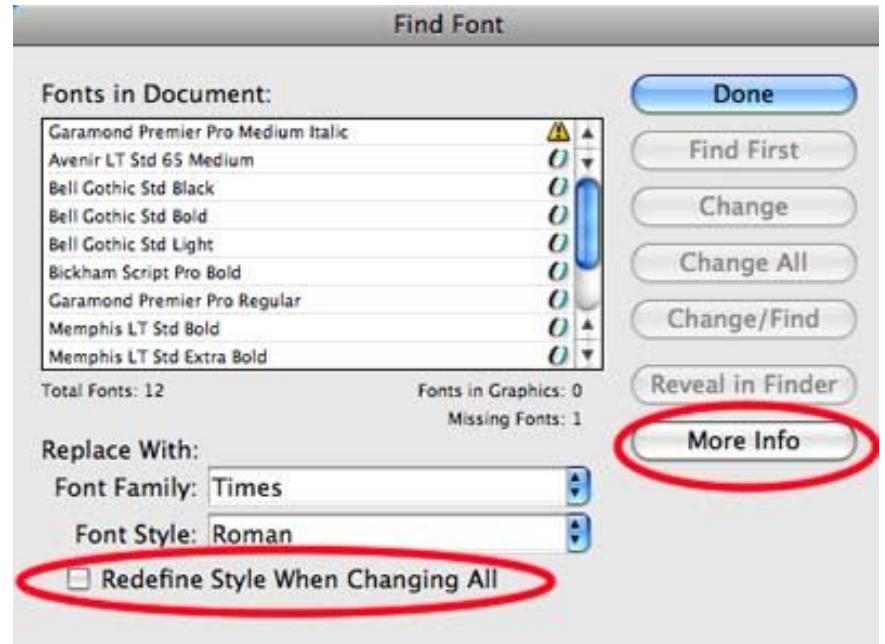
Missing Fonts: TypeKit

- It seems that TypeKit still is still unsuccessful at syncing across local stations.
- Troubleshoot link below



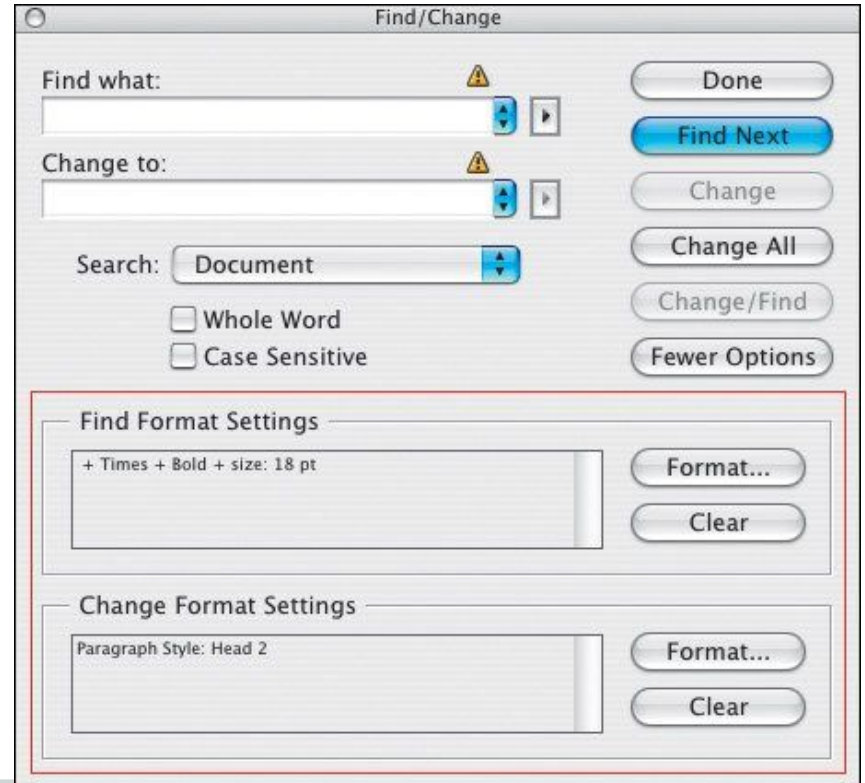
Type>Find Font ...

- Locate missing fonts
- Replace fonts with other available fonts
- Combs the document (like spell check) and/or applies immediate global changes
- Redefines styles to new fonts



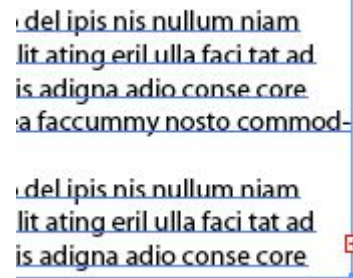
Edit>Find/Change

- Locate specific type/font usages in your document
- Replace fonts with other available fonts, typefaces or formatting
- Combs the document (like spell check) and/or applies immediate global changes
- Can perform complex automated replacement tasks called GREP.



Overset Text

- Overset text is indicated by a red plus sign on the end of your type bounding box.
- InDesign will alert overset text when you package, but it's best to avoid overset text in your type box, even if it is just an empty paragraph character.
 - Sometimes the overset text is the culprit behind missing fonts or other type/layout issues.



del ipis nis nullum niam
lit ating eril ulla faci tat ad
is adigna adio conse core
a faccummy nosto commod-

del ipis nis nullum niam
lit ating eril ulla faci tat ad
is adigna adio conse core

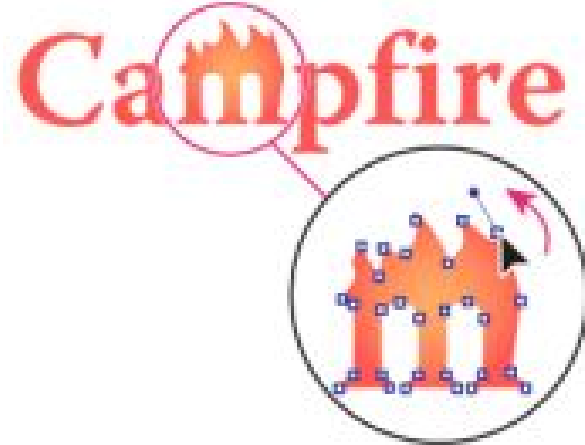
The image shows two examples of text boxes in Adobe InDesign. The top example shows a text box containing the text 'del ipis nis nullum niam lit ating eril ulla faci tat ad is adigna adio conse core a faccummy nosto commod-'. The text is wrapped, but the last line is cut off. The bottom example shows a text box containing the text 'del ipis nis nullum niam lit ating eril ulla faci tat ad is adigna adio conse core'. The text is wrapped, but the last line is cut off. A red plus sign is visible in the bottom right corner of the text box, indicating overset text.

Creating Outlines of your text

- When type no longer needs to be edited, **OR** if you want to create a duplicate version of text or art, you can convert your type into outlines.
- This is often encouraged for providing to vendors with older software or when you want to insure no font replacement or editing occurs.



A



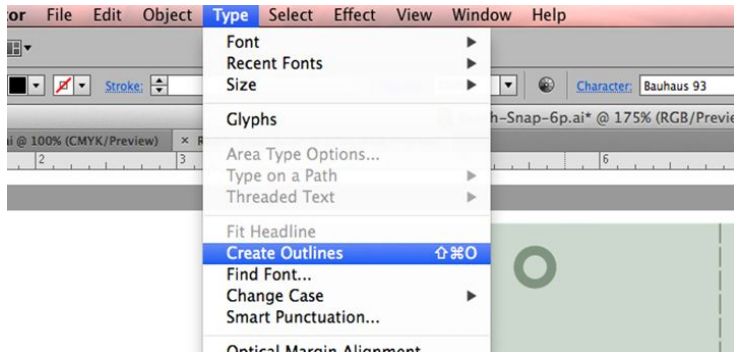
B

Creating Outlines of your text

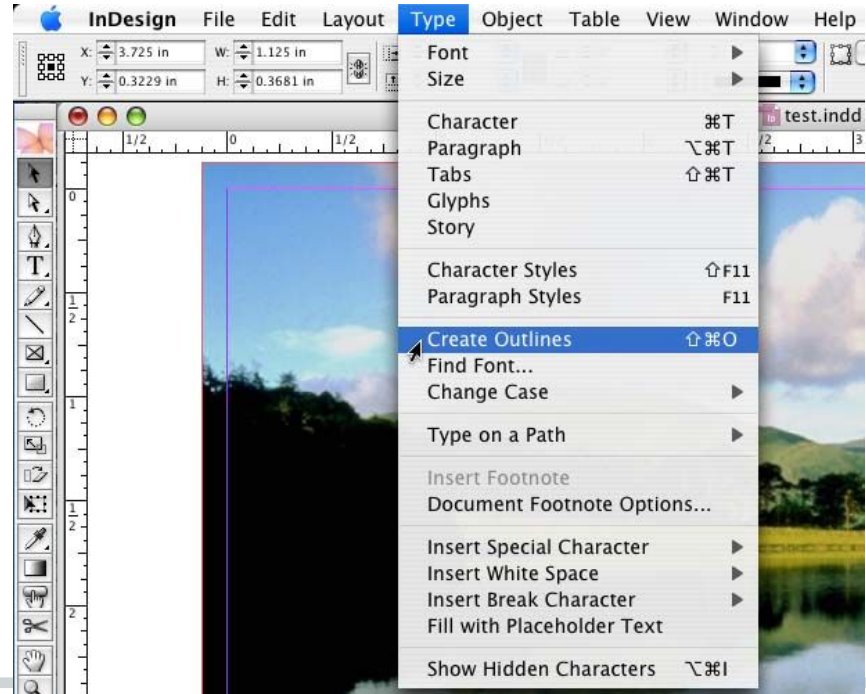
Select text ...

(Shift Command O)

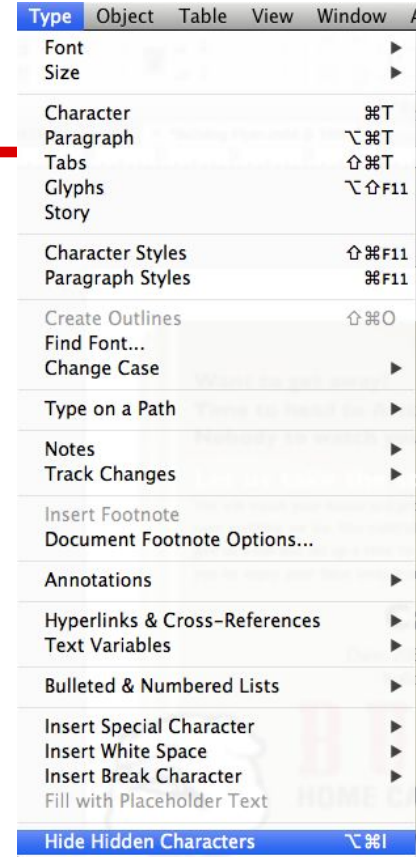
ILLUSTRATOR



INDESIGN



Show Hidden Characters

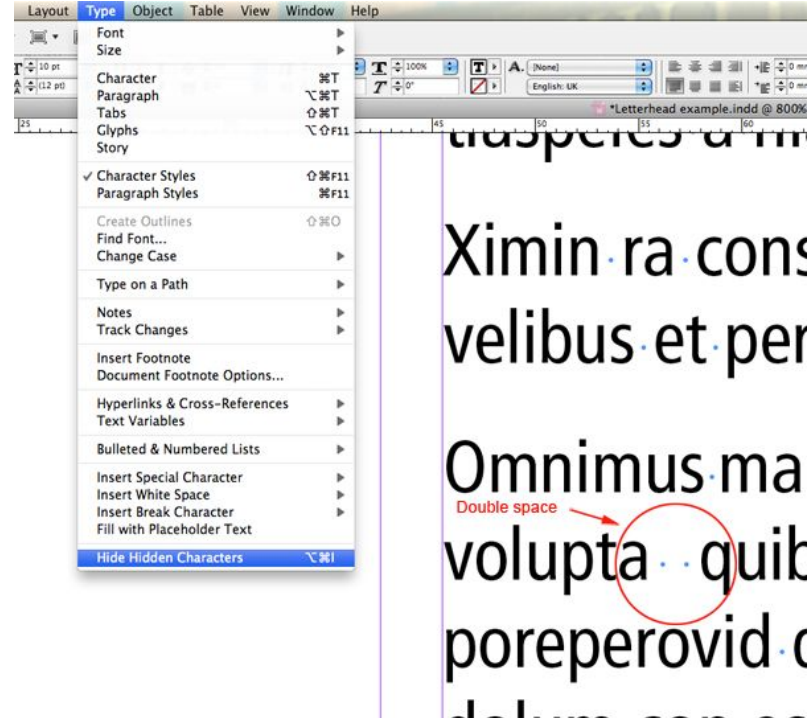


Show Hidden Characters

beside the sea
ey gave to me
ore.

Soft break - this
will result in:

Paragraph
break - this
will result in
<p></p>



Free Fonts

It may be tempting to use free fonts but there are often hidden prices you pay for these fonts:

- Improperly designed fonts may be missing required settings that will cause the font to corrupt or applications to crash
 - Many do not have a complete character set, which will require you to swap out fonts midline.
 - Many have inconsistent kerning, so it will look less professional, or require a lot of cleaning up
 - Many have bad font hinting (Jagged instead of crisp screen view).
 - No output/printer portion of the font (won't be able to export or print)
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Sources for Reputable Fonts

<https://www.myfonts.com>

[Hoefler & Co.](#)

[Google Fonts](#)

[Adobe Typekit](#)
