FontExpert 2018

User Guide

Version 15

Proxima Software

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Welcome

Welcome to Proxima Software's FontExpert!

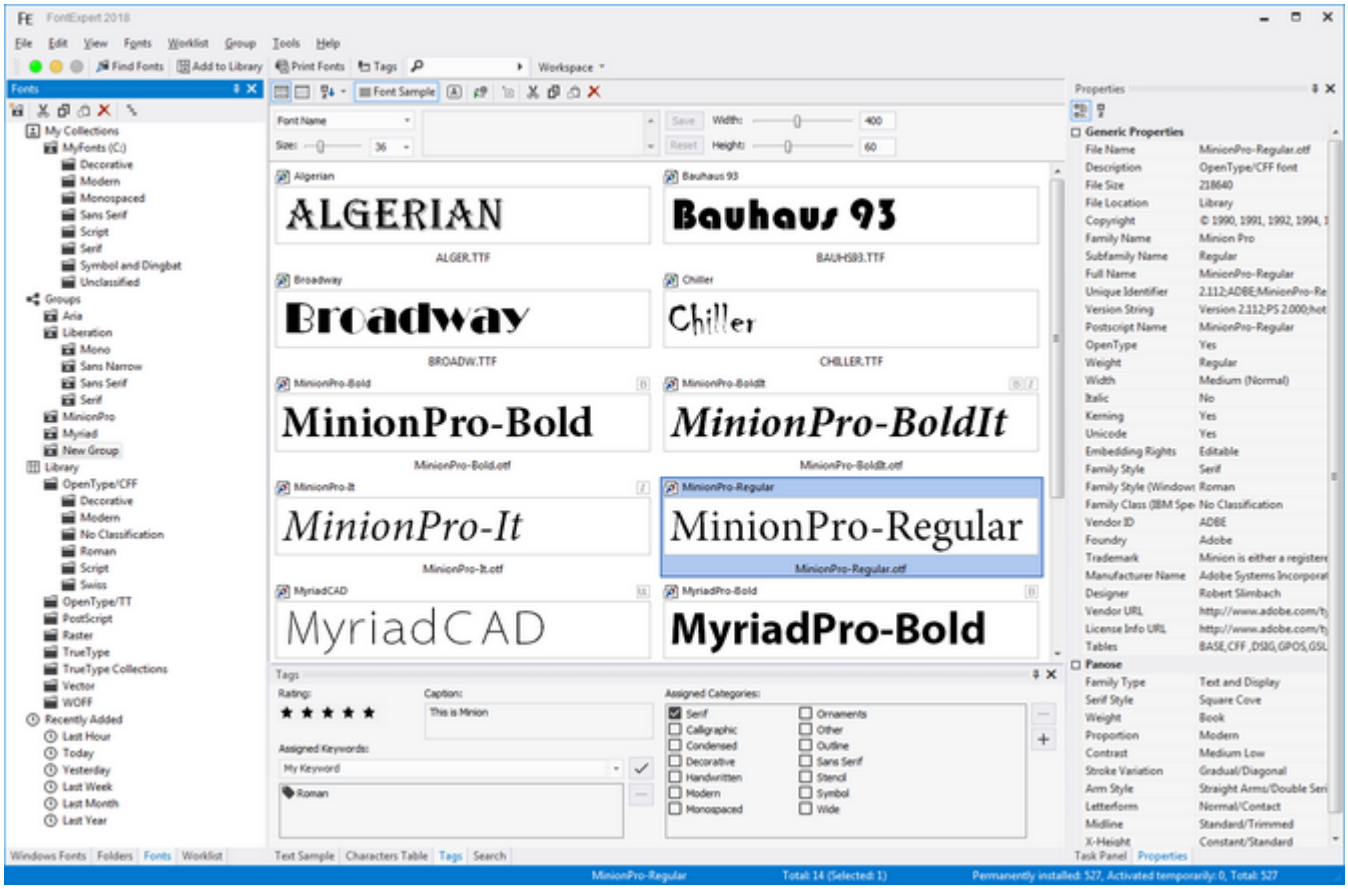
FontExpert is a powerful font manager for Windows which will help you organize your TrueType, OpenType, PostScript, and raster fonts. With FontExpert you can easily control font installation and dynamically activate fonts used in third party applications, such as Adobe InDesign.

Features

- Manage TrueType, OpenType, PostScript Type 1 fonts, and raster fonts
- Preview fonts as font faces (thumbnails), as text samples, or in character tables
- Group fonts for easier activation and deactivation
- Search for fonts on local disks, CD/DVD drives, and network drives
- Assign keywords, ratings, and categories to fonts for quick font searching
- Search for duplicate fonts and corrupted fonts
- Detect and resolve font problems
- Print font reports
- Dynamically activate missing fonts in third party applications

Learning FontExpert Views

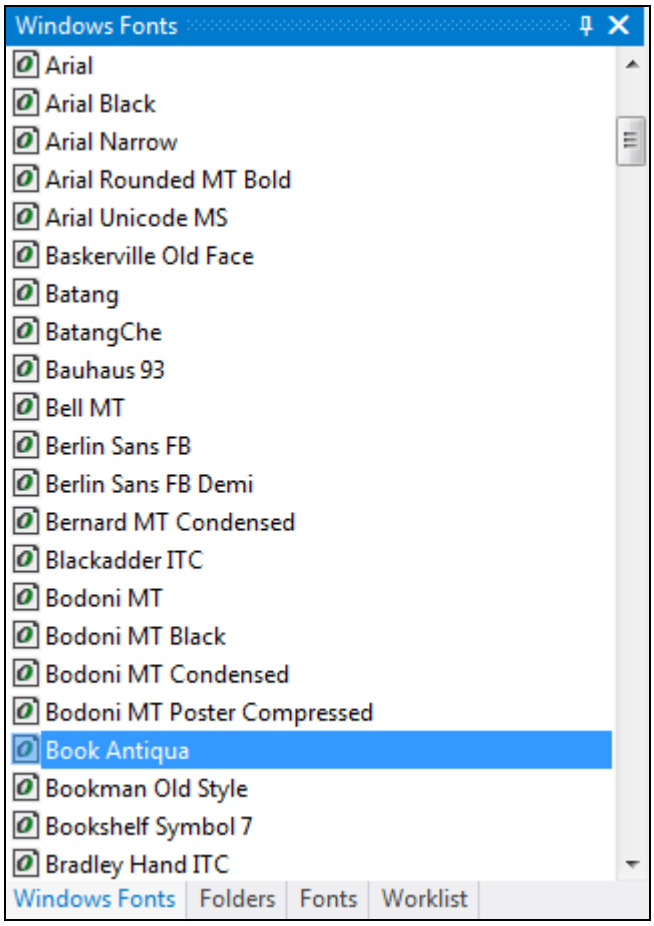
The main FontExpert window has several views. Switch between views using tabs along the bottom of the window.



- **Main view** displays files and folders. For font files, this view displays font samples ("thumbnails").
- **Windows Fonts** view shows the list of currently installed and loaded Windows fonts. These fonts are currently available for all applications. To preview the font, select it from the list.
- **Folders** view shows the list of folders. Use this view to browse for font files in your computer's drives and folders.
- **Fonts** view allows you to preview and manage fonts in My Collections, Library, and to organize fonts into Groups. My Collections node of Fonts view provides easy access to your favorite folders with your font collections. Library node of Fonts view is a powerful feature that allows you to preview your font library as a hierarchy of folders. (See also **Adding Fonts to Library**.)
- **Worklist** view allows you to create temporary sets of fonts and save them as simple xml text files.
- **Task Panel** displays the commands and titles linked to common tasks.
- **Properties** view shows the properties of the currently selected item in the main view.
- **Text Sample** view shows a sample of text formatted with the font selected in the main view. This view has a toolbar with the list of predefined samples.

- **Characters Table** view uses the font selected in the main view to display a table of characters formatted with the selected font. Use the formatting toolbar to choose a font size, zoom in, or zoom out. In the Options area, you can customize the table, specify the number of columns, and change other parameters.
- **Tags** view allows you to assign keywords, ratings, and categories to selected fonts. You can then search for fonts by tags using the Search view.
- **Search** view allows you search for fonts located in Library, Groups, and My Collections.

Windows Fonts View



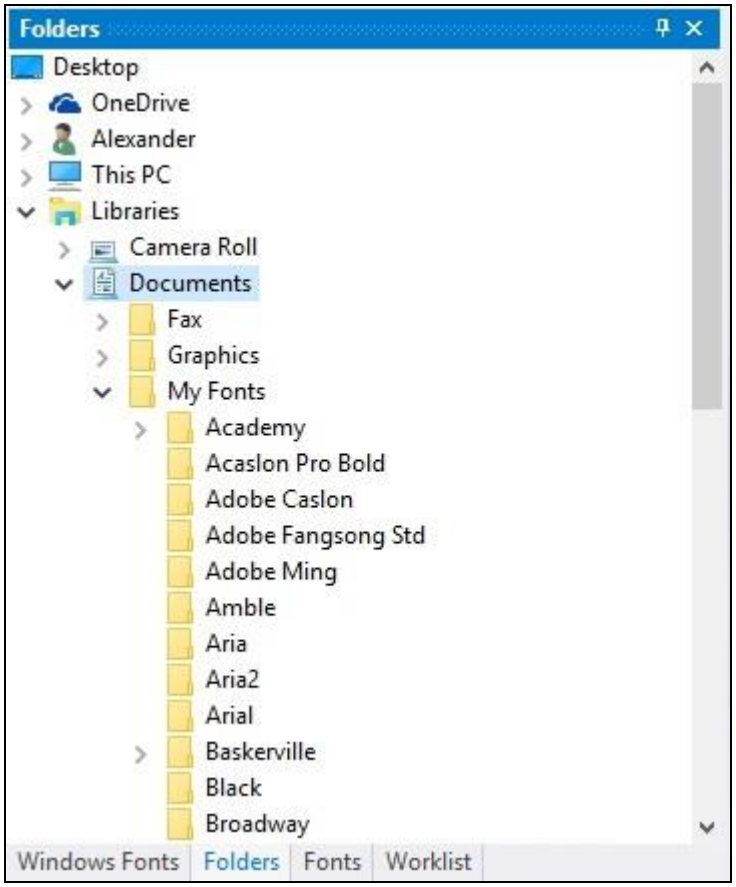
The **Windows Fonts** view displays the list of currently installed (activated) Windows fonts. These fonts are available for all running Windows applications.

The fonts displayed in this view are also known as installed Windows fonts, although one font appearing in this list can be installed permanently or activated temporarily. See **Installing Fonts** for more information.

In this view, fonts are grouped by family. For example, the Arial family usually includes 4 files for Regular, Bold, Italic and Bold Italic typefaces. If you select Arial, the main view shows all 4 typefaces included in this font.

To uninstall the selected font, choose the **Uninstall...** command from the popup menu. See **Uninstalling Fonts**.

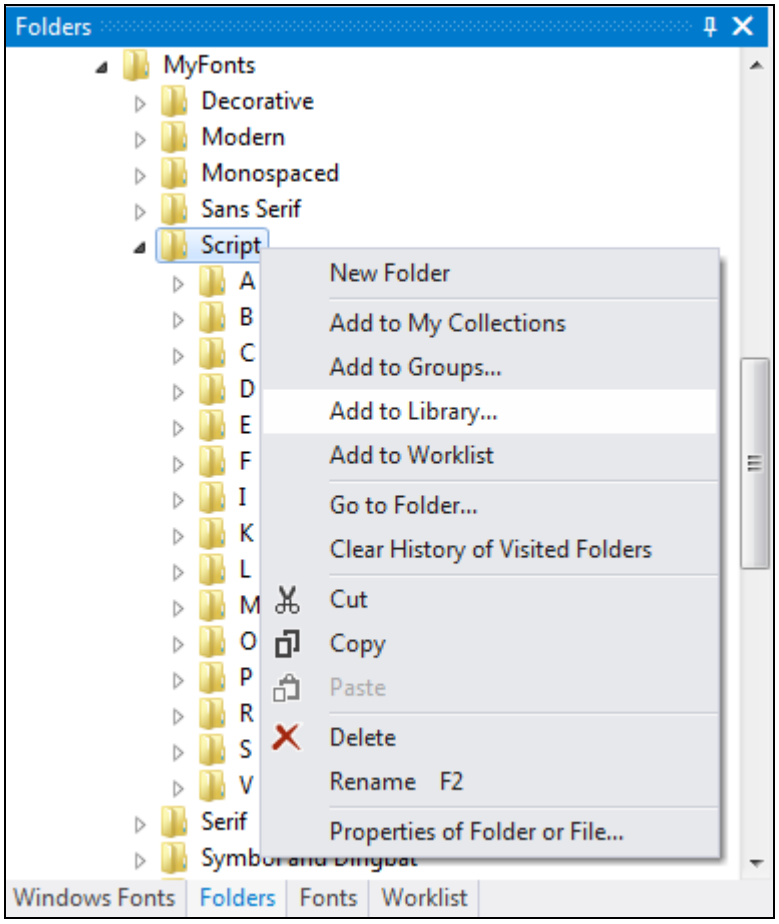
Folders View



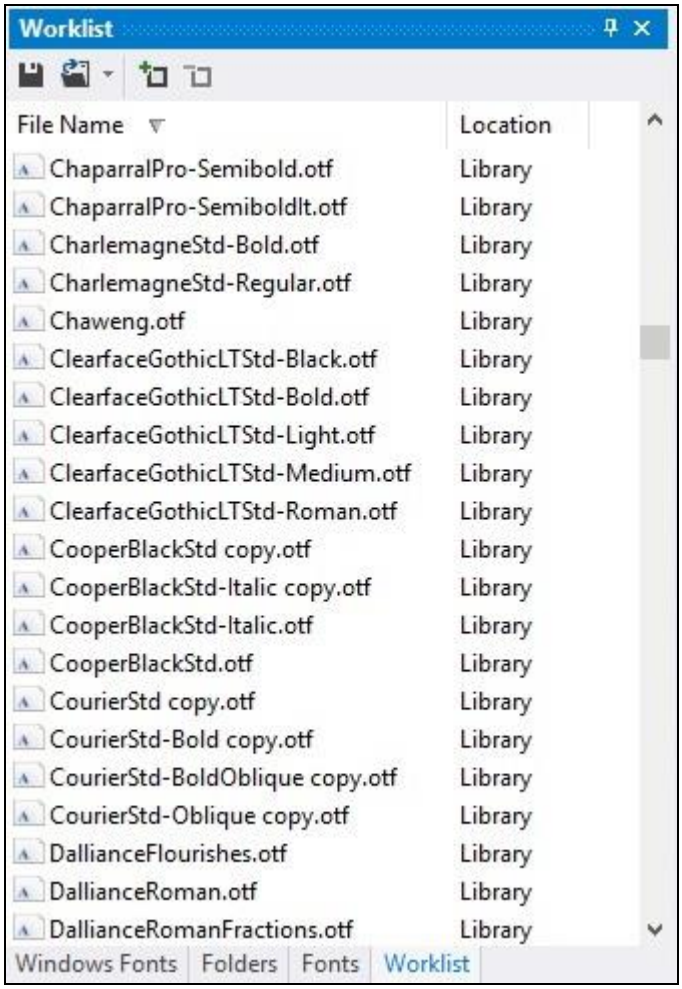
Use this view to explore drives and folders on your computer.

In Folders view you can easily add fonts to Library from selected folder and subfolders.

Select a folder containing fonts, right click on the folder name and open context menu. Choose menu command: "Add Fonts to Library...". FontExpert will open Adding Fonts to Library window, search for fonts in selected folder and add unique fonts to Library.


Folders
MyFonts
Decorative
Modern
Monospaced
Sans Serif
Script
A
B
C
D
E
F
I
K
L
M
O
P
R
S
V
Serif
New Folder
Add to My Collections
Add to Groups...
Add to Library...
Add to Worklist
Go to Folder...
Clear History of Visited Folders
Cut
Copy
Paste
Delete
Rename F2
Properties of Folder or File...
Windows Fonts
Folders
Fonts
Worklist

Worklist View



You can select and copy fonts in the **Worklist** view and then paste them into any folder in the **Folders** view or into any font group in the **Fonts** view.

To print the selected font or fonts, choose **File/Print...** or **File/Print Preview...** from the main menu. To select the report type for printing, choose **File/Report Settings...** (See **Printing** for more details.)

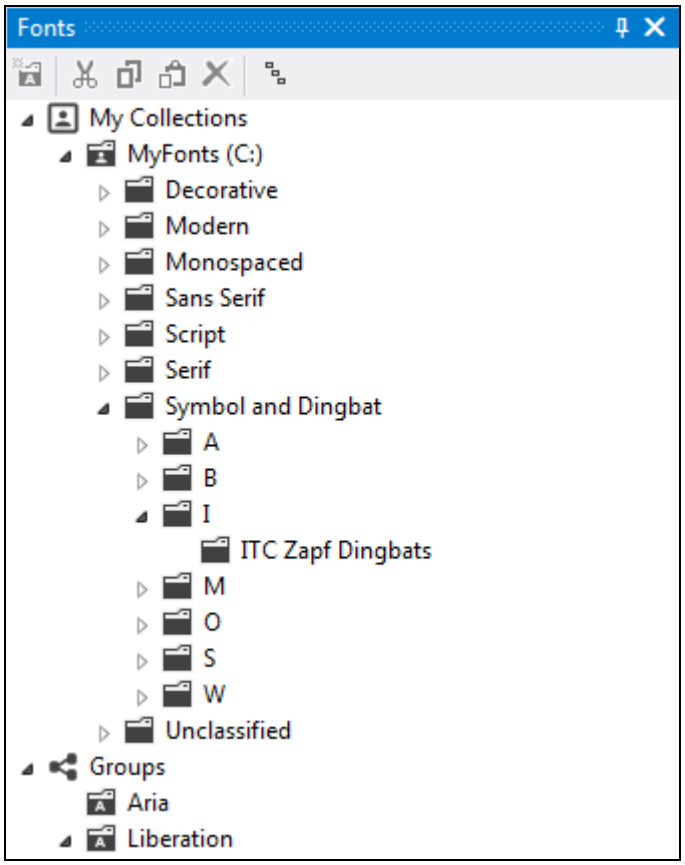
Fonts View

The **Fonts** view allows you to organize fonts into groups, preview and manage fonts in Library. Fonts view includes My Collections, Groups, and Library.

My Collections

My Collections is usually a set of your favorite folders with fonts, or in other words, your personal font collections, located in folders on a hard disk or on a network drive. Personal collection can be a folder which you have on some cloud service and which is synchronized with a folder on hard disk of your computer. When you add this

folder to My Collections node of the Fonts view, FontExpert searches all subfolders and fonts in the collection folder and adds information about fonts to FontExpert database.



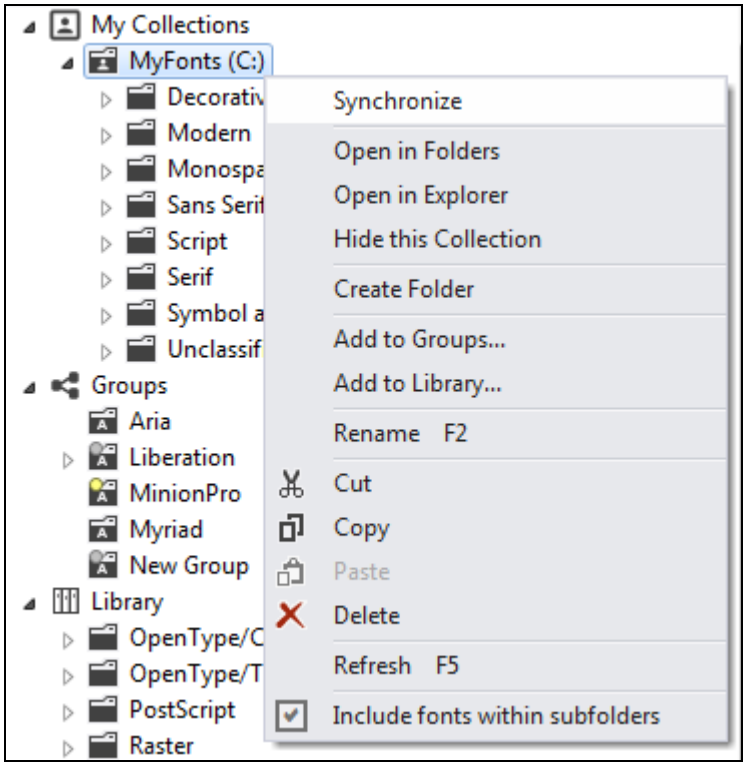
For example, if you have a folder “C:\MyFonts” and you have added this folder to My Collections, it appears on the top level as “My Fonts (C:)”. FontExpert provides you a set of standard edit commands to allow you to manage folders in your collections: Cut, Copy, Paste, Delete, Create Folder, Rename. You can also drag and drop folders within My Collections and between My Collections and Groups.

Be careful when you Delete folders within My Collections. Delete here means that you really delete selected folder and place it to Recycle Bin.

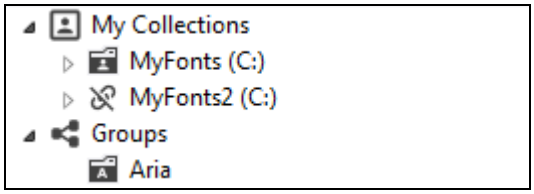
Synchronization

FontExpert “thinks” that My Collections is a set of folders whose contents can be changed by third party application. For example, it is possible that you open Windows Explorer and delete or rename folders within your “C:\MyFonts” collection or delete or add fonts. To let FontExpert know about changes in your collection you must use Synchronize command. FontExpert will synchronize the contents of your collection in My Collections node with actual contents. If you work with your collection using FontExpert edit features (Copy, Delete, etc.) no synchronization is needed as FontExpert automatically keeps database synchronized with actual folders in your collection. Synchronization is needed if you know that you changed anything in your collection using third party applications, such as third party file manager.

Imagine that your collection is a shared folder on a network drive (or a folder linked to remote “cloud” folder) and its contents are managed by your font administrator. When you run FontExpert and you know that the contents of your collection may be changed, than do Synchronization. Select the collection folder and choose Synchronize menu command from right-click menu.



If the collection folder becomes unavailable (for example, shared network drive was temporarily disconnected, or if you deleted collection using third party file manager), then the collection is displayed with a special icon that shows that the folder is not connected to actual physical folder (it is “unlinked”).



If shared network drive with your collection becomes connected again, then the collection will be displayed again with normal icon and you will be able to preview fonts in it.

NOTE

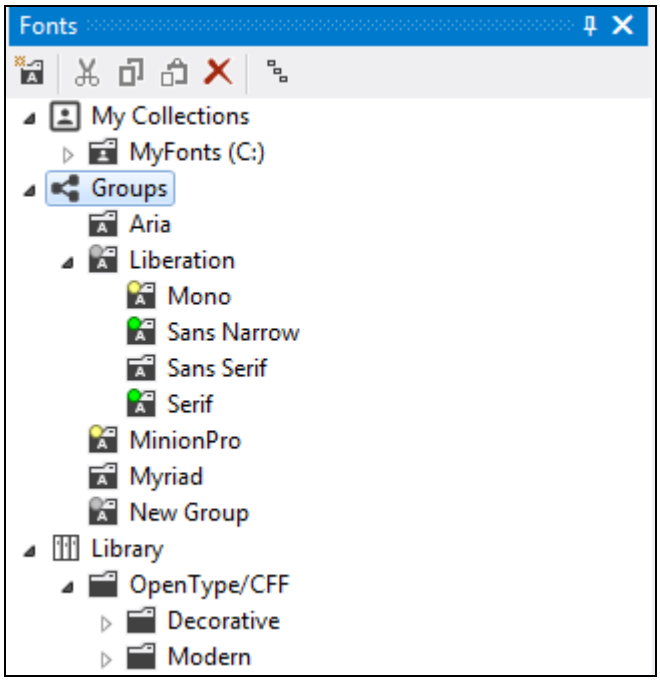
There is an important difference between **Delete** command and **Hide this Collection** command. **Delete** command actually deletes selected folder from your collection. FontExpert also removes information about fonts from the database and its fonts will not appear in the results of Search. **Hide this Collection** command does not delete folder physically, but just removes it from My Collections node (hides it). Hidden collection folder remains in FontExpert database and the fonts from this collection will appear in the results of Search. You can add the hidden folder to My Collections again and FontExpert will synchronize it quickly. But if you do not plan to add the collection folder to My Collections and want to remove the collection folder also from the database (to tell FontExpert to “forget it forever”), then go to Tools, Database Maintenance, find the collection folder and choose “Remove this Folder” command.

TIPS

To refresh **Fonts** view, click to it and choose **View/Refresh** menu command, or press **F5**.

While dragging files, hold the Ctrl key to copy source folder or source files to the selected folder in My Collections. Hold the Shift key to move source folders or files.

Groups



Each group is a logical folder with fonts that refer to fonts in Library. Groups allow you to activate and deactivate fonts as font sets and to see the state of your fonts. If all fonts in a group are permanently installed, this group is shown with green circle. If all fonts in a group are temporarily activated, then the group is shown with yellow circle. If some fonts in a group are permanently installed, some are temporarily activated, and/or some fonts remain uninstalled, then this group is shown with gray circle.

To create a new font group, choose **Group/Create Group** from the main menu, or right click Groups node or a group in the **Fonts** view and choose **Create Group** from the popup menu.

You can copy folders in My Collections (or in Windows Explorer) and paste them into a group within the **Fonts** view. You can also copy a group folder and paste it to a selected My Collection folder.

You can drag files from Windows Explorer and drop them into a selected group folder in the **Fonts** view.

TIPS

While dragging folders or files, hold the **Ctrl** key to copy folders or fonts to the selected group. Hold the **Shift** key to move the items.

You can create groups using **Group/Create Groups from Folder Structure...** menu command.

To export all groups as a hierarchy of physical folders, use **Group/Create Folder Structure from Groups...** menu command.

Toolbar Button		Description
		Install permanently.
		Activate temporarily.
		Uninstall or Deactivate. Permanently installed fonts will be uninstalled; temporarily activated fonts will be deactivated.

Colored Item in the main view		Description
Arial Black		The font is installed permanently (font is active). Windows will load this font again after restart.
Book Antiqua		The font is activated temporarily (font is active). Windows will NOT load this font automatically after restart.

To install a group of fonts, select the group folder in the **Fonts** view and choose **Install...** from the main menu.

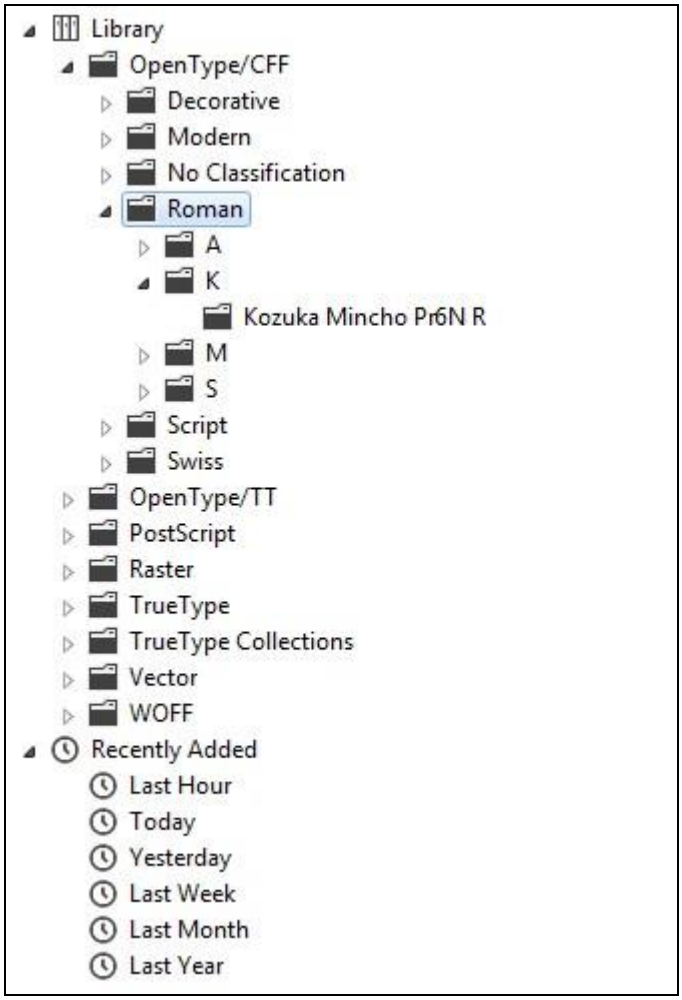
To uninstall a group of fonts, select the group folder in the **Fonts** view and choose **Uninstall...** from the main menu.

To print the selected font or fonts, choose **File/Print...** or **File/Print Preview...** from the main menu.

To select a report type for printing, choose **File/Report Settings...** from the main menu. (See **Printing** for more details.)

Library

Library is a powerful feature that allows you to preview your font library as a hierarchy of folders without actual rearranging files in the font storage.



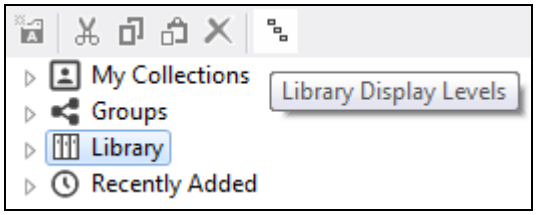
FontExpert keeps fonts as storage of font files and the database. When you add fonts to Library, only unique font files are added to font storage. For example, if you have two identical font files and try to add both to Library, only one font will be added, and another file will be ignored. Thus, font library does not contain font duplicates. It is safe to try to add fonts to Library many times - if fonts are already in Library, then no fonts will actually be added to Library on the second attempt.

NOTE: If you have two versions of the same font and the files are different (for example, they are having different file size of having different font properties, for example, at least one symbol in copyright string), then both files will be included to Library. These files are not considered as full duplicates.

The **Fonts view** allows you to preview font library by many different ways - to choose Library Display Levels. The Library font storage remains unchanged while the Library node in the **Fonts view** shows different representations of the font Library.

Each folder in the Groups and Library nodes of Fonts view is not a regular folder, but just a virtual folder. Click to a folder to search for fonts in your library. For example if you click to "A" folder in the "TrueType/Swiss/A" node, then the Fonts View will display all TrueType fonts with Swiss style and with family names beginning on A.

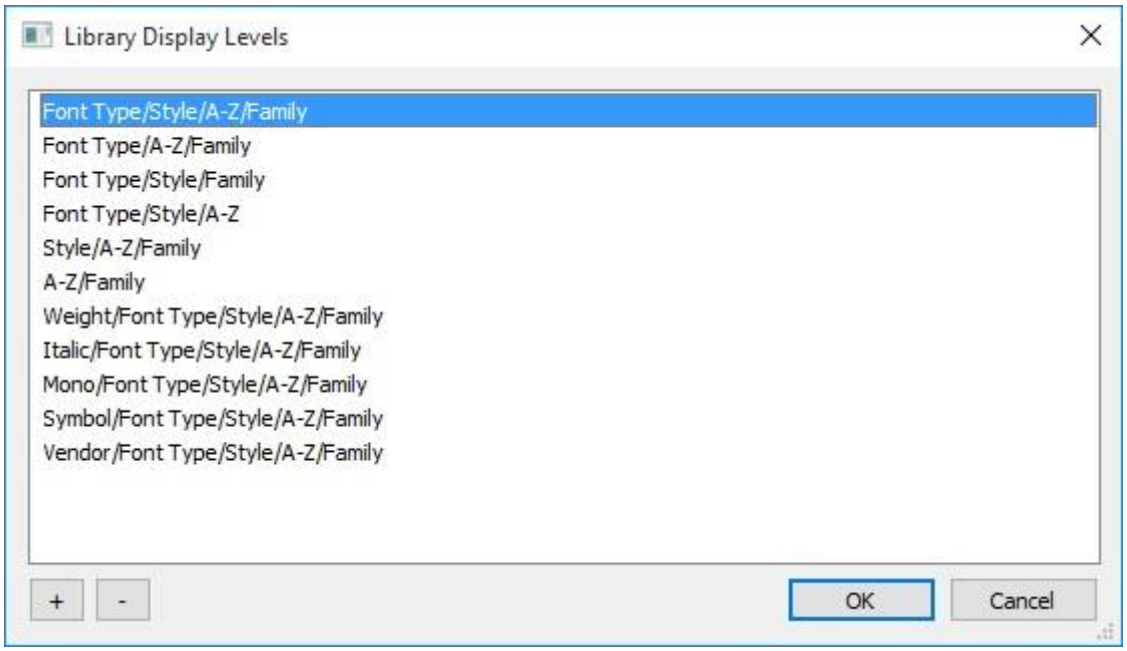
To customize Library tree node, select Library item in the tree and click to Library Display Levels button on the Fonts view toolbar. (Or open context menu and choose "Library Display Levels..." menu command.)



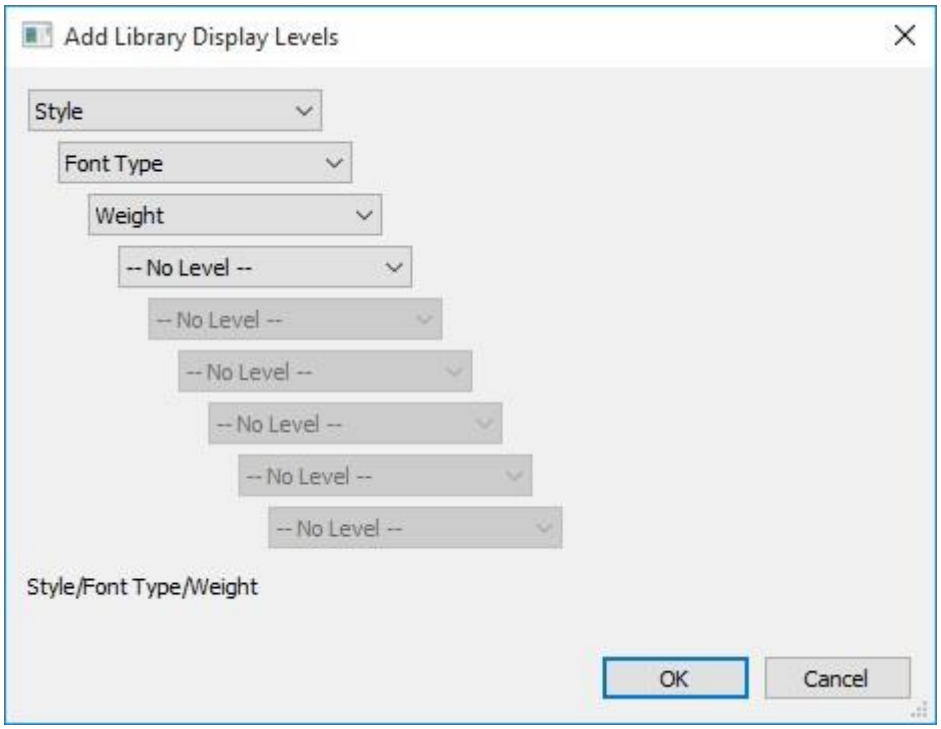
Library Display Levels window appears.

There are almost 1 million combinations of Library Display Levels, thus you can preview your font library storage by a 1 million different ways. By default, FontExpert includes in list no more than 10-20 combinations of levels and you can add your own custom levels.

The default view is **Font Type/Style/A-Z/Family**. It means that the fonts are displayed in Library node of Fonts view at first grouped by Font Type (on the first level) in the tree, then on the second level the fonts are grouped by Font Style (Roman, Swiss, etc.), then on the next level fonts are grouped by alphabet (A-Z), and at last fonts are grouped by Family.



Press "+" button to customize Library node of Fonts view by adding your own combination of levels in the folders tree.



There are almost 1 million combinations of levels.

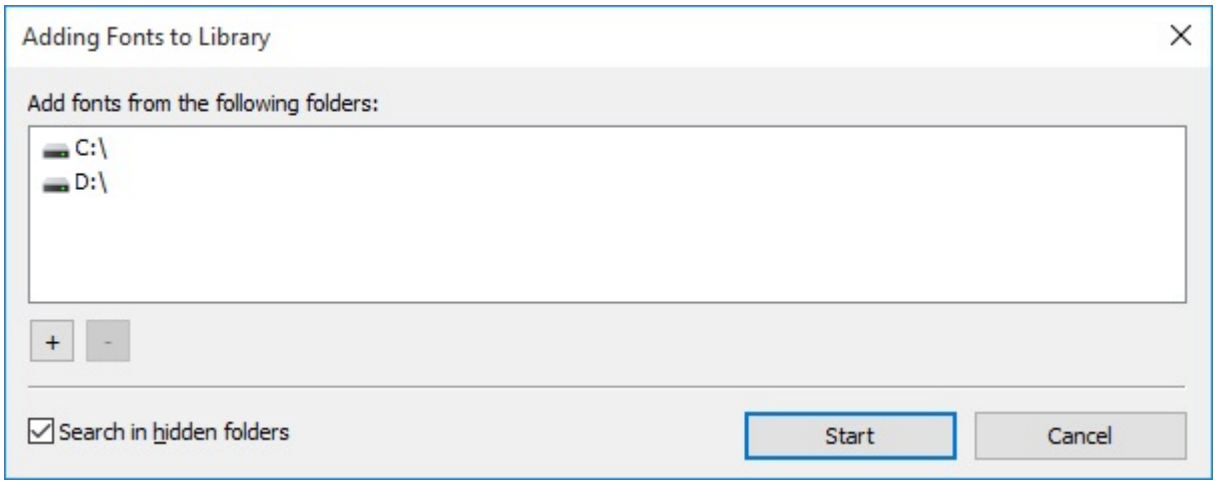
TIP: You can use some combinations to preview fonts in your library according to a given criteria. For example, Weight/Font Type/Style/A-Z/Family is a combination useful for previewing all fonts in your library having given font weight.

To assign keywords, ratings, and categories to Library fonts use the **Tags** view.

NOTE: You only can assign tags to fonts that are in Library. It is not possible to assign a tag to a font that was not added to Library.

Adding Fonts to Library

To add your fonts to FontExpert font Library, choose Tools/Add Fonts to Library... command from the main menu. (Or press **Add to Library** button on the main toolbar.)

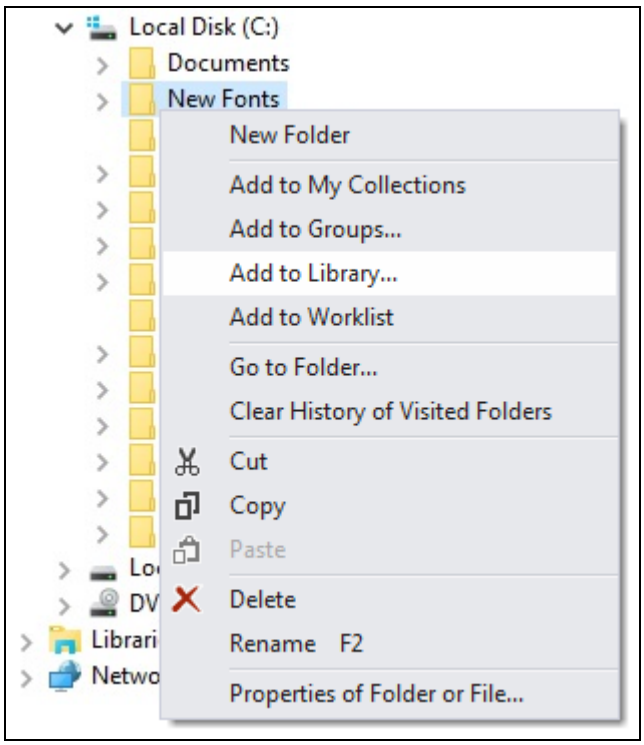


By default the window includes root folders of all local drives on a computer.

Press "+" and "-" buttons to add or remove folders where to search for fonts.

Press Start button.

To add fonts from selected folder, open **Folders** view, select a folder, and choose "Add Fonts to Library... command from context menu.

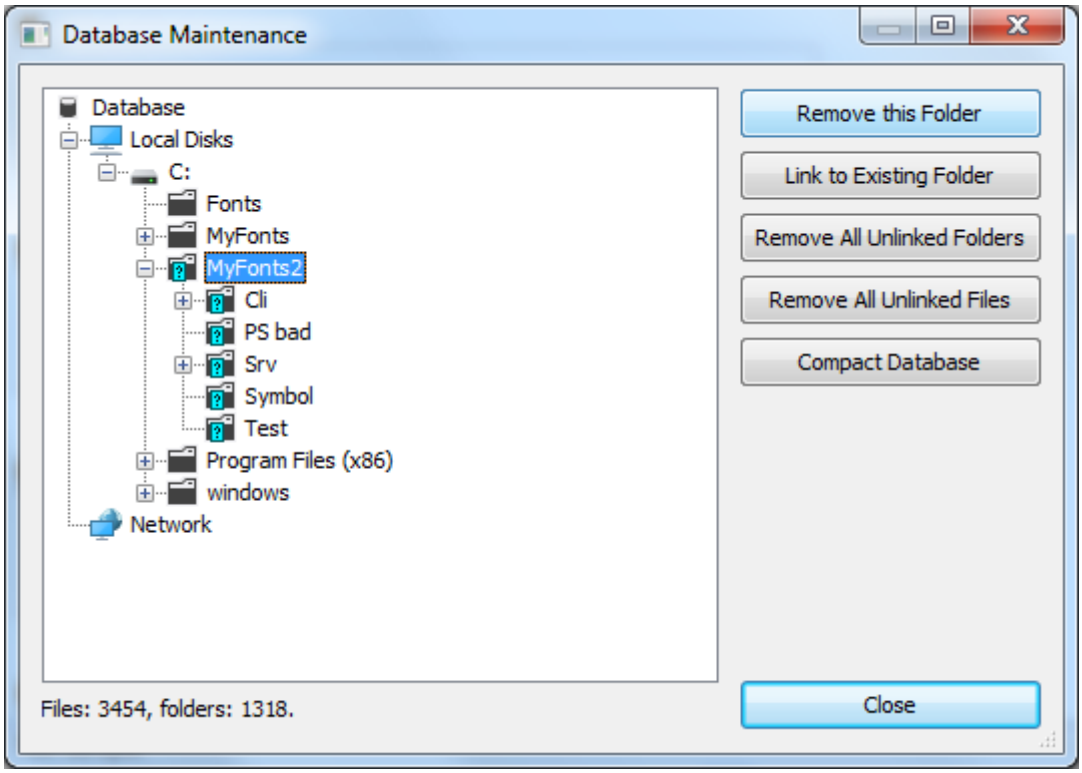


Add to Library feature will copy fonts from selected folder to font storage called Library. Only unique fonts will be copied and added to Library. If some font file is already in Library, it will not be copied. See **Fonts View** for more information about font Library.

Database Maintenance

When you delete a folder with fonts from local disk, the database keeps references to this folder, but the deleted folder appears in the database as "unlinked" folder (referencing non-existing folder).

Choose Tools/Database Maintenance... menu command. The **Database Maintenance** window appears.



This window displays folders in the database. Some folders are marked as unlinked folders. You can do one of the following:

1. Select unlinked folder and choose Remove this Folder command. The folder will be removed from the database. Notice that all references to fonts that were located will be also removed from the database. All keywords, categories, captions and ratings assigned to these fonts will be also removed and cannot be restored. This command is useful if you want to remove a reference to folder and you know that you did not assign any important tags to the fonts in this folder, or you do not need these tags anymore.

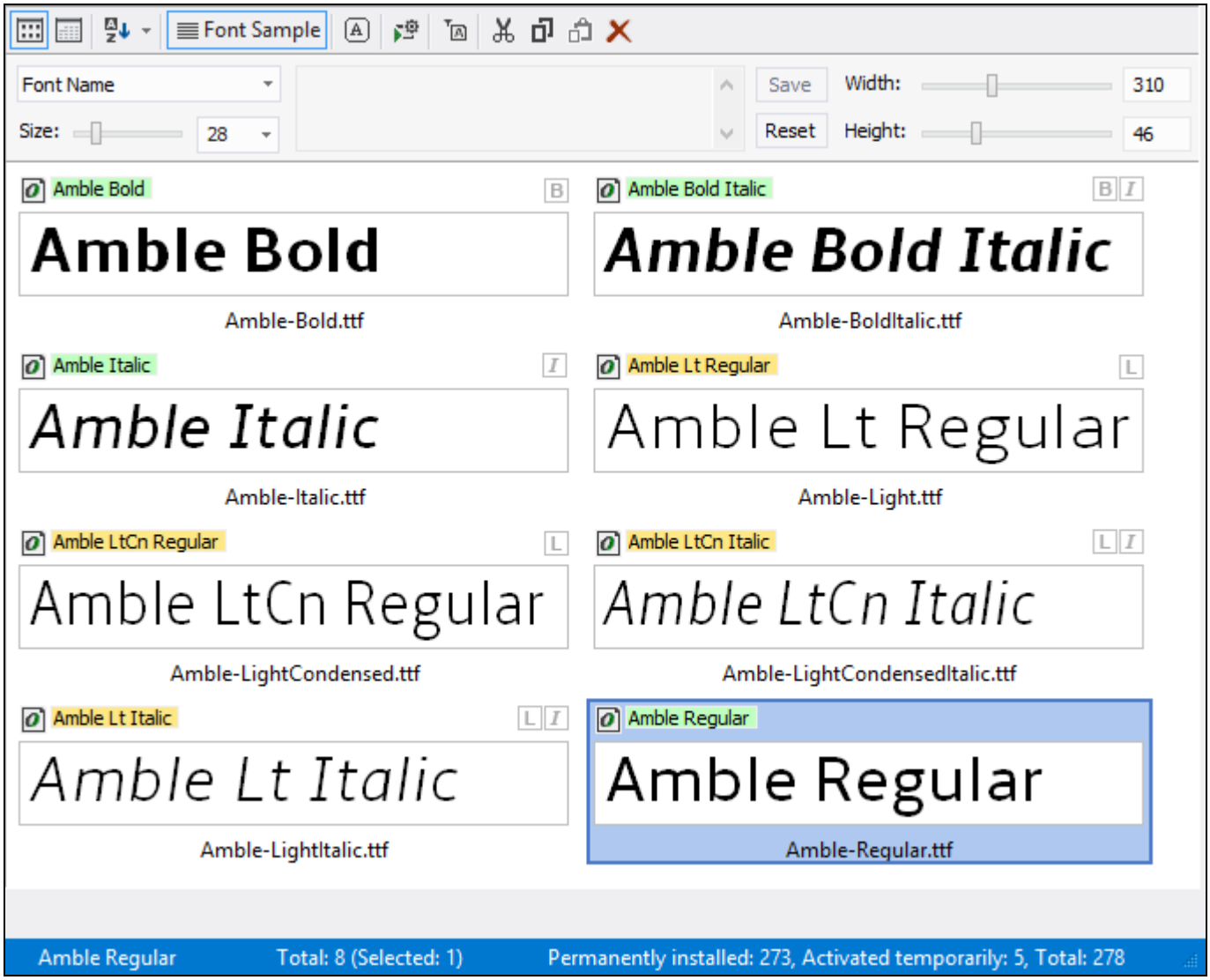
2. Select unlinked folder and link it to existing folder using Link to Existing Folder command. This command is useful if you moved some actual font folder in Windows Explorer (outside FontExpert) and unlinked folder appeared in FontExpert database. Then you can re-link unlinked folder to a new existing folder. All font information, keywords and categories assigned earlier to font files will be restored and reassigned to actual files located in new place.

NOTE

When you remove folder item from the database you only remove reference to actual folder and references to fonts from the database. Actual folders and font files on local disks item are NOT deleted. If you preview these font files in FontExpert, folder reference will appear again in the database.

Main View

By default, files are displayed in the main view as thumbnails:



In the main view, each font is drawn with its typeface. You can choose and customize the text to be drawn in this view for every font face. Custom text can include Unicode symbols.

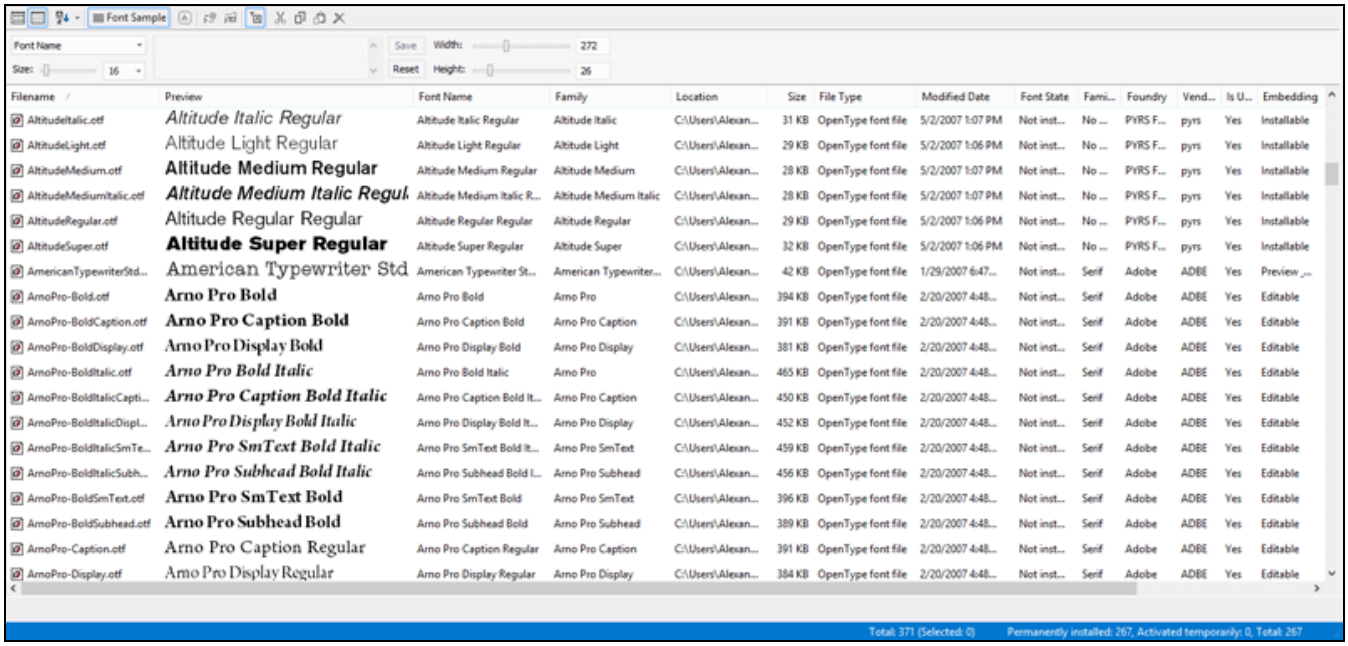
You can preview typefaces of installed fonts listed in the **Windows Fonts** view, typefaces of fonts listed in the **Worklist** view, or you can select any folder in the **Folders** view or **Fonts** view and preview all typefaces located in the selected folder.

You can select each font face and its corresponding font will be displayed in the **Characters Table** view and in the **Text Sample** view.

To install the selected font, choose the **Install...** command from the popup menu or click the green button on the toolbar. See **Installing Fonts**.

To print the selected font or fonts, choose **File/Print...** or **File/Print Preview...** from the main menu. To select a report type for printing, choose **File/Report Settings...** from the main menu. (See **Printing** for more details.)

Fonts can also be displayed as a report:



Column Name	Description
Filename	The name of file or folder
Location	Path to folder were the file is located
Size	File size in kilobytes (1 KB = 1024 bytes)
File Type	The description of the file type
Modified Date	The date and time when the file was last modified
Font Name	The name of font face (shown for font files only)
Family	The name of font family
Font State	The state of the font file: Installed or Uninstalled
Family Style	Family style of the font (for example, Decorative).
Foundry	The name of font creator (for example, Adobe).
Vendor ID	The font foundry signature (for example, "ADBE" stands for Adobe).
Is Unicode	Font encoding is Unicode. (Windows platform & Unicode Basic Multilingual Plane encoding).
Embedding	Font embedding licensing rights for the font. See **Embedding Fonts** for more information.
Character Set	The name of the character set shown in the font
ID	The identifier of the character set (0 - Western, 161 - Greek, 204 - Cyrillic, etc.)
Total	Number of character sets in the font

Icon or picture

Description

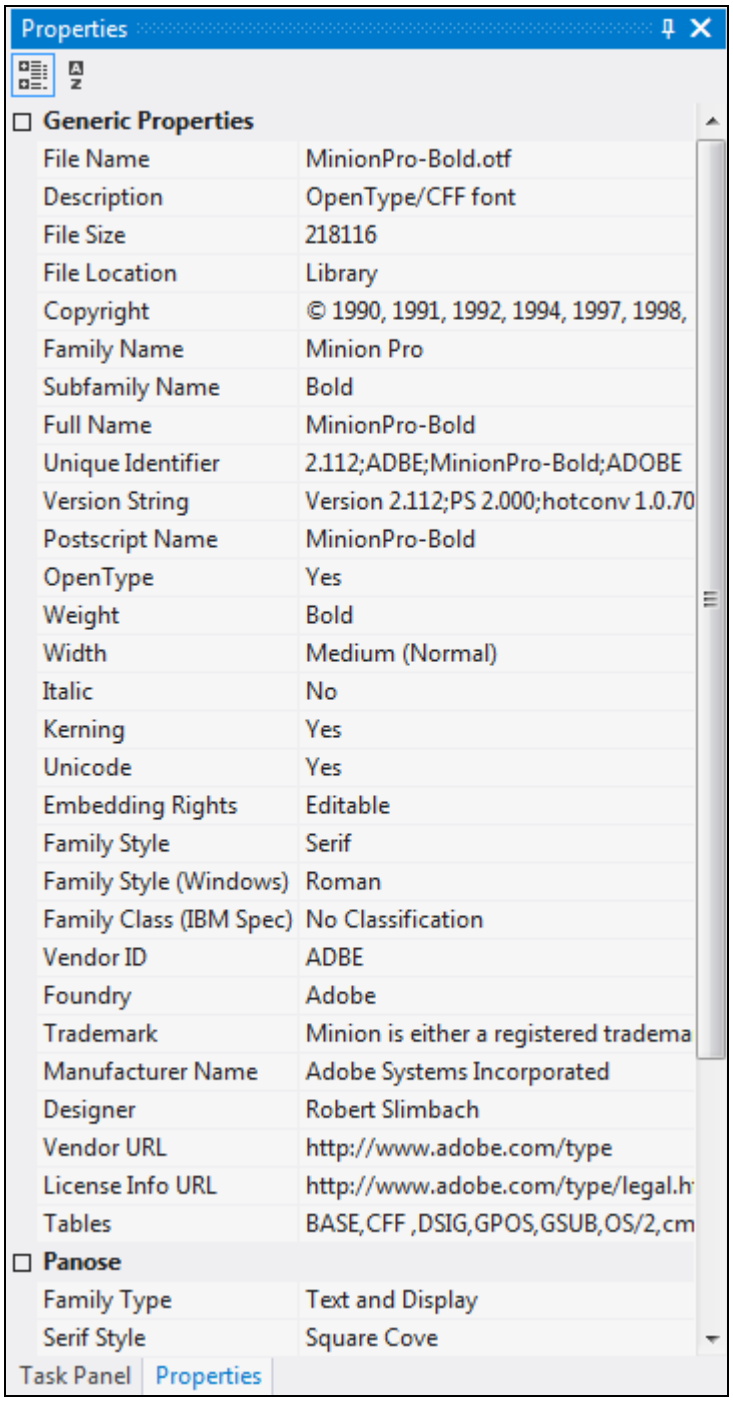
Arial Black	The font is installed permanently (font is active). Windows will load this font again after restart.
Book Antiqua	The font is activated temporarily (font is active). Windows will NOT load this font automatically after restart.
	Check mark is set for the font. (See Check Marks context menu commands.)
	Font Type: TrueType, OpenType, PostScript, Raster (or Bitmap) Font, Vector Font (a scalable font that was introduced in early versions of Windows).
	Font Style or Weight: Italic, Thin, Ultra Light (Extra Light), Light, Normal (Regular), Medium, Semi Bold, Bold, Ultra Bold (Extra Bold), Heavy, Regular (the same as Normal).

TIP

Press and hold **Shift** key when applying **Add Fonts to Worklist** command.

If you hold **Shift** key, PFB, AFM, and INF files with be added to **Worklist** with selected PFM files.

Properties View



The **Properties** view shows the list of properties of the currently selected font in the main view. The list of properties depends on the type of font selected.

The set of properties also depends on the view where you select the font.

To uninstall one font face of an installed font family (such as Normal, Bold, Italic, Bold Italic), select the font in the **Windows Fonts** view. Then open the **Properties** view and expand the **Source Files** property. Right click the face name you want to uninstall. Choose **Uninstall Source File...** from the popup menu.

NOTE

In the main view, **Worklist** view, and **Fonts** view, you can open the standard Properties window for every file or folder. Select any file or folder and press Alt+Enter. The Properties window that appears is the same as the window opened from Windows Explorer.

The set of properties is different for fonts of different types. For example, Panose properties are displayed for TrueType and OpenType fonts only.

Tip 1

You can see if a TrueType font (.TTF) file is in Unicode format.

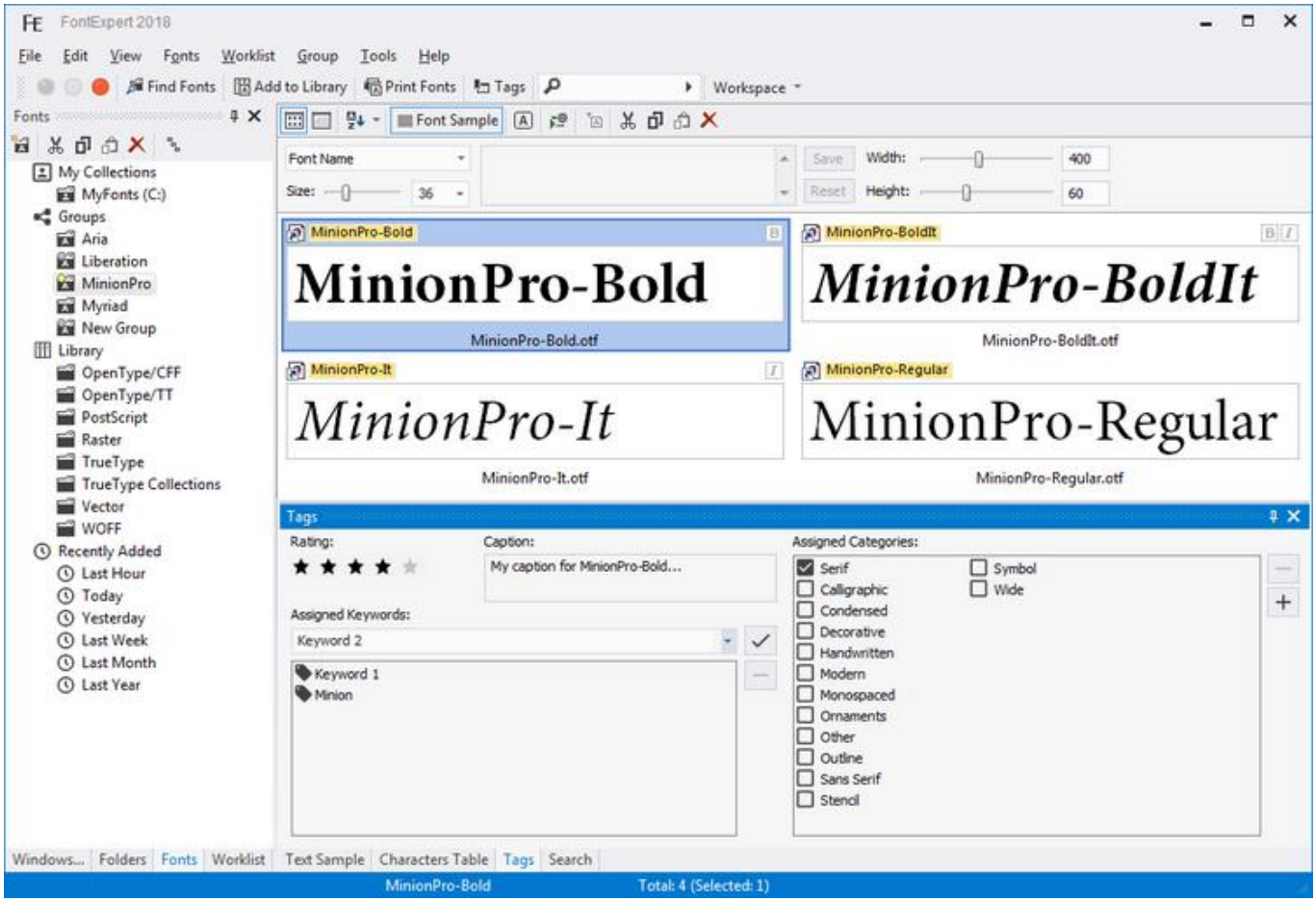
Select the .TTF file in the main view and look at its properties. Find the **IsUnicode** property. If the value of this property is **Yes**, then the font is in Unicode format.

Tip 2

You can see if the resolution of a raster font (.FON) is **Small** or **Large**.

Select the .FON file in the main view and look at its properties. Find the **VertRes** and **HorzRes** properties. If the property value equals 96, the font is **Small**.

Tags View



IMPORTANT NOTE: You only can assign tags to fonts that are in Library. It is not possible to assign a tag to a font that was not added to Library.

When the **Main View** displays fonts from Library, you can assign tags to one or more selected fonts. Use **Fonts View** or **Search in Library** window to display Library fonts in the **Main View**. Then select fonts and assign tags to them in the **Tags View**.

The **Tags** view allows you to assign captions, keywords, ratings, and categories to the fonts selected in the Main view. Then you can search for fonts by tags in the **Search in Library** window.

To assign ratings to selected fonts:

1. Select a font (or several fonts) in the main view.

2. Choose a rating in the **Tags** view.

To assign keywords to selected fonts:

1. Select a font (or several fonts) in the main view.

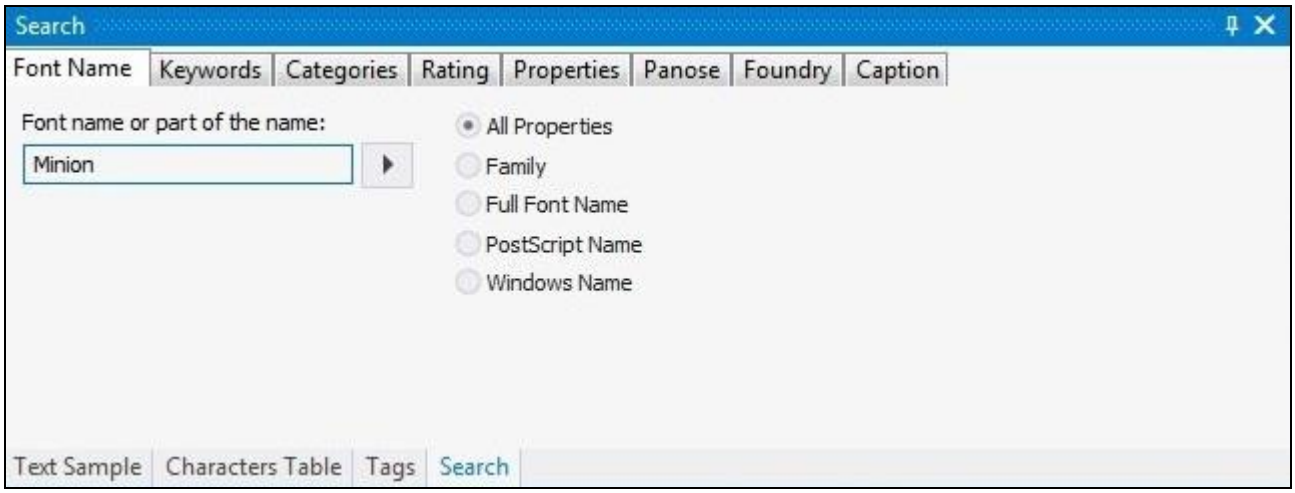
2. Type a keyword in the **Assigned keywords:** edit box and press Enter.

Note: a "keyword" is actually a keyword phrase; it may consist of one or more words.

To assign categories to selected fonts:

1. Select a font (or several fonts) in the main view.
2. Check a box for the desired category in the "Assigned Categories:" list.

Search View



Quick Search

Quick Search edit box on the main toolbar is equivalent to the Name or part of the name: edit box in the Search view.

The Search View allows you to search fonts by font name, keywords, categories, ratings, by font properties (Width, Weight, etc.), by Panose properties (TrueType and OpenType fonts only), and by Foundry. The results of a search are displayed in the main view.

Assign keywords, ratings, and categories to fonts in the Tags view.

NOTE

The Search feature finds fonts that were previously added to Library or to My Collections. See Add to Library.

To search for fonts by font name or partial font name:

1. Type a font name or partial font name (for example, "Narrow") in the Name or part of the name: edit box and press Enter.

2. The fonts that match the search phrase appear in the main view.

By default, FontExpert tries to match any font name from the Family, Full Font Name, PostScript font name, and Windows Name fields. If any font name matches the criteria, the font appears in the results in the main view. For TrueType and OpenType fonts "Windows Name" and "Family" are the same.

To search for fonts by a keyword:

1. Select a keyword in the Keywords list.

If this list is empty, it means that no keywords were assigned to fonts. You can assign new keywords to selected fonts in the Tags view.

To search for fonts by a category:

1. Select a category in the Categories list.

Notice that clicking a category or keyword name clears the previously selected keywords and categories. To select several categories and/or keywords without clearing previous selections, click the check boxes near the category and keyword names. Your selection is indicated by the green dot in the check box.

To search for fonts by rating:

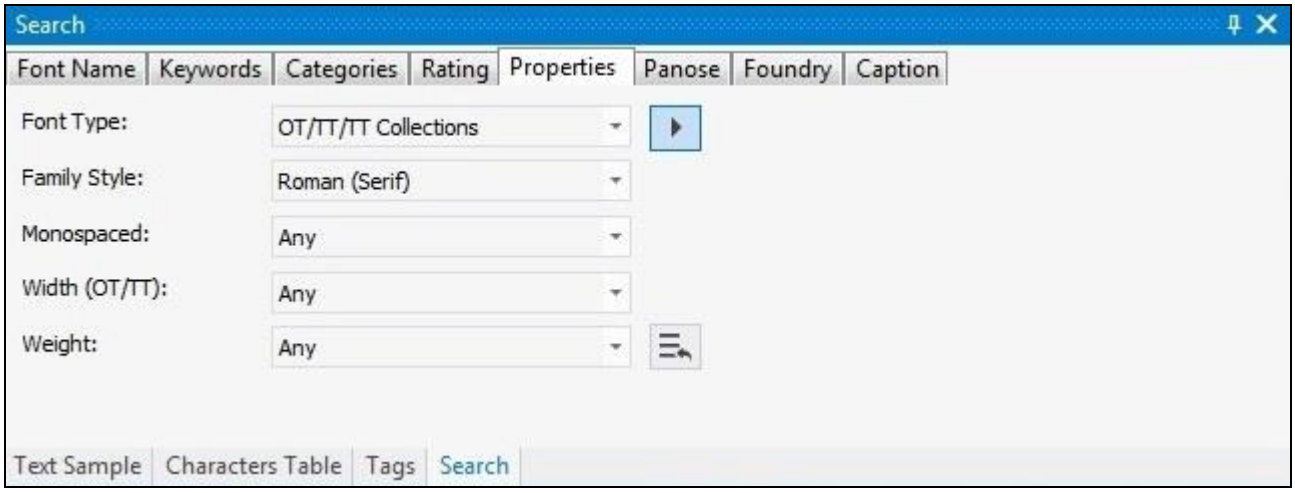
1. Select a rating in the Ratings list. To select several ratings, click the check boxes near the rating names.

NOTE

There is a special item in the ratings list called "Not rated". If you select this item, FontExpert will return all fonts having no rating. If you try to select this option before you assign any ratings to your fonts, the search may take some time, because almost all fonts from the database will be included in the results.

To search for fonts by properties:

1. Select desired font properties such as font type, family style, font width, font weight and press Search button.



Example: Searching for condensed fonts

Select "Condensed" in Width (OTT/TT Fonts) selection box and set other properties to "Any". Press Search button. FontExpert will find all condensed fonts in your collection.

To search for fonts by Panose properties:

1. Select desired Panose properties and press Search button.

NOTE

The PANOSE Typeface Matching System was developed by Benjamin Bauermeister and is licensed to Hewlett-Packard Corporation (see www.panose.com). Panose classification numbers are used by font designers in TrueType and OpenType fonts to specify family class of the font. Panose classification is optional. Well known font foundries assign Panose classification numbers in their fonts, but there are TrueType fonts with all Panose numbers assigned to zero.

Example 1: Searching for fonts with undefined Panose numbers

Set all Panose property selection boxes to "Any" (it means the corresponding Panose number is zero) and press Search button. FontExpert will find all TrueType or OpenType fonts referenced in the database and having undefined Panose properties (set to zero by font designer).

Example 2: Searching for fonts similar to some selected font

Press Pick from Font button, browse to desirable font in one of FontExpert views and select the font. FontExpert will pick Panose numbers from selected font and set appropriate selection boxes in Panose group of DB Search view. Press Search button. FontExpert will find all fonts having the same Panose numbers, thus fonts similar to selected font.

To search for fonts by Foundry:

1. Select the name of desired font foundry and press Search button

or:

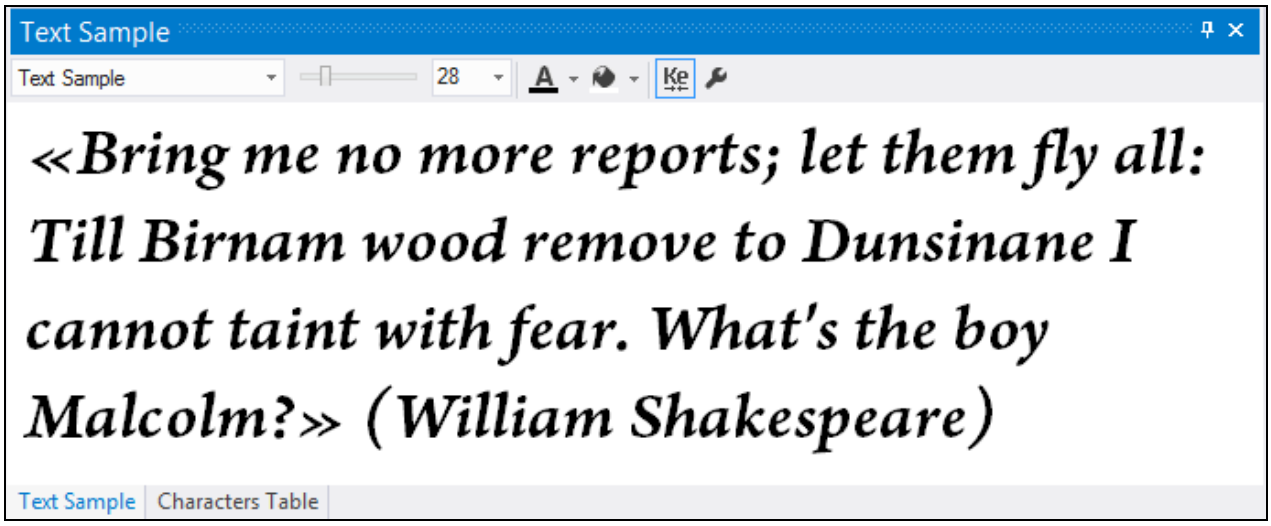
2. Type vendor id in the Vendor ID field and press Enter.

NOTE

Vendor IDs are case sensitive.

To search for fonts by font foundry, FontExpert uses vendor id field defined for TrueType and OpenType fonts. The font foundries in the list are the foundries whose vendor id was registered by Microsoft, but it is possible to search for fonts with any vendor id (up to 4 characters).

Text Sample View



The **Text Sample** view view shows a sample of the currently selected font in the main view.

Choose the type of sample text from the drop down list on the toolbar: Alphabet, Text Sample, Symbols, Numbers, etc.

To customize the text of the sample, choose **Tools/Options...** from the main menu.

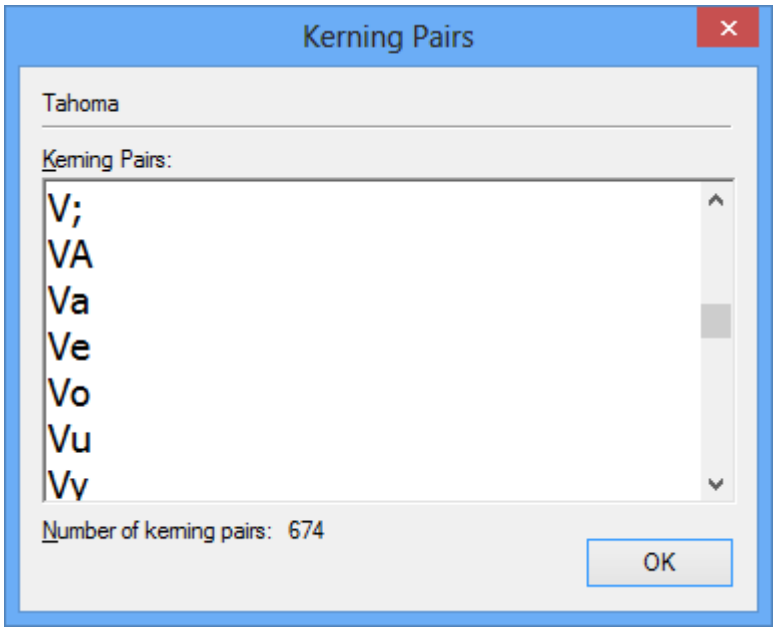
To load a text sample from a text file, choose the text file in Options and select "Text File" in a drop down menu on the toolbar.

Kerning

Kerning is the process of improving font appearance and legibility by adjusting the white space between certain paired characters, such as 'To', 'Te', or 'VA', which are known as kerning pairs. Many fonts include a kerning table with predefined, font-specific kerning pairs.

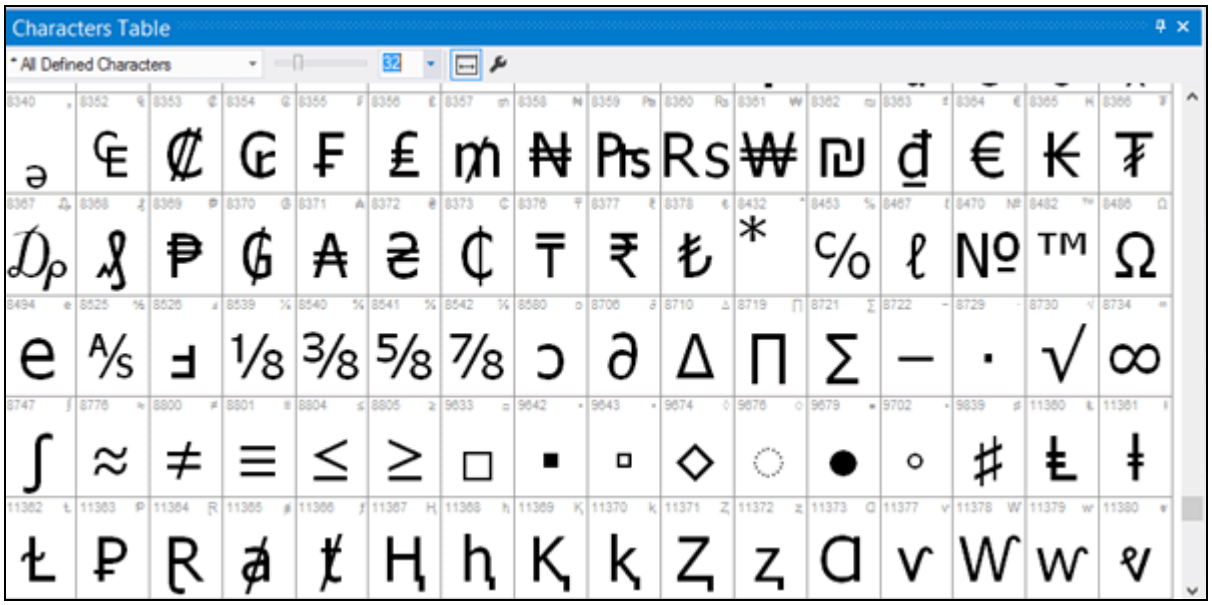
Select **View/Text Sample/Draw Text with Kerning (Read Only)** from the main menu to turn on or off kerning in the **Text Sample** view. Or click the button on the Text Sample toolbar.

Choose **Show Kerning Pairs...** from the popup menu to display all kerning pairs defined in the selected font:

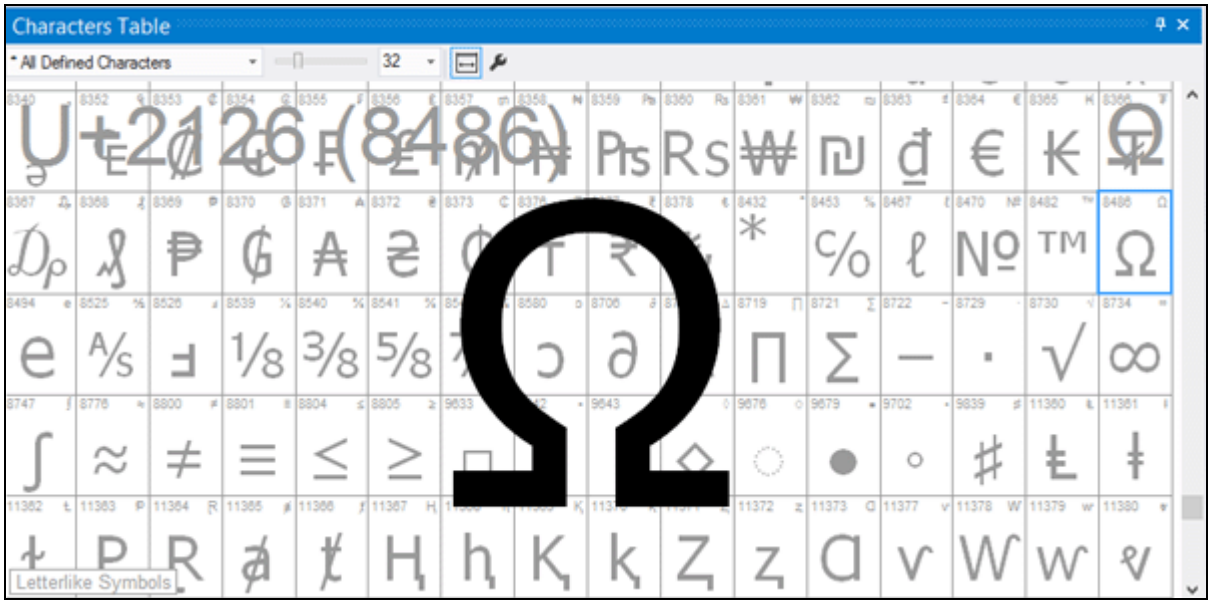

Kerning Pairs
Tahoma
Kerning Pairs:
V;
VA
Va
Ve
Vo
Vu
Vy
Number of kerning pairs: 674
OK

Characters Table View

The **Characters Table** view shows the selected font in the main view. This view displays the table of characters formatted with the currently selected font. Using the formatting toolbar, you can choose font size, zoom in, or zoom out. In the FontExpert Options area, you can customize the table and specify the number of columns and other parameters.



Each font character is shown in its own cell. The code of the character is shown in the upper left corner of the cell. For example, the code for the **Ω** character is 8486. Click any symbol and hold the left mouse button to enlarge the symbol.



All new TrueType fonts, for example Arial, Courier New, and Times New Roman, are in *Unicode* format. Unicode format maps character codes from 32 to 65536. In theory, a font can consist of up to 65 thousand different

characters. The whole range of characters (32-65536) is divided into shorter ranges of character codes. For example, the **Currency Symbols** Unicode range maps the characters with the codes 8352-8399.

Older TrueType fonts (used in Windows 3.1) are not in Unicode format. Older fonts consist of characters with ANSI codes 32-255 (also called the ANSI Character Set or **Windows characters**).

By default, the **All Defined Characters** option is selected.

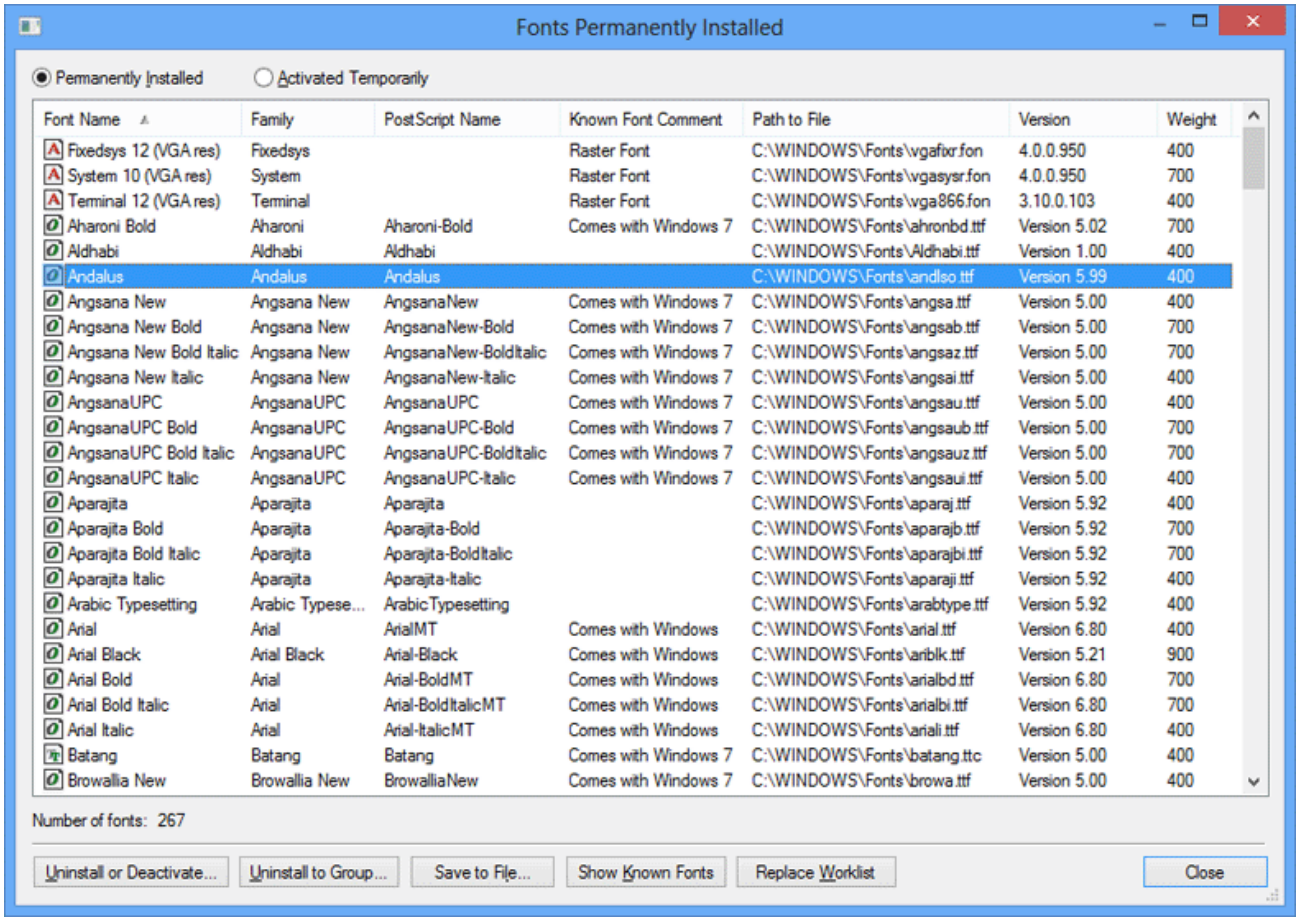
For the new TrueType fonts, such as Arial, you can look at any Unicode range of characters for the font.

For example, select a Unicode TrueType font (e.g. Arial) in the main view.

Select the name of a Unicode range (e.g. **Currency Symbols**) in the drop-down list on the main tool bar to see the font characters with the codes: 8352-8399.

Combo Box Selection		**Description**
* All Defined Characters		Displays all symbols defined in the selected font. **Useful Tip**: Look at the "Letterlike Symbols" tool tip in the bottom left corner on the picture above. When the Unicode Range combo box selection is "* All Defined Characters", FontExpert displays the Unicode Range to which the enlarged symbol belongs.
* Windows Fonts		Displays symbols with ANSI codes from 32 to 255 (ANSI Character Set). The set of symbols depends on the country and code page options selected in Control Panel, Regional and Language Options. An ANSI code is a one-byte number less than or equal to 255.
Latin-1		Unicode Range. Displays symbols with Unicode codes from 32 to 255. Unicode code is a two-byte number.
Currency Symbols		Unicode Range. Displays symbols with Unicode codes from 8352 to 8399.
...		... other Unicode Ranges...

Installed Fonts Window



Choose **Tools/Show Installed Fonts...** menu command. The **Installed Fonts** window appears.

Installed Fonts window shows the list of fonts permanently installed in Windows or temporarily activated by FontExpert.

The **Known Font Comment** column displays the text that gives an idea about the font origin. For example, "Comes with Windows 7" means that the font was installed with Windows 7 operating system. "Comes with MS Office" means that the font was installed with Microsoft Office.

If you do not see any comment in the Known Fonts Comment column it is probably means that the font was installed by a third-party application.

FontExpert keeps information about known fonts in the FontExpertKnownFonts.xml file. Experienced users can edit this file and add custom "known font comment" text for their fonts.

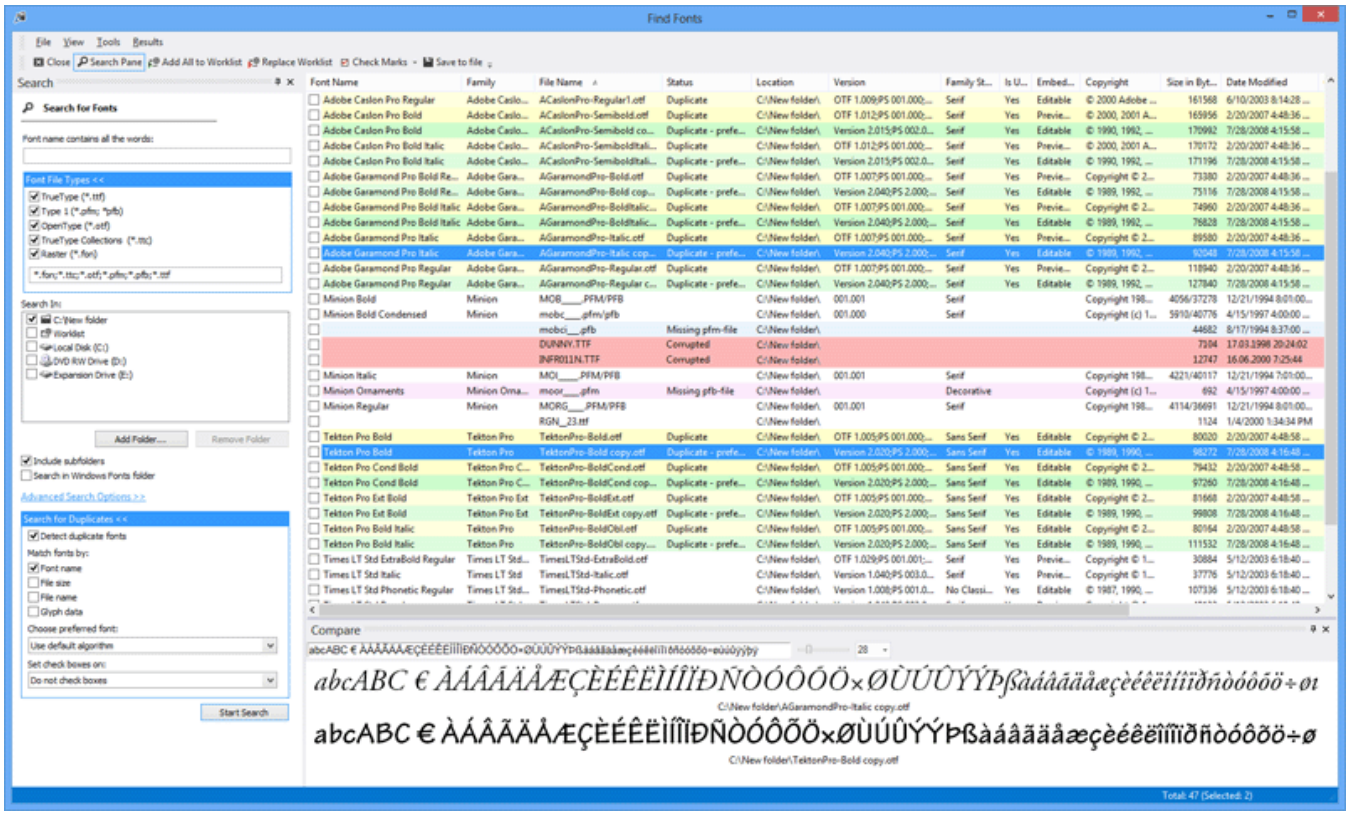
In Windows 7 this file is located in the FontExpert application data folder:

C:\Users\<USER_NAME>\AppData\Roaming\Proxima Software\FontExpert\15.0\FontExpertKnownFonts.xml

Find Fonts Window

In the Find Fonts window, you can search for font files on your local or network drives.

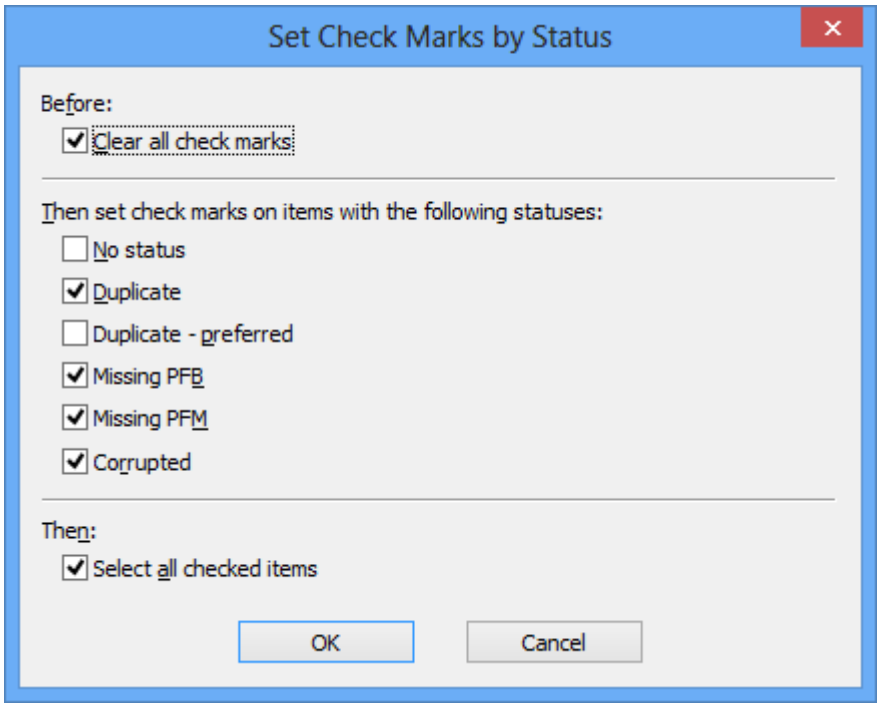
Choose **Tools/Find Fonts...** from the main menu, or press Ctrl+F, to see the **Find Fonts** window. Choose the drive or path you want to search for font files and click the **Start Search** button.



FontExpert automatically detects corrupted and incomplete fonts. To search for duplicates, check the **Detect duplicate fonts** box. FontExpert will set the color of duplicates to yellow or green.

You can copy, move, delete, and hide fonts displayed in the list.

Check marks can help you to manage long lists of fonts. To set check marks depending on the font status, use the **Set Check Marks by Status...** option. Then you can apply other menu commands to the marked fonts or to selected fonts.



To save a list of fonts to a text file, click the **Save to File** button on the toolbar.

To include all fonts in the **Worklist** view, click the **Replace Worklist** button. The fonts that were found will be added to the **Worklist** view.

Installing Fonts

To install a font, select it in the main view. Right click on the font file name and select **Install…** from the popup menu to open the **Installing Fonts** dialog box. Click the **Install** button.

You also can choose **Install Now** instead of **Install…**. The **Install Now** option is equivalent to **Install…**, but it doesn't display the window with the list of fonts.

The **Install…** and **Install Now** commands activate (install) a font permanently. Windows will load this font at every Windows restart.

To install a group of fonts, select it in the **Fonts** view. Right click the group folder and select **Install…** from the popup menu.

Toolbar Button		**Description**
		Install permanently.
		Activate temporarily.
		Uninstall or Deactivate. Permanently installed fonts will be uninstalled; temporarily activated fonts will be deactivated.

Colored Item in the main view		**Description**
Arial Black		The font is installed permanently (font is active). Windows will load this font again after restart.
Book Antiqua		The font is activated temporarily (font is active). Windows will NOT load this font automatically after restart.

Embedding Fonts

The value in Embedding column of Find Fonts window indicates font embedding licensing rights for the font. FontExpert uses "OS/2 and Windows Metric table" of a TrueType or OpenType font to define embedding rights granted by font vendor. The table below describes embedding rights according to **OpenType Specification** version 1.6:

Installable Embedding	Fonts with this setting indicate that they may be embedded and permanently installed on the remote system by an application. The user of the remote system acquires the identical rights, obligations and licenses for that font as the original purchaser of the font, and is subject to the same end-user license agreement, copyright, design patent, and/or trademark as was the original purchaser.
Restricted License embedding	Fonts must not be modified, embedded or exchanged in any manner without first obtaining permission of the legal owner. Caution: For Restricted License embedding to take effect, it must be the only level of embedding selected.
Preview & Print embedding	The font may be embedded, and temporarily loaded on the remote system. Documents containing Preview & Print fonts must be opened read-only; no edits can be applied to the document.
Editable embedding	The font may be embedded but must only be installed temporarily on other systems. In contrast to Preview & Print fonts, documents containing Editable fonts may be opened for reading, editing is permitted, and changes may be saved.
No subsetting	When this bit is set, the font may not be subsetted prior to embedding.
Bitmap embedding only	Only bitmaps contained in the font may be embedded. No outline data may be embedded. If there are no bitmaps available in the font, then the font is considered unembeddable and the embedding services will fail.

The four levels of embedding rights (indicated by gray color) are defined as mutually exclusive in **OpenType specification** versions from 1.2 to 1.6 (in "OS/2 and Windows Metric table" versions 2, 3, and 4).

In **TrueType specification** versions 1.5 and 1.66 (in "OS/2 and Windows Metric table" versions 0 and 1) the four levels of embedding rights were not defined as mutually exclusive. If multiple levels of embedding rights are assigned to a font, the least restrictive license granted takes precedence.

Activating Fonts Temporarily

To activate font temporarily, select it in the main view. Right click on the font file name and select **Activate Temporarily Now** from the popup menu.

The **Activate Temporarily** command activates the font temporarily. It will be active until you deactivate it or until Windows is restarted. Windows will **not** load this font after restart. If you need this font after restart, you will have to activate it again.

To activate a group of fonts, select it in the **Fonts** view. Right click the group folder and select **Activate Temporarily Now** from the popup menu.

Toolbar Button		**Description**
		Install permanently.
		Activate temporarily.
		Uninstall or Deactivate. Permanently installed fonts will be uninstalled; temporarily activated fonts will be deactivated.

Colored Item in the main view		**Description**
Arial Black		The font is installed permanently (font is active). Windows will load this font again after restart.
Book Antiqua		The font is activated temporarily (font is active). Windows will NOT load this font automatically after restart.

Uninstalling or Deactivating Fonts

To uninstall and/or deactivate a font, select it in the **Windows Fonts** view. Right click the font face name and select **Uninstall or Deactivate…** from the popup menu to see the **Uninstalling or Deactivating Fonts** dialog box. Click the **Uninstall or Deactivate** button.

This command uninstalls and/or deactivates the font depending on its current state (whether it was installed permanently or activated temporarily). The font will not be loaded at the next Windows restart. Also this command tries to unload this font from the current Windows session. There are cases when it is not possible to unload fonts. Such fonts will remain loaded until the next restart of Windows.

FontExpert makes a backup copy of uninstalled font files that were located in the standard Fonts folder (usually Windows\Fonts). You can specify the backup folder in FontExpert Options.

To uninstall or deactivate a group of fonts, select it in the **Fonts** view. Right click the group folder and select **Uninstall…** from the popup menu.

To uninstall one font face (such as Normal, Bold, Italic, or Bold Italic) from an installed font family, select the font in the **Windows Fonts** view. Then open the **Properties** view and expand the **Source Files** property. Right click the face name you want to uninstall and select **Uninstall Source File…** from the popup menu.

Colored Item in the main view		**Description**
Arial Black		The font is installed permanently (font is active). Windows will load this font again after restart.
Book Antiqua		The font is activated temporarily (font is active). Windows will NOT load this font automatically after restart.

Copying and Deleting Fonts

In the main view, **Folders** view, **Fonts** view, and **Worklist** view you can cut, copy, paste, and delete files and folders. Use popup menu commands or buttons on the toolbar.

To open the popup menu, right click on any area of the view.

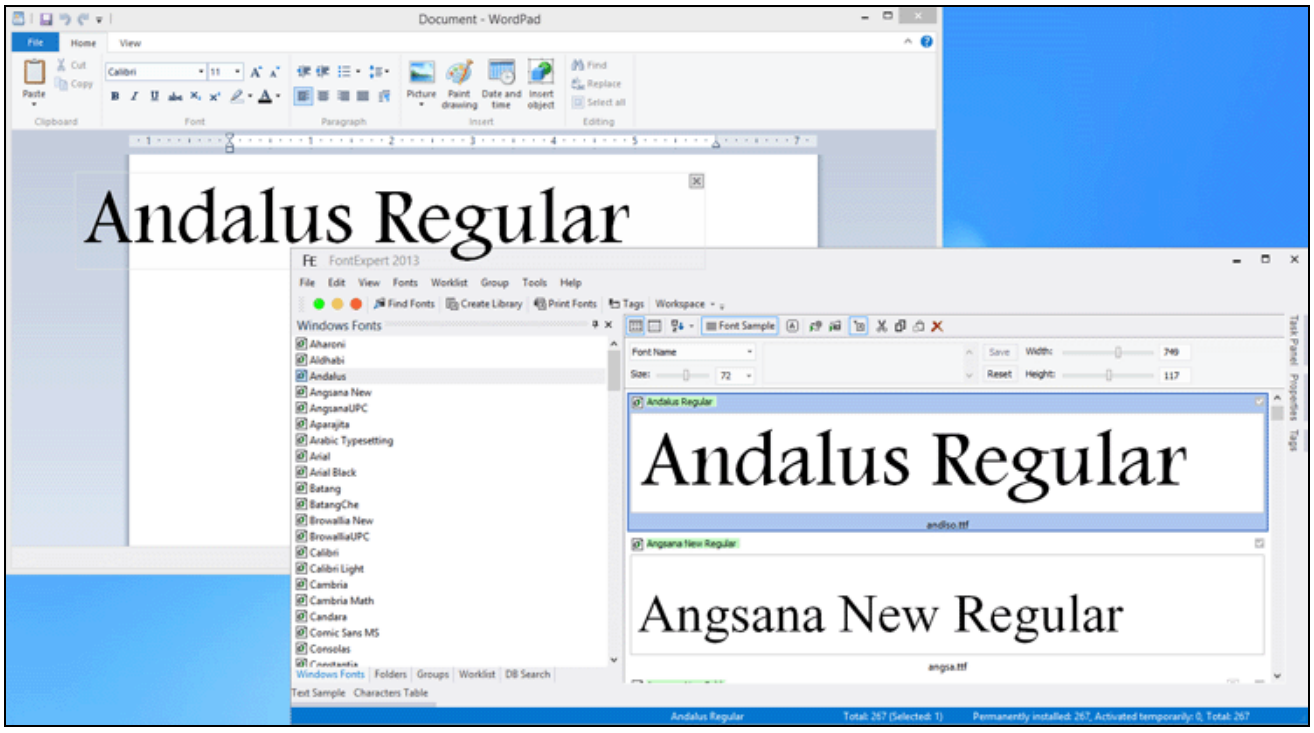
You can also drag and drop files and folders between FontExpert views and Windows Explorer (and other programs that work with files).

Important note:

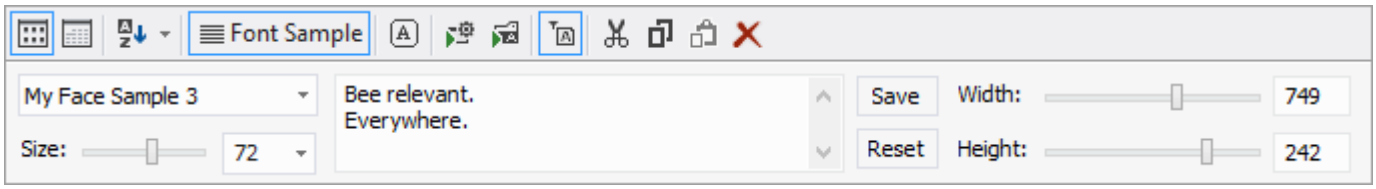
Be careful when you delete files in the standard Fonts folder (usually c:\Windows\Fonts or c:\Winnt\Fonts). Deleting a font file that is located in this folder permanently deactivates this font. It is recommended not to delete font files from this folder unless you are an experienced user.

Floating Samples

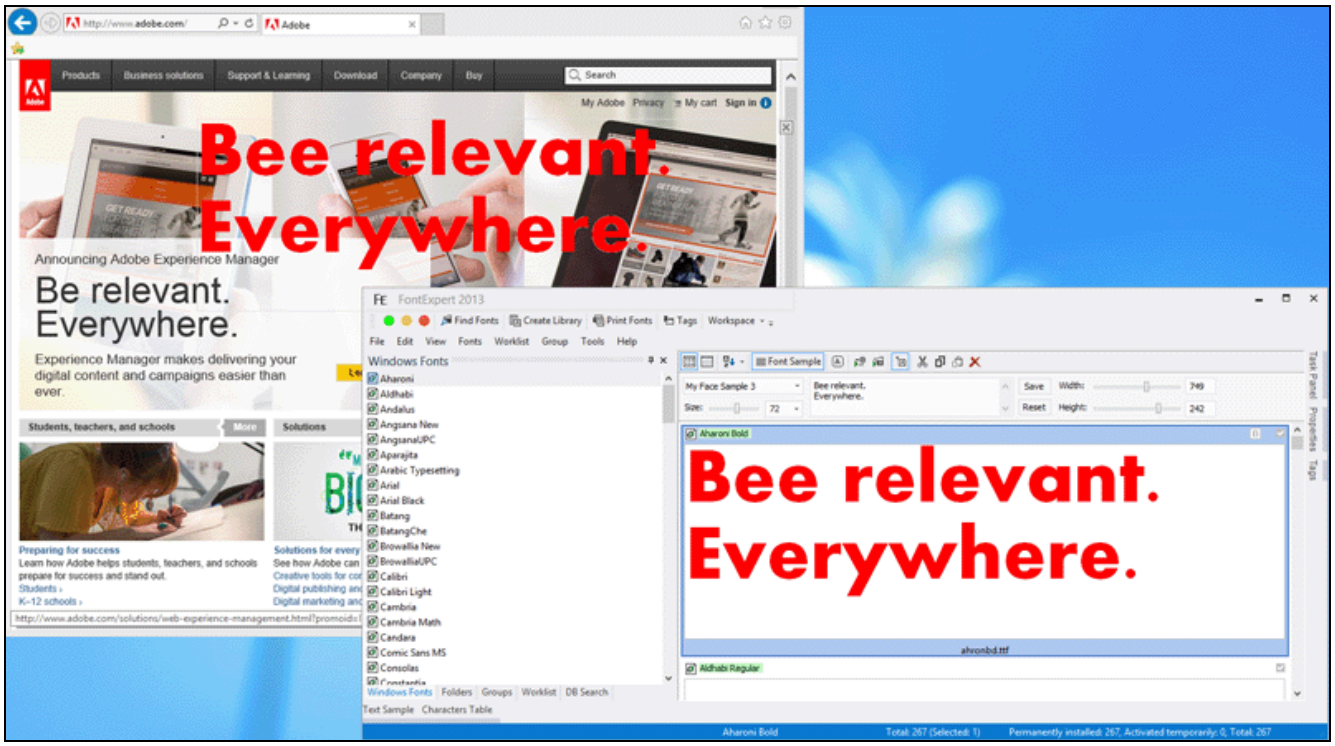
Floating samples feature allows you to try a font sample over the window of another application, such as word processor or graphics editor.



Customize text, width, height, and font size of the sample on the Face Sample bar and press Floating Sample ( ) button.

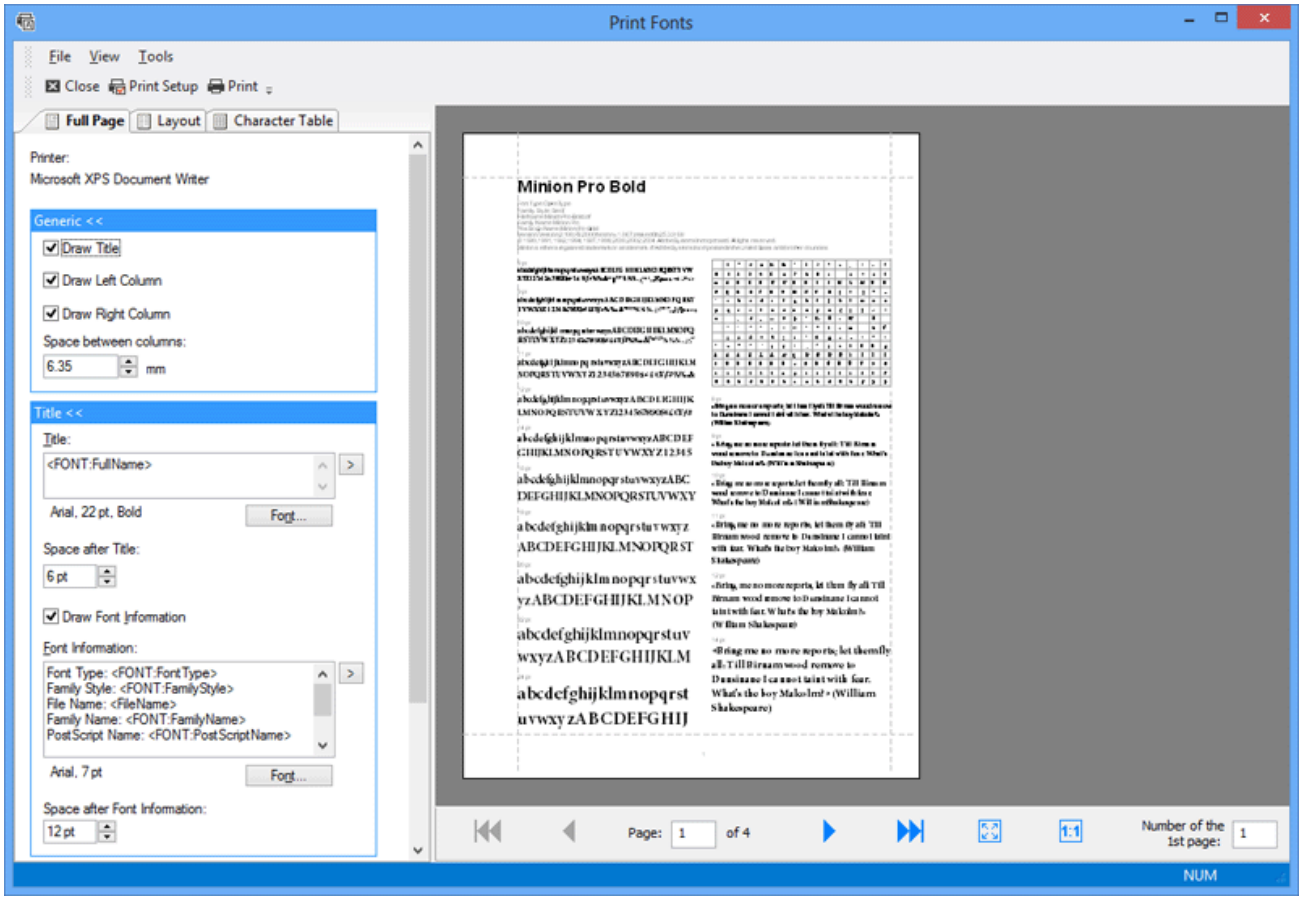


Floating font sample appears, drag it with a mouse and place it over your favorite application.



Printing Fonts

Select the fonts you want to print and choose **Tools/Print Fonts...** or **File/Print Preview...** from the main menu:

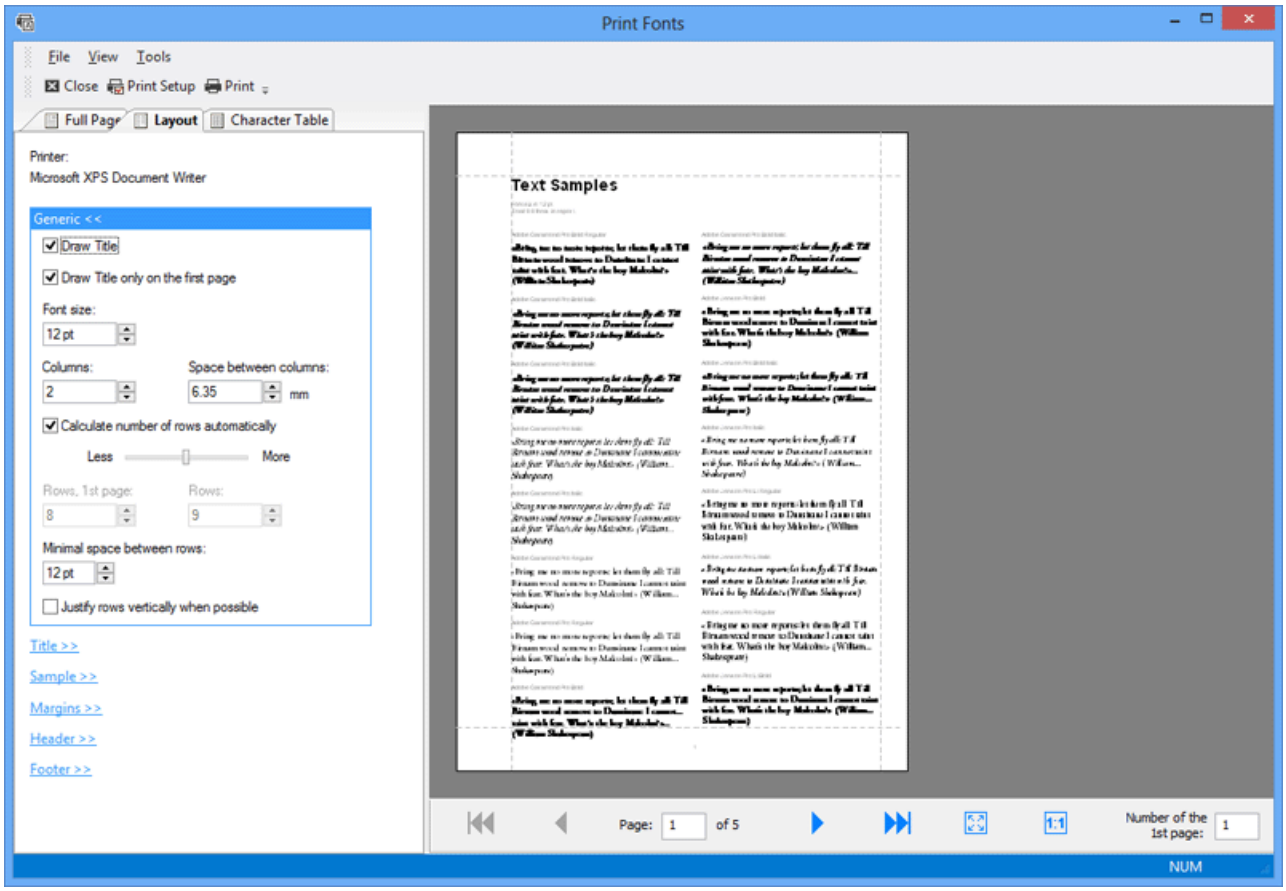


Use page navigation bar to preview pages before printing.

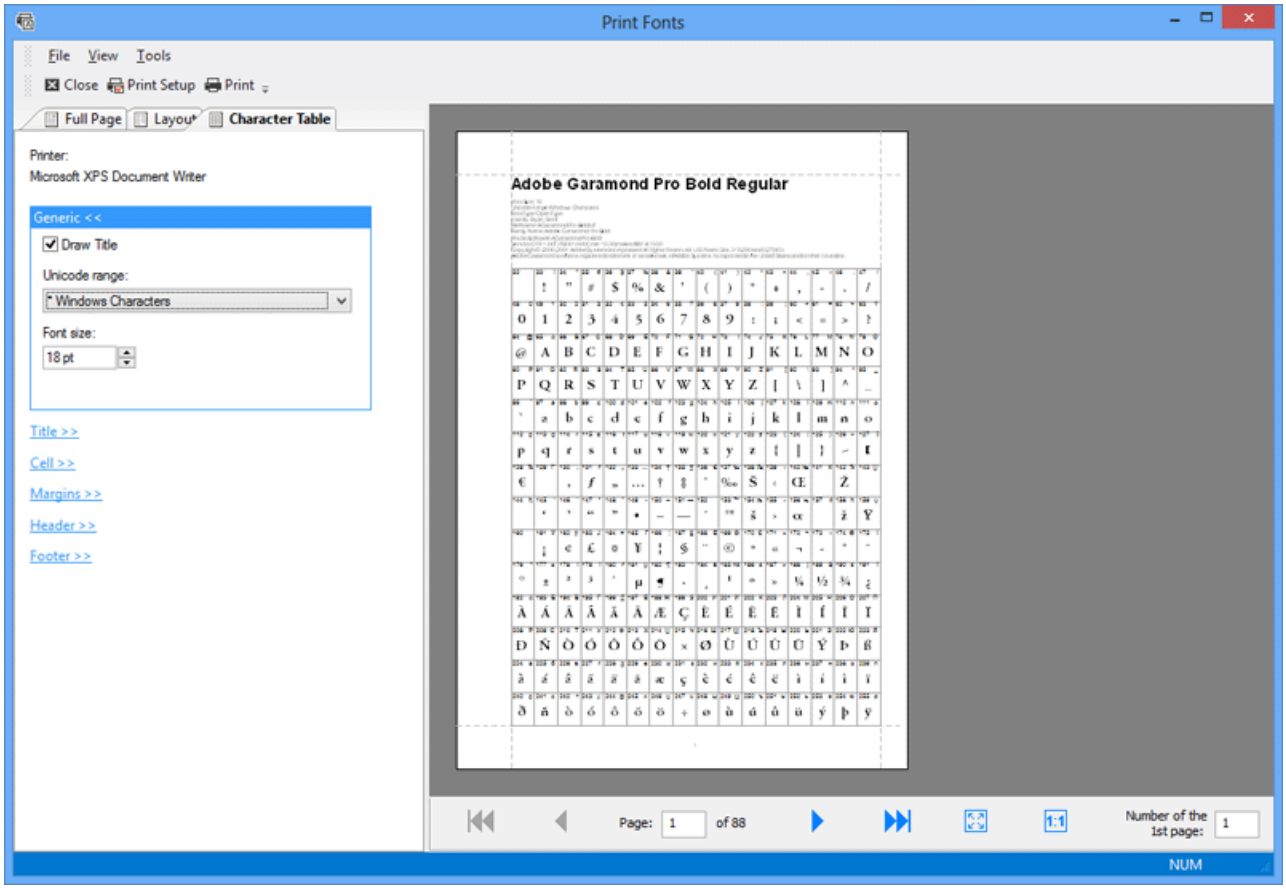
Full Page report is very flexible if you want to customize it. For example, you can hide the title and the character table on top of the right column, and print several text samples at different point sizes in two columns. Or hide the left or right column and print text samples in one column. You can use Unicode text as text sample. To customize the way the text sample is printed, choose options like Draw with kerning, Draw with external leading, print all lines of text or limit number of printed lines in one sample. You can use similar options for text samples printed on **Full Page** and **Layout** reports.

There are three types of reports: **Full Page**, **Layout** and **Character Table**. To select the type of printed report, select a report tab on the left pane.

With **Layout** report you can print text samples or font names in several columns. The **Layout** report replaces former "Text Samples" and "Font Names" reports known by users of earlier versions of FontExpert:



Character Table report allows you to print fonts as a character table:



There are two special options for Unicode range. The "* Windows Characters" option allows you to print the ANSI set of characters with character codes 32-255. This set of characters depends on the language and code page selected in Windows Control Panel.

The "* All Defined Characters" option allows you to print all characters defined in a font by it's designer.

IMPORTANT NOTE

With "* All Defined Characters" option FontExpert will calculate the total number of pages in a document more slowly, than with other Unicode range options. If you want to print large number of fonts with this option, temporarily select another Unicode range option, customize page format, set margins, set header and footer indents, and finally, when you a ready to print, select the "* All Defined Characters" option and print the document.

You can customize page format and settings for title, subtitle, header, footer, margins for all types of reports.

IMPORTANT NOTES AND TIPS

Printing Large Number of Fonts

When you print large number of fonts, for example, using **Layout** report, the success of printing usually depends on the printing options of selected printer. Many printers have a default setting in a printer driver that allows substitution of printed fonts by a device fonts built-in printer. This option may be incorrect for printing fonts in FontExpert when you want to print actual font and not a device font that comes with printer.

Also, some printer drivers may encounter problems when print large number of fonts in one job. In this case try to experiment with setup options provided by printer driver. In many cases selection of an option that sounds like "Print TrueType fonts as graphics" leads to success.

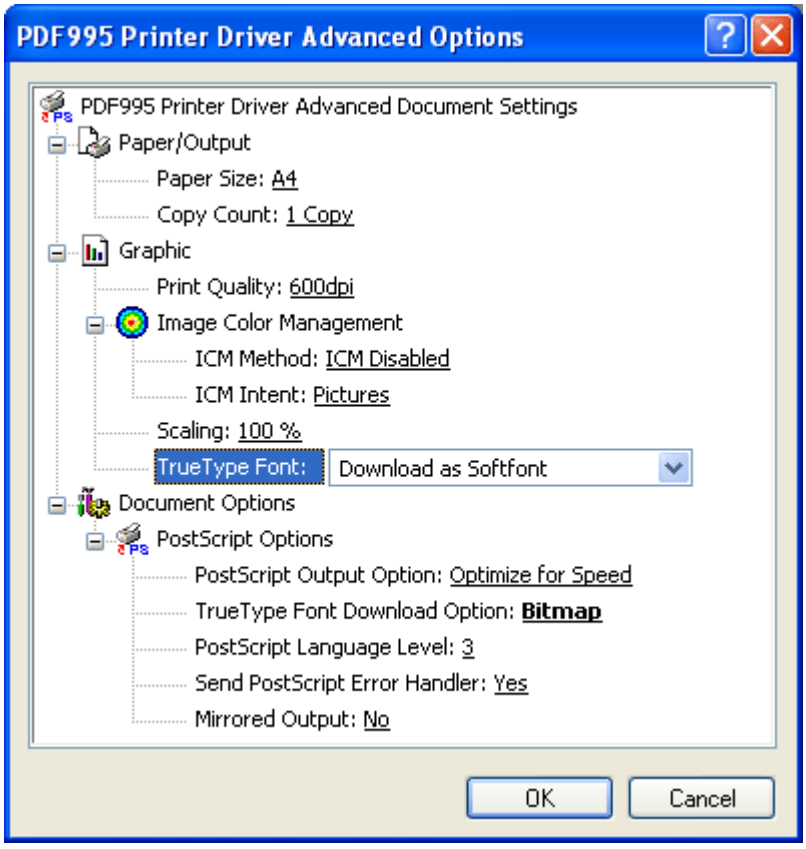
(See an example below, "TrueType Font" option of PDF995 virtual printer).

Printing Multipage Document as Several Printing Jobs

If you want to print a 200-pages document, you can print the first 100 pages (the first job), and then print pages 101-200 (the second job). Notice the **Number of the 1st page** box on page navigation bar. To continue page numeration, set the page number of the 1st printed page to 101 before printing the second job (pages 101-200).

Printing to PDF File

There are many PDF virtual printers that allow you to print documents to PDF file. One good example is PDF995 virtual printer (see www.pdf995.com).
We recommend the following settings to print large number of fonts (more than 500) to one PDF file:



Important settings are "TrueType Font" and "TrueType download Option", you may want to experiment with printer setup to achieve best results.

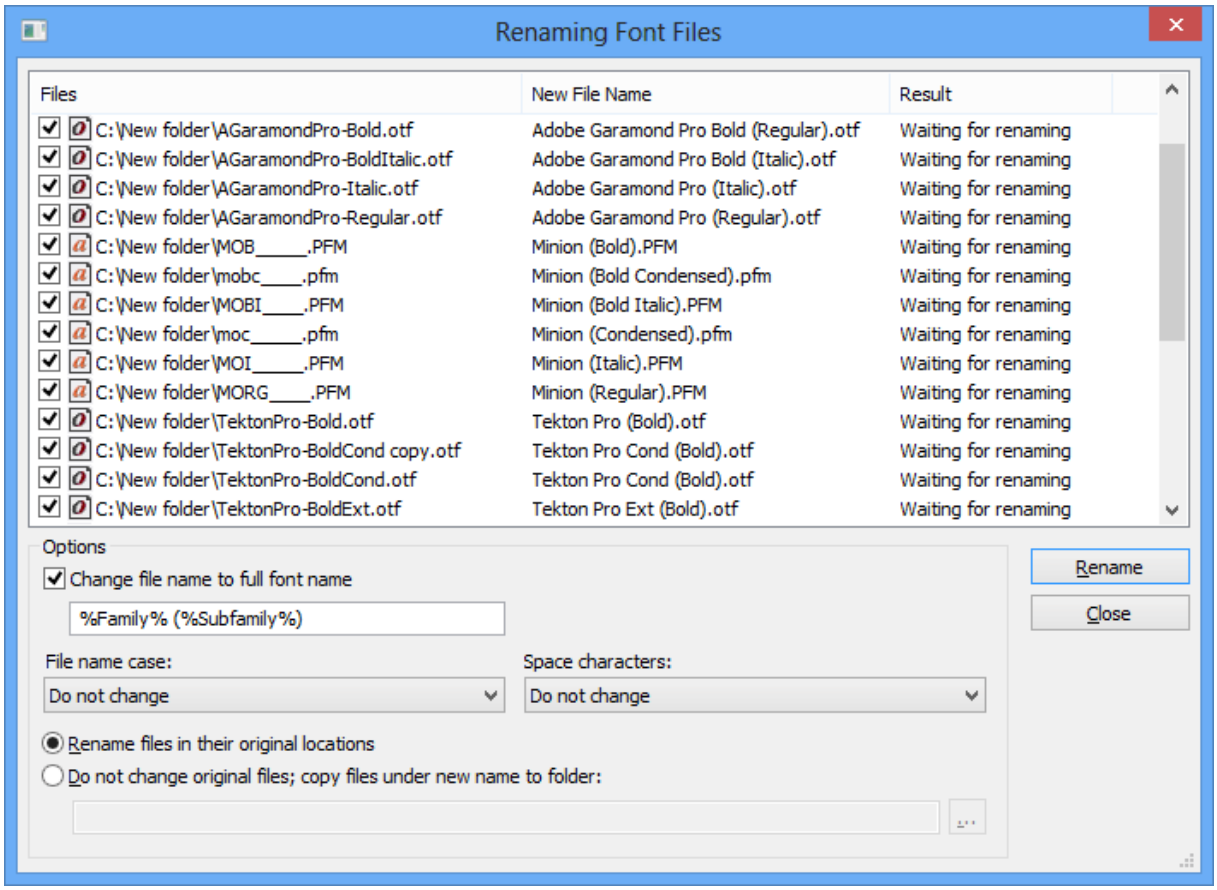
NOTE

When you print 500 fonts using **Character Table** report with "* All defined characters" an Unicode range option, each font may take several pages, and total number of pages in resulting document could be 1000-2000 pages. Printing 1000-2000 pages on PDF virtual printer may take several minutes.

Renaming Font Files

You can rename font files according to full font name of the corresponding font.

Select fonts in FontExpert and choose **Fonts/Rename Font Files...** menu command, or press the button on a toolbar. **Renaming Font Files** window appears:



Press **Rename** button.

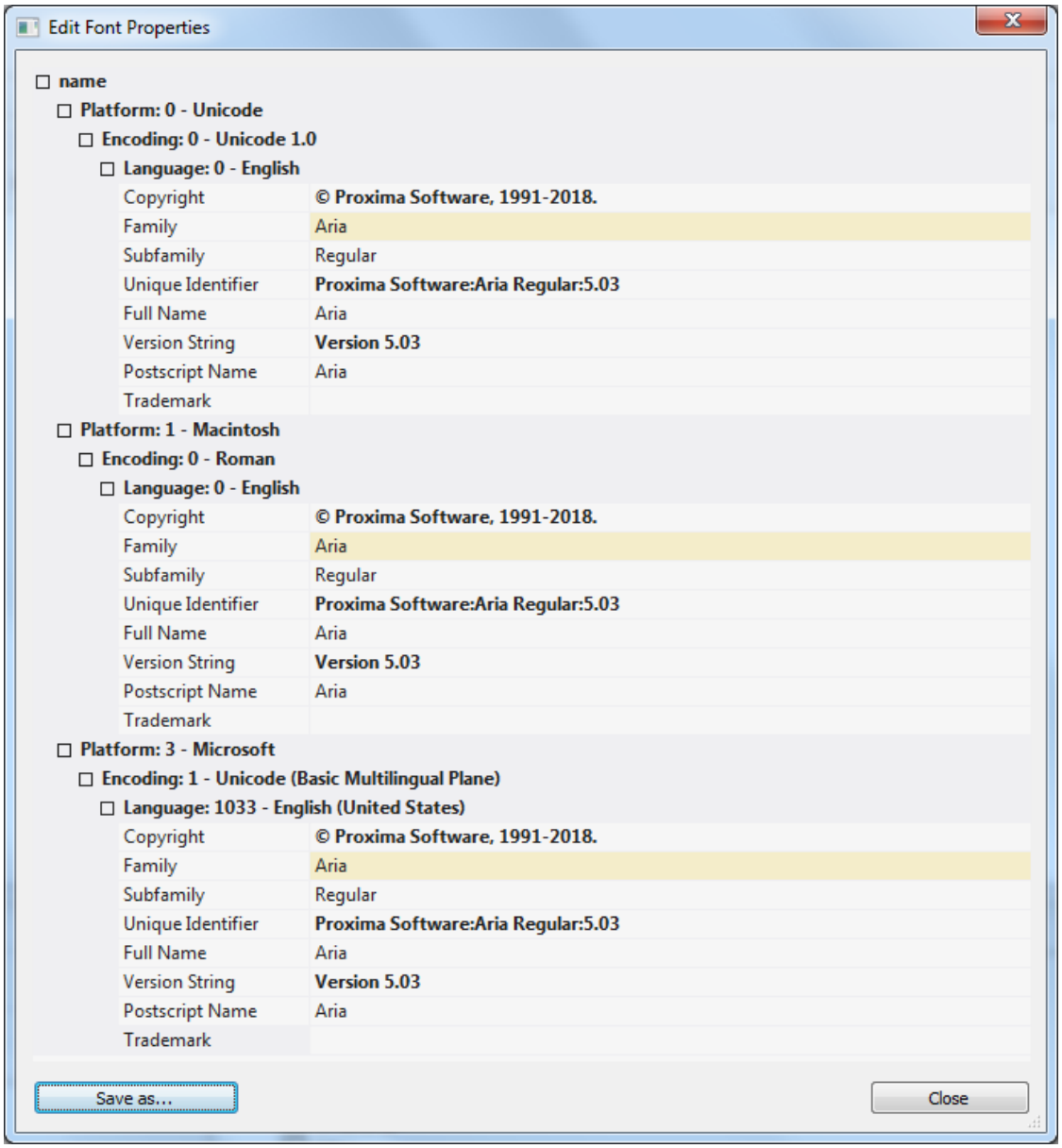
With the default option "Rename files in their original location" FontExpert will rename font files. For example, "calibriz.ttf" file will be renamed to "Calibri Bold Italic.ttf".

With another option FontExpert can copy files to another folder and rename them. Original font files will remain unchanged.

Editing Font Properties

You can change font name or other properties like font version string or trademark. If you edit a font, make sure you are not violating the rights of its author. Refer to the License Agreement that comes with font.

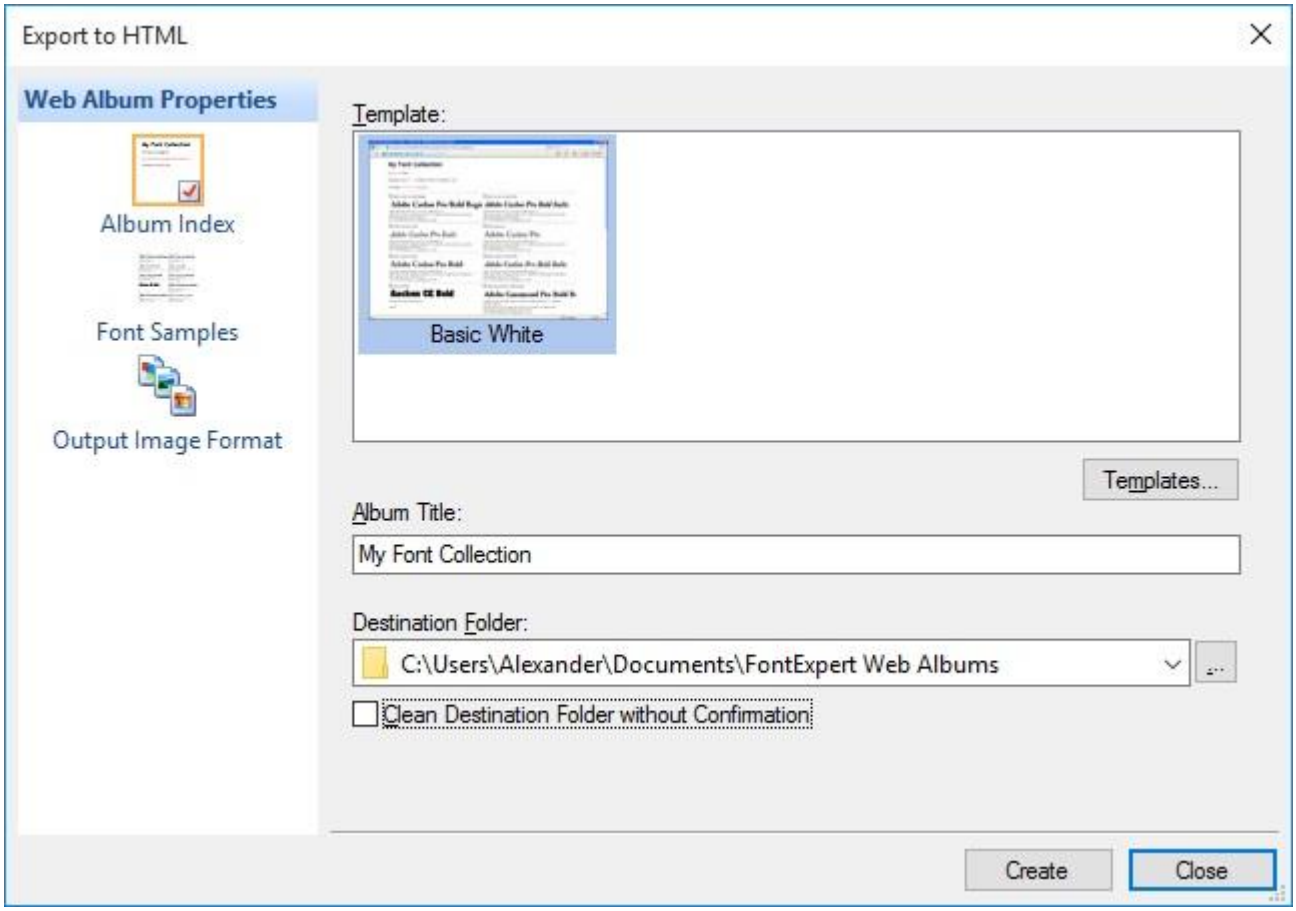
Select OpenType or TrueType font in the Main view, right click on it and choose **Edit Font Properties...** menu command. Below you see the properties of the Aria.ttf font located in the FontExpert installation folder.



Edit desired properties, press **Save as...** button, and save the file under new file name.

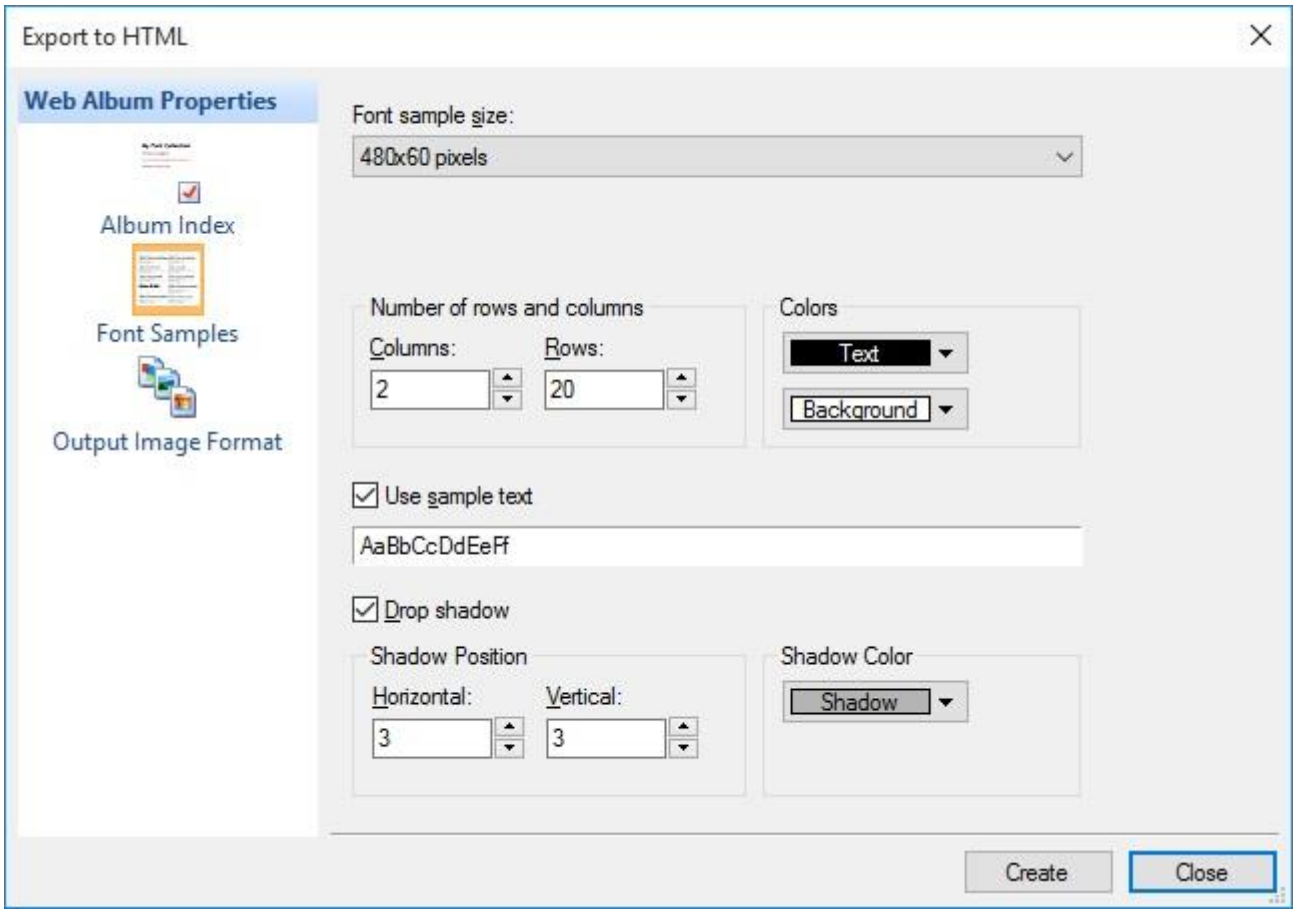
Web Album

To create web album from selected fonts choose **Fonts/Export to HTML...** from the main menu:



Choose the template for your web album ("Basic White" is the default template included in FontExpert), type the album title, choose destination folder for album files and press **Create** button.

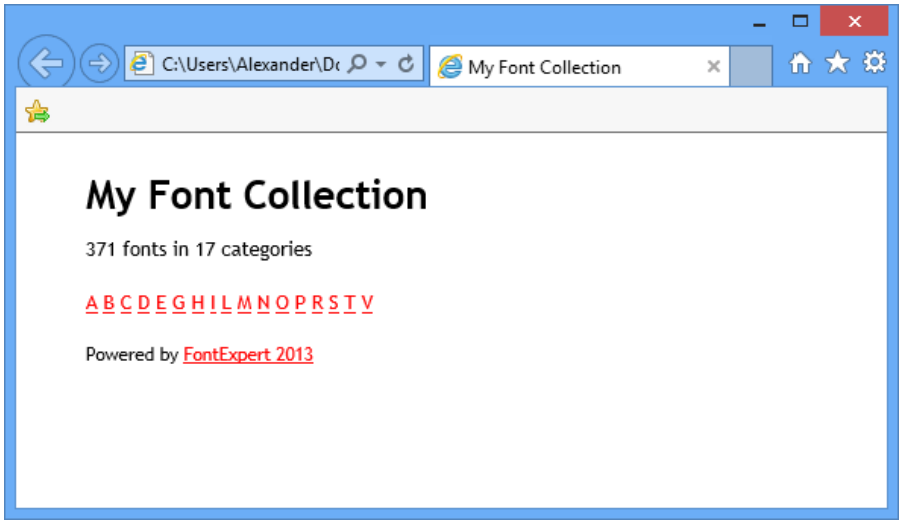
To customize the number of rows and columns on web album page, the size and colors of output font samples, choose **Font Samples** options page:



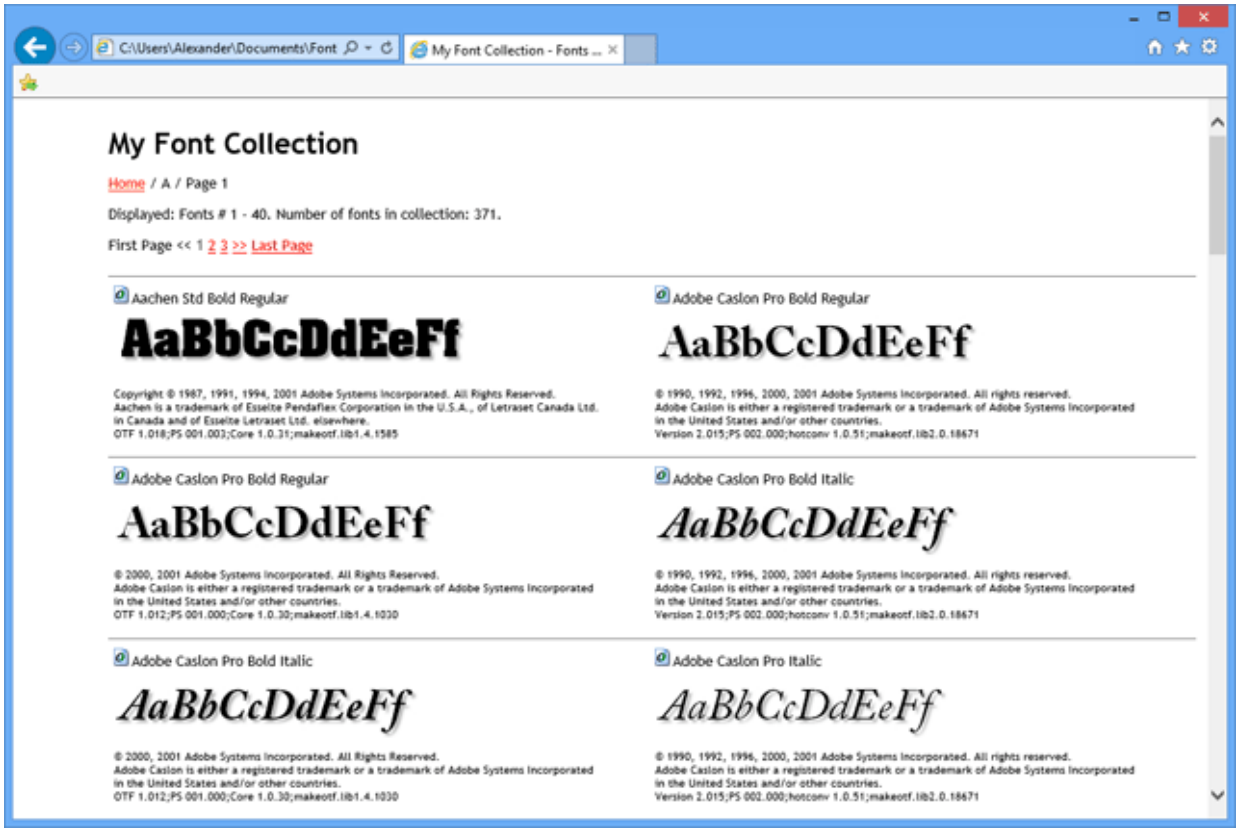
To change the file format of the images that will be displayed on created web pages, choose **Output Image Format** options page.

By default, we recommend the JPEG file format, as it is an image format supported by all web browsers.

FontExpert creates the web album index page linked to the A-Z pages, where fonts are displayed in alphabetical order:



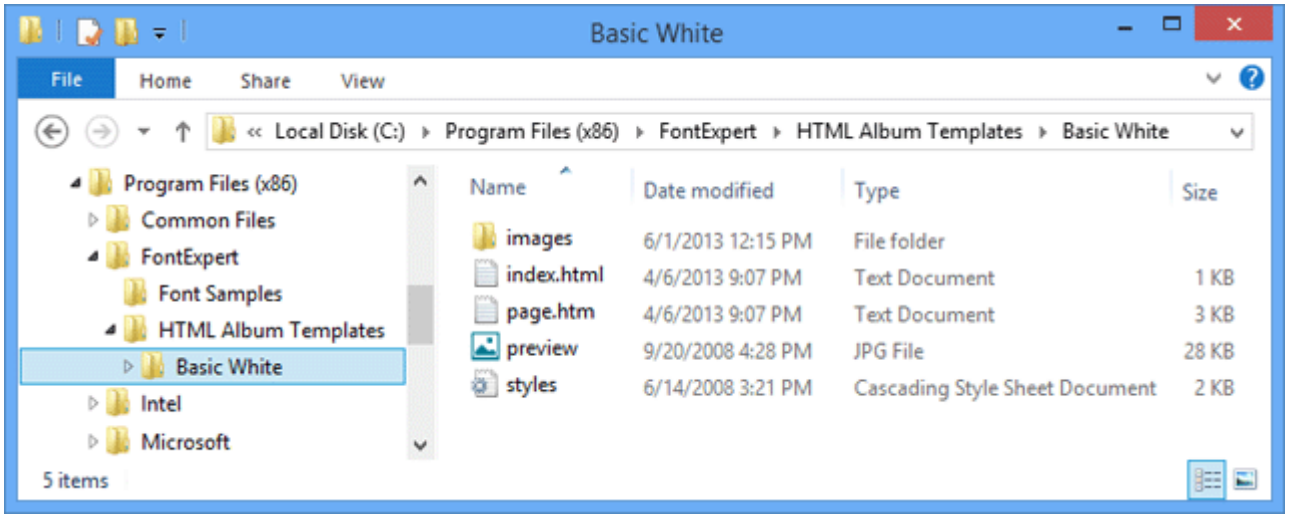
A-Z pages display the navigation bar with links to neighboring pages and font samples:



Using and Customizing Web Album Templates

This topic is recommended to users familiar with Web design and HTML markup language.

FontExpert comes with "Basic White" web album template. ("White" stands for the background color of web pages created with this template.) If you are familiar with HTML language, you can easily customize FontExpert Web Album template and create your own templates. FontExpert web templates are located in FontExpert folder:

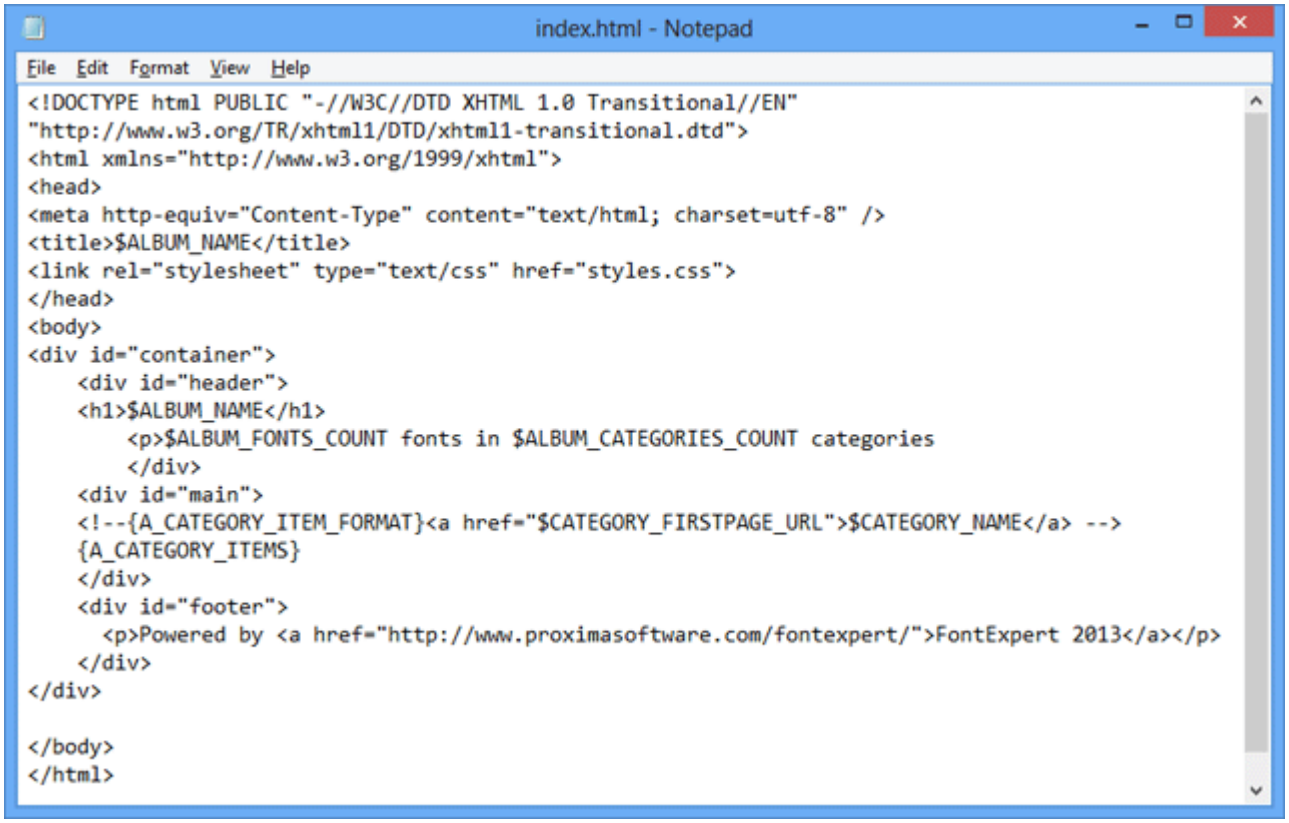


Each template includes **images** folder and several files:

images	The folder containing images used on web pages. You can place your own images to **images** folder and FontExpert will copy them to generated folder with your web album.
index.html.txt	The template page for web album index (the album contents page).
page.htm.txt	The template page for web album category pages (A-Z pages).
styles.css	Styles used in web album HTML files .
preview.jpg	120 x 90 pixels preview image for web album, this preview image is displayed by FontExpert in Fonts/Export to Html.../Album Index/"Template:" window.

You can customize template pages and styles.

Here is an example of album index template file (index.html.txt from "Basic White") opened in Notepad:



The template includes some special fields substituted by real paths, file names, page counter numbers when FontExpert generates web album:

$ALBUM_NAME	The title (by default: "My Font Collection").
$ALBUM_FONTS_COUNT	Total number of fonts in generated web album.
$ALBUM_CATEGORIES_COUNT	Number of categories (named A-Z) in web album.
$CATEGORY_FIRSTPAGE_URL	The URL to the first page in category. For example, for "A" category this is the first page with fonts named on A.
$CATEGORY_NAME	The name of the category, for example, "A".
{A_CATEGORY_ITEM_FORMAT}	Special comment used to format a category item. "A_" prefix in the name means that this field is used on album index page only. (Special fields and formats named with "$ALBUM_" prefix or "A_" prefix are not used on category pages.)
{A_CATEGORY_ITEMS}	The place in HTML file where category items (A, B, C, ..., Z) are inserted.

You can move special fields within HTML template, or even can delete some special fields if you do not want to display them in your web album. You also can use your own images in web album. Place your image files to **images** subfolder of the template folder and then you can insert references to your images in web album HTML template files: index.html.txt and page.htm.txt.

The category page template is similar to album index template, but includes another set of special fields. Most of special fields have self-explanatory names.

TUTORIAL: How to Create New Web Album Template

1. Copy entire "Basic White" folder under different name, for example, as "Basic Black".

Basic White and Basic Black folders should be the subfolders of FontExpert\HTML Album Templates folder:

FontExpert\HTML Album Templates\Basic White\

FontExpert\HTML Album Templates\Basic Black\

2. Edit files in Basic Black folder.

Edit styles.css file, album index and category template files as desired. Change text color definition in template files from black to white, and background color from white to black.

3. Edit Basic Black\preview.jpg image in any image editor so that it looked like a preview of a web album with black background.

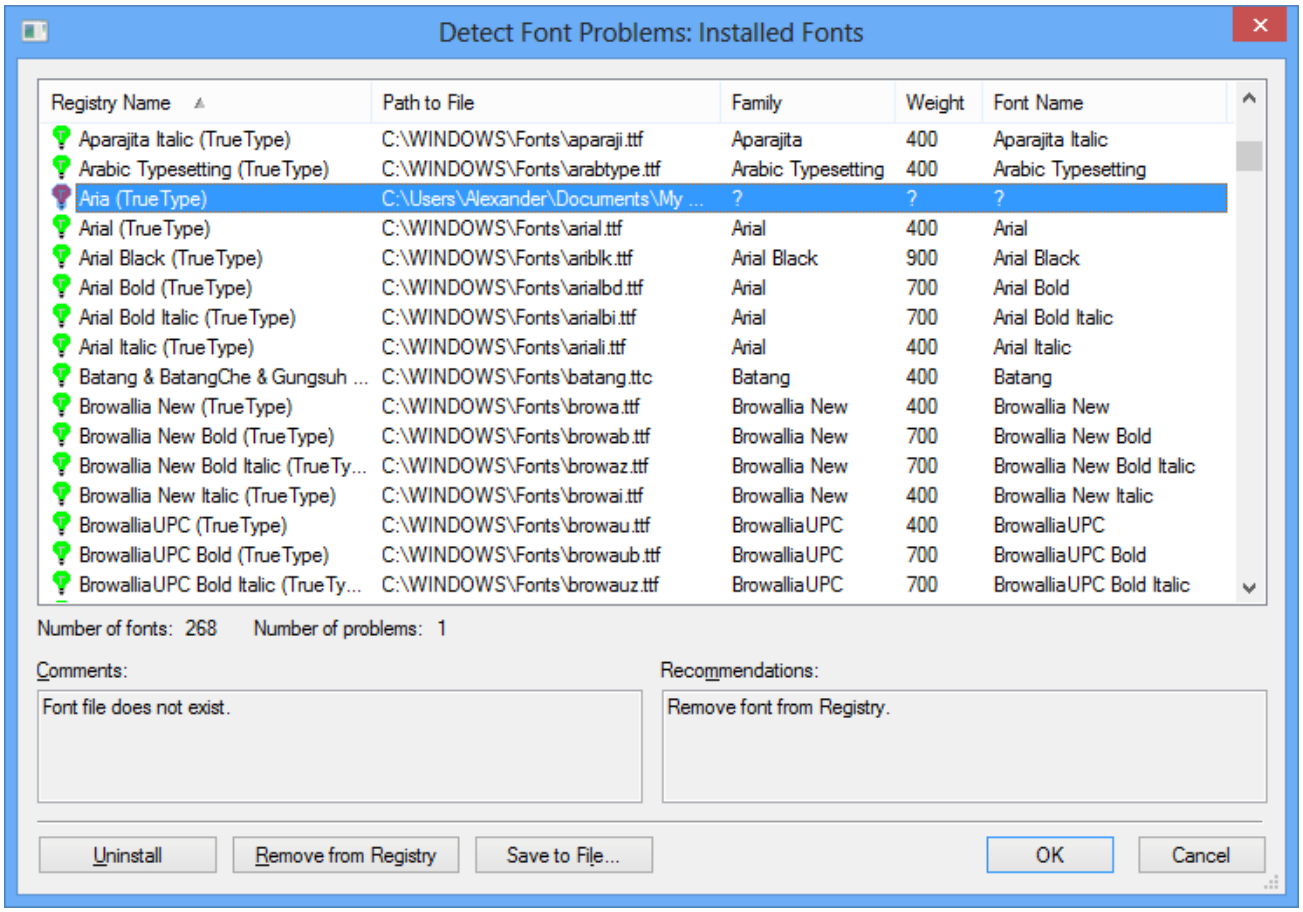
4. Open **Fonts/Export to HTML...** window. The "Templates:" window now should display two preview images: "Basic White" and "Basic Black".

5. Select new "Basic Black" template and generate new web album. HTML pages should appear with white text on black background.

Detecting Font Problems

FontExpert comes with a **Detect Font Problems** tool that allows you to find and solve many problems with your fonts.

Choose **Tools/Detect Font Problems** from the main menu. Then click the **Installed Fonts** button.



FontExpert looks at your installed fonts and turns on colored light bulbs near every font:

	Green	No problems
	Yellow	Warning
	Orange	Serious warning
	Red	Problem found

You can ignore the items that have green light bulbs.

Select an item that has a yellow, orange or red bulb. Notice that FontExpert comments on the problem and makes a recommendation on how to solve it. Usually FontExpert recommends the button that you can click to solve the

problem. Sometimes FontExpert gives you two or more possible ways of solving the problem. In this case, you have to make a choice.

Note that changes are not saved until you click the **OK** button.

You can cancel all changes you made by clicking the **Cancel** button.

Font Substitutions

Windows supports font face name substitution. Windows manages a list of substitutions; every substitution maps a logical font to an existing physical font.

For example, the substitution:

Helv=MS Sans Serif

maps the Helvetica font to the existing MS Sans Serif font.

The substitutions:

MyFont,0=Arial,0

MyFont,204=Arial,204

maps MyFont (Western) to Arial (Western), and MyFont (Cyrillic) to Arial (Cyrillic).

The substitution actually is needed only when the substituted font currently is not loaded (is not installed). If the font is currently loaded, then the substitution is not used.

Important Note
It is required to restart Windows to allow a new or changed font substitution to take effect.

Example

Suppose your document is formatted with the font MyFont, and the language of this text is assigned to English (United States).

You open this document in WinWord.

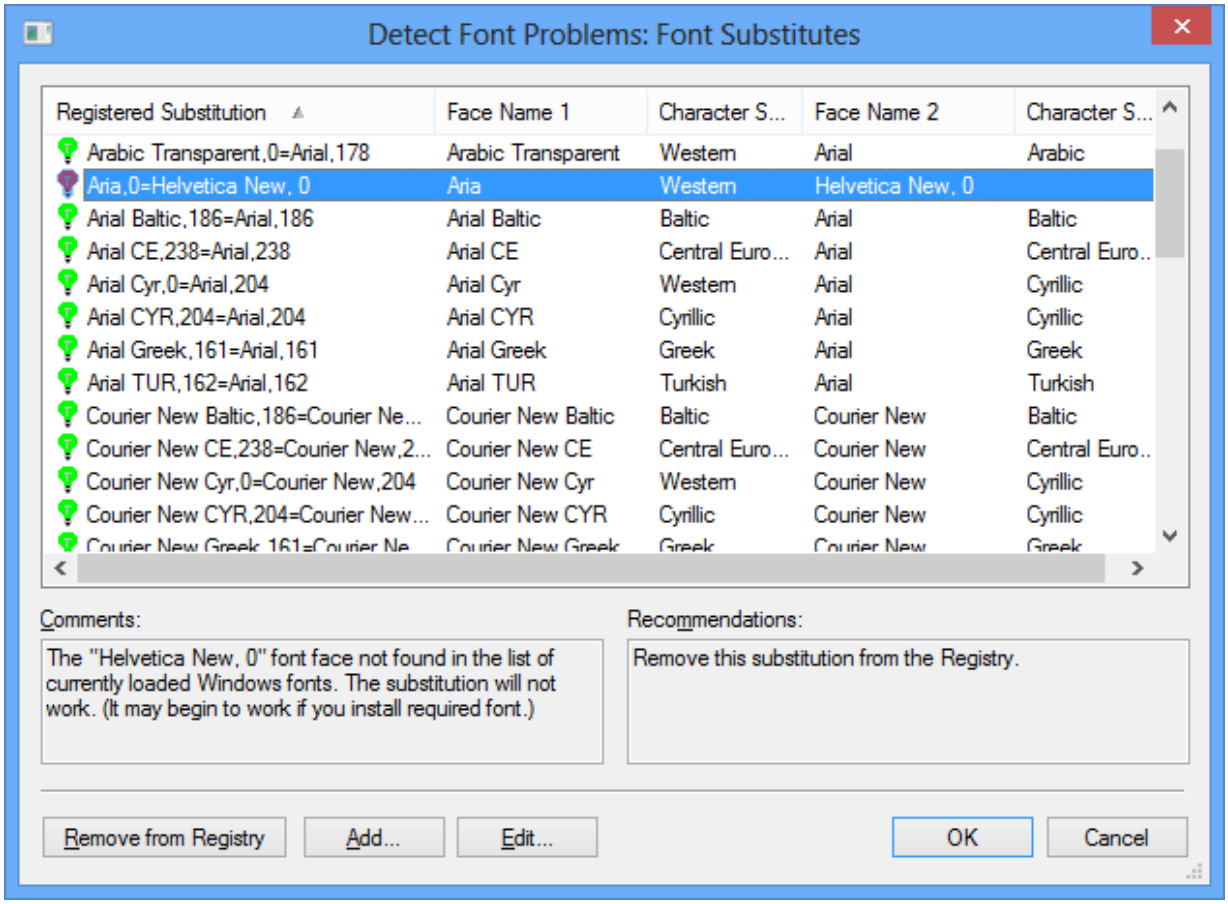
Before WinWord shows the text, it asks Windows for the font that has the face name MyFont and the character set Western (=0). (The English alphabet is covered by the Western font character set.)

If MyFont font is loaded and it has the Western character set, then Windows provides exactly this font, and your text is successfully drawn on the screen.

If MyFont does not exist or MyFont font does not have the Western character set, then Windows looks for the substitution in the list of substitutions. If the substitution for MyFont, 0 exists, then Windows uses this substitution. If the substitution for MyFont, 0 does not exist, then Windows provides any existing font and the resulting font face may be arbitrary. In this case, the text drawn in WinWord may differ from what you expect.

Detecting Problems with Font Substitutions

FontExpert comes with a **Detect Font Problems** tool that allows you to find and solve many problems with your fonts.



FontExpert looks at your installed fonts and turns on colored light bulbs near every font:

	Green	No problems
	Yellow	Warning
	Orange	Serious warning
	Red	Problem found

You can ignore the items that have green light bulbs.

Select an item that has a yellow, orange or red bulb. Notice that FontExpert comments on the problem and makes a recommendation on how to solve it. Usually FontExpert recommends the button that you can click to solve the problem. Sometimes FontExpert gives you two or more possible ways of solving the problem. In this case, you have to make a choice.

Note that changes are not saved until you click the **OK** button.

You can cancel all changes you made by clicking the Cancel button.

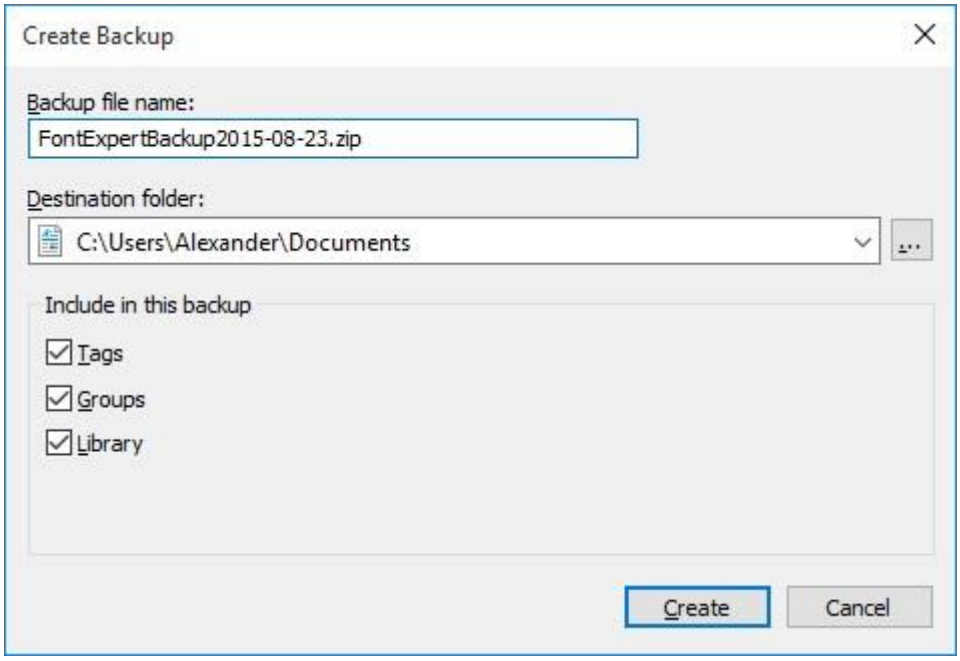
Important Note

It is required to restart Windows to allow a new or changed font substitution to take effect.

Backup and Restore

It is recommended to create full backup of your font Library on a regular basis. After creation of backup, save the backup ZIP file to a safe place, such as USB hard disk storage, or burn a DVD disk.

To create a backup of the FontExpert font Library, font Groups, and Tags, choose **Tools/Create Backup...** from the main menu.

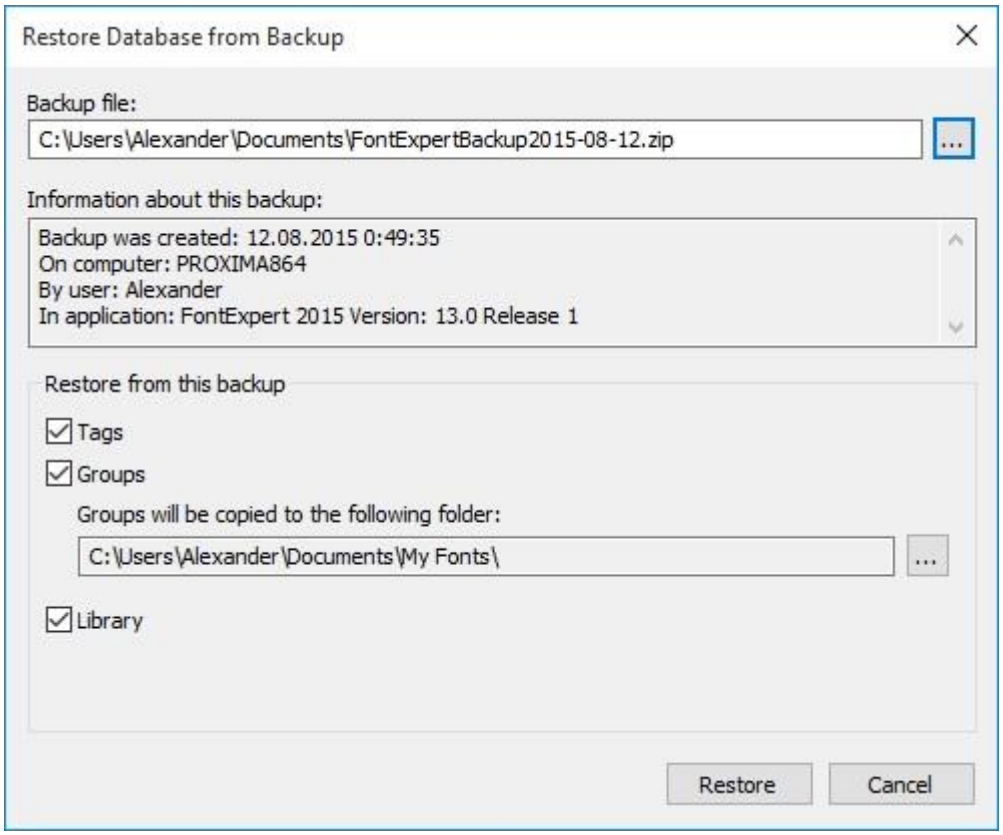


FontExpert can copy to backup: Library, font Groups, and Tags. The backup file is regular ZIP file and you can open and preview this file as any other ZIP file.

TIP

FontExpert can restore the backup created under different user account and on a computer with different version of Windows.

To restore FontExpert database and groups from backup, choose **Tools/Restore from Backup...** from the main menu.



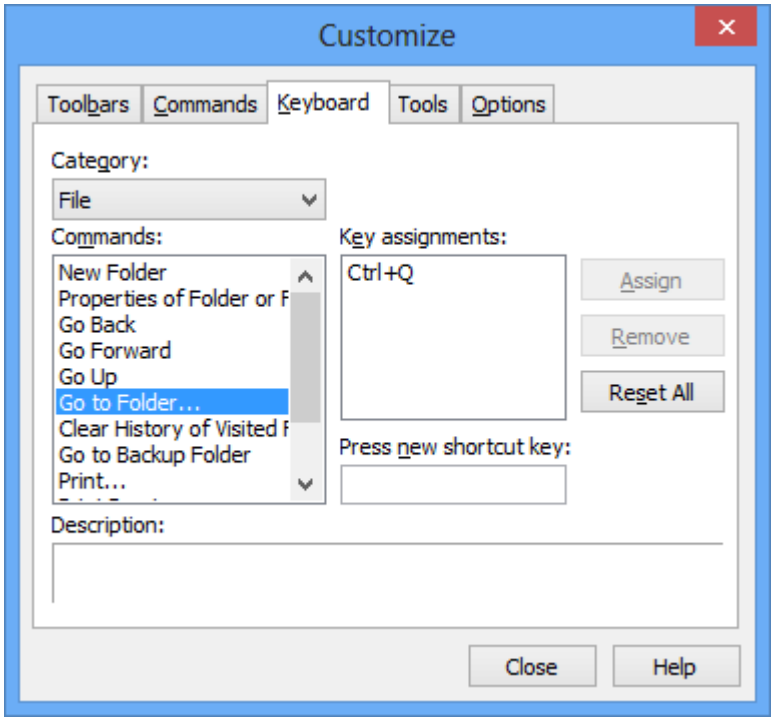
Press "..." button, browse to the backup file created earlier, and press Restore.

Keyboard Shortcuts

F1	Help
F5	Refresh current view
F7	Create new folder
Atl+1	Show the **Properties** view
Alt+2	Show the **Tags** view
Alt+3	Show the **Text Sample** view
Alt+4	Show the **Task Panel** view
Alt+5	Show the **Fonts** view
Alt+Enter	Show file or folder properties
Ctrl+F	Open the **Find Fonts** window
Ctrl+X	Cut
Ctrl+C	Copy

Ctrl+V	Paste
Ctrl+P	Print selected fonts
Ctrl+Q	Go to Folder
Ctrl+Plus (numeric pad)	Enlarge font size (**Characters Table** view)
Ctrl+Minus (numeric pad)	Reduce font size (**Characters Table** view)
In the **Fonts** view and in the **Main** view: Press and hold **Shift** key when applying **Add Fonts to Worklist** command	If you hold **Shift** key, PFB, AFM, and INF files with be added to **Worklist** with selected PFM files.

You can customize keyboard shortcuts by selecting **Tools/Customize...** from the main menu:



Special Utilities

AfmToPfm

AfmToPfm is free utility for conversion AFM and INF files to PFM file. PFM files are required by Windows for Type 1 fonts.

If you have PostScript Type 1 fonts as a set of AFM, INF and PFB files without PFM files, you can create PFM files using AfmToPfm utility. See the home page of this application on Proxima Software Web site:

http://www.proximasoftware.com/afmtopfm/

TIP

You can copy AfmToPfm.exe file to FontExpert folder. FontExpert will detect the existence of AfmToPfm.exe in FontExpert folder and will add a special command to the **Tools** menu. With this command you can launch AfmToPfm from FontExpert.

Missing Fonts Loader Plug-in for Adobe InDesign

The plug-ins for Adobe InDesign CC2017, CC 2015, CS6, CS5.5, CS5, CS4, CS3, CS2 are available on the Proxima Software Web site. Missing Fonts Loader plug-in can automatically activate missing fonts in Adobe InDesign documents.

Missing Fonts Loader Plug-In	
Product	Adobe InDesign CC 2017 Adobe InDesign CC 2015 Adobe InDesign CS6 Adobe InDesign CS5.5 Adobe InDesign CS5 Adobe InDesign CS4 Adobe InDesign CS3 Adobe InDesign CS2
Description	Automatic Activation of Missing Fonts
Operating System	Microsoft Windows
Requirements	FontExpert 2018 version 15.0. Your fonts must be added to FontExpert Library.
File Name	MissingFontsLoader.pln

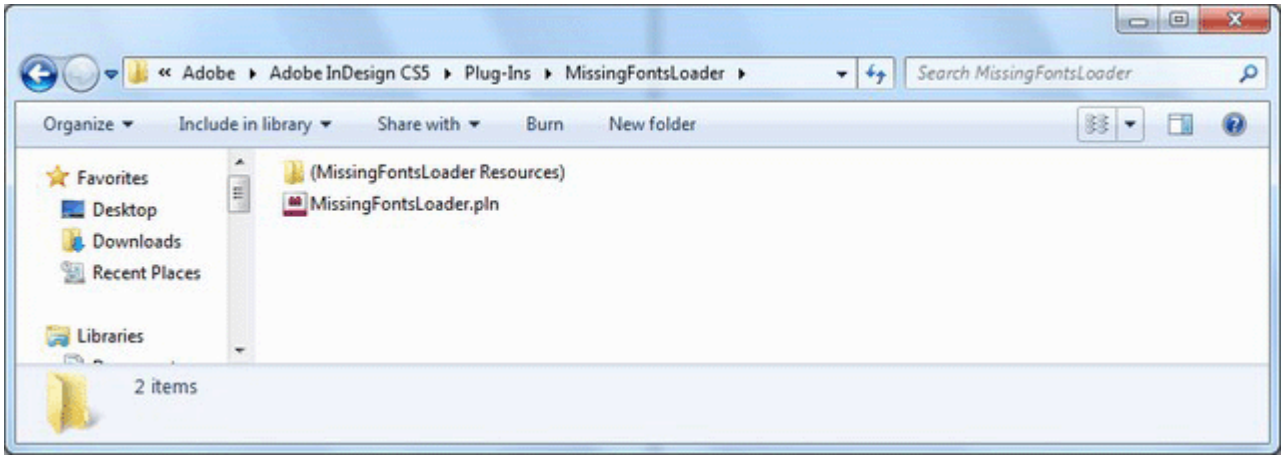
Installing the Plug-in

NOTE

The plug-ins for InDesign CC 2017 requires **Microsoft Visual C++ 2015 Redistributable Package** (available on the Proxima Software Web site, http://www.proximasoftware.com/download.htm).

1. Download and install Microsoft Visual C++ Runtime redistributable package.
2. Copy the MissingFontsLoader folder to the Adobe InDesign plug-ins folder:

c:\Program Files\Adobe\Adobe InDesign CC 2017\Plug-Ins\MissingFontsLoader\(MissingFontsLoader Resources)
c:\Program Files\Adobe\Adobe InDesign CC 2017\Plug-Ins\MissingFontsLoader\MissingFontsLoader.pln



3. Restart Adobe InDesign.

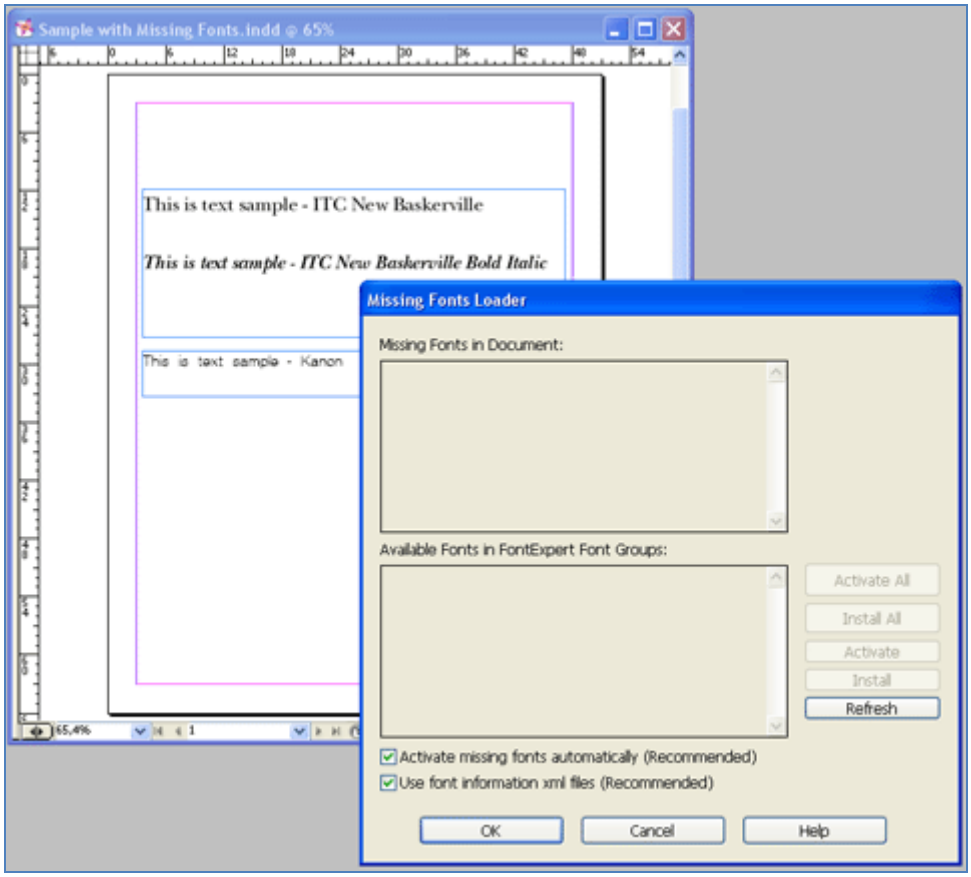
Using the Missing Fonts Loader Plug-in

This plug-in has an activation option: automatic (recommended) or manual.

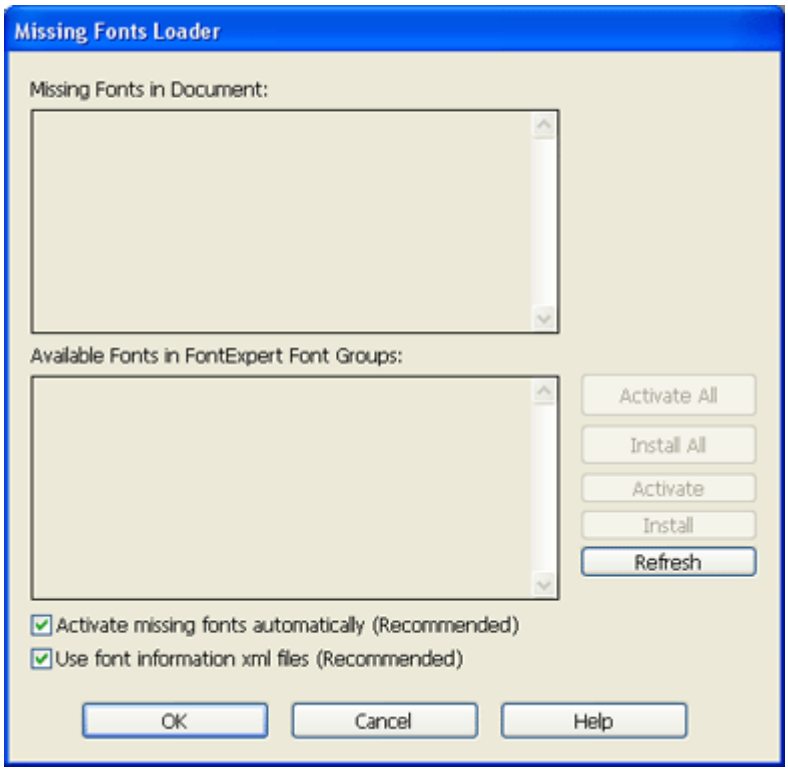
Automatic Activation

The Missing Fonts Loader Plug-in loads missing fonts automatically when you open an Adobe InDesign document.

The plug-in searches for fonts in font groups defined in FontExpert. If a missing font is not found in the FontExpert Library, it will not be activated, and the font will be marked by InDesign as a missing font (for the current document).

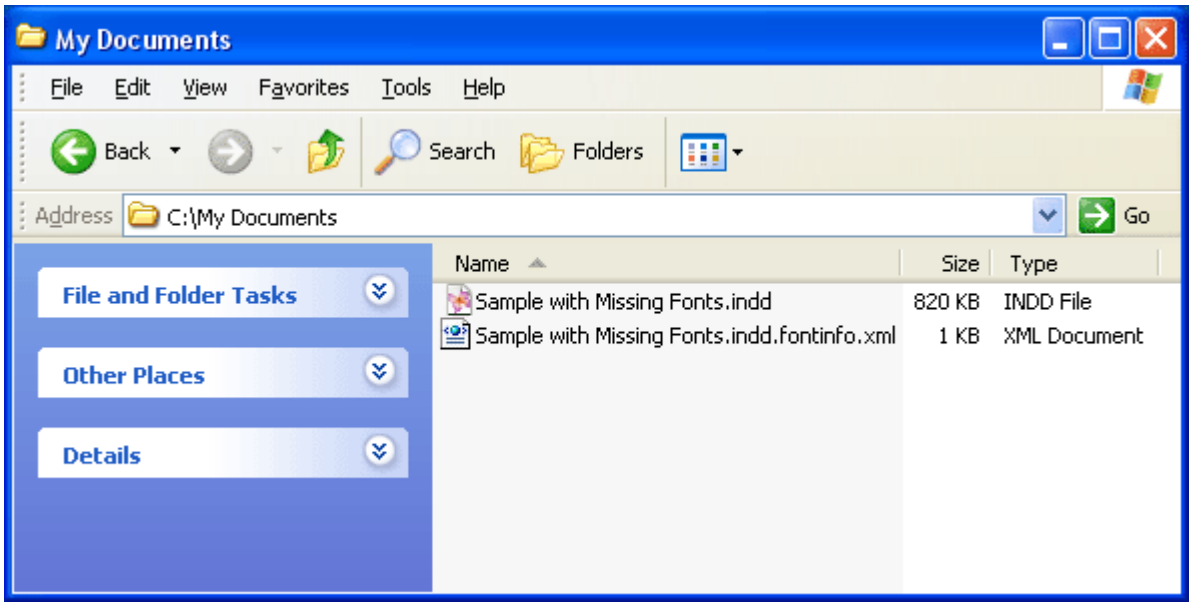


In the picture below, the Missing Fonts Loader window shows an empty list of missing fonts for the current document, because all fonts were activated automatically:



When InDesign opens the document, it may still mark fonts as missing, even though they were actually activated by the plug-in during the opening of the document. In this case, you may be required to reopen document to let InDesign know that all missing fonts are now activated.

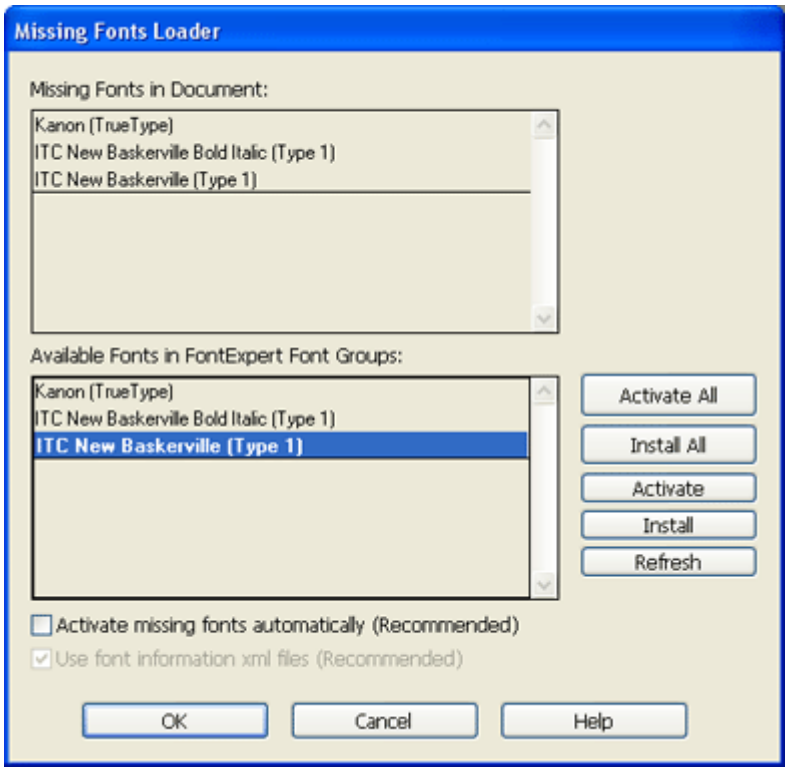
The font information xml file helps solve this problem. It is recommended to select the **Use font information xml files** option. Every time you save the .indd document, the Missing Fonts Loader plug-in will create a small xml file. This xml file will include the list of fonts used in the corresponding .indd document. When this xml file is present, the plugin can activate fonts just before the InDesign actually opens the document and searches it for missing fonts. (You will find the xml file near the Adobe InDesign .indd document on your computer.)



Manual Activation

When the **Activate Missing Fonts Automatically** checkbox is cleared, the plug-in does not activate missing fonts when you open the document. You can open the plug-in window and activate fonts manually.

The **Missing Fonts Loader** window shows the list of missing fonts in current document:



Click the **Activate All** button to activate missing fonts.

Important Note

Unfortunately, when missing fonts are activated manually, you are usually required to close the InDesign document and open it again to let the document "know" that new fonts became available. This is the disadvantage of manual activation.

Frequently Asked Questions

See **Frequently Asked Questions** on the Proxima Software Web site:
http://www.proximasoftware.com/fe/help/fontexpertfaq.htm

Technical Support

Please be sure to enter a correct e-mail address if you wish to receive a reply to your question or suggestion.

Your e-mail address will not be used in any automated subscriptions.

WE REPLY TO ALL CONTACT MESSAGES SENT TO US USING THE SUPPORT FORM OR VIA E-MAIL.
WE GUARANTEE SENDING A HUMAN-CREATED REPLY, NOT AUTOMATED.

Usually we reply within 8 hours, in many cases within 1 hour. The actual amount of time depends on your time zone. If you didn't receive a reply from us, please make sure you entered a correct e-mail address on the form and your Internet service provider isn’t using any anti-spam filters that may block messages with embedded hyperlinks or file attachments.

Support Form on the Proxima Software Web site:

http://www.ProximaSoftware.com/contact.php

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support@ProximaSoftware.com