

# Font Management Teaching Plan (2 Hours)

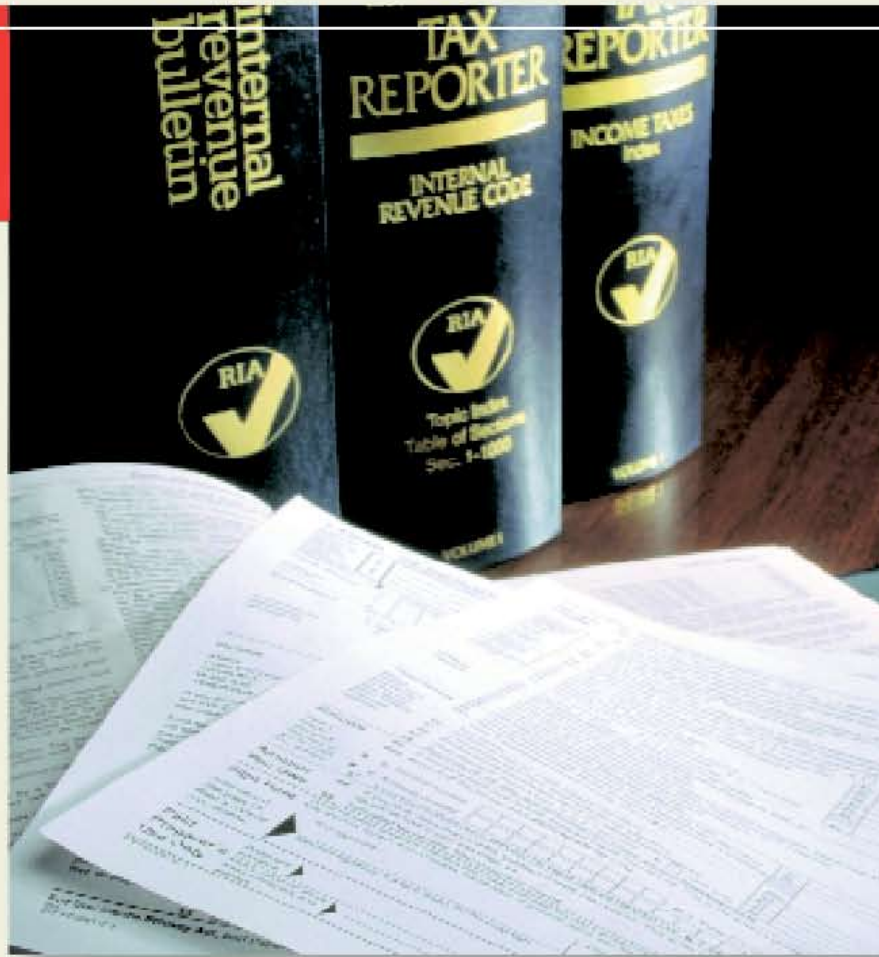
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## FONT MANAGEMENT

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### Overview

#### Using and Managing Fonts in Mac OS X

- 🍏 How to organize your font library
- 🍏 Which fonts are necessary to Mac OS X
- 🍏 Where Mac OS X stores system fonts
- 🍏 How to cleanup and organize your font library
- 🍏 The font activation hierarchy
- 🍏 Techniques to workaround font issues

# Overview

This chapter contains detailed recommendations and instructions that can help you work efficiently with fonts in OS X, configure your system to minimize font problems, enhance your workflow. It covers:

- 🍏 What font types can be used (type of fonts)
- 🍏 Where Mac OS X stores fonts
- 🍏 Which fonts are necessary to Mac OS X
- 🍏 How to organize your font library
- 🍏 The font activation hierarchy
- 🍏 How to cleanup and organize your font library
- 🍏 Techniques to workaroud font issues

We presume that you have made the decision to use a professional font manager - like Suitcase. This font management tools are an integral part of making sense of your font mess.

## What font types can be used

1. Mac Postscript Type 1
2. Open Type font (.otf)
3. System or Data Fonts (.dfonts)
4. Multiple Master  
(Only Mac OS X 10.2 or later)

If you use an unsupported font format, the system either not display or print the font in applications. The Font will be disabled.

## Where Mac OS X stores the fonts

Mac OS X Provides Multiple Locations for Font Storage

1. System Fonts: *Location: System/Library/Fonts*
2. Main Font Collection: *Location: Library/Fonts*
3. Network Fonts: *Location: Network/Library/Fonts*
4. Your Private Font Folder: *Location: /Users/YourUserName/Library/Font*
5. **Application's own Font Folder**, such as Adobe's InDesign Font Folder
6. Classic's Fonts: *Location: System Folder/Fonts*

## Which fonts are necessary to Mac OS X

Below is the Chart which shows minimum and necessary fonts which need to run your system and application.

Required System Fonts for Mac OS X v10.4 (Tiger)		
Type	Fonts	Locations
<i>OS X System Domain Fonts</i>	<i>Geneva.dfont Keyboard.dfont LastResort.dfont Lucida Grande.dfont Monaco.dfont</i>	<i>/System/Library/Fonts</i>
<i>Classic System Domain Fonts</i>	<i>Charcoal Chicago Geneva Monaco</i>	<i>/System Folder/Fonts</i>
Required International Fonts		
<i>Japanese Fons</i>	<i>Hiragino Kaku Gothic Pro W3 and W6 Hiragino Mincho Pro AquaKana Osaka and Osaka Mono</i>	<i>/System/Library/Fonts</i>
<i>Traditional Chinese fonts</i>	<i>LiHei Pro Apple LiGothic Medium Hei</i>	<i>/System/Library/Fonts</i>
<i>Simplified Chineses Fonts</i>	<i>STXiHei ST Heiti</i>	<i>/System/Library/Fonts</i>
<i>Korean Font</i>	<i>Apple Gothic Regular</i>	<i>/System/Library/Fonts</i>
<i>Arabic Font</i>	<i>Geeza Pro Regular and Bold</i>	<i>/System/Library/Fonts</i>

**Remember:** If you delete even a single font mentioned in this list either system or internatinal font, your system will not run. And you need to re-boot your machine again. These are the minimum list of font to run the machine.

**Remember:** If you delete any fonts mentioned in “Classic System Domain Fonts”, which locate in “/system folder/fonts”, your classic system will not work properly.

**Beside This:** When we install any application, these application place/copy fonts files in special location. So ultimaetly when you have a number of applications then you will have number of fonts also.

You need to manage these fonts in your system. To locate and manage these fonts:

1. Create a folder named “Adobe Application Fonts” within the Moved the System Font Folders folder.
2. Move all the fonts that you find in /Library/Application Support/Adobe/Fonts to your new folder, except the folder named Reqr and the fonts stored within this folder for future reference.



## Manually Cleaning Up Your System Font and Application Font Folders

In order to manually clean up your System Font and Application Font folders, it is necessary to remove all fonts that are not absolutely essential for Mac OS X to operate.

### To Manually clean up your system fonts:

1. For Local Domain Fonts, create a folder called Library Fonts within the Moved from System Font Folders folder.
2. Move all fonts that you find in /Library/Fonts to your new Library Fonts folder.
3. For User Domain Fonts, create a folder called User Fonts within the Moved from System Font Folders.
4. Move all fonts that you find in /Users/[name]/Library/Fonts to your new User Fonts folder.
5. If you have a Classic System Folder, a system Folder that has an OS 9 icon at the root of your main hard disk, these fonts must be moved. Create a folder called Classic Fonts within the Moved from System Font Folder folder.  
Move all fonts that you find in /System Folder/Fonts to your new folder, except the following fonts:

*Characoal*

*Chicago*

*Geneva*

*Monaco*

To move System Domain Fonts, you must be logged into Mac OS X as a user with Administrator rights. If you aren't sure your login level, check the Accounts page of the system Preferences.

6. Create a folder named System Domain Fonts folder in your Moved from System Fonts Folders folder.
7. Select all of the fonts in the /System/Library/Fonts folder except the following essential system fonts:  
*Geneva.dfont*  
*Keyboard.dfont*  
*LastResort.dfont*  
*Lucida Grande.dfont*  
*Monaco.dfont*
8. Copy the selected fonts from the /System/Library/Fonts folder to your new System Domain Fonts folder.
9. Press **Command+Delete** to remove the selected files from the System Folder. At the prompt, enter your Mac OSX Administrator Password and click OK.

# Thanks



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