



FontExplorer® X Pro

User Guide for Windows

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by Linotype, a Monotype Imaging Company

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How to Use this Guide

When you work with **FontExplorer X Pro for Windows** for the first time, we recommend you start by reading chapter 1. There you will find an overview of the Main Window as well as a short description of the functions that you can access from it. You can use it as a map to find your way in **FontExplorer X Pro**.

The following chapters explain all functions in detail. You will find frequently used functions in the beginning. Functions that are used less frequently and special functions are described further on in the guide. To use **FontExplorer X Pro**, you should have a basic knowledge of the operating system.

The **Table of Contents** helps you to quickly find the topic you are looking for.

For an overview of keyboard shortcuts see the **Overview of important keyboard shortcuts**.

In many chapters and sections there are **cross-references** to other pages with further information on the current topic. They look like this: (see "sample heading").

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

Keyboard shortcuts	are recognizable by a blue background. Example: Press Ctrl + 2 .
Menus and menu options	appear in bold print. Example: The File menu
Field names and folder names	appear in italics. Example: The <i>Filter</i> field
Dialogs	appear in small caps. Example: The FONT DETECTION dialog
Areas in dialogs	appear in italics Example: <i>Character</i>
Pushbuttons	are recognizable by a blue background Example: Repair

If you cannot find the information you need in this guide, check the Support section at the end of this document.

You are welcome to let us know how to improve this documentation. Please mail your comments to info@linotype.com.

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Introduction: What are the Benefits of FontExplorer X Pro?

FontExplorer X Pro is a powerful professional font management tool providing you with a clear overview and complete control over the fonts on your computer. **FontExplorer X Pro** helps you to organize your fonts according to your personal preferences, you can activate and deactivate fonts as you please.

FontExplorer X Pro offers you a complete font management solution.

All Windows fonts and formats are recognized automatically and can be managed easily. You can either leave control over the folder structure to **FontExplorer X Pro** or you can continue to use the folders you created previously, just as you please. You can structure your fonts according to your needs by creating Sets and Smart Sets, e.g. by customers, by projects, by usage etc.

FontExplorer X Pro offers a variety of font management functions:

- A versatile Preview function
- Classifying and sorting fonts with your own labels and comments
- Manual font activation

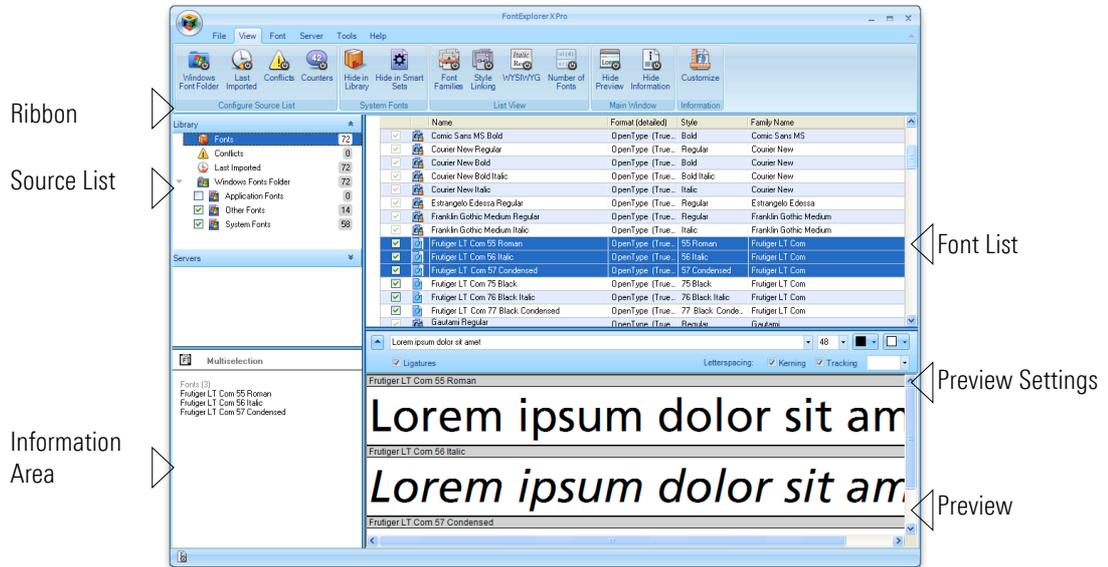
FontExplorer X Pro

- Displays extensive font data
- Supports auto-activation of fonts via Plug-Ins for Adobe InDesign CS2/CS3/CS4, Illustrator CS2/CS3/CS4 and Adobe Photoshop CS3/CS4
- Supports font activation via Plug-Ins for QuarkXpress 6.x, 7.x and 8.x

FontExplorer X Pro is suitable for

- Advertising agencies and creative freelancers
- Print shops
- Publishing houses
- All users who want to keep their character sets in order.

The Main Window of FontExplorer X Pro



Chapter 1

Getting to know FontExplorer X Pro for Windows

This chapter gives an overview of the **FontExplorer X Pro** Main Window. Here you can familiarize yourself with its areas and learn how to access different functions.

Also, you will learn where to find help.

Nearly all functions are accessible in several ways. You can use the Ribbon, the contextual menu or a keyboard shortcut.

Main Window

The Main Window is **FontExplorer X Pro's** main view. You can access nearly all functions from here. The Main Window consists of the following areas:

- Ribbon
- Source List
- Information Area
- Font List
- Preview settings
- Preview

The following sections give a detailed description of the different areas.

The Ribbon

You can access many **FontExplorer X Pro** functions via the Ribbon. It enables you to create Sets and Smart Sets, to export, activate and deactivate fonts, to show or hide the Information Area and the Preview and to sort fonts by families or Windows font families. You can show or hide the Ribbon. For a complete overview of Ribbon functions see "Overview of Ribbon Functions"



To show or hide the Ribbon:

- Click  in the upper right area of the window.

The Source List

The Source List is located at the upper left of the Main Window. This area shows the fonts available on this computer. They are divided into several groups. You can expand the Source List according to your needs (see “Working with Font Sets”). You can also create Smart Sets, these allow you to search and group the available fonts according to certain criteria that you define.

In the standard view, the Source List consists of the following areas:

The **Library** area contains various Sets of fonts available on this computer:

Fonts contains all fonts available on this computer.

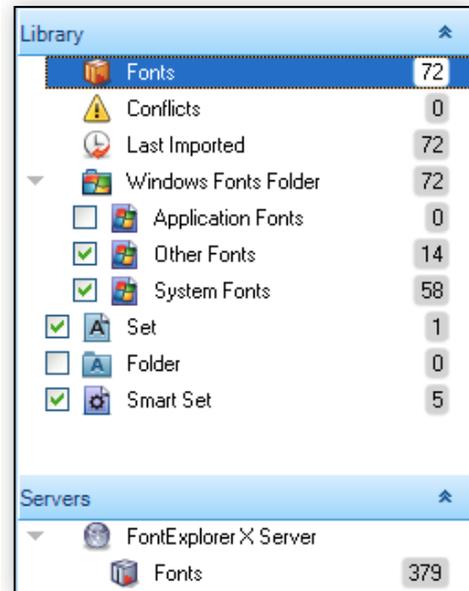
Conflicts is for identifying and resolving font conflicts.

Last imported contains an overview of fonts that were imported recently.

Windows Fonts Folder includes Sets that contain the fonts of the Windows Fonts folder.

In the Sets area you find the Sets, Smart Sets and folders that you created.

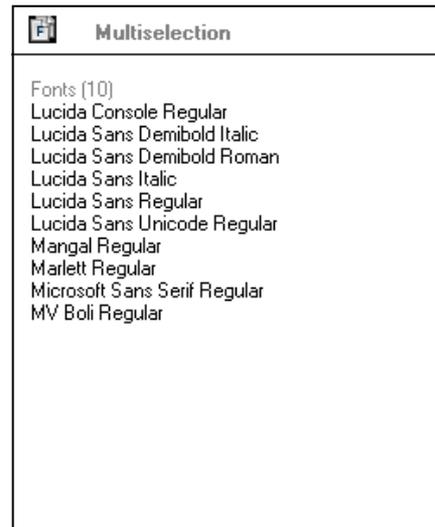
Servers will display FontExplorer X Servers within your network when available.



The Information Area



Information area for a single font



Information area for a font selection

In the Information Area you will find information on the selected font. It shows the name of the font, the PostScript name and the font format. If more than one font is selected, this area shows a summary of information about all fonts of this selection. If you have written comments about a font or allocated a label they will also be visible here (see “Adding Comments and Allocating Labels to a Font”).

Showing or Hiding the Information Area

To show the Information Area, do one of the following:

- In the **View** tab of the Ribbon, click



- Click on the  icon in the status bar
- Press **Ctrl + F1**

To hide the Information Area, do one of the following:

- In the **View** tab of the Ribbon, click



- Click on the  icon in the status bar
- Press **Ctrl + F1**

The Font List

The Font List on the right shows the contents of all folders, Sets and Smart Sets selected in the Source List on the left. Individual fonts or entire font families can be selected. The checkbox next to a font name shows whether a font is activated or not.



A lock next to the font name indicates that this is a system font that cannot be changed. These fonts are always active and cannot be deactivated.

As standard, the Font List displays the following information:

- The checkbox in the first column indicates whether a font is activated.
- The second column displays the font name.
- To the left of the font name you see little letter icons. A indicates an individual font and O an OpenType font.
- The third column shows the font format (TrueType, PostScript, OpenType).
- The fourth column shows style info. The foundries use different denominations, there are recommendations concerning the naming of font styles but there is no standard or fixed regulation. For nearly all fonts there are Regular, Bold, Italic and Bold/Italic Styles.
- The fifth column shows the font family name.

Displaying the Font List in Original Type Faces (WYSIWYG View)

When this function is activated, all fonts will be displayed in their own font.

Please note that activating the WYSIWYG function slows down navigation in the Font List. More CPU performance is needed as well. Therefore, we recommend you activate the function only when your computer offers enough power.



Scripts may be displayed blurred.

Normal View

	Name	Format (detailed)	Style	Family Name
<input checked="" type="checkbox"/>	Arial Regular	OpenType (True...	Regular	Arial
<input checked="" type="checkbox"/>	Arial Black	OpenType (True...	Black	Arial
<input checked="" type="checkbox"/>	Arial Bold	OpenType (True...	Bold	Arial
<input checked="" type="checkbox"/>	Arial Bold Italic	OpenType (True...	Bold Italic	Arial
<input checked="" type="checkbox"/>	Arial Italic	OpenType (True...	Italic	Arial
<input checked="" type="checkbox"/>	Comic Sans MS Regular	OpenType (True...	Regular	Comic Sans MS
<input checked="" type="checkbox"/>	Comic Sans MS Bold	OpenType (True...	Bold	Comic Sans MS
<input checked="" type="checkbox"/>	Courier New Regular	OpenType (True...	Regular	Courier New
<input checked="" type="checkbox"/>	Courier New Bold	OpenType (True...	Bold	Courier New
<input checked="" type="checkbox"/>	Courier New Bold Italic	OpenType (True...	Bold Italic	Courier New
<input checked="" type="checkbox"/>	Courier New Italic	OpenType (True...	Italic	Courier New
<input checked="" type="checkbox"/>	Estrangelo Edessa Regular	OpenType (True...	Regular	Estrangelo Edessa
<input checked="" type="checkbox"/>	Franklin Gothic Medium Regular	OpenType (True...	Regular	Franklin Gothic Medium
<input checked="" type="checkbox"/>	Franklin Gothic Medium Italic	OpenType (True...	Italic	Franklin Gothic Medium
<input checked="" type="checkbox"/>	Futurer LT Com 55 Roman	OpenType (True...	55 Roman	Futurer LT Com

In order to show or hide the WYSIWYG view, do one of the following:

- In the **View** tab of the Ribbon, click



- Press **Ctrl + F5**

The following view appears:

	Name	Format (detailed)	Style	Family Name
<input checked="" type="checkbox"/>	Arial Regular	OpenType (True...	Regular	Arial
<input checked="" type="checkbox"/>	Arial Black	OpenType (True...	Black	Arial
<input checked="" type="checkbox"/>	Arial Bold	OpenType (True...	Bold	Arial
<input checked="" type="checkbox"/>	Arial Bold Italic	OpenType (True...	Bold Italic	Arial
<input checked="" type="checkbox"/>	<i>Arial Italic</i>	OpenType (True...	Italic	Arial
<input checked="" type="checkbox"/>	Comic Sans MS Regular	OpenType (True...	Regular	Comic Sans MS
<input checked="" type="checkbox"/>	Comic Sans MS Bold	OpenType (True...	Bold	Comic Sans MS
<input checked="" type="checkbox"/>	Courier New Regular	OpenType (True...	Regular	Courier New
<input checked="" type="checkbox"/>	Courier New Bold	OpenType (True...	Bold	Courier New
<input checked="" type="checkbox"/>	Courier New Bold Italic	OpenType (True...	Bold Italic	Courier New
<input checked="" type="checkbox"/>	<i>Courier New Italic</i>	OpenType (True...	Italic	Courier New
<input checked="" type="checkbox"/>	0000000000 000000 00000000	OpenType (True...	Regular	Estrangelo Edessa
<input checked="" type="checkbox"/>	Franklin Gothic Medium Regular	OpenType (True...	Regular	Franklin Gothic Medium
<input checked="" type="checkbox"/>	Franklin Gothic Medium Italic	OpenType (True...	Italic	Franklin Gothic Medium
<input checked="" type="checkbox"/>	Frutiger LT Com 55 Roman	OpenType (True...	55 Roman	Frutiger LT Com

Sorting Fonts by Families

The Font Family View groups all fonts with the same family name in one group. A font family is a group of related font styles or type styles in various widths, weights and slopes. A family has common shape characteristics and usually it is designed by the same font designer.

To show or hide this view, do one of the following:

- In the **View** tab of the Ribbon click



- Press **Ctrl + F5**



This view and the Style linking view cannot be displayed simultaneously.

Displaying Fonts of a Font Family

In the Font List, you can display individual fonts of a family.

To display individual fonts, click the arrow on the left of the font list to expand the selection.

The following view appears:

	Name	Format (detailed)	Style	Family Name
<input checked="" type="checkbox"/>	Arial (5)	OpenType_TT		Arial
<input checked="" type="checkbox"/>	Comic Sans MS (2)	OpenType_TT		Comic Sans MS
<input checked="" type="checkbox"/>	Courier New (4)	OpenType_TT		Courier New
<input checked="" type="checkbox"/>	Courier New Bold Italic	OpenType (True...	Bold Italic	Courier New
<input checked="" type="checkbox"/>	Courier New Italic	OpenType (True...	Italic	Courier New
<input checked="" type="checkbox"/>	Courier New Regular	OpenType (True...	Regular	Courier New
<input checked="" type="checkbox"/>	Courier New Bold	OpenType (True...	Bold	Courier New
<input checked="" type="checkbox"/>	Estrangelo Edessa (1)	OpenType_TT		Estrangelo Edessa
<input checked="" type="checkbox"/>	Franklin Gothic Medium (2)	OpenType_TT		Franklin Gothic Medium
<input checked="" type="checkbox"/>	Frutiger LT Com (6)	OpenType_TT		Frutiger LT Com
<input checked="" type="checkbox"/>	Gautami (1)	OpenType_TT		Gautami
<input checked="" type="checkbox"/>	Georgia (4)	OpenType_TT		Georgia
<input checked="" type="checkbox"/>	Impact (1)	OpenType_TT		Impact
<input checked="" type="checkbox"/>	Kartika (1)	OpenType_TT		Kartika

Sorting Fonts by Windows Font Families

All OpenType and TrueType fonts with the same Windows font family name can be displayed in one group.

To sort fonts by their Windows font family name:

- Select the desired font.

Do one of the following

- In the **View** tab of the Ribbon click



- Press **Ctrl + F4**



This view and the font family view cannot be displayed simultaneously.

Sorting the Font List by Various Criteria

You can sort the Font List by various criteria, e.g. by label color or by comment (see “Allocating a Label to a Font” and “Categorizing Fonts”). You can also customize the Font List by showing or hiding columns as you like.

To sort the Font List by various criteria

- In the title bar of the Font List click the desired column.



Parts of the sorting function are only available when the View Group Font Families or Style Linking is deactivated.

Preview Settings

Here you can customize the Preview (see “Customizing the Preview”).

The Preview

The Preview of the fonts selected in the Font List is shown in the lower right area or to the right of the Main Window. If a font family is selected, you see the Preview of the entire family.

Help Functions

On questions concerning the usage of **FontExplorer X Pro** please refer to this user guide. You can also send feedback to Linotype if you have any ideas how to improve the software or if you particularly like a certain function.

Sending Feedback to Linotype

To notify Linotype of an error or to send feedback concerning the software:

- 1) In the **Help** tab of the Ribbon click **Send Feedback**.
- 2) The **FEEDBACK** dialog appears:
- 3) In the **Type** pop-up menu, select the desired type of feedback.
- 4) In the *Title* field, enter a heading for your feedback.
- 5) In the *Description* field, enter your message to Linotype.
- 6) In the *E-mail* field, enter your e-mail address so that we can contact you in case of queries.

Displaying License Information

To display software license information:

- In the **Help** tab of the Ribbon click

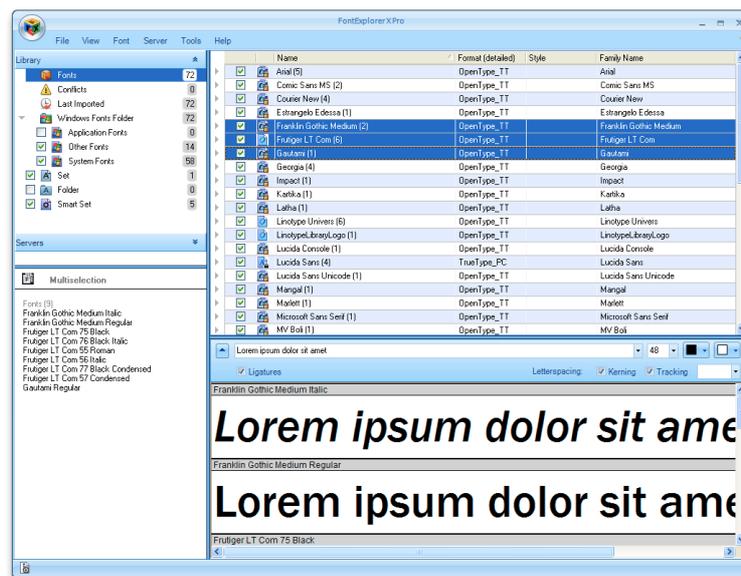


Chapter 2

Font Preview and Information

When designing a publication, you will want to find the appropriate font for each purpose. FontExplorer X Pro enables you to display different kinds of information about the desired font. In the Main Window, you can access the Preview for each font. You can customize the Preview according to your needs. Further, you can display the corresponding technical details for each font.

The Preview provides an overview on whether the selected font will serve the intended purpose. In the Preview, you can change the size and color of the displayed font and the sample text. This will help you speed up the process of finding just the right font for the job. If you want to learn more about the typographic properties of a font, open the Information Window.

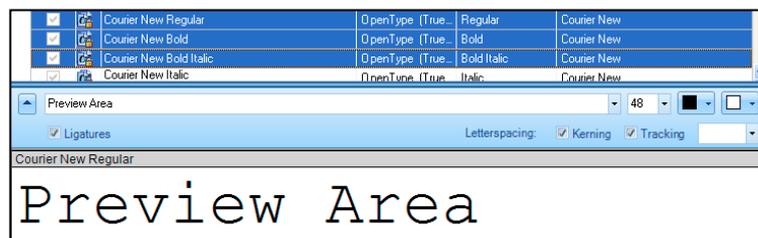


Displaying the Font Preview

The Font Preview allows for a closer look at the fonts you have selected from the Font List. You can display one line of text showing the desired font and font size.

To display the Preview of the desired font:

- 1) In the Font List, select the desired font.
- 2) From the pop-up menu, select the desired preview text .
- 3) Select the desired font size.
- 4) Now the selected font appears in the Preview:



If the Preview is not visible, you can redisplay it (see "Showing or Hiding the Preview").

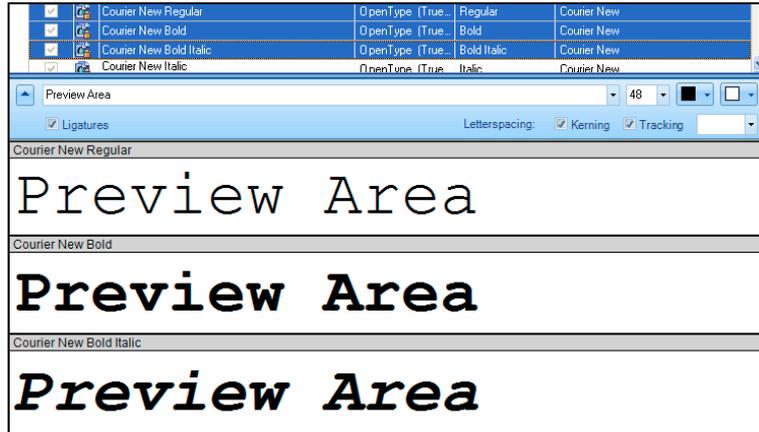
In the Preview, you can also view several fonts at the same time for comparison.

To show several subsequent fonts in the Preview at the same time:

- 1) Select the first font in the Font List.
- 2) Press and hold **Shift** and press the arrow key to select more fonts.
- 3) From the pop-up menu, select the desired preview text .
- 4) Select the desired font size.
- 5) Now the selected fonts appear in the Preview.

To display several individual fonts at a time in the Preview:

- 1) Press and hold **Ctrl** and select the desired fonts in the Font List.
- 2) From the pop-up menu, select the desired preview text.
- 3) Select the desired font size.
- 4) Now the selected fonts appear in the Preview:



Customizing the Preview

You can customize the Preview according to your needs. You can choose from different sample texts or create your own text. Further, you can change the font, color and background color of the Preview text. You can also view the font with kerning, tracking, and/or ligatures.

Changing the Sample Text in the Preview

To change the sample text in the Preview:

- From the pop-up menu, select the desired sample text.

To create your own sample text in the Preview.

- Enter your text into the Preview input field.

To change the font size:

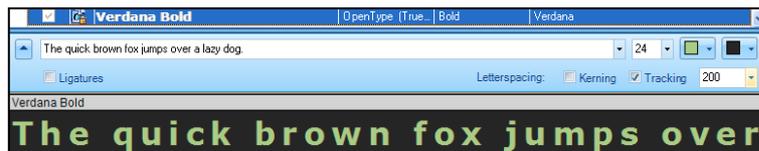
- From the pop-up menu to the right of the input field, select a font size.

To change the font color:

- 1) To the right of the pop-up menu, click the square color field.
- 2) The THEME COLORS window appears.
- 3) Select a font color.
- 4) Close the THEME COLORS window.

To change the background color:

- 2) Click the square color field on the far right.
- 3) The THEME COLORS window appears.
- 4) Select a background color
- 5) Close the THEME COLORS window.



Setting Kerning in the Preview

Kerning means adjustment of the space between a single pair of letters. The spacing is increased or decreased compared to the default character spacing because otherwise the white space between the letters would become too wide or too tight. This becomes particularly clear if you look at the letter combinations WO, VO, WA, LO. Computer fonts come with kerning tables showing the adjusted character spacing of individual letter combinations. You can choose between the default Preview and the detailed Preview shown in the Information Window (see "Setting Kerning in the Preview").

To display a sample text with kerning in the selected font:

- 1) To the left of the Preview input field, click the arrow.
- 2) Select the Kerning checkbox.

Examples

A) Font Agilita LT Pro 36 pt without kerning



B) Font Agilita LT Pro 36 pt with kerning

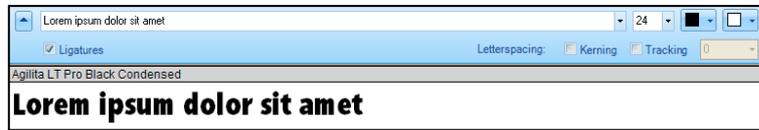


Setting Tracking in the Preview

Tracking refers to the adjustment of space between a range of characters such as a sentence, a word or an entire document. It can be either extended or reduced. In the **FontExplorer X Pro** Preview, you can display a font with tracking applied and view the corresponding appearance of the typeface.

Examples

A) Font Agilita LT Pro 24 pt with without tracking



B) Font Agilita LT Pro 24 pt with the tracking extended to 200



To display the selected font with different tracking:

- 1) Click the arrow to the left of the Preview input field.
- 2) From the pop-up menu next to the word Tracking:
 - Select the desired value or click the arrows.
 - Enter the value directly into the field

Setting Ligatures in the Preview

You can display the sample text with or without ligatures. To show a sample text in the selected font with ligatures:

- 1) Click the arrow to the left of the Preview input field..
- 2) Select the checkbox to activate ligatures-

Example

The Tahoma Bold and Times New Roman Regular fonts without ligatures to the left, with ligatures to the right.

Showing or Hiding the Preview



To show or hide the Preview do one of the following:

- In the **View** tab of the Ribbon, click



- Press **Ctrl + F2**

Exporting the Font Preview

You can export the Font Preview displayed in **FontExplorer X Pro** as a file. This will enable you to print out individual font samples and compare them. The function is useful if you are not yet sure which font combination to use in your document. You can export the Preview of one or more fonts. Depending on the export settings, either separate images (one image per font) or one image (all fonts in one image) will be generated.

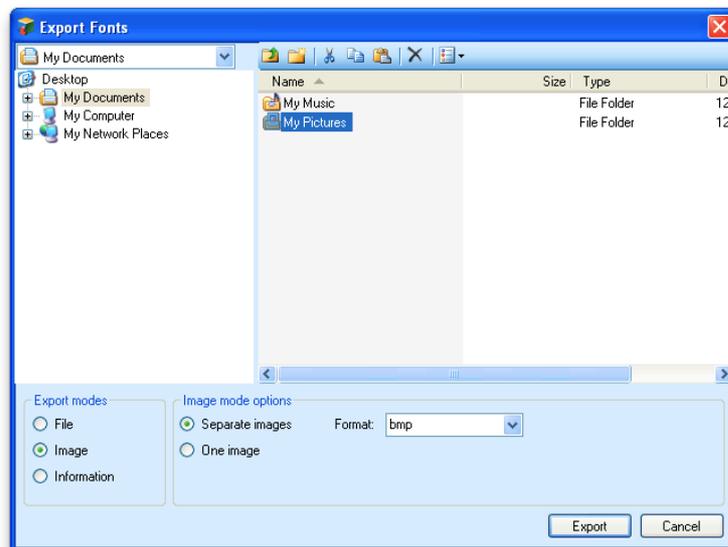
The following file formats are available: TIFF, GIF, JPG, PNG, PDF.

To export the Preview as a file:

- 1) From the Font List, select the desired font.
- 2) Set the Preview according to your needs.
- 3) Do one of the following:
 - In the **Font** tab of the Ribbon, click



- Right-click the Set or the font(s) and in the contextual menu, click **Export**.
 - Press **⇧ + Ctrl + E**.
- 4) The EXPORT FONT dialog appears:



- 5) In the EXPORT MODES area, select **Image**.
- 6) Select *Separate images* or *One image*.
- 7) From the pop-up menu, select the desired graphics format.
- 8) Select the desired folder to save the graphics.
- 9) Click **Export**.

Accessing Font Information

You can display detailed information on the fonts you want to use and also detailed properties of a certain font. You can view all characters used in a character set and their typographic measures. Further, you can display a detailed preview and view a kerning table assigned to this font. You can inspect ligatures in detail and have the possibility to set different leading values.

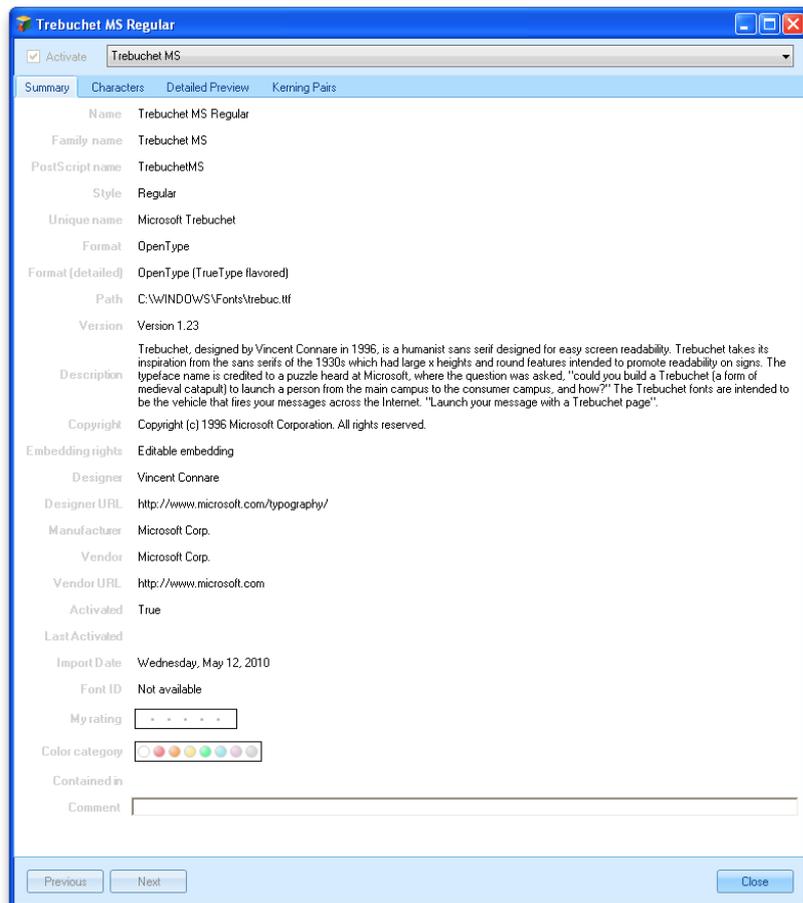
Displaying an Overview of the Font Properties

To display an overview of the font properties:

- 1) In the Font List, select the desired font.
- 2) Do one of the following:
 - In the Font tab of the Ribbon, click



- Double-click the Preview
 - Press **Ctrl + I**
- 3) The following dialog appears:



Displaying a Complete Character Set and Typographic Measures

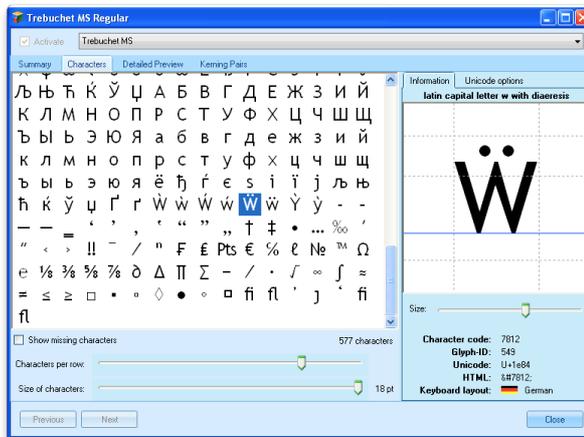
To display a complete character set and typographic measures:

- 1) In the Font List, select the desired font.
- 2) Do one of the following:
 - In the **Font** tab of the Ribbon, click

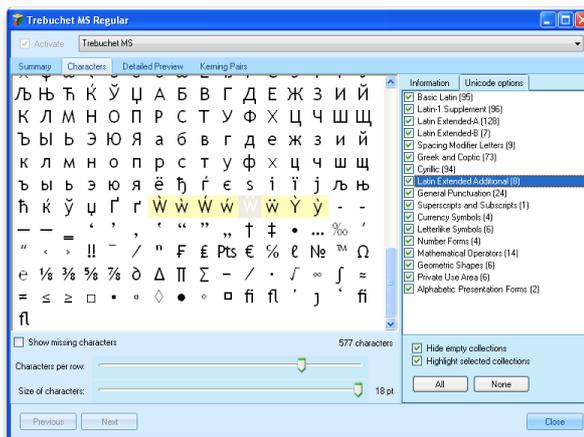


- Double-click the Preview
 - Press **Ctrl + I**
- 3) The FONT PROPERTIES dialog appears.
 - 4) Click **Characters**.

You will find detailed information on the selected character in the *Info* and *Unicode options* panes on the right side of the dialog:



- The *Information* pane shows an enlarged view of the character, the character code and more information such as Glyph-ID.
- In the *Unicode options* pane, you can select the Unicode character sets to be displayed and highlighted in the table on the left side of the dialog.



From the table, you can copy characters to use them in other applications (see also “Using Different Character Sets”).

To copy a character:

- 1) Select the desired character.
- 2) Do one of the following:
 - Right-click on the character and select **Copy**.

- Press **Ctrl + C**.

Displaying a Detailed Preview of Font Properties

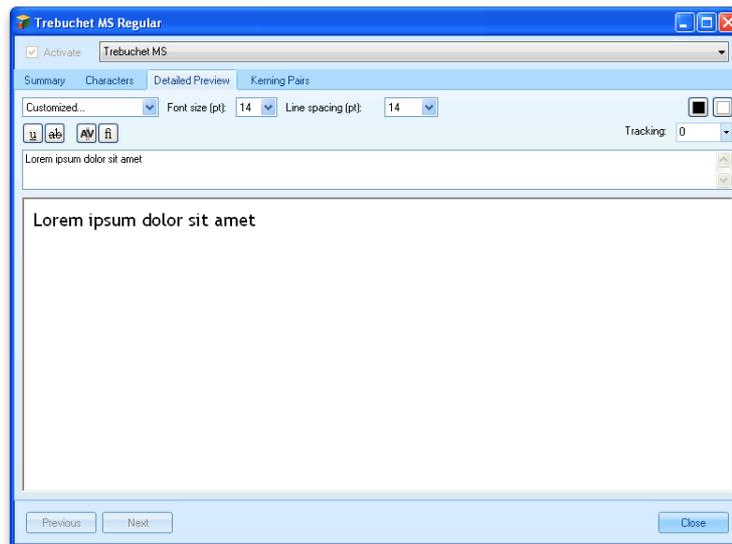
The *Detailed Preview* pane, offers a more detailed preview than that presented in the Main Window.

For further options of displaying a text in several different fonts, see “Tips and Tricks”.

Displaying a Multiline Text

To create your own sample text:

- 1) From the pop-up menu on the left select *Customized*.
- 2) Enter the text you want to have displayed.



To show a sample text in twelve different sizes from 48 pt to 6 pt:

- 1) From the pop-up menu on the left select *Waterfall*.
- 2) In the pop-up menu, select the desired sample text.



To customize the appearance of the sample text, select from the following options:

-  Select this option to underline the text
-  Select this option to strikethrough the text
-  Select this option to activate kerning
-  Select this option to activate Ligatures

Displaying the Kerning table

You can view every font for which the vendor provides a kerning table, i.e. every font for professional use, with and without kerning (see also “Setting Kerning in the Preview”. These tables can be very extensive. A filter function facilitates detection of the desired letter combination.

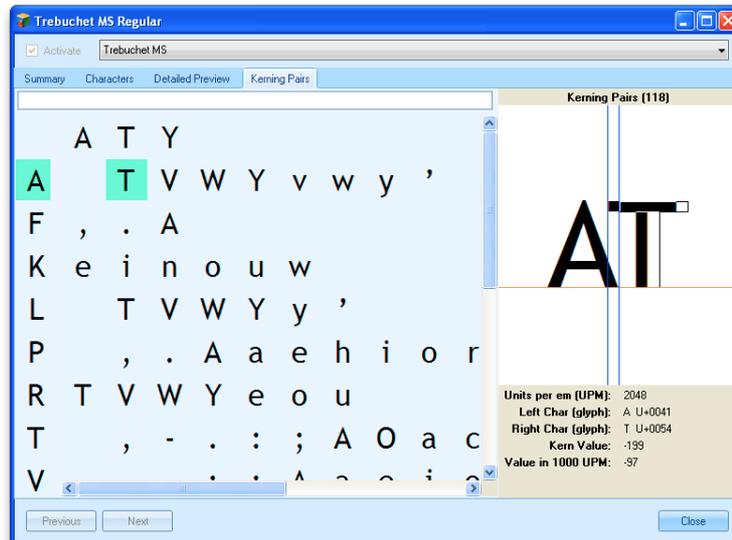
To view the kerning properties in detail:

- 1) Do one of the following:
 - In the **Font** tab of the Ribbon, click **Information**.
 - Double-click the Preview
 - Press **Ctrl + I**
- 2) The FONT PROPERTIES dialog appears.
- 3) Click **Kerning**.
- 4) In the left column of the dialog, select the first letter of the combination (here: A).
- 5) In the right column of the dialog, select the second letter of the combination in the same line (here: T).

This example shows the kerning the font vendor has provided.

To view the kerning applied to individual letter combinations:

- Enter the desired letter combination into the *Input* field.



Chapter 3

Working with Font Sets

FontExplorer X Pro allows you to arrange the fonts available on your computer and sort them according to your needs. You can create several Sets and folders for your projects and tasks which will help you to instantly find the appropriate font. For example, you can directly access every font supplied by a certain vendor, every italic font or every font you use for a certain customer.

What are Folders, Sets and Smart Sets?

The following categories are available to arrange your fonts:

Folders are used for sorting. They contain Sets which contain fonts but no fonts directly. You can sort several Sets into one folder.

Sets are used to group fonts according to your needs and to manage them. You can sort an individual font into a Set to facilitate its retrieval.

Smart Sets are used to arrange your fonts just like Sets. Unlike a Set, you do not need to sort every font into a Smart Set manually. You can rather use this function to set a permanent filter. As soon as there is a new font matching your criteria, the Smart Set will be updated automatically. This proves especially practical if one or more fonts can be sorted into several Sets. In such a case, you just define one Smart Set for each criteria and you will find everything where it belongs without creating unnecessary duplicates.

The Sets, folders and Smart Sets are listed in the FontExplorer X Pro **Source List**:

Folder, Set and Smart Set

<input checked="" type="checkbox"/>		Set	2
<input checked="" type="checkbox"/>		Folder	1
<input checked="" type="checkbox"/>		Set in a folder	1
<input checked="" type="checkbox"/>		Smart Set	5



None of these sorting functions will actually move a font physically. Though it may even be available in several Sets it will always remain at its initial filing location.

Moving Fonts into Sets and Folders

To move a font into a Set or a folder:

- From the Font List, drag the font into the desired folder or Set.
- In doing so, the following rules apply:
 - If you drag a font into a folder, a new Set named for the font will automatically be created within the folder.
 - If you drag several fonts from different families into a folder, a new Set named "Untitled Set" will automatically be created within the folder.

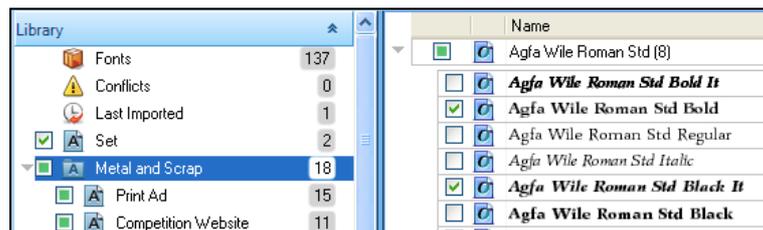


Smart Sets can also be sorted into a Folder.

Usage Example of Sets and Folders

If you work on two projects for the same customer using a different font for each project, the Sets and Folders of **FontExplorer X Pro** can be used to sort your fonts. Let us assume you run a PR agency and you have placed an ad for the car dealer Metal & Scrap. Your customer has been enthusiastic with the job you did and commissioned you to design a competition website. For the print ad you had used a serif typeface which you do not want to use with the website. Then do the following:

- 1) Create a folder named "Metal and Scrap".
- 2) In this folder, create a Set called "Print ad".
- 3) Create a second Set named "Competition Website".
- 4) Drag the fonts from the print ad folder into the "Print Ad" folder.
- 5) Drag the fonts you want to use for the website into the "Competition website" folder.



Working with Folders

Folders allow for sorting Sets. You can create several folders to manage different Sets. Sorting criteria may include, for example: customer, customer group, order, order type, etc.

Adding a Folder

To create a new folder, do one of the following:

- In the **File** tab of the Ribbon, click **Add › Folder**.
- In the Source List, right-click a folder or another spot and from the contextual menu, select **New › New Folder**.
- Press **Ctrl+ Shift + N**.

Renaming a Folder

To rename a folder:

- Right-click the folder and select **Rename**

Deleting a Folder

To delete a folder:

- 1) Select the desired folder.
- 2) Do one of the following:
 - In the **File** tab of the Ribbon, click **Remove › Folder**.
 - Right-click the folder and from the contextual menu, select **Remove Folder**.

Working with Sets

You can quickly arrange fonts into Sets sorted by task, order or project. For example, you can create a Set comprising every font used with a certain project or every font an external service provider is to work with.

You can activate or deactivate the fonts in these Sets as required, so that only the fonts actually needed will be activated (see "Activating Fonts").

Adding a Set

To create a new Set, do one of the following:

- In the **File** tab of the Ribbon, click **Add › Set**.
- In the Source List, right-click a folder or another spot and from the contextual menu, select **New › New Set**.
- Press **Ctrl + N**.

Renaming a Set

To rename a Set:

- Right-click on a Set and from the contextual menu select **Rename**.

Deleting a Set

To delete a Set:

- 1) Select the Set you want to delete.
- 2) Do one of the following:
 - In the **File** tab of the Ribbon, click **Remove › Set**.
 - Right-click the Set and select **Remove Set** from the contextual menu.



The actual font files will not be deleted by this process.

Working with Smart Sets

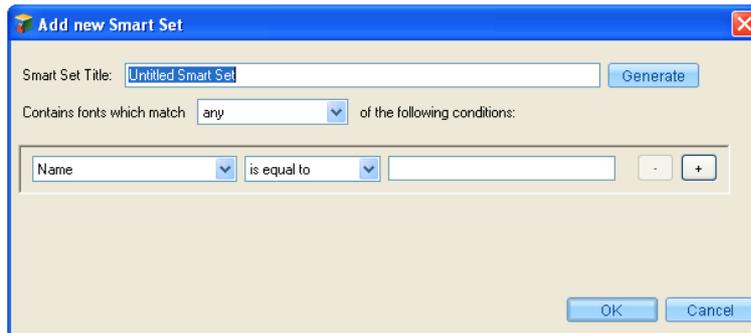
Smart Sets offer various opportunities to group fonts according to numerous attributes, regardless of where they are actually located.

Adding a Smart Set

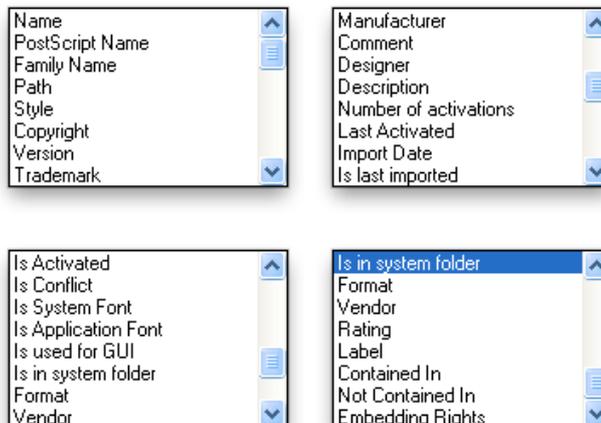
You can sort fonts by certain filter criteria (e. g., font vendor, style, customer) to arrange them into one Smart Set.

To add a Smart Set:

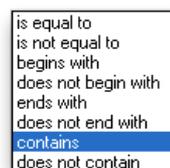
- 1) Do one of the following:
 - In the **File** tab of the Ribbon, click **Add › Smart Set**.
 - Right-click the Source List and from the contextual menu, select **New › New Smart Set**.
- 2) The following dialog appears:



- 3) Do one of the following:
 - In the field *Smart Set Title*, enter a name for the Smart Set.
 - To automatically generate a name based on the filter criteria, click **Generate**.
- 4) In the center drop-down list, select whether only one or all selected criteria need to be considered.
- 5) In the lower left drop-down list, select the desired criteria:



- 7) In the central drop-down list, select in which way the criteria is to be considered:



- 8) If necessary, enter the desired search word into the input field on the right side.
- 9) If you want to set more criteria, click the plus sign and select the desired criteria.

- 10) Click **OK**.
- 11) The Smart Set appears in the Source List.

Renaming a Smart Set

To rename a Smart Set:

- Right-click on the Smart Set and select **Rename**



Defining multiple sort criteria in a smart set may have an effect on performance. It is therefore recommended not to exceed 20 conditions for any smart set.

Deleting a Smart Set

To delete a Smart Set:

- 1) Select the Smart Set.
- 2) Do one of the following:
 - In the **File** tab of the Ribbon, click **Remove > Smart Set**.
 - Right-click the Smart Set and from the contextual menu, select **Remove Smart Set**.



The actual font files will not be deleted by this process.

Changing Selection Criteria for a Smart Set

To change the set-up criteria for a Smart Set:

- 1) Right-click the Smart Set and from the contextual menu, select **Edit Smart Set**.
- 2) In the pop-up menu, carry out the desired changes.
- 3) Adjust the name of the Smart Set to match the new criteria.
- 4) Click **OK**.



This dialog will show the criteria you have set so far.

Chapter 4

Categorizing, Classifying, Importing and Exporting Fonts

In this chapter you will learn how to use **FontExplorer X Pro** to markup, import and export a font, copy and search for a font. For further details on practical uses see “Tips and Tricks”.

Adding Comments and Allocating Labels to a Font

You can allocate individually colored labels to your fonts to help sort them by certain criteria and so allow easier retrieval. Further, you can add a comment to every font. This will help you in grouping your fonts into Sets and categories. Also, you can add a rating to every font.

Allocating a Label to a Font

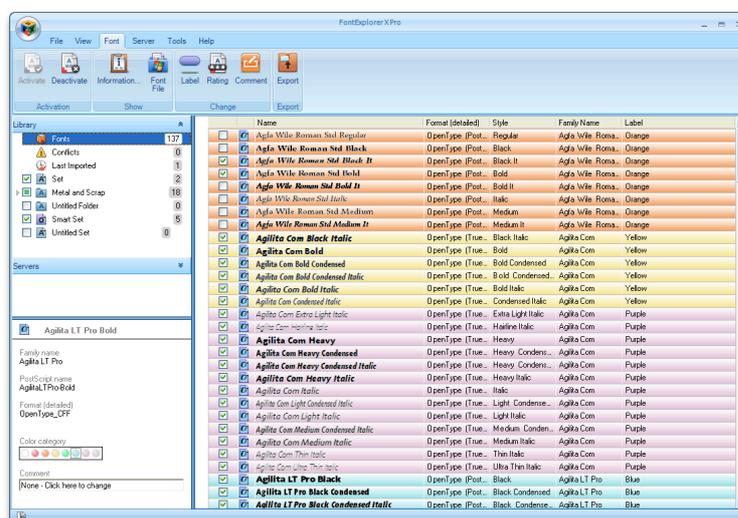
You can tag a suitcase or a font family with labels in different colors. This color marking will then appear in the Font List and facilitate orientation. You can customize the color and name of a label according to your needs (see “Settings for Labels”). There are up to seven colors to choose from.

To allocate a label to a font:

- 1) In the Font List, select the desired font, the suitcase or a font family.
- 2) Do one of the following:
 - In the **Font** tab of the Ribbon, click **Change > Label**.
 - In the contextual menu, click **Change Color Label**.
- 3) The following dialog appears:



- 4) Select the **Label** checkbox.
- 5) Select the desired color.
- 6) Click **Save**.
- 7) In the Font List, the font appears highlighted in the selected color:



Removing or Changing a Label

To remove a label:

- 1) In the Font List, select the desired font, the suitcase or a font family.
- 2) In the contextual menu, click **Label**.
- 3) Select **None**.

To change a label:

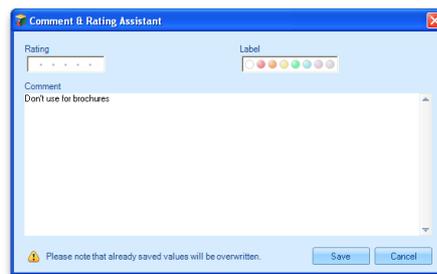
- 1) In the Font List, select the desired font, the suitcase or a font family.
- 2) In the contextual menu, click **Label**.
- 3) Select the desired color.

Adding a Comment to a Font

You can add a comment to a font which will be shown in the Information Area.

To add a comment using the menu:

- 1) In the Font List, select the desired font, the suitcase or a font family.
- 2) Do one of the following:
 - In the **Font** tab of the Ribbon, click **Change > Comment**.
 - In the contextual menu, click **Change Comment**.
- 3) The following dialog appears:



- 4) Select the **Comment** text area.
- 5) Enter the desired comment.
- 6) Click **Save**.

Removing a Comment

To remove a comment:

- 1) In the Font List, select the desired font, the suitcase or a font family.
- 2) Do one of the following:
 - In the **Font** tab of the Ribbon, click **Change > Comment**.
 - In the contextual menu, click **Change Comment**.
- 3) The following dialog appears:



- 4) Select the Comment text and delete it
- 5) Click **Save**.

Adding Ratings to a Font

You can add a rating to a font, e.g. to mark your favorite fonts. Ratings range from one to five stars. In the following, two options are described on how to add a rating.

To add a rating to a font:

- 1) In the Font List, select the desired font, the suitcase or a font family.
- 2) In the **Font** tab of the Ribbon, click **Change › Rating**.
- 3) The following dialog appears:



- 4) Click the stars and select the desired number of stars.
- 5) Click **Save**.

Removing a Rating

To remove a rating:

- 1) In the Font List, select the desired font, the suitcase or a font family.
- 2) In the **Font** tab of the Ribbon, click **Change › Rating**.
- 3) The following dialog appears:



- 4) Click on the stars until none are selected.
- 5) Click **Save**.

Importing Fonts

You can import either entire font folders or individual font files from various sources. If you try to import a font already available in **FontExplorer X**, a warning message will appear in the following cases:

- If the font has the same path.
- If the font has already been imported from another path.



This warning message needs to be activated in the import settings (see “Import Settings” .

In both cases, you can either delete the existing font and reimport it or cancel the import and continue to use the existing font.

To import one or more fonts, do the following:

- Using the mouse, drag the folder or file containing the desired font into the Source List.

Exporting Fonts

FontExplorer X Pro also allows for exporting a font, e.g. to a CD or a network folder, to make it available to other users or to customers. For more information on how to export fonts into an image file see “Exporting the Font Preview”.



Please bear in mind that the vendor’s license may exclude the passing-on of fonts to third parties.

This function is also useful if a project is finished and you want to store the related fonts with the project in your archiving system. In such a case, you can install the font directly from this file. Depending on your export settings, either a ZIP archive or a copy of the font will be created. Further, you can export an overview of the font properties into a file.

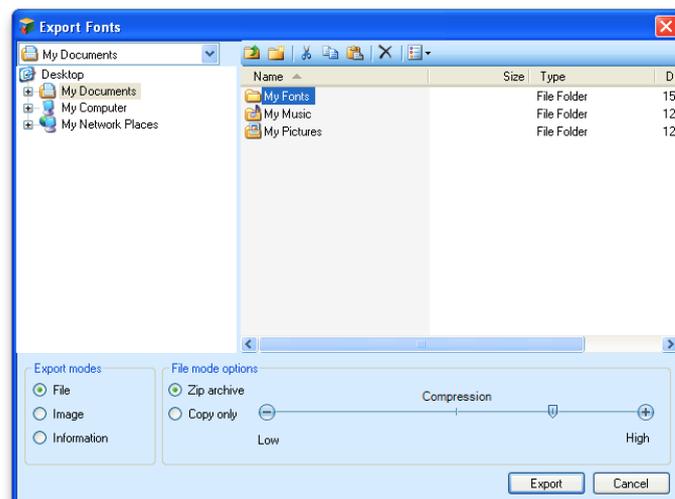


If you export a very large number of fonts at the same time, the process may take longer.

Exporting a Font from the Source List

To export a font from the Source List:

- 1) In the Source List, select a Set, Smart Set or Folder.
- 2) Do one of the following:
 - In the **Font** tab of the Ribbon, click **Export**.
 - Right-click the font or the Set(s) and from the contextual menu, select **Export**.
- 3) The following dialog appears:

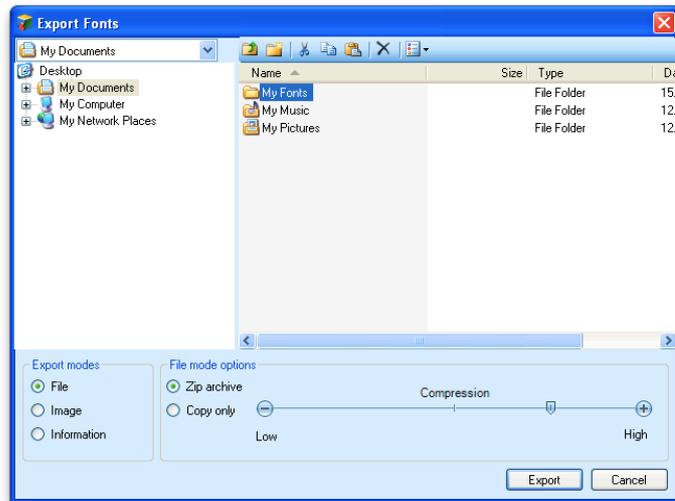


- 4) From Export Modes select **File**.
- 5) Select an export format for the font: ZIP archive or copy of the font.
- 6) Select the Compression mode
- 7) Click **Export**.

Exporting a Font from the Font List

To export a font from the Font List:

- 1) In the Font List, select one or more Fonts.
- 2) Do one of the following:
 - In the **Font** tab of the Ribbon, click **Export**.
 - Right-click the font or the Set(s) and from the contextual menu, select **Export**.
- 3) The following dialog appears:



- 4) From Export Modes select **File**.
- 5) Select an export format for the font: ZIP archive or copy of the font.
- 6) Select the Compression mode
- 7) Click **Export**.

You can also drag one or more fonts from the Font List to a location on your file system.

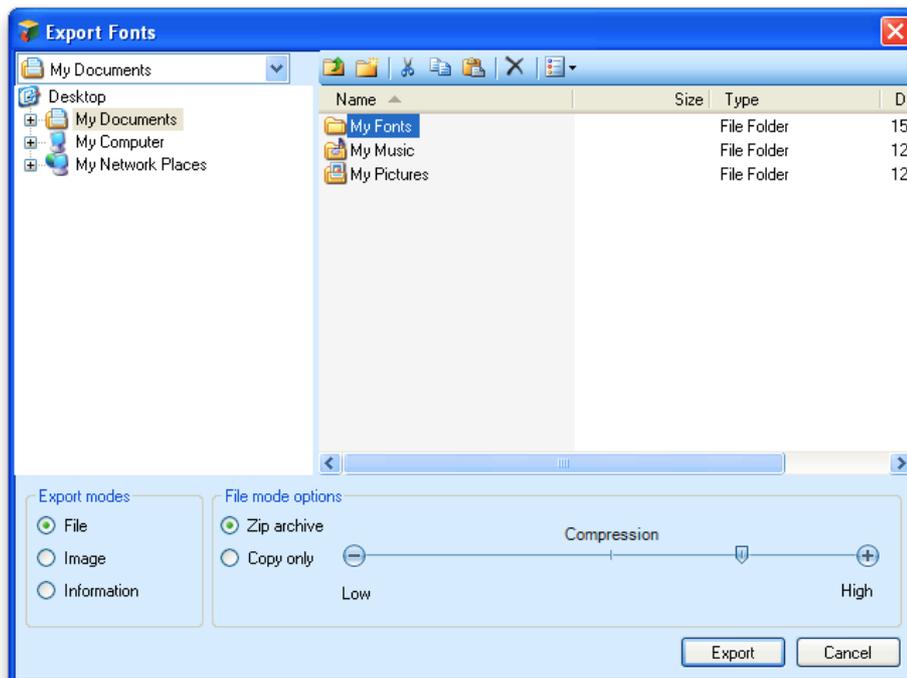
Exporting the Font Information

You can create a file containing information on the selected font, e.g. to send it to a graphic designer or a print shop you work with. This file comprises, among others, the following information:

- Name
- Format
- Font vendor
- Brand owner
- Supply source
- Type style

To create a file containing information on the font(s):

- 1) In the **Font** tab of the Ribbon, click **Export**.
- 2) The following dialog appears:



- 3) From Export Modes select **Information**.
- 4) Click Export.

Filtering your Font List

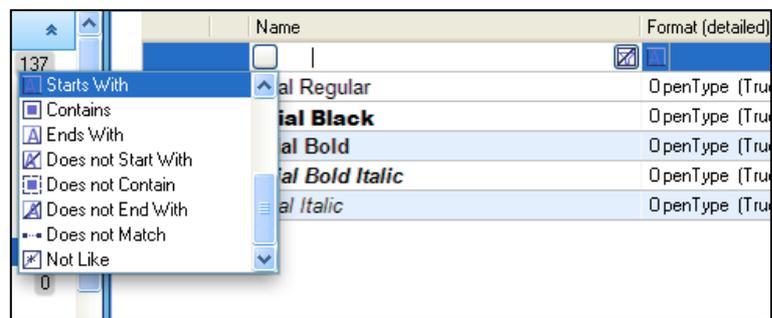
You can use **FontExplorer X Pro** to search for fonts in your possession (see also “What are Folders, Sets and Smart Sets?”).

To filter the font list:

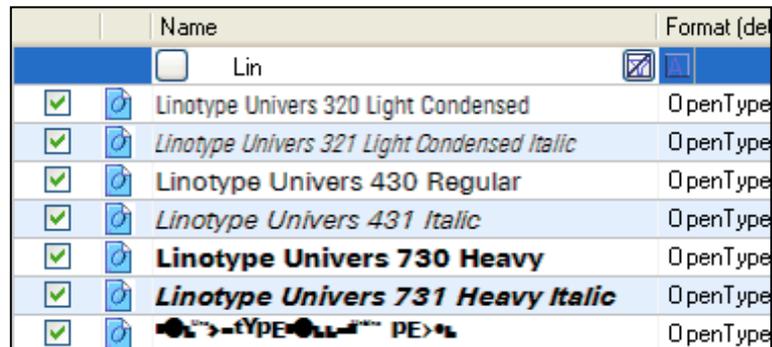
- 1) Right-click on the column header of the font list



- 2) Click **Show Filter**
- 3) Click on the button to the left of the Text field and select a search mode



- 4) Enter a text to search for into the text field



Example: this example shows all fonts starting with the string “Lin”.

Chapter 5

Managing Fonts with FontExplorer X Pro

This chapter is designed to provide an introduction to font management with **FontExplorer X Pro**. We recommend you read it as a whole. **FontExplorer X Pro** allows you to easily activate and deactivate fonts or Sets of fonts. It is fast and gives you an overview of all fonts available on your computer. When importing new fonts, you can have **FontExplorer X Pro** organize your font files via a management folder. You can also leave the font files where they are. If you have already sorted your font files in the File System, you can drag these folders into the Source List of **FontExplorer X Pro**. They will appear in the same order within **FontExplorer X Pro**.

Activating Fonts

Not all fonts available on your computer need to be constantly stored in your main memory: this would take up a lot of resources and reduce your computer's performance. Therefore, **FontExplorer X Pro** allows you to activate and deactivate fonts as needed. For example you can activate just the fonts you need for your current project and deactivate other fonts until you need them again (see also "Enabling Application Font Requests").



A warning is displayed when you try to activate a font whose PostScript name is already used by an installed and activated font. Follow the instructions in the warning message. This warning can be deactivated in the Monitoring Preferences.

Activating one or Several fonts

To activate a single font:

- In the Font List, select the checkbox to the left of the font name.

To activate one or several fonts:

- 1) In the Font List, select one or several fonts
- 2) Do one of the following:
 - In the **Font** tab of the Ribbon, click **Activation > Activate**
 - Select the checkbox to the left of the font name

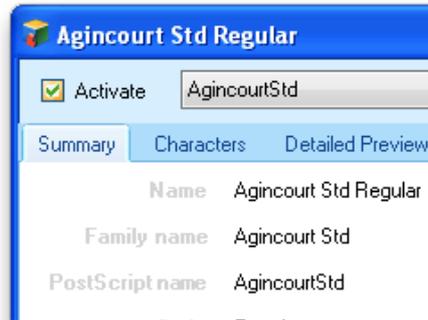
	Name	Format (detailed)	Style	Family Name	Label
<input type="checkbox"/>	Agincourt Std Regular	OpenType_CFF		Agincourt Std	
<input checked="" type="checkbox"/>	Agincourt Std Regular	OpenType (Post_)	Regular	Agincourt Std	
<input checked="" type="checkbox"/>	Agogo LT Pro Regular	OpenType_CFF		Agogo LT Pro	
<input checked="" type="checkbox"/>	Agrafie Com Regular	OpenType_TT		Agrafie Com	
<input checked="" type="checkbox"/>	Airam LT Std Regular	OpenType_CFF		Airam LT Std	
<input checked="" type="checkbox"/>	Airstream ITC Std (1)	OpenType_CFF		Airstream ITC Std	
<input checked="" type="checkbox"/>	Arial (5)	OpenType_TT		Arial	
<input checked="" type="checkbox"/>	Comic Sans MS (2)	OpenType_TT		Comic Sans MS	
<input checked="" type="checkbox"/>	Courier New (4)	OpenType_TT		Courier New	
<input checked="" type="checkbox"/>	Estrangelo Edessa Regular	OpenType_TT		Estrangelo Edes...	
<input checked="" type="checkbox"/>	Franklin Gothic Medium (2)	OpenType_TT		Franklin Gothic...	Orange
<input checked="" type="checkbox"/>	Frutiger LT Com (6)	OpenType_TT		Frutiger LT Com	
<input checked="" type="checkbox"/>	Gautami (1)	OpenType_TT		Gautami	
<input checked="" type="checkbox"/>	Georgia (4)	OpenType_TT		Georgia	
<input checked="" type="checkbox"/>	Impact (1)	OpenType_TT		Impact	
<input checked="" type="checkbox"/>	Kartika (1)	OpenType_TT		Kartika	
<input checked="" type="checkbox"/>	Latha (1)	OpenType_TT		Latha	
<input checked="" type="checkbox"/>	Linotype Univers (6)	OpenType_TT		Linotype Univers	
<input checked="" type="checkbox"/>	LinotypeLibraryLogo (1)	OpenType_TT		LinotypeLibraryL...	
<input checked="" type="checkbox"/>	Lucida Console (1)	OpenType_TT		Lucida Console	
<input checked="" type="checkbox"/>	Lucida Sans (4)	TrueType_PC		Lucida Sans	

To activate one or several fonts via the contextual menu:

- 1) Control-click a selection in the Source List or in the Font List.
- 2) In the contextual menu, click **Activate**.

To activate one or several fonts via the Information Window:

- 1) In the **Font** tab of the Ribbon, click **Information**.
- 2) The Information Window appears.
- 3) Select the checkbox to the left of the font name.



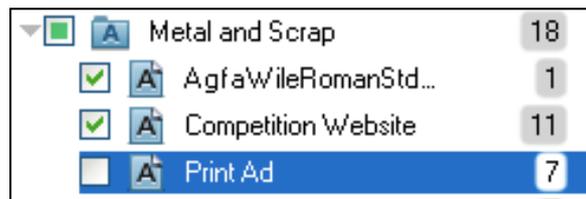
A warning is displayed when you try to activate a font whose PostScript name is already used by an installed font. In this case, follow the instructions in the dialog.

Activating Font Sets

You can activate entire font Sets at a time. This is useful when you have grouped all fonts for your current client project in one Set.

To activate all fonts in a Set:

- In the Source List, select the checkbox to the left of the Set.



Deactivating Fonts

You can use **FontExplorer X Pro** to deactivate all fonts on your computer apart from the system fonts located in the *WINDOWS/FONTS* folder

To deactivate one or several fonts:

- 1) In the Font List, select one or several fonts.
- 2) Do one of the following:
 - In the **Font** tab of the Ribbon, click **Activation > Deactivate**.
 - In the Font List or in the Source List, deselect the checkbox next to the font name.

To deactivate one or several fonts via the contextual menu:

- 1) Right-click a selection in the Source List or in the Font List.
- 2) In the contextual menu, click **Deactivate**.

To deactivate the currently selected font:

- Select the checkbox in the upper left corner of the Information Window.

Deactivating Font Sets

To deactivate all fonts in a Set:

- In the Source List, select the checkbox to the left of the Set.

Finding Font File Locations

To find out where a font file belonging to a font is stored, you can display the contents of the parent path or the file path.

To display the folder where the font file is stored:

- 1) In the Font List, select the desired font.
- 2) Do one of the following:
 - In the **Font** tab of the Ribbon, click **Show › Font File**.
 - Right-click on the font and select **Reveal in Windows Explorer**
- 3) The folder containing the font file will be opened in the Windows Explorer.



Be careful not to select an entire font family, otherwise an Explorer window will be opened for each font in the family.

You can also display the font file location in the Font List.

To display the file path in the Font List:

- In the Font List, show the Path column (see “Customizing the Font List”).

To export the file location for an individual font or a font Set:

- 1) Right-click the font or the font Set and select **Copy Path to Clipboard** in the contextual menu.
- 2) Open an application – e.g. a text processor – and insert the path.

Where are the Font Files Stored?

You can use **FontExplorer X Pro** in different ways: You can use a filing system of your own for your font files and access fonts quickly and easily via **FontExplorer X Pro**. If you have already created a well-organized filing system for your font files you can continue to use it with **FontExplorer X Pro**.

Maybe you haven't thought about where your fonts are stored in your file system? In this case you can have **FontExplorer X Pro** manage the entire organization of your font files. Simply use the font management folder. To do this, activate this option either during the installation or later (see “Setting up and Using the Font Management Folder”). If you choose this option, new font files will be copied or moved to a font management folder. You can choose the location of this folder. To access these files, use **FontExplorer X Pro**.



Tip: If you copy additional fonts to your computer, do not use the systems fonts folder. Use the font management folder offered by **FontExplorer X Pro** instead (see “Setting up and Using the Font Management Folder”). When you activate this option, new fonts imported into **FontExplorer X Pro** will be automatically stored in that folder.

Types of Digital Fonts

There are many different formats for digital fonts. **FontExplorer X Pro** allows you to manage all these font formats. For some (older) font formats, font information can be spread over several files. **FontExplorer X Pro** makes it easier for you to manage these fonts.

Windows stores different types of digital fonts in several ways. Therefore, it is useful to know the differences. File names with or without extensions can occur. Here is an overview of the formats most commonly used on Windows:

PostScript (Type1): With this format, font data is distributed over several files, usually a bitmap file and a file containing the printer characters sets, sometimes an AFM file containing metrical data of the font. When the second file is missing, the fonts will be displayed correctly on

the screen. However, printouts will be faulty (see “How Do I Recognize Font Properties?”. The file extension (if any) is PS.

TrueType: With this format, all font information is stored in one file. TrueType fonts for Mac are not PC-compatible. The file extension (if any) is TTF.

OpenType: OpenType is a platform-independent format that allows easy font exchange between Mac and PC systems. All font data for OpenType fonts is contained in one file. There are two types of OpenType fonts:

OpenType (PostScript flavored): The data for the font glyphs is stored in the same way as with PostScript fonts with this format. The file extension for this format is OTF.

OpenType (TrueType flavored): The data for the font glyphs is stored in the same way as with TrueType fonts with this format. The file extension for this format is TTF.

TrueType Collection: A TrueType Collection (TTC) is a file containing several fonts in TrueType format. This format is frequently used for Far Eastern fonts when the Latin portion of the character set is needed.

Cleaning up the Organized Font Folder

If you have activated the Organized Font Folder, all fonts are managed via this folder (see “Where are the Font Files Stored?” and “Setting up and Using the Organize Font Folder”).

You can clear up this folder and delete duplicate fonts as well as fonts deleted from the **FontExplorer X Pro** database that are no longer needed.

To clear up the font management folder:

- 1) In the **Tools** tab of the Ribbon, click **Clean › Organized Font Folders**.
- 2) Read the warning message carefully.
- 3) Click **OK**.
- 4) All duplicate fonts and fonts that are no longer needed will be moved to the Trash.

Cleaning up the System Fonts Folder

When you install new programs on your computer, additional fonts may be installed in your Windows Fonts folders as well. These fonts should be removed from those folders, as they are automatically loaded on system startup. This could slow down the system unnecessarily.

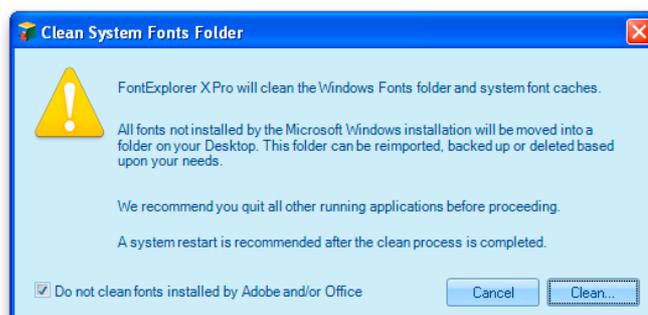
FontExplorer X Pro helps you to easily clean up these system folders from time to time and to remove all fonts from the system font folders that are not standard fonts of the operating system. After this cleanup procedure, a restart is necessary.



Read the warning message carefully. You should close all applications that could use fonts from these folders before starting the cleanup procedure.

To clean up the system font folders:

- 1) Close all application programs that use fonts.
- 2) In the **Tools** tab of the Ribbon, click **Clean › System Font Folder**.
- 3) The following dialog appears:





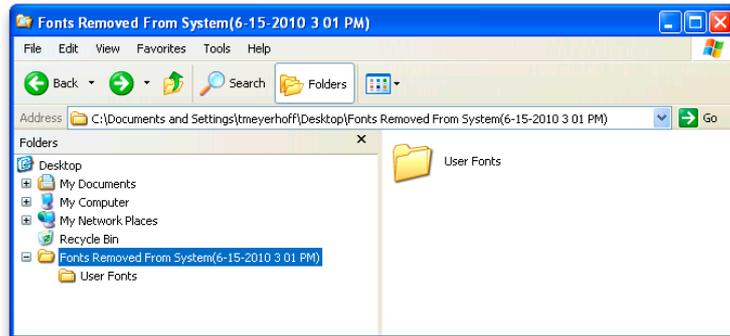
After cleaning up the Windows fonts folder, the system should be restarted.

- 4) Click **Clean**.
- 5) All fonts that were not installed during installation of Windows are moved into a folder named *Fonts Removed From System* on your desktop.

Now you must decide where you want to store those fonts. For more information read the "Where are the Font Files Stored?".

To sort the fonts in **FontExplorer X Pro**:

- 1) Open the *Fonts Removed From System* folder on your desktop.
- 2) A view similar to this appears:



- 3) Do one of the following:
 - Drag the fonts from the folder to the desired Set in the Source List.
 - Drag the fonts to the *Sets* area of the Source List. A new Set will be created automatically.



The folders will remain in their storage location. You can have **FontExplorer X Pro** manage all of your fonts. To do this, either activate this option during the installation of **FontExplorer X Pro** or later (see "Advanced Settings").

Chapter 7

Setting up FontExplorer X Pro According to your Requirements

You can set up **FontExplorer X Pro** according to your requirements. For example, you can set up a font management folder that helps you to organize all your fonts. You can also customize the display of information and functions in the Main Window such as the Information Area and the Font List.

Further, you have numerous possibilities to set up **FontExplorer X Pro's** behavior when importing and exporting fonts, for font requests from other applications and for activation and deactivation of fonts.

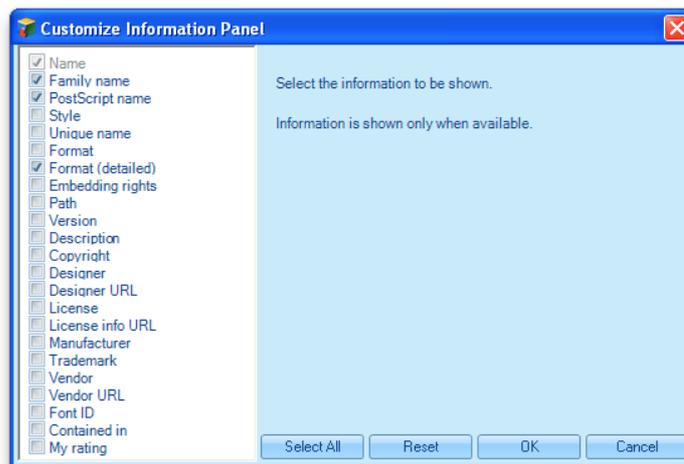
Customizing the Information Area

You can customize the Information Area when needed. You can show or hide information according to its relevance to you.



To customize the Information Area:

- 1) Do one of the following:
 - In the **View** tab of the Ribbon, click **Information > Customize**.
 - Right-click the Information Area and select *Customize*.
- 2) The following dialog appears:



- 3) Select the checkbox next to the information that you want to display.
- 4) Click **OK**.



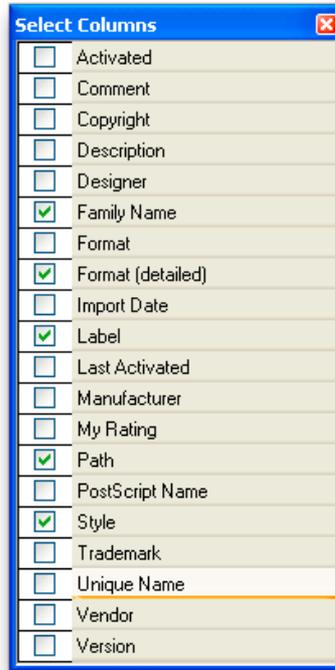
If the Information Area is not visible, you will need to display it (see „Showing or Hiding the Information Area“).

Customizing the Font List

You can customize the information displayed in the Font List to suit your requirements, for example, if you work with comments a lot, you can display the comments.

To customize the Font List:

- 1) Right-click the title bar of the Font List and select *Column Chooser*.
- 2) The following dialog appears:



- 3) Select the information you want to display.
- 4) The information is now displayed in the Font List.

Showing a Counter in the Source List

You can display a counter that shows how many fonts are contained in the Library or a Set or Smart Set.

To show the counters:

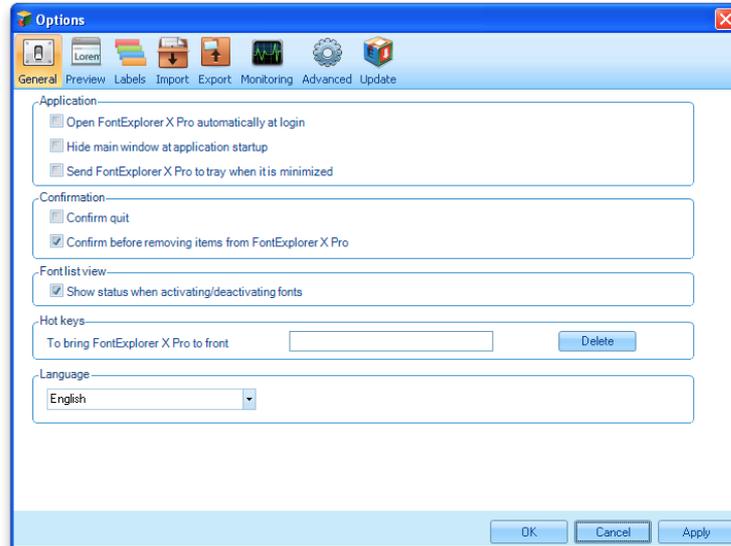
- In the **View** menu, click **Configure Source List** › **Counters**.

General Settings

You can define basic settings for the behavior of FontExplorer X Pro.

To define basic settings for FontExplorer X Pro:

- 1) In the **FontExplorer X Pro** menu, click **Options**.
- 2) Click **General**.
- 3) Choose the desired options by selecting the corresponding checkboxes.



Open Font Explorer X automatically at login: When you log in to your user account, FontExplorer X Pro will be launched automatically.

Hide Main window at application startup: The Main Window of FontExplorer X Pro will be hidden when you launch the application.

Send FontExplorer X Pro to tray when it is minimized: FontExplorer Pro will be available in the Windows tray when the main Window is minimized.

Confirm quit: When you activate this option, you have to confirm before quitting FontExplorer X Pro to avoid an accidental shutdown of the application.

Confirm before removing items from FontExplorer X Pro: When this option is selected, you have to confirm each time you want to delete a Font, Set, Smart Set or folder in order to avoid accidental deletion.

Show status when activating/deactivating fonts:

You will see a status message showing that fonts are currently activated/deactivated

Hotkeys: You can customize the keyboard shortcut to bring FontExplorer X Pro to the front.

To customize the keyboard shortcut:

- 1) Click in the *Type hotkey* field.
- 2) Press the desired key combination.

Language: Select the language of FontExplorer X Pro's interface. By default the system language is used.

Advanced Preview Preferences

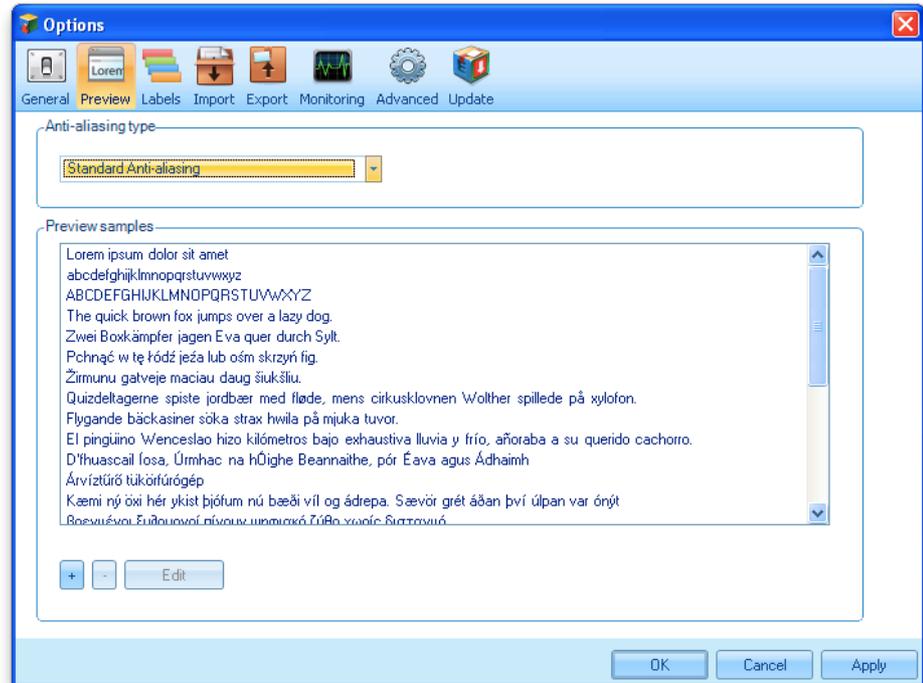
You can select or define a sample text that is used for the font preview.



The examples usually use all letters of the alphabet.

To add a sample text:

- 1) In the **FontExplorer X Pro** menu, click **Options**.
- 2) Click **Preview**.



- 3) Click **+** below the table.
- 4) Enter your text.
- 5) Click **OK**.

To delete a sample text:

- 1) Select the line with the sample text you want to delete.
- 2) Click **-** below the table.

To change a sample text:

- 1) Select the line with the sample text you want to change.
- 2) Click **Edit** below the table.

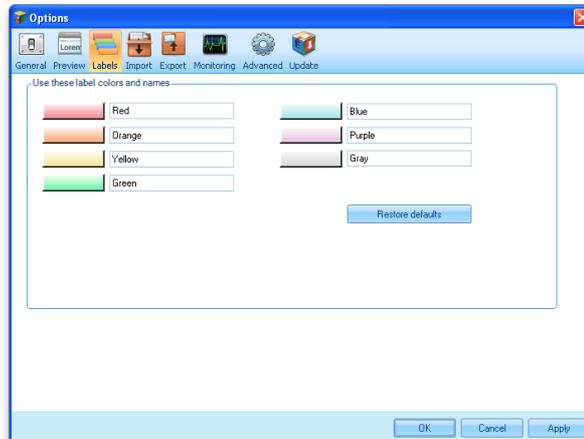
To change the type of Anti-aliasing, select *Standard Anti-Aliasing* or *ClearType* from the menu.

Settings for Labels

You can define colors as well as names for labels

To change a color:

- 1) In the **FontExplorer X Pro** menu, click **Options**.
- 2) Click **Labels**.



- 3) Click a color field.
- 4) The color selection dialog appears.
- 5) Change the color as you like.
- 6) Change the name of the color in the entry field.

To restore the default colors for labels:

- Click **Restore Defaults**.

When you have completed your changes click **OK**.



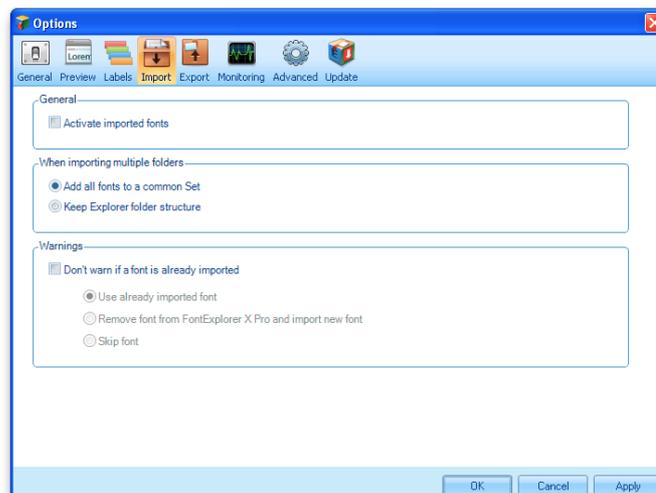
You cannot undo this process.

Import Settings

You can define how FontExplorer X Pro will behave when importing fonts.

To change import settings:

- 1) In the **FontExplorer X Pro** menu, click **Options**.
- 2) Click **Import**.
- 3) Select the desired options described in the following section:



Activate imported fonts: When this checkbox is selected, all imported fonts are activated automatically.



If you import many fonts that are activated automatically, this can slow down your system

When importing multiple folders:

Add all fonts to a common Set: When you drag several selected folders into the Source List at the same time, one Set is created for all of them.

Keep Explorer folder structure: When you drag several selected folders into the Source List at the same time, one Set is created for each of them.

Warnings:

Don't warn if a font is already imported: No warning message will be displayed when a font you want to import already exists in FontExplorer X Pro.

FontExplorer X Pro will treat the font according to the following:

Use already imported font: The font will not be imported and the existing font will be used instead.

Remove font from FontExplorer X Pro and import new font: The existing font will be deleted from FontExplorer X Pro and replaced with the new one.

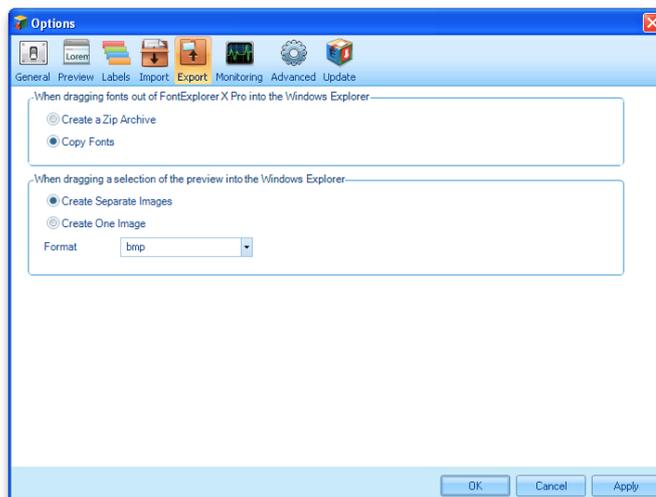
Skip font: The font will be ignored and the import will be continued.

Export Settings

Here you define how FontExplorer X Pro will behave when exporting fonts. You can copy the fonts uncompressed or create a ZIP archive.

To change the export settings for FontExplorer X Pro:

- 1) In the **FontExplorer X Pro** menu, click **Options**.
- 2) Click **Export**.
- 3) Select the desired options described in the following section:



When dragging fonts out of FontExplorer X Pro into the Windows Explorer

Create a zip archive: A ZIP archive will be created containing the exported fonts.

Copy Fonts: The fonts will be copied uncompressed.

When dragging a selection of the Preview into the Windows Explorer

Create Separate Images: When you choose this setting, a separate image file will be created for each selection you drag into the Windows Explorer.

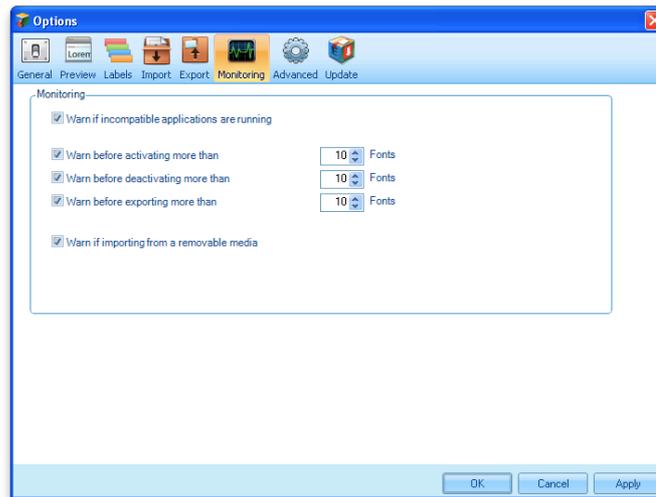
Create one image: When you choose this setting, a common image file will be created for the entire selection you drag into the Windows Explorer (see "Using the Preview to Compare Different Fonts").

In the **Format** pop-up menu, you can choose a format for the exported graphics. Available formats are BMP, GIF, PDF, JPG and PNG.

Monitoring Settings

You can set **FontExplorer X Pro** to display a warning message, e.g. when activating or deactivating fonts or when other font management applications are active at the same time. To set your Monitoring preferences:

- 1) In the **FontExplorer X Pro** menu, click **Options**.
- 2) Click **Monitoring**.
- 3) Select the desired options described in the following section:



Warn if incompatible applications are running: When this option is activated, FontExplorer X Pro displays a warning message when another font management application is detected that might be incompatible with FontExplorer X Pro.

Warn before activating more than a set number of fonts: The more fonts that are activated at a time, the longer the activation will take. Select this option to display a warning message when you try to activate more than the set number of fonts at a time. The default setting is 10.

Warn before deactivating more than a set number of fonts: The more fonts that are deactivated at a time, the longer the deactivation will take. Select this option to display a warning message when you try to deactivate more than the set number of fonts at a time. The default setting is 10.

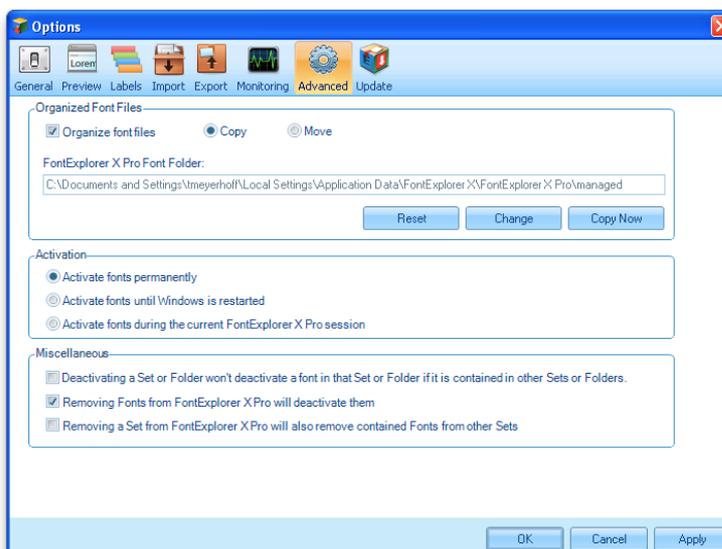
Warn before exporting more than a set number of fonts: The export process takes longer when more fonts are exported at a time. Select this option to display a warning message when you try to export more than the set number of fonts at a time. The default setting is 10.

Warn if importing fonts from a removable media: When this option is activated, a query dialog will ask you, whether you really want to import fonts from a removable medium (CD, DVD, Server). If you have not activated the "Manage font files" function (see "Setting up and Using the Font Management Folder"), FontExplorer X Pro will lose access to the fonts once the medium is removed. Other applications will not be able to access them (see "Importing Fonts from a CD, DVD or Another Removable Medium").

Advanced Settings

FontExplorer X Pro allows you to make various advanced settings. You can create a font management folder, that allows you to manage all installed fonts (see “Setting up and Using the Font Management Folder”). To make advanced settings:

- 1) In the **FontExplorer X Pro** menu, click **Options**.
- 2) Click **Advanced**.
- 3) Select the desired options described in the following section:



Copy: All fonts will be saved to folders in FontExplorer X Pro. They continue to be available at their original location.

Move: All fonts will be saved to folders in FontExplorer X Pro. The font files will be deleted at their original location.

To reset the storage location to where font files are copied or moved to the default location:

- Click **Reset**.



Fonts in that folder will be preserved.

To change the storage location the font files are copied or moved to:

- Click **Change**.

To copy or move all currently loaded fonts (apart from the system fonts) from FontExplorer X Pro to the currently selected folder:

- Click **Copy now** or **Move now**.

Deactivating a Set or Folder won't deactivate a font in that Set or Folder if it is contained in other Sets or Folders: When you deactivate a Set whose fonts are also contained in other Sets, those fonts will not be deactivated.

Removing fonts from FontExplorer X Pro will deactivate them: Here you decide whether you want to deactivate fonts when they are removed from FontExplorer X Pro. If you leave the fonts activated, they will be reimported when you re-launch FontExplorer X Pro.

Removing a Set from FontExplorer X Pro will also remove contained fonts from other Sets: This is relevant for fonts that are contained in various Sets. When this function is activated, removing a Set will result in those fonts also being removed from the other Sets they belong to.

Setting up and Using the Font Management Folder

You can use a font management folder to manage all fonts installed on your computer in **FontExplorer X Pro** (apart from the system fonts). The font files of all newly imported fonts will then be copied to this folder. You can set up this folder during the installation of **FontExplorer X Pro** or you can activate it later. When the option is not activated, fonts are not managed and they remain at their original location.

To use the font management folder:

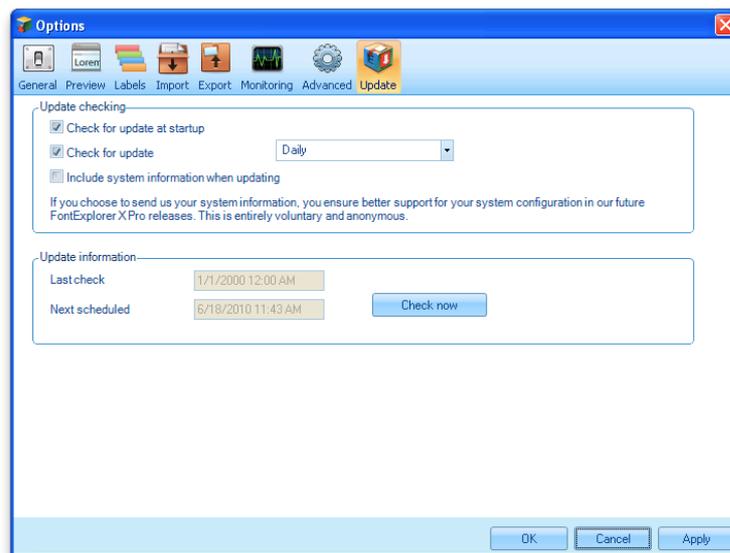
- 1) In the **FontExplorer X Pro** menu, click **Options**.
- 2) Click **Advanced**:
- 3) Activate the *Organize font files* option.

Update Settings

FontExplorer X Pro offers an integrated update function that allows you to keep your software up-to-date.

To change the update settings:

- 1) In the **FontExplorer X Pro** menu, click **Options**.
- 2) Click **Update**.
- 3) Select the desired options described in the following section:



Check for update at startup: When this option is activated, **FontExplorer X Pro** will automatically search for updates on startup.

Check for update at certain intervals: Here you can set a schedule for **FontExplorer X Pro** to search for updates. You can set an hourly, daily, weekly or monthly update.

Include system information when updating: When this option is activated, **FontExplorer X Pro** will send information about your system such as CPU, RAM, clock rate, operating system and the installed version of **FontExplorer X Pro** to Linotype.



Linotype respects your privacy. If you send your system information to us, we can take your configuration into account for future versions. The procedure is anonymous and voluntary.

Chapter 8

Using Additional Tools and Functions

In addition to the standard functions you have become acquainted with in the previous chapters, FontExplorer X Pro offers you several other possibilities.

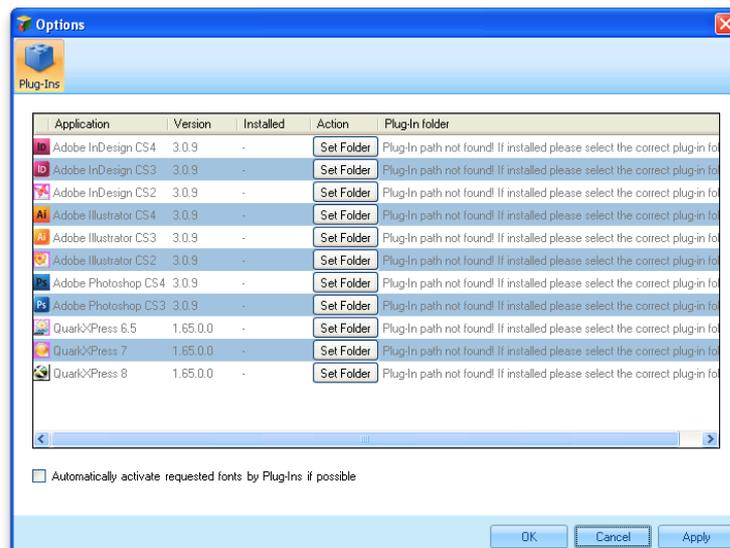
Making Fonts Available for Other Applications

FontExplorer X Pro makes it easy for you: If you choose the corresponding settings, fonts that are required by frequently used applications will be activated automatically – without any bothersome query dialogs. FontExplorer X Pro offers program extensions (plug-ins) for processing font requirements from the following applications:

- Adobe InDesign CS2, Adobe InDesign CS3, Adobe InDesign CS4
- Adobe Illustrator CS2, Adobe Illustrator CS3, Adobe Illustrator CS4
- Adobe Photoshop CS3, Adobe Photoshop CS4
- QuarkXPress 6.5, 7.x., 8.x

To make fonts available to other applications:

- 1) In the **Tools** tab of the Ribbon click **Plug-Ins › Plug-In Manager**
- 2) The following dialog appears:



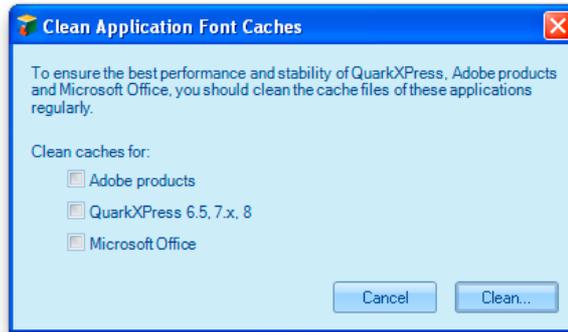
- 3) Select the desired Plug-In.
- 4) If the application program could not be found by FontExplorer X Pro, double-click the name of the relevant application and choose the file path.
- 5) Click **Install**.
- 6) Now, specify the activation option:
 - **Automatically activate fonts requested by Plug-Ins if possible** – if you select this checkbox, all fonts required by the specified applications will be activated automatically, provided that they are available on the computer.
- 7) Click **OK**.

Cleaning Application Font Caches

QuarkXPress, Microsoft Office and the Adobe products store their own font caches. To ensure these programs' performance and stability, you should clean the corresponding font caches regularly.

- 1) To clean the font caches:

- 2) In the **Tools** tab of the Ribbon, click **Clean › Application Font Caches**
- 3) The following dialog appears:



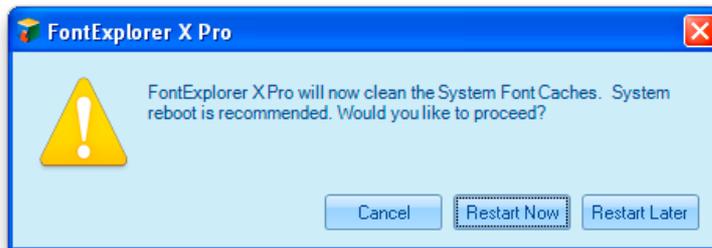
- 4) Select the applications whose font caches you want to clean.
- 5) Click **Clean**.
- 6) When the font caches have been cleaned, confirm with **OK**.

Cleaning System Font Caches

If there is an unexpected problem displaying a font, this may be caused by the Windows system font caches.

To clean the system font caches:

- 1) Close all applications.
- 2) In the **Tools** tab of the Ribbon, click **Clean › System Font Caches**



- 3) A system reboot is recommended. Decide if you want to do that immediately or later and click the corresponding button.
- 4) All listed cache folders will be deleted.

Saving and Loading Configurations

You can store your current **FontExplorer X Pro** configuration and import it later. This allows you to put **FontExplorer X Pro** in a specific state. This may be useful if you always want to use a particular configuration for a customer. Specifying the appropriate configuration, you can ensure that you will always use the same fonts for that customer.

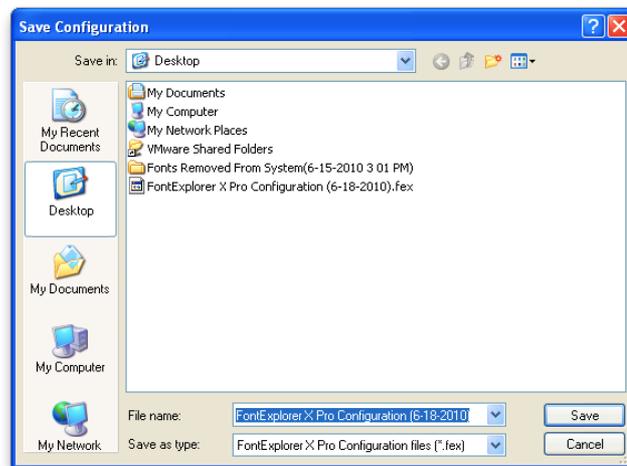


The configuration contains only the option settings, Sets and Smart Sets, not the fonts! If you delete fonts from your system, you cannot restore them by importing a configuration

Saving a Configuration

To save a **FontExplorer X Pro** configuration:

- 1) In the **File** tab of the Ribbon, click **Configuration > Save**.
- 2) The following dialog appears:

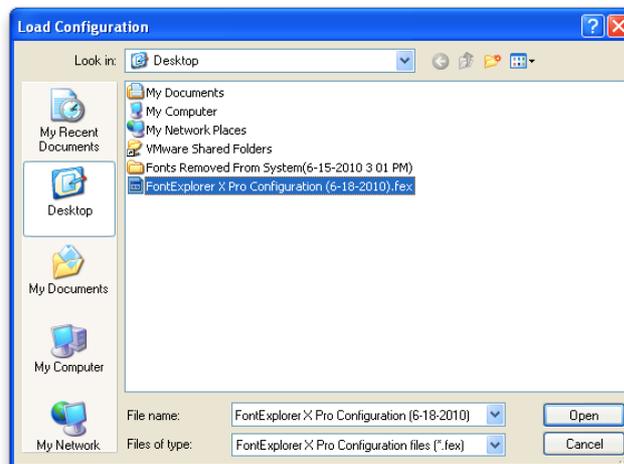


- 3) Enter a name for the configuration.
- 4) Choose a storage location.
- 5) Click **Save**.

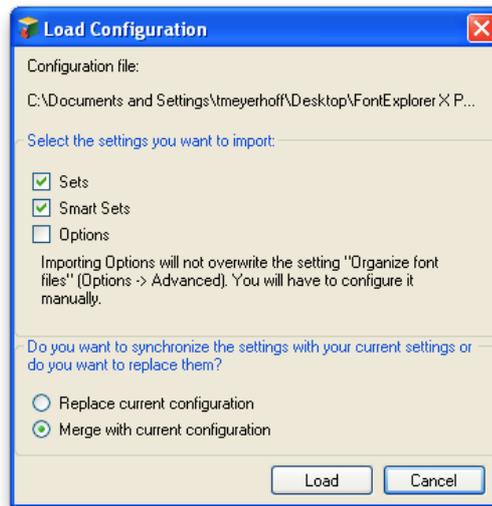
Loading a Configuration

To load a **FontExplorer X Pro** configuration:

- 1) In the **File** menu, click **Configuration** and then **Load**.
- 2) The following dialog appears:



- 3) Select a configuration file (.fex) and click **Open**.
- 4) The following dialog appears:



- 5) Select the checkboxes next to the parts of the configuration file that you want to import (Sets, Smart Sets, Options).
- Choose **Replace current configuration** if the imported configuration should replace the current configuration.
 - Choose **Merge with current configuration** if the configurations should be combined. In this case, all Sets and Smart Sets from both configurations will appear in the new configuration.

Database Maintenance

FontExplorer X Pro uses an internal database to store all information about the fonts installed on your computer. After working with FontExplorer X Pro for some time, this database may contain files that are no longer needed. Since an unnecessarily large database slows down the startup of FontExplorer X Pro, it is recommended to remove the files that are no longer needed and to optimize the database

To optimize the database, do the following:

- In the **Tools** tab of the Ribbon, click **Database > Optimize**

To clean the database from orphaned entries, do the following:

- In the **Tools** tab of the Ribbon, click **Database > Clean**

System Font Folder Maintenance

If a font was activated or deactivated in another font management application and you continue working with FontExplorer X Pro, FontExplorer X Pro must redetermine the fonts' status (activated or deactivated) and checks their location.

This function reloads the Font List and the fonts' status.

Also use this function if fonts were moved within the Windows Explorer.

To refresh the font list:

- In the **Tools** tab of the Ribbon, click **Refresh Fonts**.

To clean the System Font Folder:

1. In the **Tools** tab of the Ribbon, click **Refresh Fonts**.
2. The following dialog appears



3. Click clean

Chapter 10

Problem Solving

Using **FontExplorer X Pro** is straightforward. Sometimes, however, **FontExplorer X Pro** may detect errors that occur when using a font. For example, the same font may exist multiple times on the computer. In these cases, you can use **FontExplorer X Pro** to solve the problem.

Further, a font may be listed in a **FontExplorer X Pro** Set, but no longer exists on the computer.

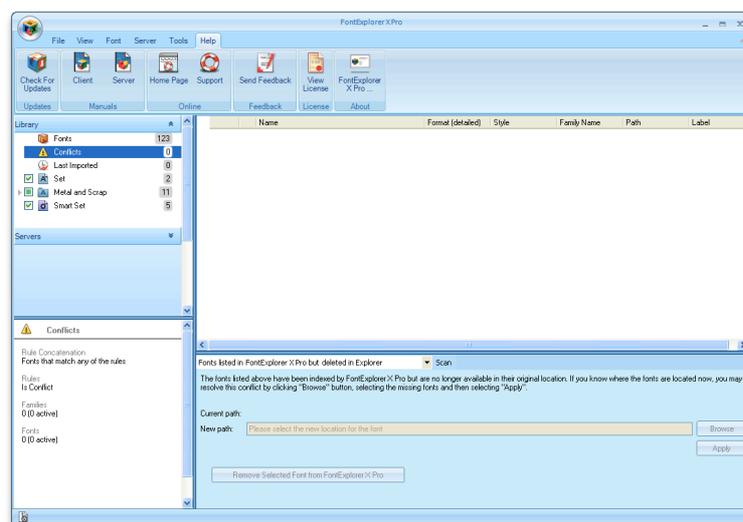
Activating a font bearing the PostScript name of a font already activated can cause problems with the system and individual applications.

Font is Listed in FontExplorer X Pro, But Deleted in Explorer

Sometimes a font may appear in the Font List but the corresponding file cannot be found. This can happen, for example, if font files have been deleted manually in the Windows Explorer or if they have been moved to another partition. In this case, you need to find the storage location of the files and move them back into a folder that can be recognized by **FontExplorer X Pro**.

To find font files that have been deleted manually or moved, and to relocate them:

- 1) In the Source List, click *Conflicts*.
- 2) In the **Conflict** pop-up menu on the right, click **Fonts listed in FontExplorer X but deleted in Explorer**.
- 3) The font(s) without corresponding file(s) are listed.
- 4) In the list, select the desired font(s).
- 5) In the *New path* field, enter the storage location or click **Select** to select the path.
- 6) Click **Apply**.



If the fonts no longer exist on the computer, it is recommended to delete the **FontExplorer X Pro** entry, thus cleaning up the database.

To delete entries of fonts no longer existing:

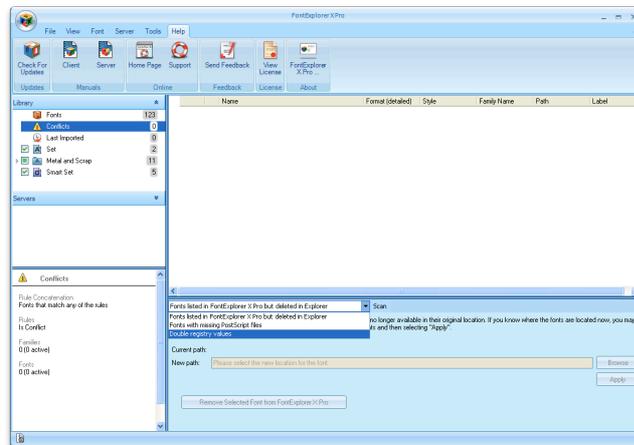
- Click **Remove selected fonts from FontExplorer X**.

Fonts with missing PostScript Files

PostScript fonts always consist of at least two files: One bitmap file and one file containing printer character sets. If one of these two components is missing, the font is called "orphaned". This can cause various problems. Therefore we recommend to have always both character sets available on your system.

To repair a font in which the file containing the printer character sets is missing:

- 1) In the Source List, select *Conflicts*.
- 2) In the pop-up menu, select **Fonts with missing PostScript files**.
- 3) From the list, choose a font. The missing PostScript files are listed in the lower table.
- 4) Click **Reveal folder** to open the folder in which the files are located.
- 5) In the Windows Explorer, search for the missing files and place them at their correct location.
- 6) Click **Repair**.

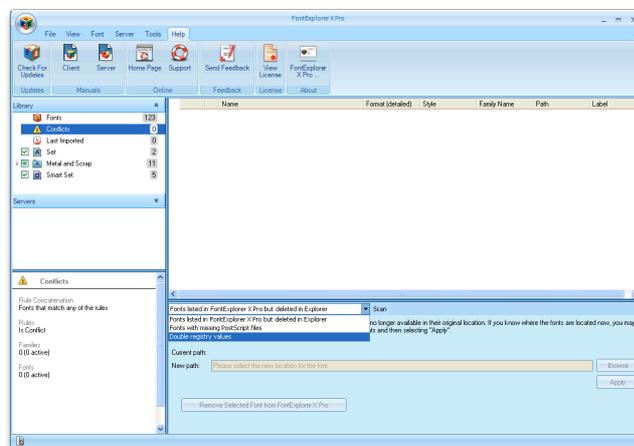


Removing Duplicates

If a font exists more than once in the Windows registry, problems may occur. Therefore, **FontExplorer X Pro** provides the possibility to remove duplicates from the registry in a quick and simple way.

To resolve a duplicates conflict:

- 1) In the Source List, select *Conflicts*.
- 2) In the **Conflict** pop-up menu, click **Double registry values**:



- 3) Click **Scan**.

Overview of important Keyboard Shortcuts

Function	Keyboard shortcut
Show Info dialog	Ctrl + I
New Set	Ctrl + N
New Folder	Ctrl + Shift + N
New Smart Set	Alt + Shift + N
Save Config	Ctrl + Shift + S
Load Config	Ctrl + Shift + O
Hide/Show Info Panel	Ctrl + F1
Hide/Show Preview Panel	Ctrl + F2
Group Font Families	Ctrl + F3
Style Linking	Ctrl + F4
WYSIWYG	Ctrl + F5
Export	Ctrl + Shift + E
Manual Server Connect	Ctrl + K
System Folder Refresh	Ctrl + Shift + R

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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