

# FontExpert 2007

## User Guide

Version 9

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## Welcome

Welcome to Proxima Software's FontExpert!

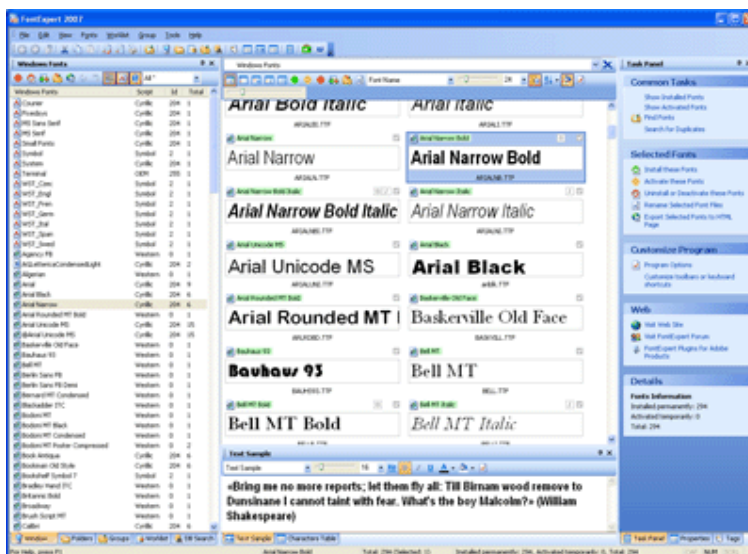
FontExpert is a powerful font manager for Windows which will help you organize your TrueType, OpenType, PostScript, and raster fonts. With FontExpert you can easily control font installation and dynamically activate fonts used in third party applications, such as Adobe InDesign.

## 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.



- **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.
- **Worklist** view allows you to manage lists of fonts stored as xml files.
- **Groups** view allows you to organize fonts into categories.
- **DB Search** view allows you to search fonts by font name, keywords, categories, or ratings. The results of a search are displayed in the main view. (Assign keywords, ratings, and categories to fonts in the Tags view.)
- **Main view** displays files and folders. For font files, this view displays font samples ("thumbnails").
- **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.
- **Tags** view allows you to assign keywords, ratings, and categories to selected fonts. You can then search for fonts by tags in the DB Search 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.

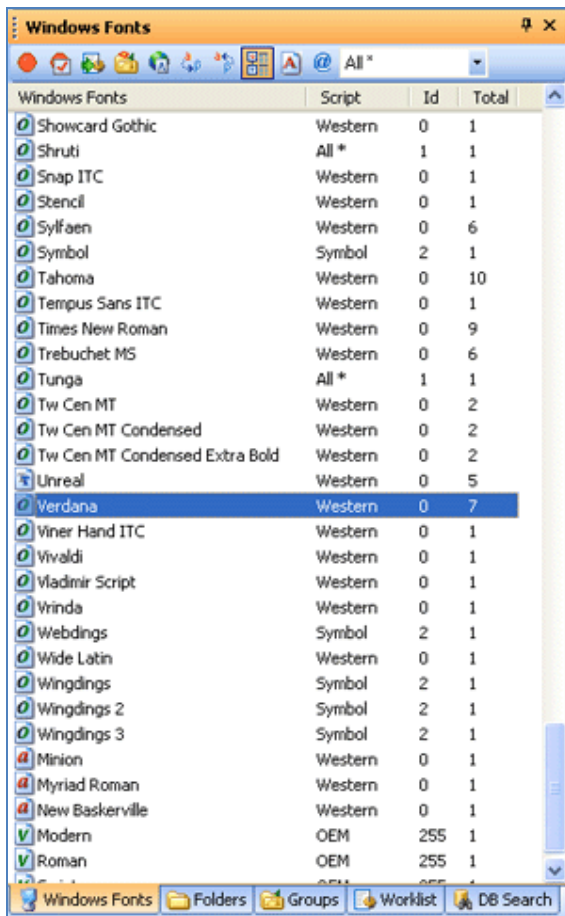
**Tip**

You can use the following shortcuts to show views:

- Alt+1** - **Properties** view
- Alt+2** - **Tags** view
- Alt+3** - **Text Sample** view
- Alt+4** - **Task Panel** view
- Alt+5** - **DB Search** view

You can reassign shortcuts in **Tools/Customize**.

## Windows Fonts view



Column Name	Description
Windows Fonts	The face name of installed single font or font family (Family name for TrueType and OpenType, and Windows Name for Type 1 fonts)
Character Set	The name of the character set shown for selected font
ID	The identifier of the character set (0 - Western, 161 - Greek, 204 - Cyrillic, etc.)
Total	Number of character sets in selected font

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**.

To preview different character sets supported by the selected font:

1. Open the **Characters Table** view and choose "\* Windows Fonts" in the drop-down list on the

Characters Table toolbar.

2. In the **Windows Fonts** view, select a font and click the character set name in the Character Set column to see the list of available character sets. Select the desired character set from the list. (The list of character sets is available for fonts, such as Arial, that have two or more character sets.)

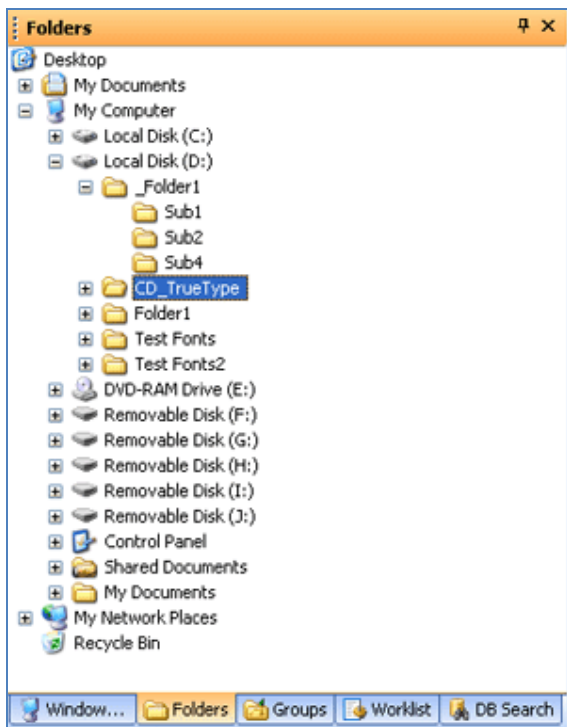
Note, in the **Characters Table** view, how symbols with codes 128-255 are changed when you change the currently selected character set in a font.

You can filter files by the character set. By default, all fonts are shown (when the **All \*** item is selected in the drop-down list on the toolbar). Choose the character set from the drop-down list on the main toolbar. Only font files that include this character set will be displayed in the list. See **Filtering Fonts** for more information.

**Tip**

You can change the current character set in the selected font by pressing the **Alt+Down** and **Alt+Up** shortcuts. To see the changes, open the **Characters Table** view and choose the "\* Windows Characters" option in the drop-down list on the Characters Table toolbar.

## Folders view



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

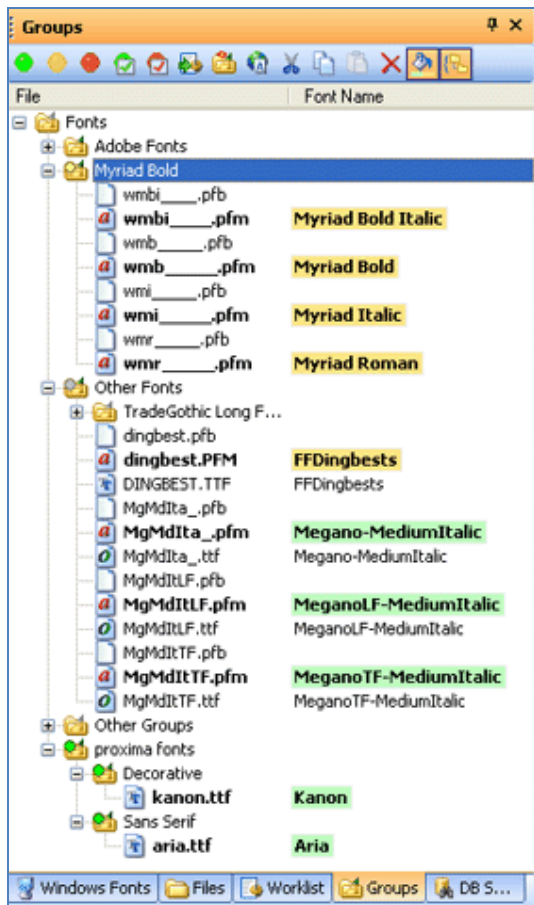
## Worklist view

Font Name	Family	File Name	Location
ACaslonPro-Bold	Adobe Caslon Pro Bold	ACaslonPro-Bold.otf	C:\Fonts\Adobe Fonts\
ACaslonPro-BoldItalic	Adobe Caslon Pro Bold	ACaslonPro-BoldItalic.otf	C:\Fonts\Adobe Fonts\
ACaslonPro-Italic	Adobe Caslon Pro	ACaslonPro-Italic.otf	C:\Fonts\Adobe Fonts\
ACaslonPro-Regular	Adobe Caslon Pro	ACaslonPro-Regular.otf	C:\Fonts\Adobe Fonts\
ACaslonPro-Semibold	Adobe Caslon Pro	ACaslonPro-Semibold.otf	C:\Fonts\Adobe Fonts\
ACaslonPro-SemiboldItalic	Adobe Caslon Pro	ACaslonPro-SemiboldItalic.otf	C:\Fonts\Adobe Fonts\
AdobeMingStd-Light	Adobe Ming Std L	AdobeMingStd-Light.otf	C:\Fonts\Adobe Fonts\
AdobeMyungjoStd-Medium	Adobe Myungjo Std M	AdobeMyungjoStd-Medium.otf	C:\Fonts\Adobe Fonts\
AGaramondPro-Bold	Adobe Garamond Pro ...	AGaramondPro-Bold.otf	C:\Fonts\Adobe Fonts\
AGaramondPro-BoldItalic	Adobe Garamond Pro ...	AGaramondPro-BoldItalic.otf	C:\Fonts\Adobe Fonts\
AGaramondPro-Italic	Adobe Garamond Pro	AGaramondPro-Italic.otf	C:\Fonts\Adobe Fonts\
AGaramondPro-Regular	Adobe Garamond Pro	AGaramondPro-Regular.otf	C:\Fonts\Adobe Fonts\
BernhardModernStd-Bold	Bernhard Modern Std ...	BernhardModernStd-Bold.otf	C:\Fonts\Adobe Fonts\
BernhardModernStd-Italic	Bernhard Modern Std ...	BernhardModernStd-Italic.otf	C:\Fonts\Adobe Fonts\
BernhardModernStd-Regular	Bernhard Modern Std ...	BernhardModernStd-Regular.otf	C:\Fonts\Adobe Fonts\
BernhardModernStd-Roman	Bernhard Modern Std ...	BernhardModernStd-Roman.otf	C:\Fonts\Adobe Fonts\
BirchStd	Birch Std	BirchStd.otf	C:\Fonts\Adobe Fonts\
BrushScriptStd	Brush Script Std	BrushScriptStd.otf	C:\Fonts\Adobe Fonts\
CenturyOldStyleStd-Bold	Century Old Style Std	CenturyOldStyleStd-Bold.otf	C:\Fonts\Adobe Fonts\
CenturyOldStyleStd-Italic	Century Old Style Std	CenturyOldStyleStd-Italic.otf	C:\Fonts\Adobe Fonts\
CenturyOldStyleStd-Regular	Century Old Style Std	CenturyOldStyleStd-Regular.otf	C:\Fonts\Adobe Fonts\
ChaparralPro-Bold	Chaparral Pro	ChaparralPro-Bold.otf	C:\Fonts\Adobe Fonts\
ChaparralPro-BoldItalic	Chaparral Pro	ChaparralPro-BoldItalic.otf	C:\Fonts\Adobe Fonts\
ChaparralPro-Italic	Chaparral Pro	ChaparralPro-Italic.otf	C:\Fonts\Adobe Fonts\
ChaparralPro-Light	Chaparral Pro Light	ChaparralPro-Light.otf	C:\Fonts\Adobe Fonts\
ChaparralPro-LightItalic	Chaparral Pro Light	ChaparralPro-LightItalic.otf	C:\Fonts\Adobe Fonts\
ChaparralPro-Regular	Chaparral Pro	ChaparralPro-Regular.otf	C:\Fonts\Adobe Fonts\
ChaparralPro-Semibold	Chaparral Pro SmBd	ChaparralPro-Semibold.otf	C:\Fonts\Adobe Fonts\
FFDingbests	FFDingbests	dingbest.PFM	C:\Fonts\Other Fonts\
Megano-MediumItalic	Megano-MediumItalic	MgMdIta_.pfm	C:\Fonts\Other Fonts\
MeganoLF-MediumItalic	MeganoLF-MediumItalic	MgMdItLF.pfm	C:\Fonts\Other Fonts\
MeganoTF-MediumItalic	MeganoTF-MediumItalic	MgMdItTF.pfm	C:\Fonts\Other Fonts\

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 **Groups** 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.)

## Groups view



The **Groups** view allows you to organize fonts into categories.

The fonts that are currently installed are displayed in **bold**.

Each group corresponds to one folder on your local disk. To change the parent folder of all group folders, choose **Tools/Options** from the main menu and browse for any desired folder on a local drive. Save the path to the folder in the **Folder with font groups:** edit box. Usually this is the folder on your disk where you keep subfolders with your font files.

To create a new font group, choose **File/New Folder** from the main menu, or press F7, or right click in the **Groups** view and choose **New Group** from the popup menu.

You can copy files in Windows Explorer and paste them into any group folder in the **Groups** view.





You can drag files from Windows Explorer and drop them into any selected group folder in the **Groups** view. **Tip:** While dragging files, hold the Ctrl key to copy files from the source folder to the selected group. Hold the Alt key to create shortcuts to source files. (Source files will remain in the source folder.)

You can also create a new group or add fonts to an existing group with the help of the **Add Fonts Wizard**. Choose **Group/Add Fonts Wizard...** from the main menu. A **Welcome** dialog appears. Using this wizard, you will

- Create a new font group or select an existing group

- Choose font files
- Decide how selected fonts should be added to a font group

You can copy or move font files or create shortcuts to them. When you finish using the wizard, a new group of fonts or new fonts will appear in the **Groups** view.

Toolbar Button	Description
	Install permanently.
	Activate temporarily.
	Uninstall or Deactivate. Permanently installed fonts will be uninstalled; temporarily activated fonts will be deactivated.
	Turn on this button if you want to preview all fonts within a group folder and its subfolders.

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

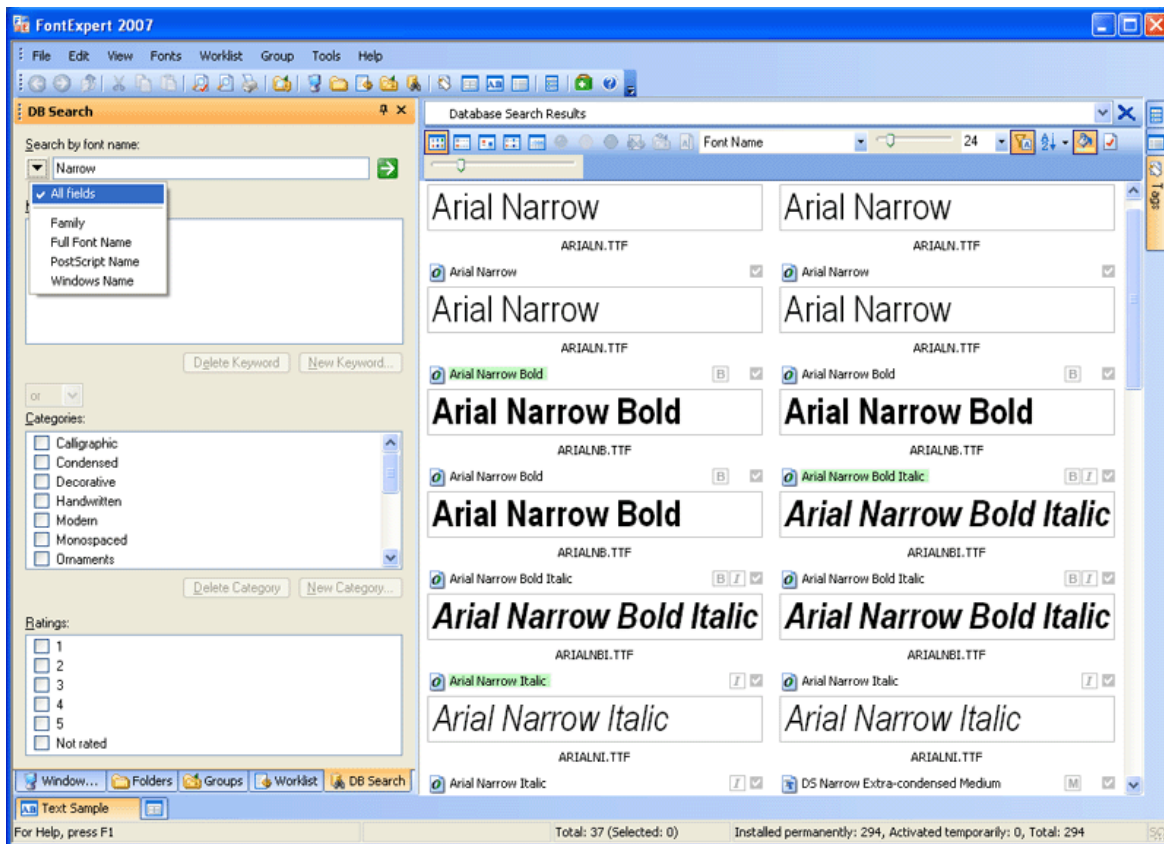
To install a group of fonts, select the group folder in the **Groups** view and choose **Install...** from the main menu.

To uninstall a group of fonts, select the group folder in the **Groups** 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.)

## DB Search view



The **DB Search** view allows you to search fonts by font name, keywords, categories, or ratings. The results of a search are displayed in the main view.

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

### NOTE

The **DB Search** view searches only fonts that are in the database. FontExpert adds information to the database automatically when it displays fonts in the main view. **FontExpert Version 9 Release 1** inserts information into the database only for the fonts located on fixed disks (on hard disk drives).

#### 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 **Search by font 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 a keyword and category:**

1. Select a keyword in the "Keywords:" list.
2. Select a category in the "Categories:" list.
3. Select the condition "and" or "or" in the drop-down list between the keyword and categories lists.

For example, suppose you have assigned the keyword "Black" and the category "Condensed" to some fonts in the **Tags** view.

To find a condensed font within fonts having the "Black" keyword assigned, select "Black" -"and" -"Condensed" in the **DB Search** view.

**To search for fonts by rating:**

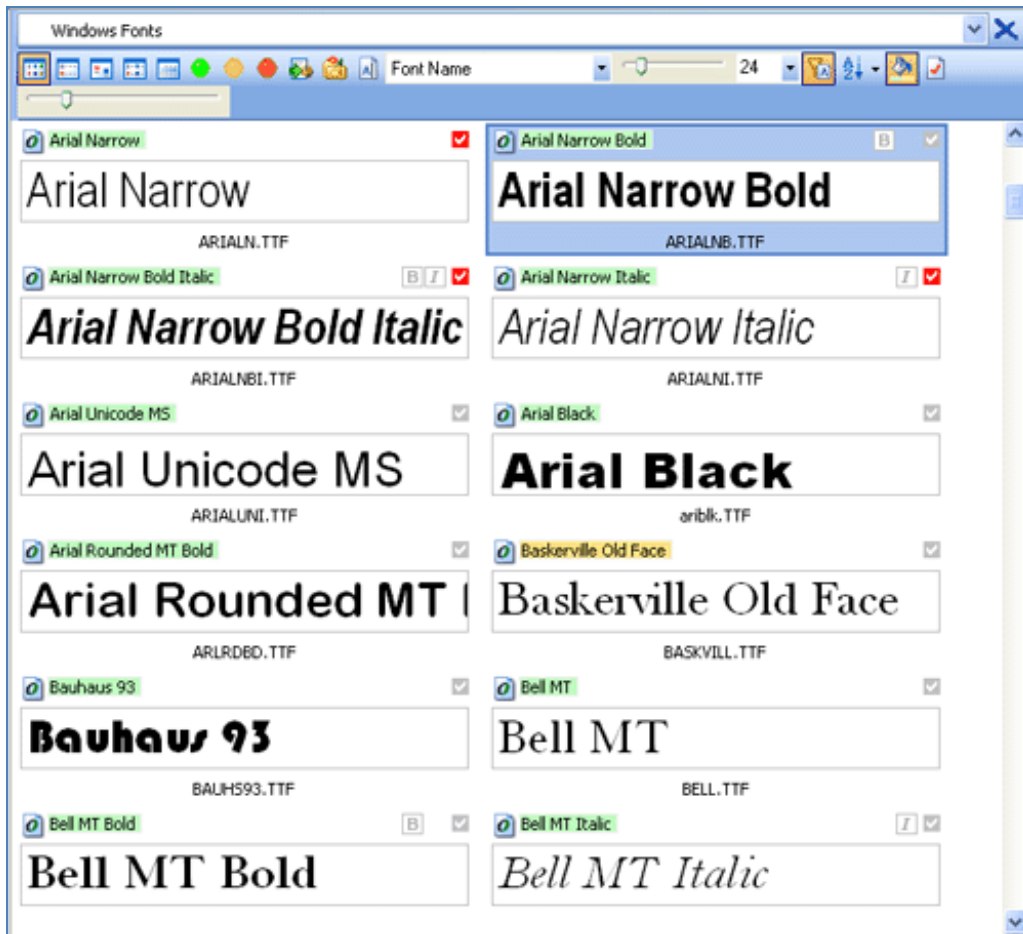
1. Select a rating in the "Ratings:" list. To select several ratings, click the check boxes near the rating names.

**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.

## 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 **Groups** 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.)

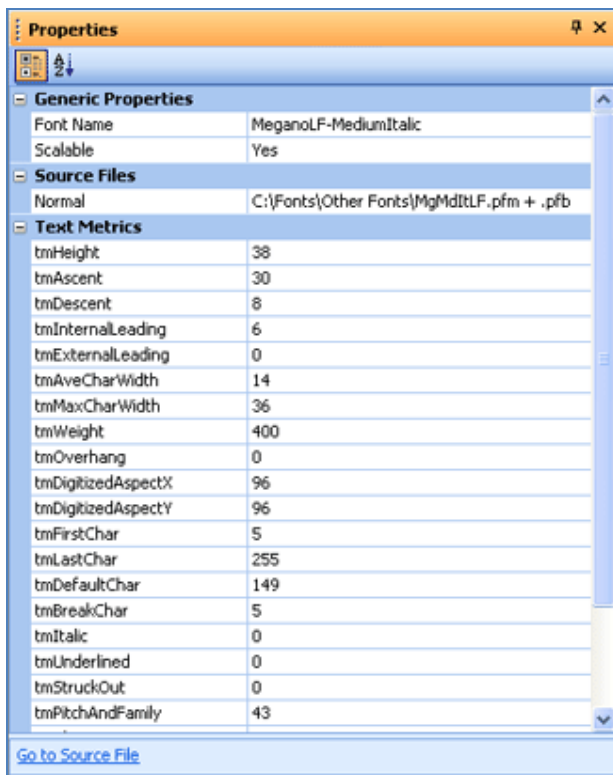
Files can also be displayed as a report:

Filename	Location	Size	File Type	Modified Date	Font Name	Family	Status	Script	Script id	Scr
AGENCYB.TTF	C:\WINDOWS\Fonts	60 KB	TrueType Font file	19.11.2002 11:43	Agency F...	Agency FB	Installed	Western	0	1
AGENCYR.TTF	C:\WINDOWS\Fonts	58 KB	TrueType Font file	19.11.2002 11:43	Agency FB	Agency FB	Installed	Western	0	1
AGLETLB.TTF	C:\WINDOWS\Fonts	48 KB	TrueType Font file	12.04.2005 14:50	AGLetteri...	AGLetteri...	Installed	Cyrillic	204	2
AGLETLBO.TTF	C:\WINDOWS\Fonts	49 KB	TrueType Font file	12.04.2005 14:50	AGLetteri...	AGLetteri...	Installed	Cyrillic	204	2
AGLETLO.TTF	C:\WINDOWS\Fonts	53 KB	TrueType Font file	12.04.2005 14:50	AGLetteri...	AGLetteri...	Installed	Cyrillic	204	2
AGLETLR.TTF	C:\WINDOWS\Fonts	50 KB	TrueType Font file	12.04.2005 14:50	AGLetteri...	AGLetteri...	Installed	Cyrillic	204	2
ALGER.TTF	C:\WINDOWS\Fonts	74 KB	TrueType Font file	29.10.1999 13:42	Algerian	Algerian	Installed	Western	0	1
ANTQUAB.TTF	C:\WINDOWS\Fonts	148 KB	TrueType Font file	12.11.1998 9:18	Book Anti...	Book Anti...	Installed	Cyrillic	204	6
ANTQUABI.TTF	C:\WINDOWS\Fonts	147 KB	TrueType Font file	12.11.1998 9:18	Book Anti...	Book Anti...	Installed	Cyrillic	204	6
ANTQUAI.TTF	C:\WINDOWS\Fonts	146 KB	TrueType Font file	12.11.1998 9:18	Book Anti...	Book Anti...	Installed	Cyrillic	204	6
ARIAL.TTF	C:\WINDOWS\Fonts	359 KB	TrueType Font file	28.02.2006 16:00	Arial	Arial	Installed	Cyrillic	204	8
ARIALBD.TTF	C:\WINDOWS\Fonts	344 KB	TrueType Font file	28.02.2006 16:00	Arial Bold	Arial	Installed	Cyrillic	204	8
ARIALBI.TTF	C:\WINDOWS\Fonts	222 KB	TrueType Font file	28.02.2006 16:00	Arial Bold...	Arial	Installed	Cyrillic	204	7
ARIALI.TTF	C:\WINDOWS\Fonts	203 KB	TrueType Font file	28.02.2006 16:00	Arial Italic	Arial	Installed	Cyrillic	204	7
ARIALN.TTF	C:\WINDOWS\Fonts	170 KB	TrueType Font file	14.07.2006 12:01	Arial Narr...	Arial Narr...	Installed	Cyrillic	204	6
ARIALNB.TTF	C:\WINDOWS\Fonts	175 KB	TrueType Font file	14.07.2006 12:01	Arial Narr...	Arial Narr...	Installed	Cyrillic	204	6
ARIALNBI.TTF	C:\WINDOWS\Fonts	175 KB	TrueType Font file	14.07.2006 12:01	Arial Narr...	Arial Narr...	Installed	Cyrillic	204	6
ARIALNI.TTF	C:\WINDOWS\Fonts	176 KB	TrueType Font file	14.07.2006 12:01	Arial Narr...	Arial Narr...	Installed	Cyrillic	204	6
ARIALUNI.TTF	C:\WINDOWS\Fonts	22 731 KB	TrueType Font file	18.11.2002 18:44	Arial Unic...	Arial Unic...	Installed	Cyrillic	204	12
aribk.TTF	C:\WINDOWS\Fonts	115 KB	TrueType Font file	28.02.2006 16:00	Arial Black	Arial Black	Installed	Cyrillic	204	6
ARLRD6D.TTF	C:\WINDOWS\Fonts	45 KB	TrueType Font file	18.08.1999 13:13	Arial Rou...	Arial Rou...	Installed	Western	0	1
BASKVILL.TTF	C:\WINDOWS\Fonts	54 KB	TrueType Font file	18.08.1999 13:13	Baskervill...	Baskervill...	Installed	Western	0	1
BAUHS93.TTF	C:\WINDOWS\Fonts	46 KB	TrueType Font file	18.08.1999 13:13	Bauhaus 93	Bauhaus 93	Installed	Western	0	1
BELL.TTF	C:\WINDOWS\Fonts	83 KB	TrueType Font file	18.08.1999 13:13	Bell MT	Bell MT	Installed	Western	0	1
BELLB.TTF	C:\WINDOWS\Fonts	81 KB	TrueType Font file	18.08.1999 13:13	Bell MT Bold	Bell MT	Installed	Western	0	1
BELLT.TTF	C:\WINDOWS\Fonts	81 KB	TrueType Font file	18.08.1999 13:13	Bell MT It...	Bell MT	Installed	Western	0	1
BERNH.C.TTF	C:\WINDOWS\Fonts	70 KB	TrueType Font file	18.08.1999 13:13	Bernard ...	Bernard ...	Installed	Western	0	1
BKANT.TTF	C:\WINDOWS\Fonts	152 KB	TrueType Font file	12.11.1998 9:18	Book Anti...	Book Anti...	Installed	Cyrillic	204	6
BOD_B.TTF	C:\WINDOWS\Fonts	73 KB	TrueType Font file	27.11.2002 15:42	Bodoni M...	Bodoni MT	Installed	Western	0	1

Column Name	Description
Filename	The name of a file or folder
Location	Path to folder where 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 the font face (shown for font files only)
Family	The name of the font family
Status	The status of the font file: Installed or Uninstalled
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

	Description
Arial Black	The font is installed permanently (font is active). Windows will load this font again after a restart.
Book Antiqua	The font is activated temporarily (font is active). Windows will NOT load this font automatically after a restart.
<input checked="" type="checkbox"/>	Check mark is set for the font. (See Check Marks context menu commands.)
T O Q A V	Font Type: TrueType, OpenType, PostScript, Raster (or Bitmap) Font, Vector Font (a scalable font that was introduced in early versions of Windows).
I TH UL L N MSB UB HV R	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).

## 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.

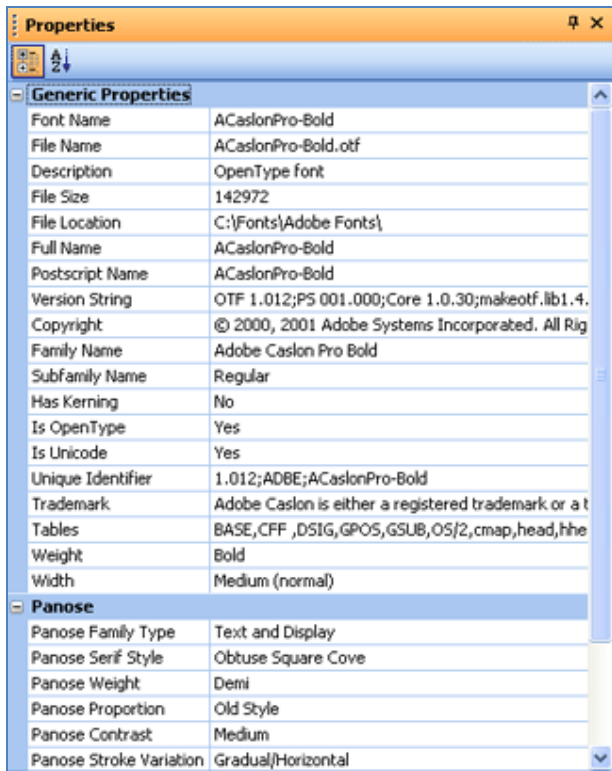
To uninstall one font face of an installed font family (such as Normal, Bold, Italic, Bold Italic), select the font in the **Windows Fonts** view. Then open the **Properties** view and expand the **Source Files** property. Right click the face name you want to uninstall. Choose **Uninstall Source File...**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

### Note

In the main view, **Worklist** view, and **Groups** 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.

### Tip

You can show this view by pressing the shortcut: **Alt+1**.



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.

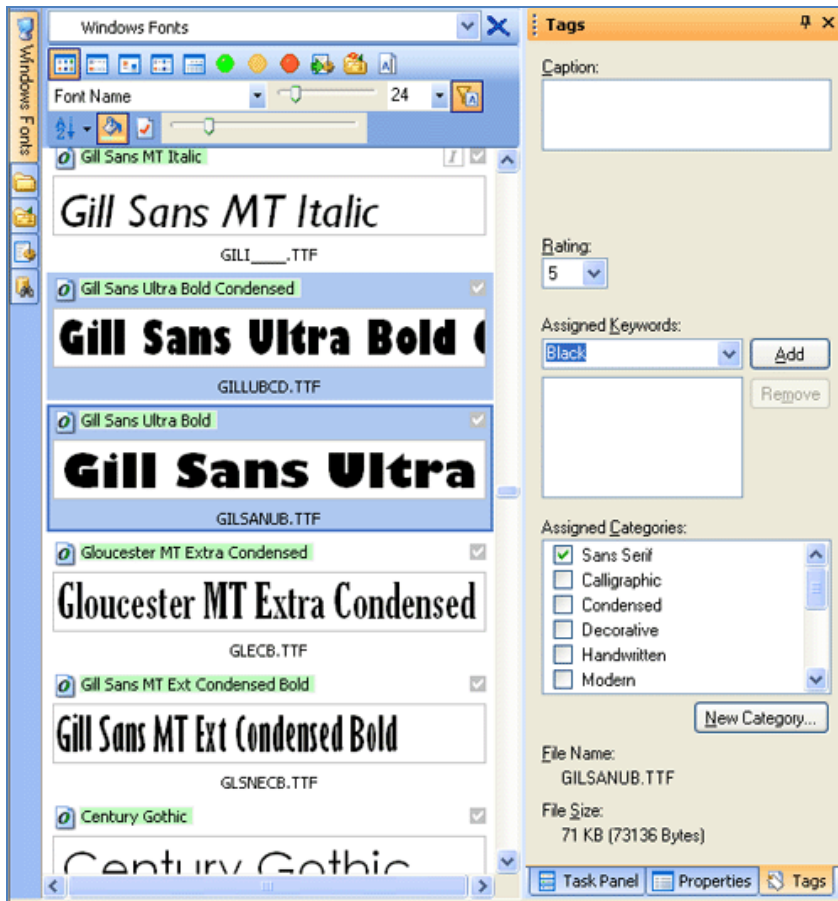
Select the .TTF file in the main view and look at its properties. Find the **IsUnicode** property. If the value of this property is **Yes**, then the font is in Unicode format.

#### 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



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

### 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.

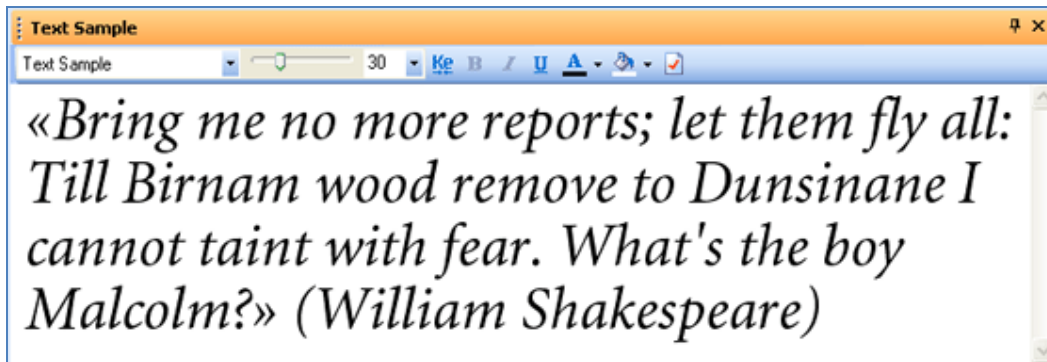
**IMPORTANT NOTE**

Use FontExpert to copy or move fonts (and folders with fonts) having assigned tags.

If you copy or move fonts and folders in FontExpert (between the main view, Folders view, and Groups view), then all assigned keywords, categories, captions, and ratings will also be copied with fonts.

But if you copy or move font files in Windows Explorer, then the keywords, categories, captions, and ratings you assigned to fonts will **not** be copied with font files.

## Text Sample View



### Tip

You can show the **Text Sample** view by pressing the shortcut : **Alt+3**.

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

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

You can choose the type of sample text from the drop down list on the toolbar: Alphabet, Text Sample, Symbols, or Numbers.

To load a text sample from a text file, choose **Load Text from File...** from the popup menu.

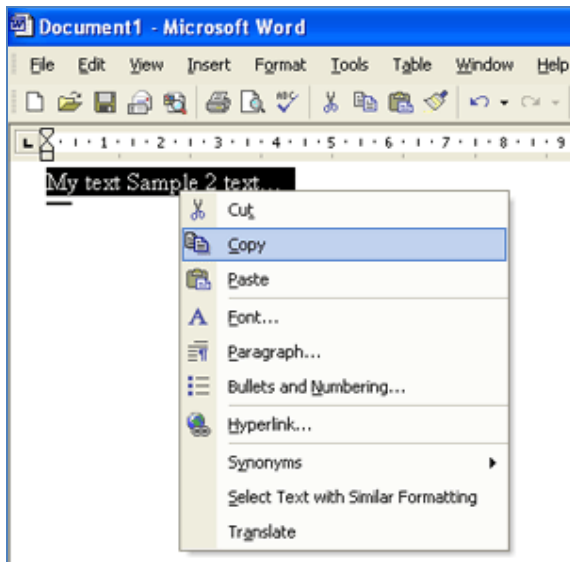
You can choose the foreground and background color for the sample text by clicking the desired colors on the toolbar.

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

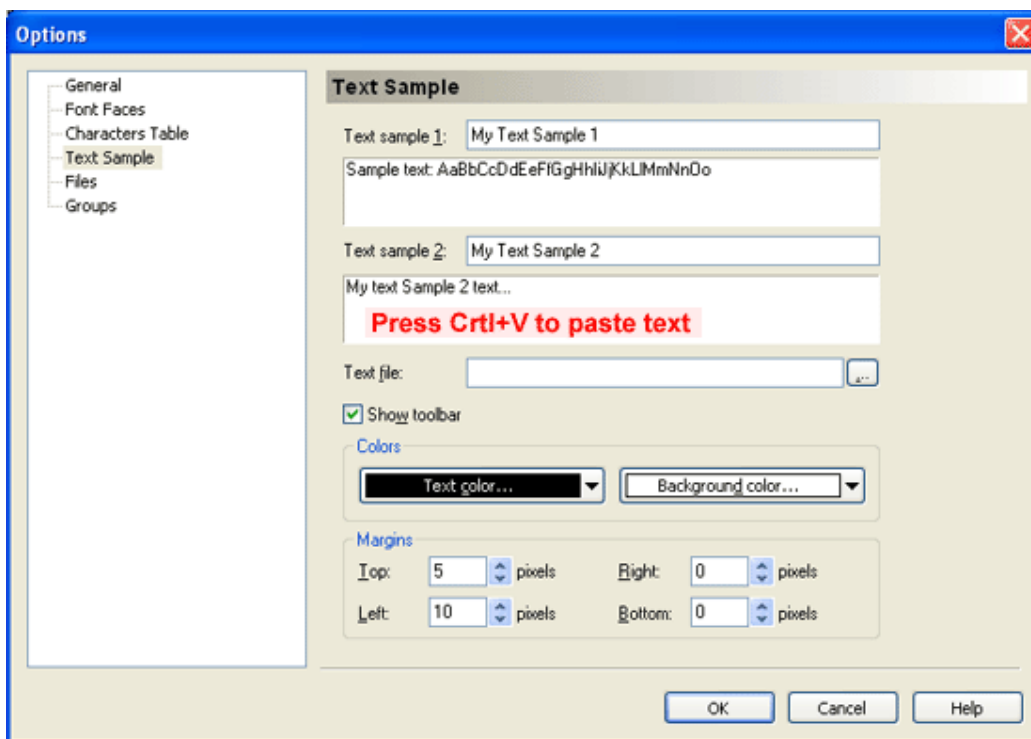
### Customizing text displayed in Text Sample view

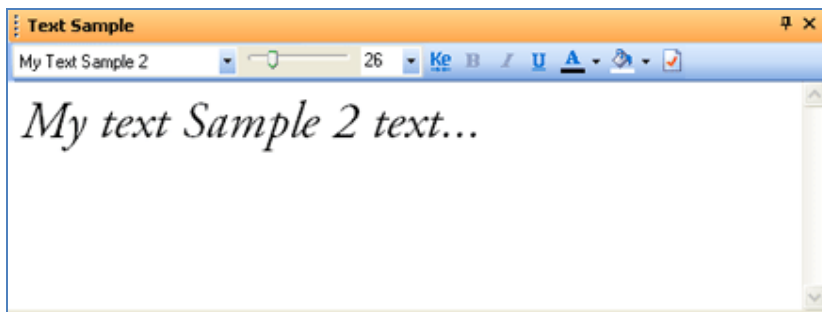
Text displayed in text sample can be edited in Options. Text can include Unicode symbols.

You also can copy sample text from Microsoft Word (or any other text processor or text editor):



Then paste the copied text into the Text Sample options area by pressing the Ctrl+V keyboard shortcut:



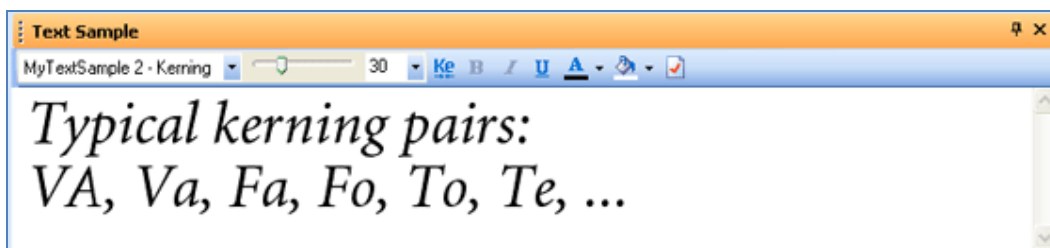


### Kerning

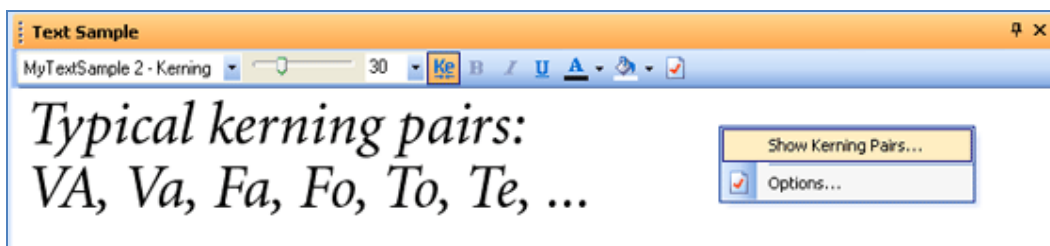
Kerning is the process of improving font appearance and legibility by adjusting the white space between certain paired characters, such as 'To', 'Te', or 'VA', which are known as kerning pairs. Many fonts include a kerning table with predefined, font-specific kerning pairs.

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 you can click the corresponding button on the Text Sample toolbar.

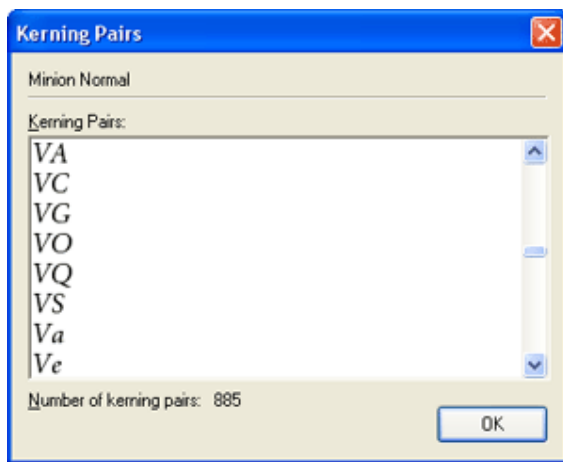
Unkered text ( button is not pressed):



Kerned text ( button is pressed):

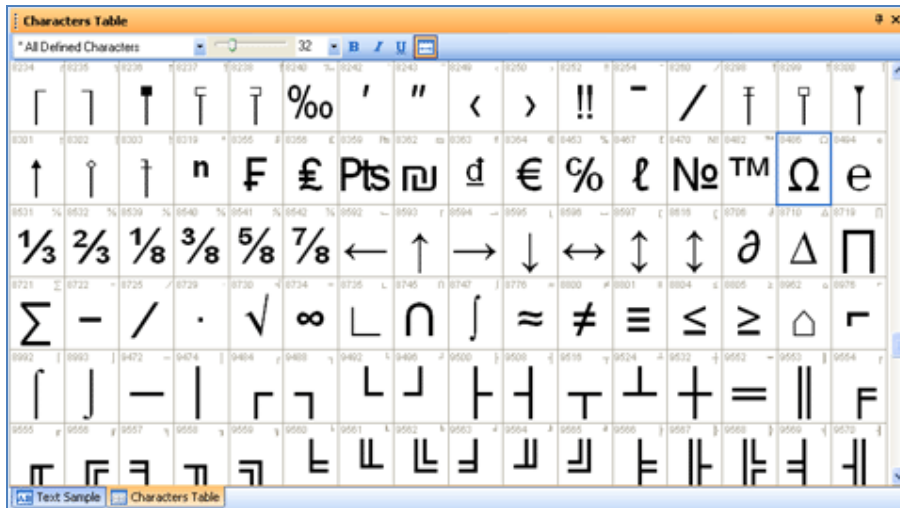


Choose **Show Kerning Pairs...** from the popup menu to display all kerning pairs defined in the selected font:

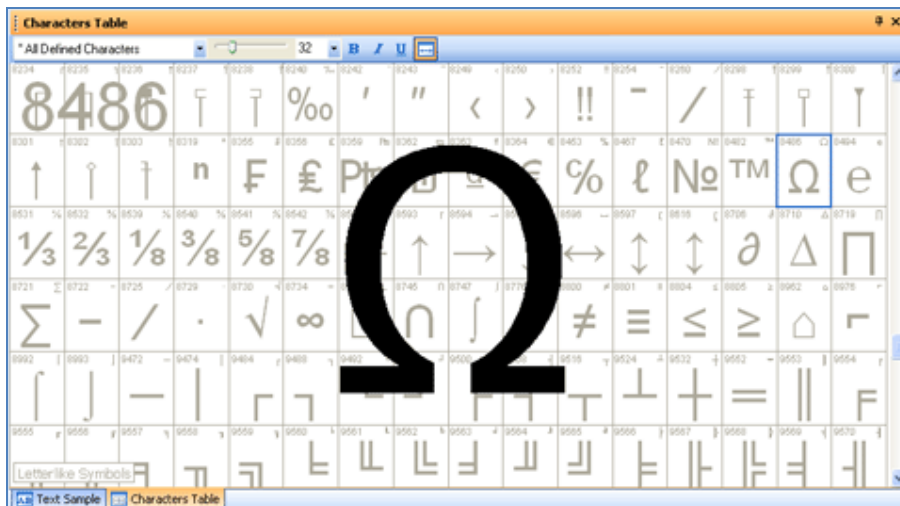


## Characters Table View

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.

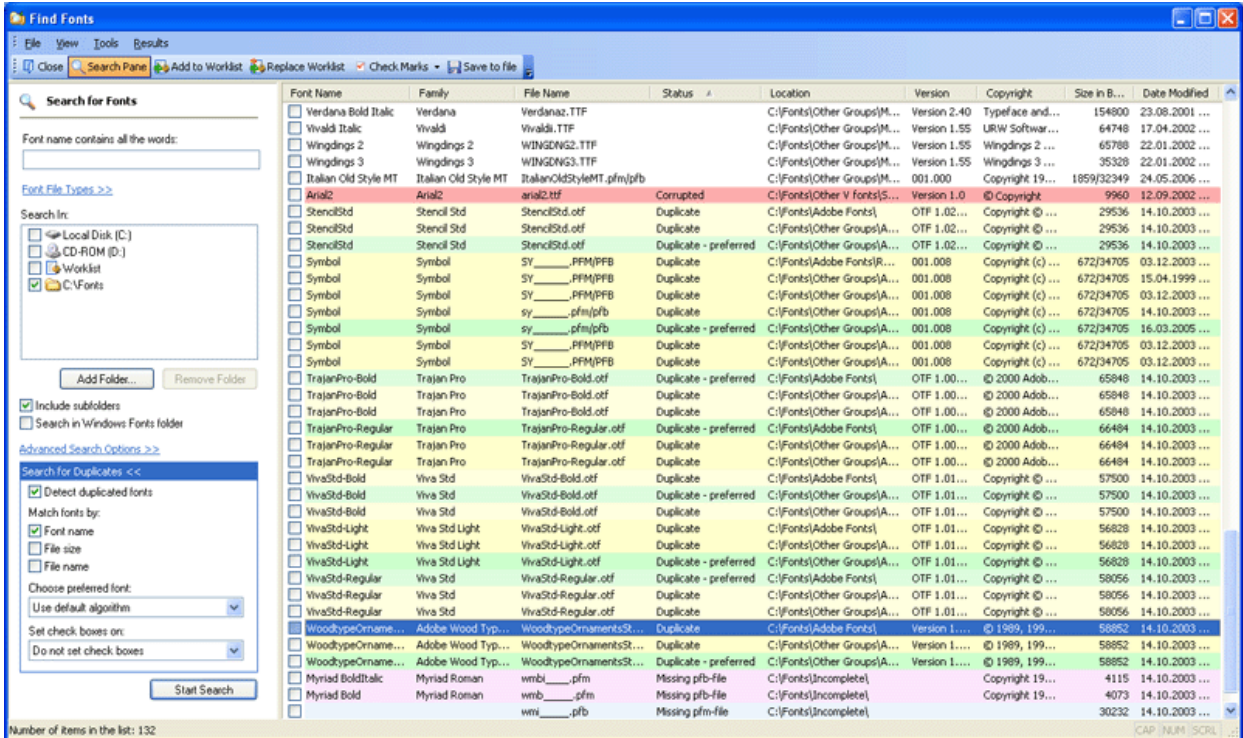
Select the name of a Unicode range (e.g. **Currency Symbols**) in the drop-down list on the main tool bar to see the font characters with the codes: 8352-8399.

Combo Box Selection	Description
* All Defined Characters	<p>Displays all symbols defined in the selected font.</p> <p><b>Useful Tip:</b> Look at the "Letterlike Symbols" tool tip in the bottom left corner on the picture above.</p> <p>When the Unicode Range combo box selection is "* All Defined Characters", FontExpert displays the Unicode Range to which the enlarged symbol belongs.</p>
* Windows Fonts	<p>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.</p>
Latin-1	<p>Unicode Range. Displays symbols with Unicode codes from 32 to 255. Unicode code is a two-byte number.</p>
Currency Symbols	<p>Unicode Range. Displays symbols with Unicode codes from 8352 to 8399.</p>
...	<p>... other Unicode Ranges...</p>

## Find Fonts window

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

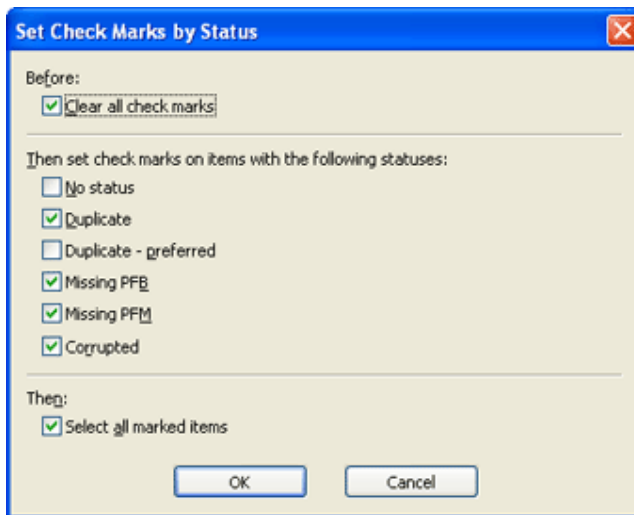
Choose **Tools/Find Fonts...** from the main menu, or press **Ctrl+F**, to see the **Find Fonts** window. Choose the drive or path you want to search for font files and click the **Start Search** button.



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 **Groups** 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
<b>Arial Black</b>	The font is installed permanently (font is active). Windows will load this font again after a restart.
<b>Book Antiqua</b>	The font is activated temporarily (font is active). Windows will NOT load this font automatically after a restart.

## 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 a restart. If you need this font after a restart, you will have to activate it again.

To activate a group of fonts, select it in the **Groups** 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
<b>Arial Black</b>	The font is installed permanently (font is active). Windows will load this font again after a restart.
<b>Book Antiqua</b>	The font is activated temporarily (font is active). Windows will NOT load this font automatically after a 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 **Groups** 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 a restart.
Book Antiqua	The font is activated temporarily (font is active). Windows will NOT load this font automatically after a restart.

## Unloading Fonts

**Use this command if you are an experienced user and you understand the result of this command. In most of cases the Uninstall command should be used instead of Unload.**

The **Unload** command unloads the font from the current Windows session. The font then becomes unavailable for currently-running applications. However, the font remains installed in the Windows Registry. When you restart Windows, this font will be loaded again.

To unload a font, select it in the **Windows Fonts** view. Right click on the font and select **Unload...** from the popup menu to see the **Unloading Fonts** dialog box. Click the **Unload** button.

**Note.** There are cases when it is impossible to unload a font (for example, the font may still be in use by another application). To remove this font you can uninstall it. In this case, you will be required to restart Windows.

## Copying and Deleting Fonts

In the main view, **Folders** view, **Groups** 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.

## Filtering Fonts

The drop-down list on the Windows Fonts toolbar allows you to filter fonts by character set.

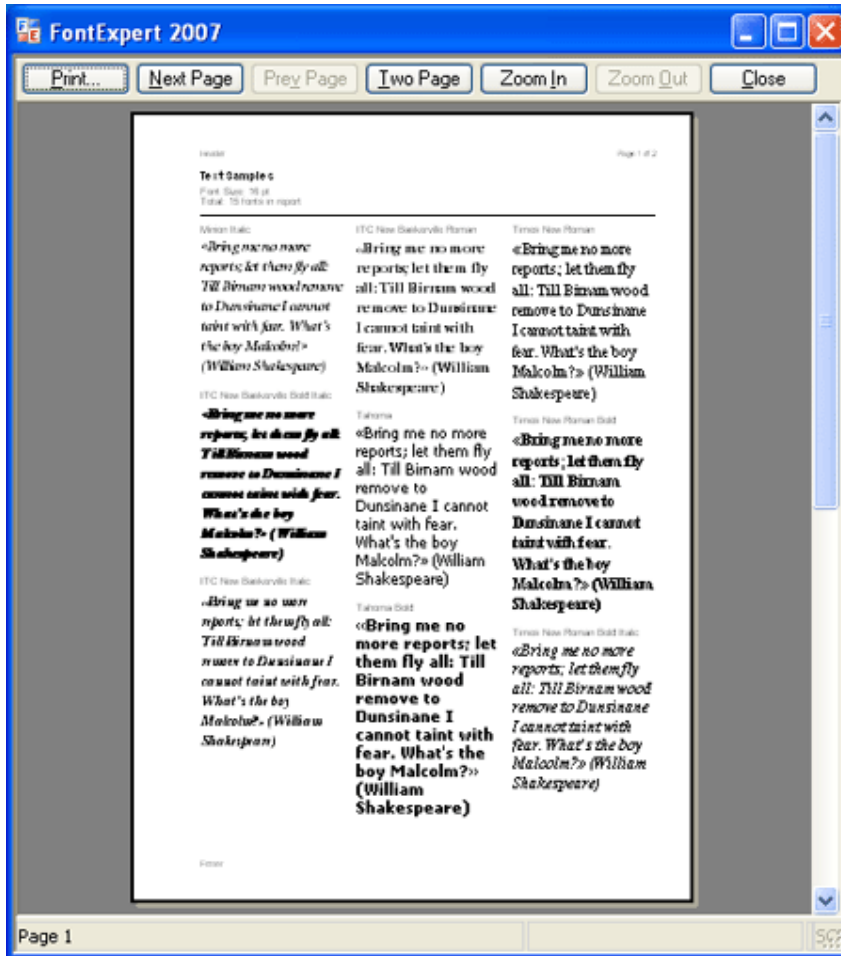
Open the filter drop-down list (see **All \*** on the main toolbar) and choose any character set. Only font files having the selected character set will be displayed in the list of fonts.

To cancel filtering, choose **All \*** in the drop-down list.

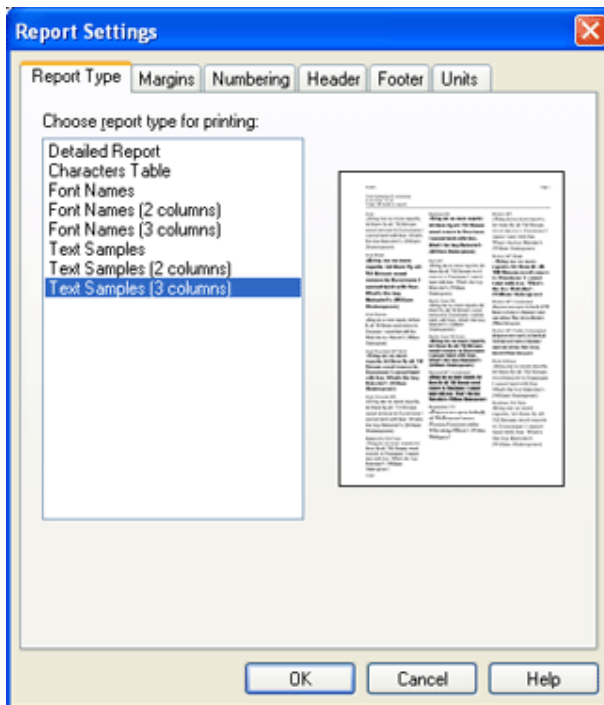
This filter is applied to the **Windows Fonts** view.

## Printing Fonts

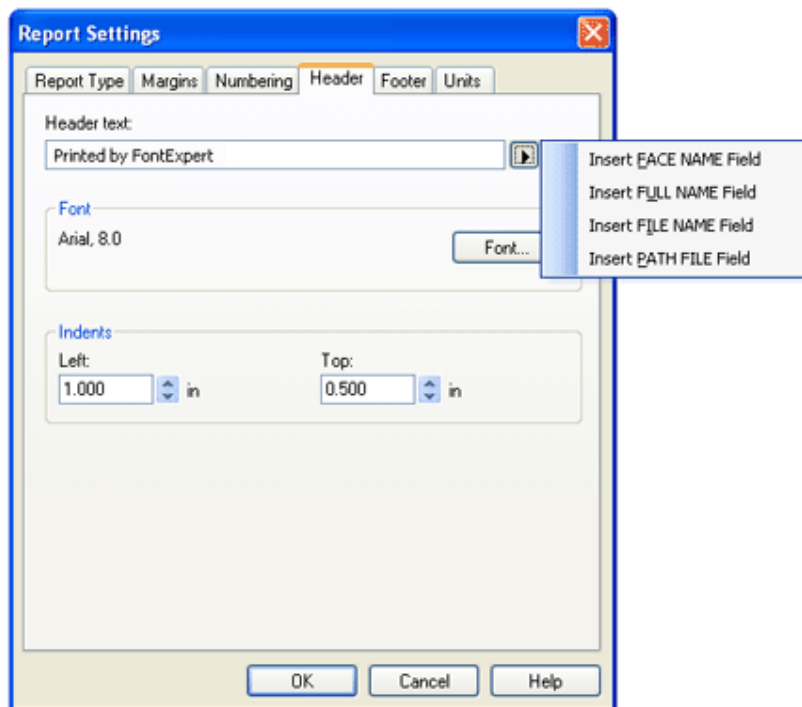
Select the fonts you want to print and choose **File/Print...** or **File/Print Preview...** from the main menu.



To select the type of printed report, choose **File/Report Settings...** from the main menu.



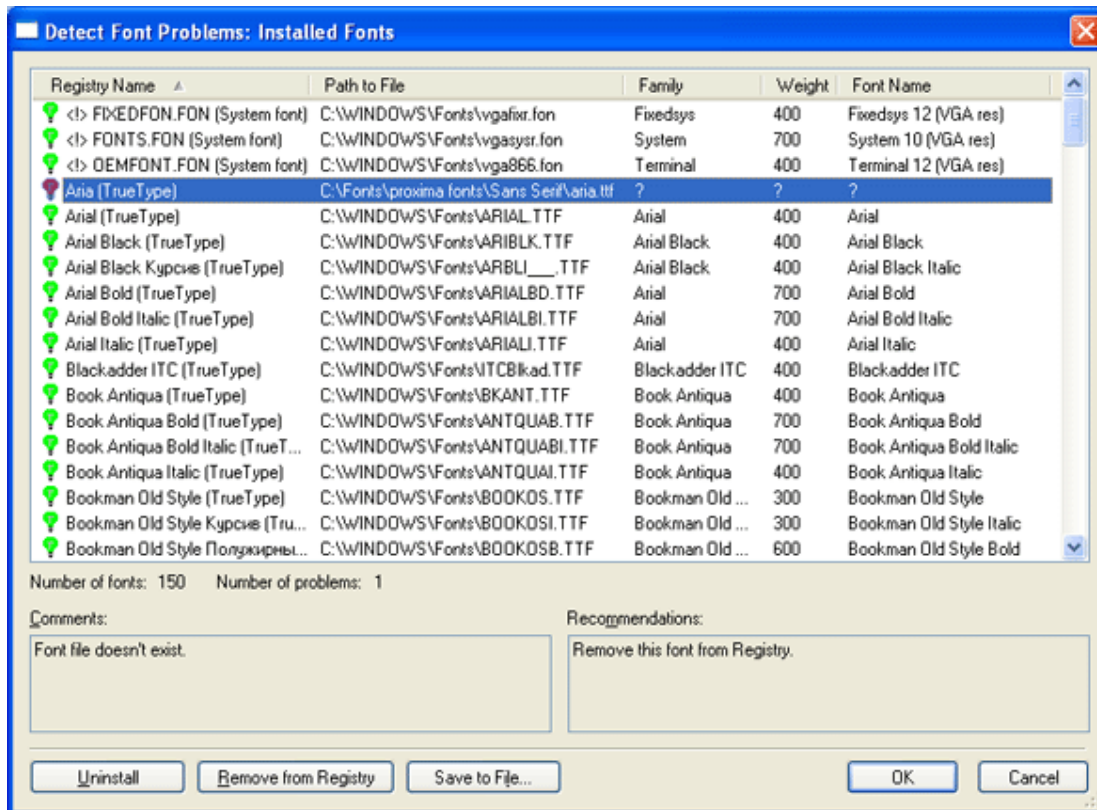
You can customize page settings such as header, footer, and margins.



## 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.

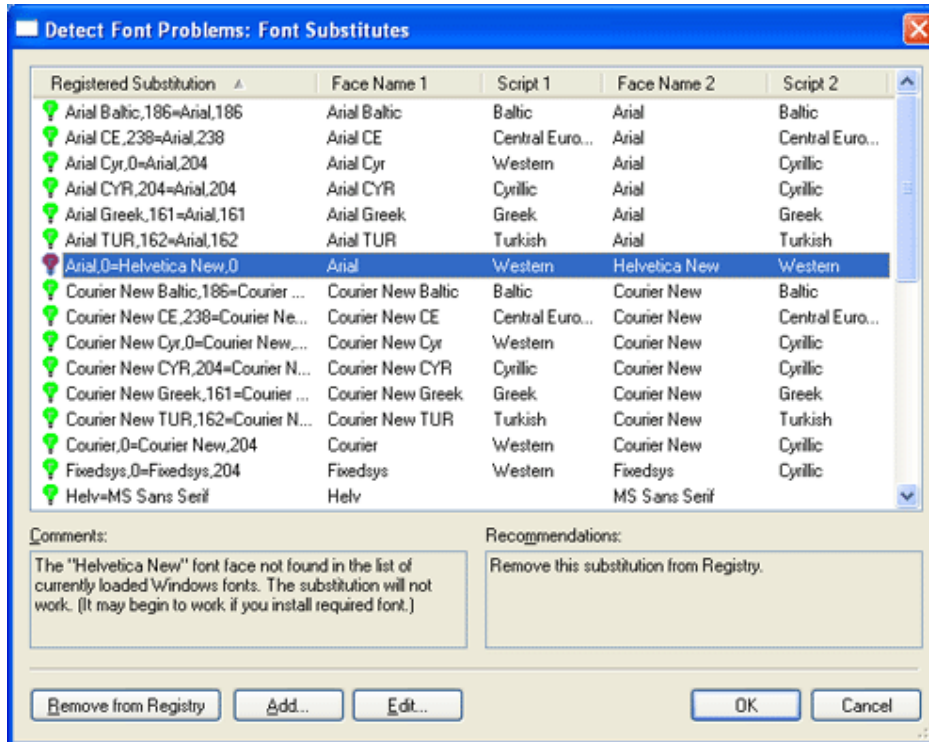
Before WinWord shows the text, it asks Windows for the font that has the face name MyFont and the character set Western (=0). (The English alphabet is covered by the Western font character set.)

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.

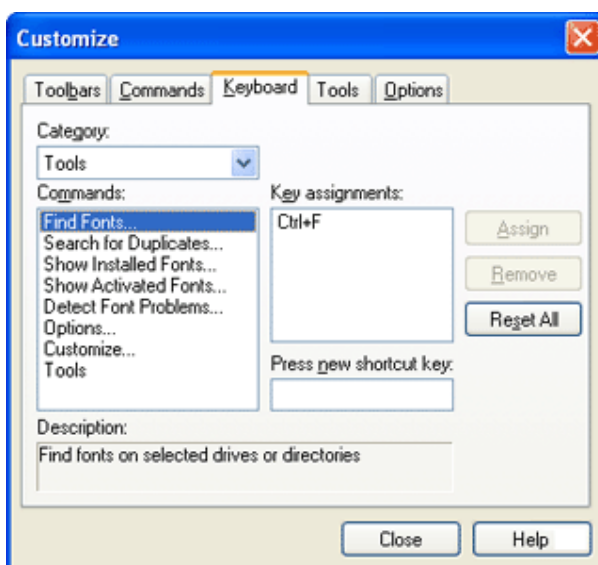
**Important Note**

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

## Keyboard Shortcuts

<b>F1</b>	Help
<b>F5</b>	Refresh current view
<b>F7</b>	Create new folder
<b>Atl+1</b>	Show the <b>Properties</b> view
<b>Alt+2</b>	Show the <b>Tags</b> view
<b>Alt+3</b>	Show the <b>Text Sample</b> view
<b>Alt+4</b>	Show the <b>Task Panel</b> view
<b>Alt+5</b>	Show the <b>DB Search</b> view
<b>Alt+Enter</b>	Show file or folder properties
<b>Ctrl+F</b>	Open the <b>Find Fonts</b> window
<b>Ctrl+X</b>	Cut
<b>Ctrl+C</b>	Copy
<b>Ctrl+V</b>	Paste
<b>Ctrl+P</b>	Print selected fonts
<b>Ctrl+Plus</b> (numeric pad)	Enlarge font size ( <b>Characters Table</b> view)
<b>Ctrl+Minus</b> (numeric pad)	Reduce font size ( <b>Characters Table</b> view)

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



## Missing Fonts Loader Plug-in for Adobe InDesign CS2 and InDesign CS3

FontExpert comes with the Missing Fonts Loader plug-in for Adobe InDesign CS2; and the plug-in for Adobe InDesign CS3 is available on the Proxima Software Web site. This plug-in can automatically activate missing fonts in Adobe InDesign documents.

Missing Fonts Loader Plug-In	
Product	Adobe InDesign CS2 version 4.0 Adobe InDesign CS3 version 5.0
Description	Automatic Activation of Missing Fonts
Operating System	Microsoft Windows
Requirements	FontExpert 2007 version 9.0. Your fonts must be included in the FontExpert <b>Groups</b> view.
File Name	MissingFontsLoader.pln

### How to Install the Plug-in

#### NOTE

The plug-in for InDesign CS3 requires **Microsoft Visual C++ 2005 Redistributable Package** (available on the Proxima Software Web site, <http://www.proximasoftware.com/download.htm> ).  
The plug-in for InDesign CS2 does not require this redistributable package.

Copy the MissingFontsLoader.pln file to the Adobe InDesign plug-ins folder:

```
c:\Program Files\Adobe\Adobe InDesign CS3\Plug-Ins\MissingFontsLoader\MissingFontsLoader.pln
```

and RESTART Adobe InDesign.

(Where "c:\Program Files\Adobe\Adobe InDesign CS3\" is the folder where Adobe InDesign is installed.)

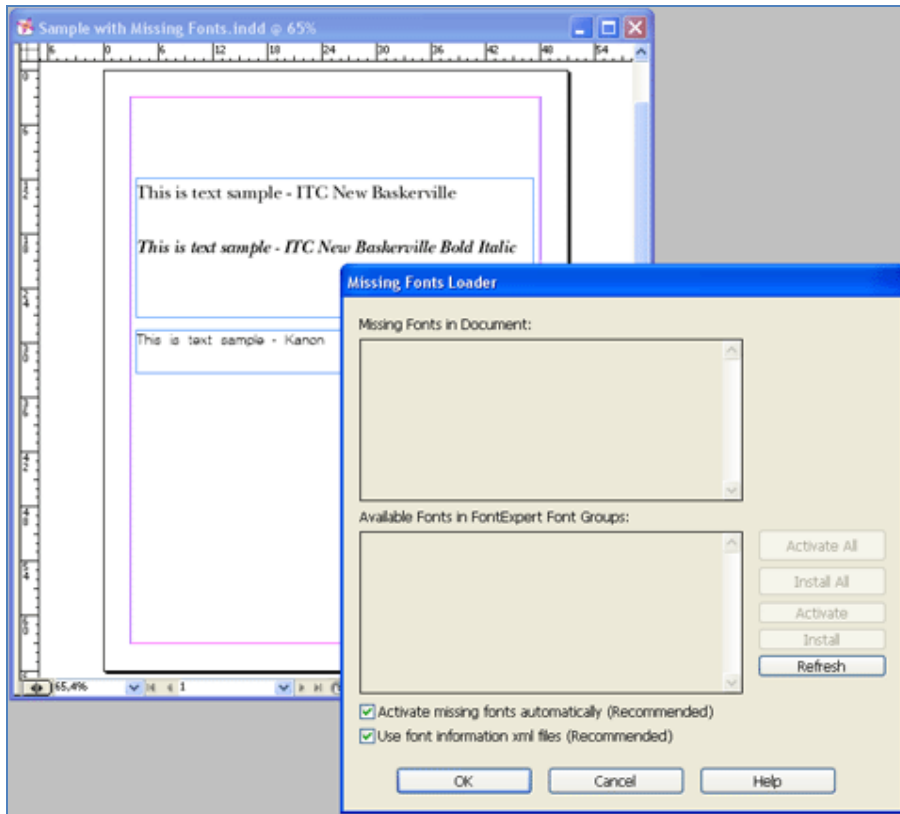
### Using the Missing Fonts Loader Plug-in

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

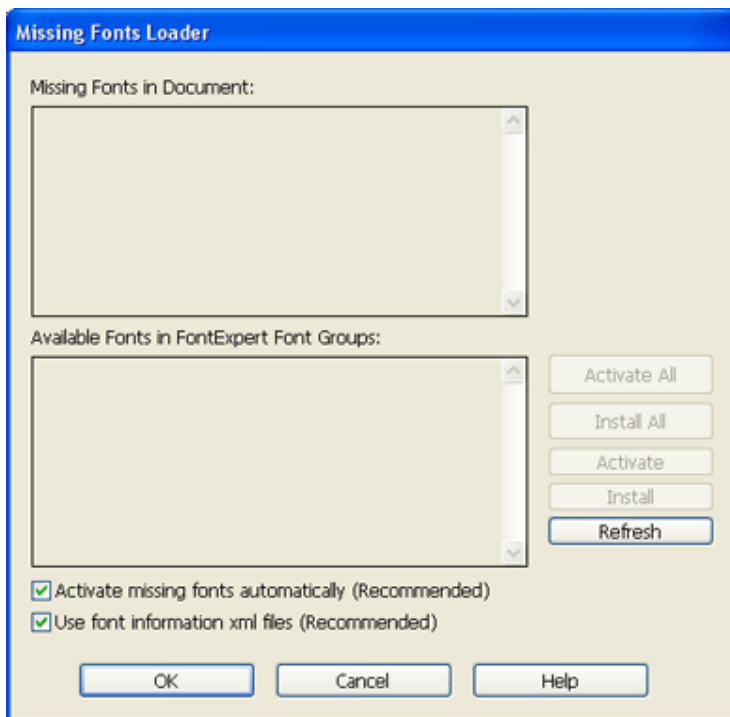
#### Automatic Activation

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 **Groups** view, it will not be activated, and the font will be marked by InDesign as a missing font (for the current document).

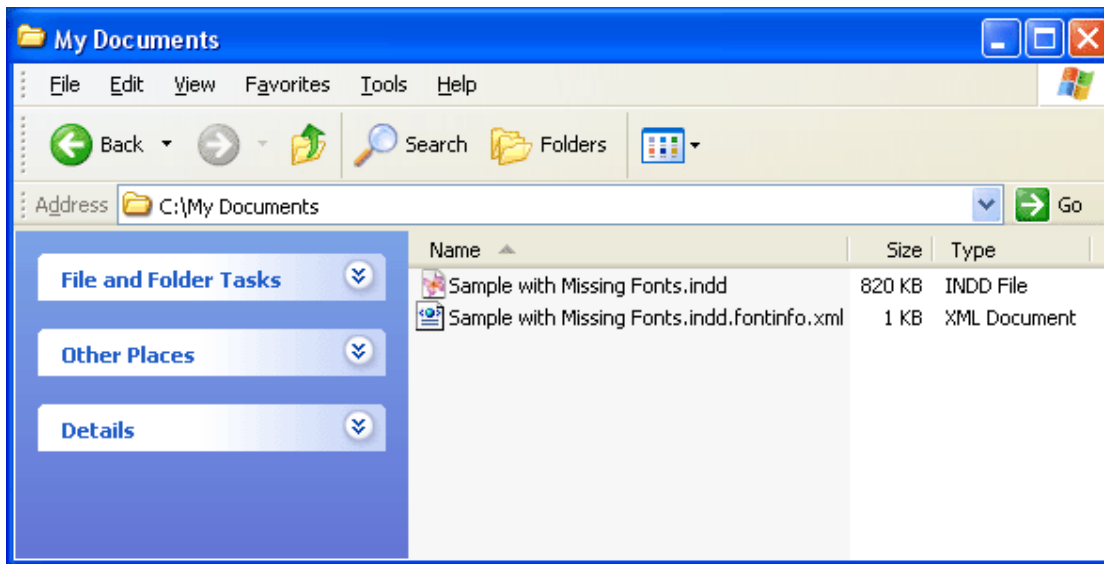


In the picture below, the Missing Fonts Loader window shows an empty list of missing fonts for the current document, because all fonts were activated automatically:



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.

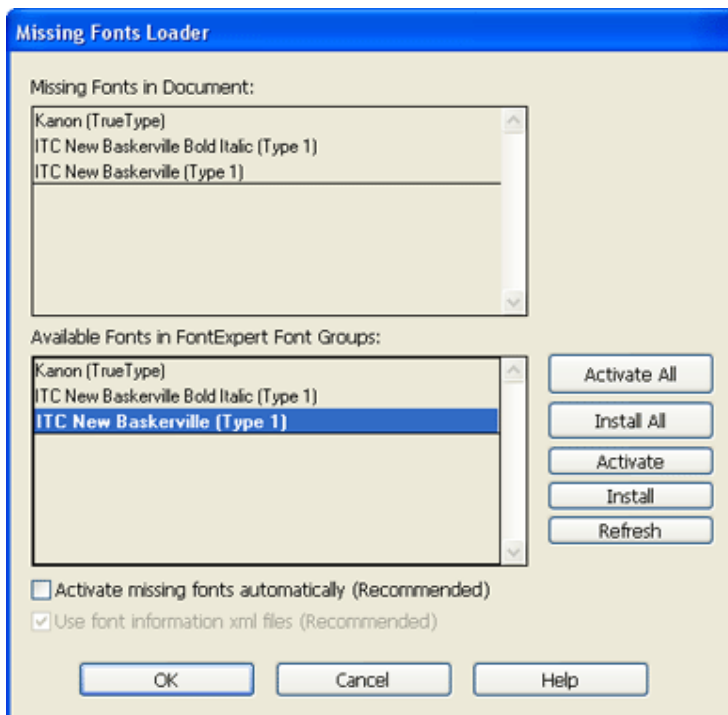
The font information xml file helps solve this problem. It is recommended to select the **Use font information xml files** option. Every time you save the .indd document, the Missing Fonts Loader plug-in will create a small xml file. This xml file will include the list of fonts used in the corresponding .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

### Question

### Answer

#### Antivirus software

**I just tried installing the FontExpert trial. However, NOD32 AV suspected it has a relationship with the tsipe trojan and quarantined a \*.reg.exe file. What should I do?**

Some antivirus programs detect worms by comparing the sequence of bytes in a binary file against the virus signature taken from an antivirus database. This may result in incorrect detection of a virus, when a similar sequence of bytes is found in the program's binary file. Also, FontExpert includes the well-known and reliable ASProtect protection (aspack.com), and AV software may also incorrectly detect it as a "virus". Usually upgrading your antivirus data file or upgrading to the latest version of your antivirus software eliminates this problem.

#### NOTE

There was similar incident with Symantec antivirus reported by our customers. After the Symantec DAT file was updated, the problem disappeared.

[See anti-virus reports created for FontExpert setup files by Symantec Antivirus and NOD32 Antivirus.](#)

#### Activation

**I just have purchased and received the CD. I installed the program, however the program states that it's "trial basis". Why does it say that?**

You must first activate your license key to remove this message.

**I just upgraded to the latest build and my license key is not working. The application tells me I'm running an unregistered version. Is a new license key required for this latest build?**

You may always upgrade for free to the same major version of the FontExpert (e.g. from version 9.0 Release 1 to version 9.0 Release 2). The License Key sent to you when you purchased version 9.0 is valid for ALL earlier and future releases of version 9.0 only.

If you have **completely** uninstalled the program from your computer and then have installed the latest build, you must activate your license key again.

**I had to redo my computer and now every time I start FontExpert it says it is an evaluation copy. How do I put my license key in so that I can use this?**

You must activate your license key again on this computer. Choose Help/Activate License Key... from the main menu.

#### Adobe Applications

**Why can't I see temporarily activated PostScript fonts in my**

This is a known issue, and we consider this behavior as an issue in Adobe products on the Windows platform, while the behavior of FontExpert is

**Adobe applications?**

correct.

**Workaround:** With Adobe products and PostScript fonts, when possible, use permanent font installation instead of temporary activation.

**Note:** The problem is related only to PostScript fonts activated temporarily.

(Note that Adobe InDesign CS2 accepts PostScript fonts when they are activated temporarily from our Adobe InDesign plug-in. This is an exception to this issue.)

Temporary font activation is the feature well known to Mac users, and FontExpert users have requested this feature. We introduced it in version 8.0 with the warning that temporary activation is very similar to permanent installation.

**Why are PostScript fonts not visible in Adobe CS3 software (Vista x64)?**

This is an issue of Adobe applications running on Vista x64. Adobe is aware of this problem and suggests placing Type 1 font files (\*.pfb and \*.pfm files) into the "C:\Program Files (x86)\Common Files\Adobe\Fonts\" folder to make them visible to Adobe applications.

**Font Management****Does your program allow you to include fonts within all subfolders for a selected folder?**

In the Groups view you can include fonts within all subfolders of a selected group. See **Groups** view for more information.

**What is the difference between the "Install" and "Activate Temporarily" commands?**

The **Install** command installs and activates the font permanently. Windows will load this font again after a Windows restart.

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 a restart. If you need this font after a restart, you will have to activate it again.

**What is the difference between the "Uninstall or Deactivate Now" and "Uninstall or Deactivate" commands?**

**Uninstall or Deactivate** is a universal command applied to both permanently installed and temporarily activated fonts. The command opens a window with the list of fonts that will be uninstalled and/or deactivated.

The **Uninstall or Deactivate Now** command is a "quick" version of the command described above. It doesn't display the window with the list of fonts, but its behavior is exactly the same (as if you chose the **Uninstall or Deactivate** command and in the window with the list of fonts immediately clicked the "Uninstall or Deactivate" button).

**What is the difference between the "Uninstall" and "Unload" commands?**

The **Uninstall** command removes a font permanently. This font will not be available for applications after a restart of Windows. The **Unload** command unloads a font, but it remains in the Windows registry and Windows will load it again after a restart.

**How can I delete a font group**

Font groups in the current version (9.0) of FontExpert are regular folders

**without deletion of font files?**

on your local disk. When you delete the group folder, all its contents are also deleted (moved to the Recycle Bin).

You can do the following:

1. Instead of deletion, you can move the group folder (cut/paste) to another location outside the root folder of font groups. In this case, the group folder will not be visible in the Groups tree anymore, and your fonts will not be deleted.
2. You can create font groups that contain shortcuts linked to actual fonts, while the fonts will remain located somewhere else. If you delete the group, you delete the shortcuts, but the actual fonts will **not** be deleted. To create shortcuts in a font group, choose the "Link" method in the **Add Fonts to Group** window. FontExpert will create small .LNK files referring to actual fonts, and you can install/activate/deactivate these shortcuts as if they were actual fonts.

### Detect Font Problems feature

**I see two similar buttons in Detect Font Problems windows: "Uninstall" and "Remove from Registry". What is the difference?**

**Remove from Registry** means: Remove a record about this font from the system Registry, but do not touch a font file. **Uninstall** means: Remove a record about this font from the system Registry and make sure the font file is removed from the Windows\Fonts folder. Make a backup copy of the font file if needed.

The default location for Windows fonts is the Fonts subfolder of Windows folder.

If you remove a font from the Registry but leave its file in the Windows\Fonts folder, then Windows can automatically install this font again when you restart Windows.

If some font is physically located in a folder other than the Fonts folder, then the **Uninstall** and **Remove from Registry** operations are equal (because there is no need to touch the font file).

When FontExpert uninstalls a font that is located in the standard Fonts folder, it removes the font file and always makes a backup copy of this font. (You can choose a backup folder in the **Tools\Options...** dialog.)

## 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>

**E-mail:**

support@ProximaSoftware.com