

Fonts are to a designer as Paints are to a Watercolor Artist. Fonts are the letterforms that breathe life into pages, gives letterforms emotion, color, form. Designers and typographers pay careful attention to the form and positioning of fonts. Within CVA's Macintosh network, a wide variety of different font Families are available for use. Some technical understanding of fonts will help greatly as you use font technology. This document offers some technical tips on font usage at CVA, and some useful links for further information.

Fonts are an integral part of every computer. In order to view the most basic screen instructions on your computer, at core set of fonts must be part of your operating system (the software that instructs your computer on performing essential tasks). Within the CVA network, a minimum set of fonts are installed on the computers themselves (to avoid font conflicts amongst all the programs.) To add fonts to the system temporarily until restart, use the Suitcase Font Utility. (See a separate handout on Suitcase Font Usage on CVA's website: http://www.cva.edu/student_resources/dig_tutor.htm).

CVA's Network includes three Font Types. [NOTE: here, the term 'type' refers to the technical designation for the font—not a particular style or family]. It is important to know what font type you are using and the properties of each, so that you can choose the correct fonts for your purposes.

TrueType Fonts are a multipurpose font format used by most computers. This format contains all the information for display onscreen (and thus is fine for web), and general-purpose description for printing. TrueType fonts are not recommended for high-end printing purposes so it is good to be aware of the use of these fonts and adjust your print documents accordingly, when necessary. In the Macintosh OS X environment, a particular type of TrueType font, referred to a 'dfont' is present. In CVA's lab's we have limited the number of dfonts to the absolute minimum because these can create problems for PostScript printing [Most laser printers and high-end print output devices require PostScript printing technology].

PostScript Fonts were introduced by Adobe. This font technology includes separate file components for the 'screen' and 'printer' parts of the font. Early on, the existence of separate font files could be confusing. Fonts would not display correctly without the screen part, nor print correctly without the printer part. Keeping fonts in order could be confusing. That led to the development and use of font management utilities. In CVA's lab, Suitcase is in use. On all computers in the Summit Labs, a PostScript Library of fonts is available. PostScript fonts are preferred for print output, as their printer component (a mathematically precise description of letterforms) allows for accurate printing on PostScript output devices.

OpenType Fonts are Adobe's latest development in Font technology, and allow for much more variety within a font style (better control of glyphs and other stylistic components, expanded character set). It is important to note, however, that Adobe wrote the code for OpenType fonts in PostScript Level 3, which is NOT as common yet within the printing industry. A collection of OpenType fonts are also available on the computers in CVA's Summit labs.

OpenType Font Use Tips:

At times a document that uses OpenType fonts will just not print at CVA.

Workarounds:

If the document is in Illustrator, save a copy. Within the copy, turn all font data to outlines.

Other Font Links and Support Materials

http://software-robotics.com/docs/PDF-X-Robot_Font_Management.html

http://www.extensis.com/en/insidetrack/Nov2004_article1004.html

http://www.extensis.com/en/solutions/font_management/index.jsp;jsessionid=0V1EIOQLTUMOLLAQAAUQ0FQ?ref=nav On this page are two links for Best Practices: an interactive 12-minute slide series and a pdf document.

<http://www.adobe.com/support/techdocs/328509.html> Choose the **Using Suitcase Font Utility** document at the bottom of the page