FontExplorer® X Server

User Guide for Macintosh

August 2011

by Linotype, a Monotype Imaging Company

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How to Use this Guide

This guide is intended for users that connect to a **FontExplorerX Server**. It is designed to give you an overview of **FontExplorerX Server** functions. We recommend you read it carefully before you set up your server environment.

To make it easier to find the information you are looking for, we have used the following typographic conventions:

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Keyboard shortcuts	Are displayed with Keystrokes	Example: Press ⌘ + 2
Menus and menu options	Appear in bold print.	Example: The **File** menu
Field and folder names	Appear in italics.	Example: The Filter field
Dialogs	Appear in small caps.	Example: THE FONT DETECTION dialog
Areas in dialogs	Appear in italics	Example: Character
Pushbuttons	Appear with blue background	Example: Repair

If you cannot find the information you need in this guide, check the Support section on www.fontexplorerx.com.

If you have any suggestions on how we could improve this documentation, you are welcome to send your thoughts to info@fontexplorerx.com.

Table of Contents

The Server View of FontExplorer X Pro
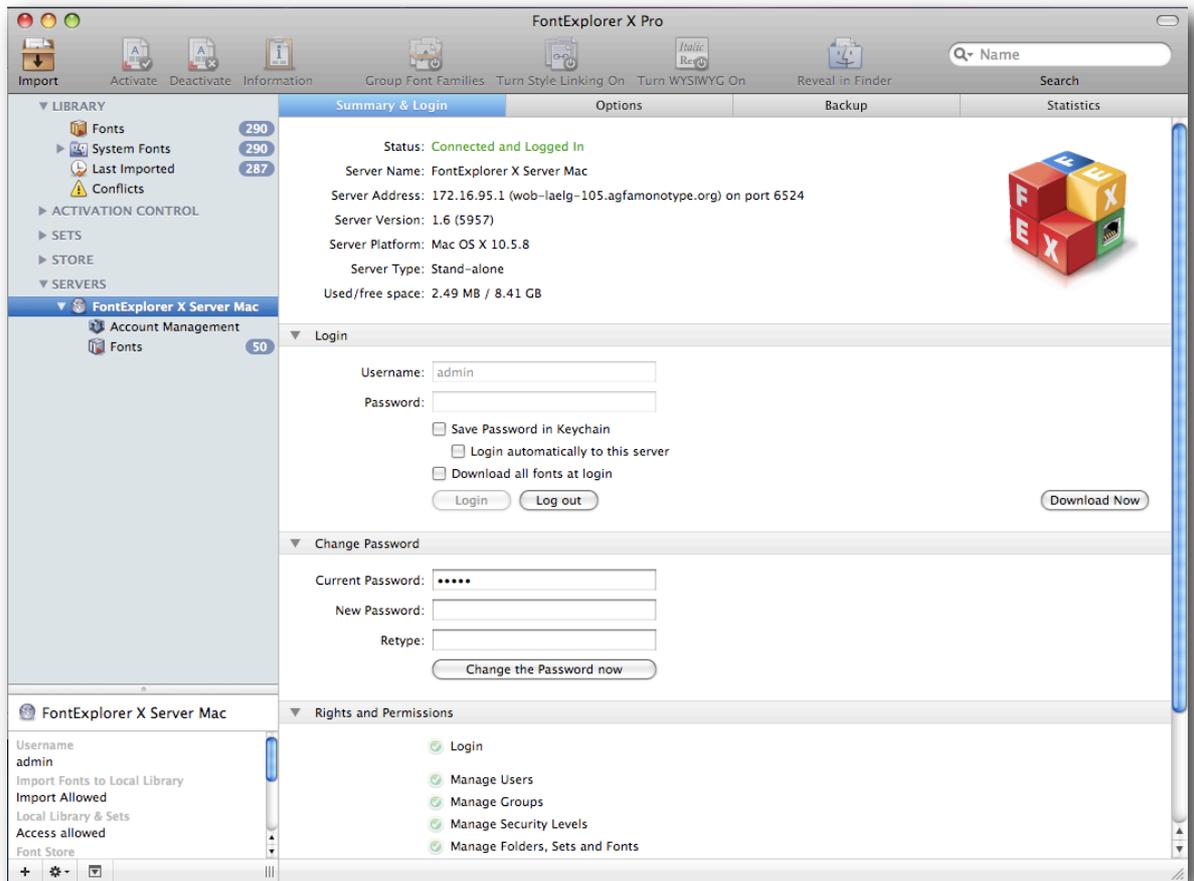
Access to Fonts via FontExplorer X Pro

To connect to a FontExplorer X Server in your network please check the Source List of **FontExplorer X Pro for** server entries, all **FontExplorer X Servers** will be displayed here.

> When a yellow icon is displayed next to the server entry in the Source List, the server is not available online and is operating in offline mode.

To log in to the Server:

1. Click the Servers entry in the Source List.
2. The Summary and Login pane of **FontExplorer X Server** appears.
3. Enter your user name and password (supplied by your administrator).

> It may happen that a server is not visible in the Source List, e.g. when a network problem has occurred.

To connect to a server that is not listed in the Source List:

In the **Server** menu, click **Manually Connect** or press ⌘ + k .
Do the following:

- Enter the host name or IP address of the server in the Hostname/IP field.
- Enter the Port number in the Port field or use the default port.

To see a list of fonts that you have access to:
1. Click the Fonts entry below the Server name in the Source List.
2. Click a set in the Source List (here: Marketing):
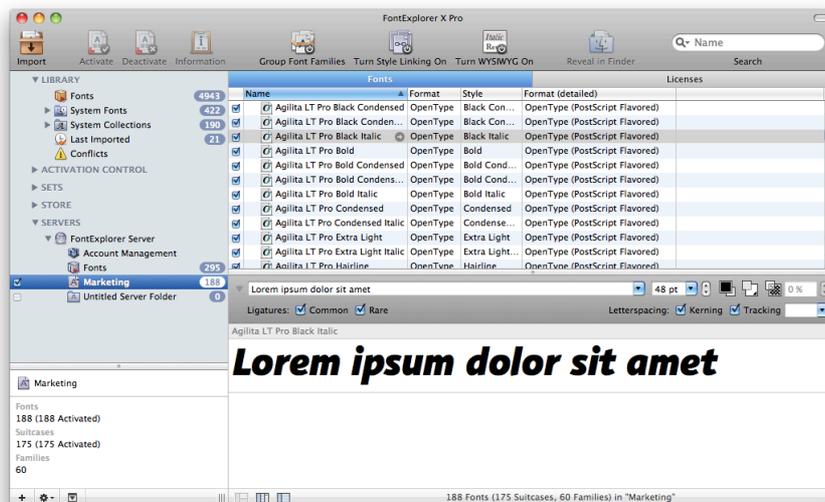
3. In the Font List on the right you will then see a list of all fonts available to you.

Downloading Fonts from the Server

If you want to use fonts on a client they must be downloaded from the server first. The font(s) will be downloaded to a secured area on your machine. You can use the fonts in every application, see a preview and detailed information and activate or deactivate them in FontExplorer X Pro.
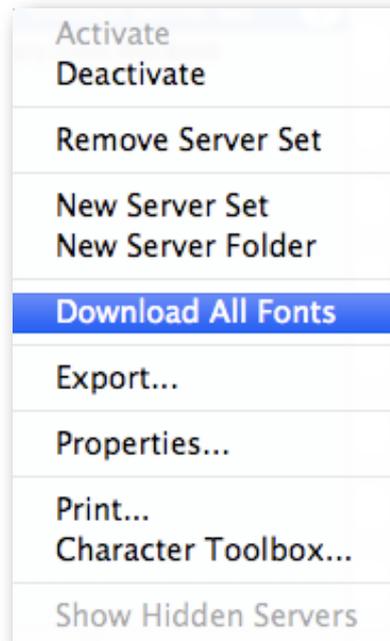
You cannot add server fonts to your local library or directly access the font files.

To download a font or a set of fonts from the server:
1. Right-click a set in the Servers area of the Source List
2. In the contextual menu, click **Download All Fonts**

3. The font preview will now be displayed below the server Font List.

To select individual fonts in the Font List for download:
- Press ⌘ and select the fonts you want to download.

A preview is only available after a font has been downloaded from the server.

An automatic download will occur when attempting to activate a font that has not been downloaded.

Non-downloaded fonts will be displayed in grey in the font list.

For more information on the Preview function consult the FontExplorer X Pro User Guide.

Creating Server Sets and Folders

To create a new Server Set or Server Folder you will need appropriate permission which is defined by your administrator. To generate a new Server Set or Server Folder proceed as follows:
1. Right-click in the Servers area of the Source List
2. In the contextual menu, click **New Server Set** or **New Server Folder**.

You can change the name by either double clicking on the server set or server folder. In the Details dialog the new name can be entered. Or select the server set or server folder and hit the return key. The name can now be edited directly in the source list.

Reload Sources
This function allows updating the fonts on the client machine. This is of interest when a font has changed, been added or when the license has been temporarily removed.
To refresh all fonts on a server
- Select the FontExplorer X Server in the source view
- In the contextual menu, click **Reload Sources**.
-
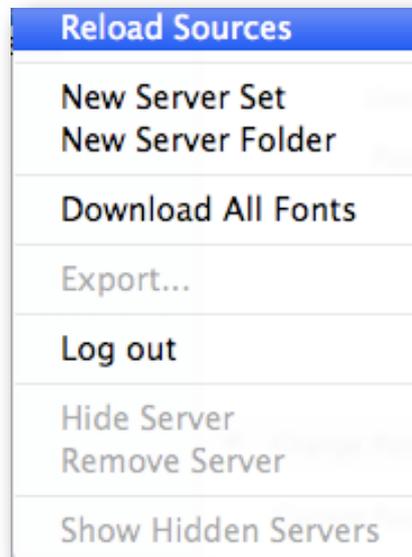
Offline Usage

If the administrator has given you permission to operate in offline mode, you will be able to access your server fonts even when disconnected from the FontExplorer X Server.
All fonts that you have downloaded prior to disconnecting from the server will be available to you. Your administrator can set your offline usage for a specific number of days or an unlimited amount of time. When the offline period expires, the server fonts will not be available to you until you reconnect to the FontExplorer X Server. The next time you disconnect from the server, the offline period begins anew.

Support and Additional Information

Should you have questions regarding **FontExplorer X Server**, you will find further information on the FontExplorer X website at www.fontexplorerx.com.
Or just contact us by email at support@fontexplorerx.com.

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This manual was created using the Linotype Univers typeface family.