# FontAgent Windows
# User Guide



Version 10

INSIDER

# Table of Contents


**Getting Started** ..... **4**

Welcome to FontAgent for Windows ..... 4

FontAgent Editions ..... 4

Audience for This User Guide ..... 4

Updating FontAgent Software ..... 4

Contact Insider Software ..... 4

**The FontAgent Experience** ..... **5**

The FontAgent Application Window ..... 5

Customizing the FontAgent Windows Interface ..... 7

Using the Menu Ribbon ..... 8

Selecting Fonts and Sets ..... 11

**Building Your Font Catalog** ..... **11**

Importing Fonts ..... 11

Deleting Fonts ..... 12

Windows-Required Fonts ..... 13

The Fonts Control Panel ..... 13

Application-Specific Fonts ..... 13

Subscription Fonts ..... 14

Storing Fonts Locally Versus on a Server ..... 14

Font Subscription Services ..... 14

**Organizing with Sets** ..... **15**

Working with Nested Sets and Subsets ..... 16

Working with Smart Sets ..... 18

Syncing Sets with Other Users ..... 20

Using Import History Sets ..... 21

**Using Tags and Comments** ..... **22**

**Viewing Your Fonts** ..... **24**

The Table View ..... 26

The List View ..... 28

The Tile View ..... 30

The Player View ..... 31

The Compare View ..... 34

The Glyphs View ..... 35

The Tags and Comments View ..... 36

The Properties Sidebar ..... 38

**Searching for Fonts** ..... **40**
Performing a Quick Search ..... 40
Using Smart Searches and Smart Sets ..... 41
Finding and Managing Duplicate Fonts ..... 42
**Activating Fonts and Sets** ..... **43**
Activating and Deactivating Fonts and Sets ..... 43
Activation Settings ..... 44
Activating Sets at Startup ..... 45
Auto-Activating Fonts ..... 45
**Printing and Exporting Fonts** ..... **46**
Printing Font Sample Sheets ..... 46
Exporting Fonts ..... 46
**Sharing and Syncing Fonts** ..... **47**
Sharing Fonts with Other Users ..... 47
Syncing Fonts on Your Computers ..... 48
**Setting Options** ..... **49**
Setting Activation Options ..... 49
Font Sharing Options ..... 49
**Appendix: Font Terminology** ..... **50**
Typography Terminology ..... 50
Windows Font Formats ..... 52
Font Management Terminology ..... 53

Copyright © 2016-2024 Insider Software Inc. All rights reserved. FontAgent, FontDNA, FontFlex, CloudServer and TeamServer are trademarks or service marks of Insider Software. Other marks mentioned may be trademarks of their respective owners.

# Getting Started

## Welcome to FontAgent for Windows

### Powerful, Proven, Professional Font Management

FontAgent is a powerful font manager for creative and business professionals. Using FontAgent, you can:

- Optimize and organize your font files
- Preview, compare and select the right fonts for your projects
- Activate and deactivate fonts easily
- Work with Adobe Fonts subscription service
- Create sets to logically associate your fonts
- Share fonts with others in your organization
- Use tags and comments to improve font search and organization

... all while using a familiar, intuitive, customizable user experience

## FontAgent Editions

FontAgent Client software is available in multiple editions:

- **FontAgent Standard Edition** serves individual standalone users
- **FontAgent Sync Edition** shares and syncs fonts across multiple users and computers through the Cloud
- **FontAgent Connected Edition** connects with on-premise and cloud-based FontAgent Servers

Visit the Insider website at insidersoftware.com for more details on the various FontAgent configurations.

## Audience for This User Guide

The intended audience for this User Guide are end-users of FontAgent for Windows, whether they are connecting to FontAgent Server or running as standalone users. Separate user guides are available for FontAgent for Mac users, as well as for administrators of FontAgent Server.

## Updating FontAgent Software

To check for updates to your FontAgent application, select the *Updates* command from the *Home* menu ribbon.

## Contact Insider Software

### Product Issues

insidersoftware.com/support
+1 408-871-9944
Monday through Friday
9:00 AM to 5:00 PM US Central Time

### Sales and Licensing Issues

insidersoftware.com/ask-us
+1 408-871-9933
Monday through Friday
9:00 AM to 5:00 PM US Central Time

# The FontAgent Experience

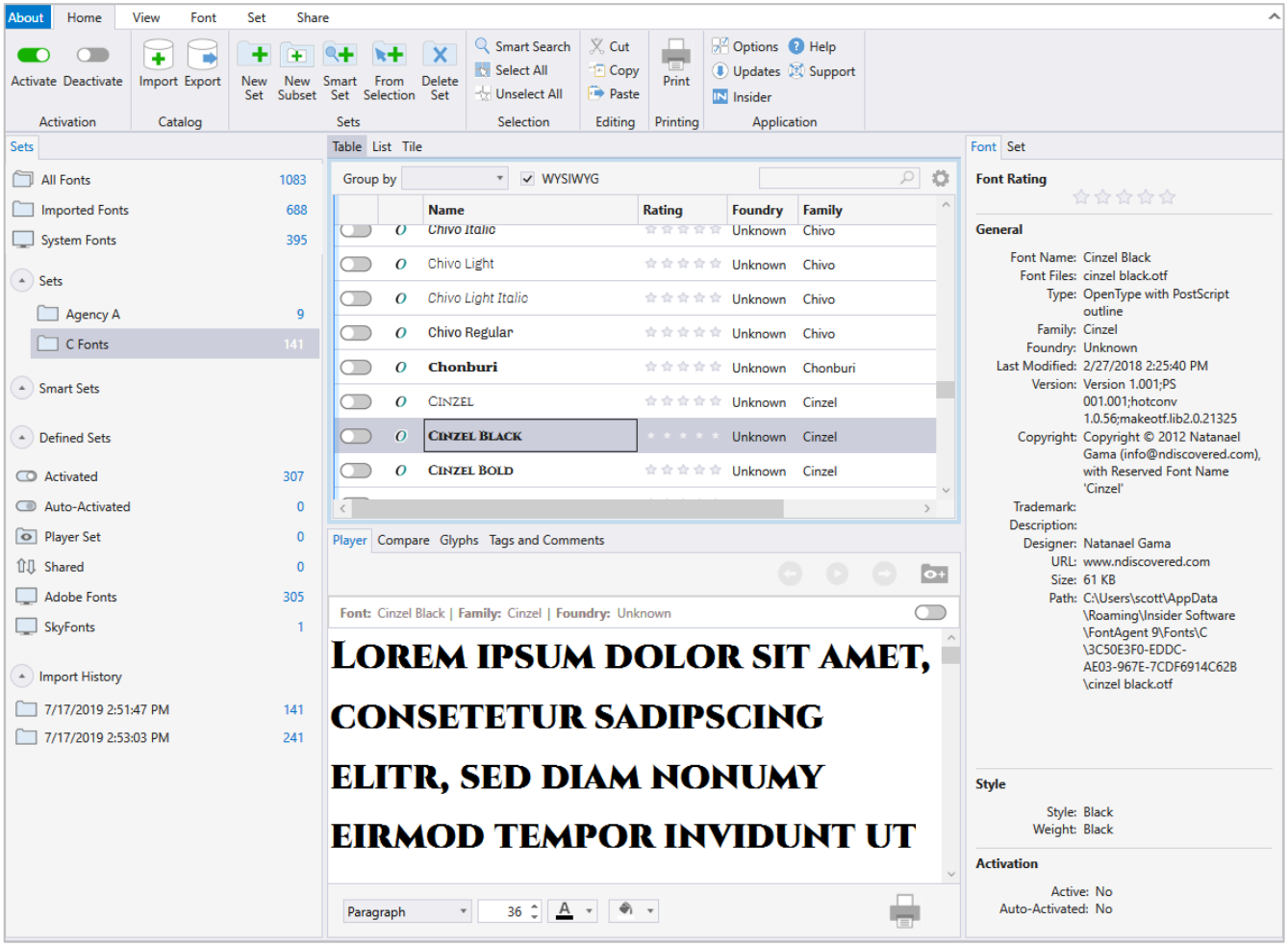
## The FontAgent Application Window

The FontAgent application window is divided into three columns, and a menu ribbon.

**Sets Sidebar**
*Left column*
Select sets and of fonts to view and manage

**Main Window**
*Center column*
View and compare fonts in their native typefaces

**Properties Sidebar**
*Right column*
View properties for the selected font or set




Adjust the sizes of the UI panes by dragging their divider bars.
Type *Ctrl-L* and *Ctrl-R* to open and close the left and right sidebars.

## Menu Ribbon - Top of Window

A ribbon of menu commands appears when you click one of the commands in the FontAgent menu. To hide and show the menu ribbon, click the *up-arrow* or *down-arrow* icon that appears on the far right side of the menu ribbon.

## Sets Sidebar - Left Column

The Sets Sidebar appears on the left side of the FontAgent application window and lists sets, which are logical groups of fonts in your catalog. The blue digits to the right of each set shows the number of fonts it contains. Select a set to display its font contents in the Main Window. To display or hide the Sets Sidebar, type *Ctrl-L.*

## Properties Sidebar - Right Column

The Properties Sidebar appears on the right side of the FontAgent windows and displays the properties of fonts and sets, showing file information, style details, ratings, activation state, set membership information as well as foundry information. To display or hide the Properties Sidebar, type *Ctrl-R.*

## Font Catalog - Top Center

The Font Catalog appears at the top center of the FontAgent app window and contains these views.
Click the icons at the top of the pane to select a view.

| | |
|---|---|
| **Table View** | Displays a sortable table of font names, properties and metadata |
| **Image View** | Shows fonts in their native typefaces along with summary properties |
| **Tile View** | Shows fonts in large, square tiles for easy preview and comparison |

## Font Viewer - Bottom Center

The Font Viewer appears at the bottom center of the FontAgent app window and contains these views.
Click the tabs at the top of the pane to select a view. Then select a font in the top pane and the bottom viewer changes its focus to the selected font. To display or hide the Bottom Font Viewer, type *Ctrl-B.*

| | |
|---|---|
| **Player View** | Plays a slideshow of fonts in customizable text, formats and colors |
| **Compare View** | Lists selected fonts or sets in the same text and colors |
| **Glyphs View** | Displays a grid of character glyphs for a selected font |
| **Tag and Comment View** | Enter tags and comments to make searching and organizing your fonts easier |

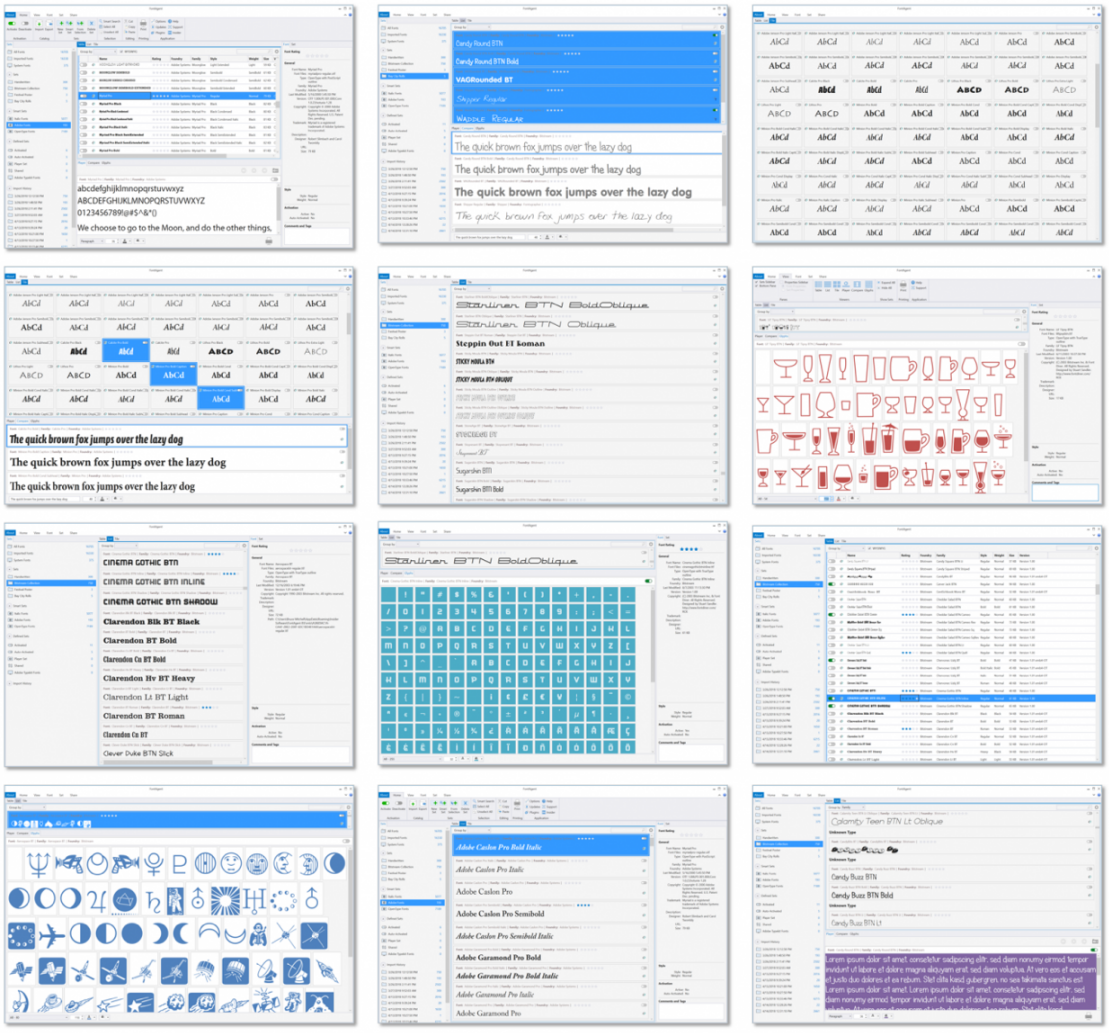
# Customizing the FontAgent Windows Interface

You can customize the appearance of the FontAgent interface to provide the previews and information you need to select the right fonts for your projects. Here are some simple suggestions to customize the user interface to meet your needs.

- Click the disclosure triangle on the far right side of the menu ribbon to display and hide it.
- Use the horizontal divider to adjust the relative sizes of the top and bottom center panes
- Type *Ctrl-B* to hide and show the font viewer in the bottom pane.
- In the Player View, choose between *ABC123, Paragraph, Waterfall* and *Custom* text modes.
- Type *Ctrl-L* to hide and show the Sets Sidebar on the left side of the main window.
- Type *Ctrl-R* to hide and show the Properties Sidebar on the right of the FontAgent app window.
- Adjust the width of the left and right sidebars using the vertical dividers adjacent to the main window.
- Type *Ctrl-1* through *Ctrl-7* to display the *Table, List, Tiles, Player, Compare, Glyph* and *Tags and Comments* views.

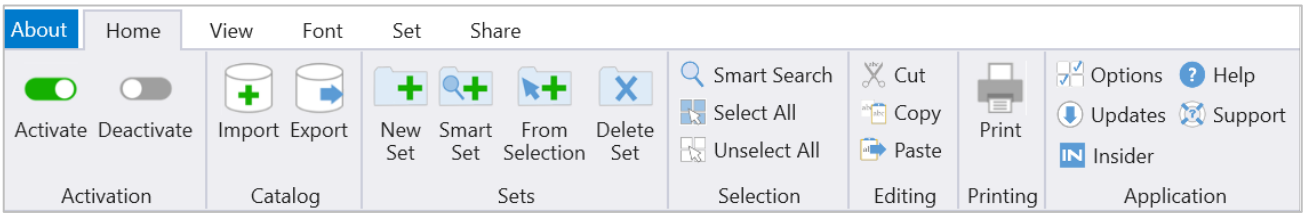
## The Many Faces of FontAgent

Here is a collage of sample configurations of the FontAgent for Windows application experience.



# Using the Menu Ribbon

The FontAgent for Windows menu ribbon is organized into command families. When you click one of the command family names (*About, Home, View, Font, Set* and *Share*) in the menu, FontAgent displays a horizontal ribbon of commands in that family.




You can use a variety of keyboard shortcuts to save time when issuing common commands. These shortcuts also appear as pop-up hints when you hover over commands in the menu ribbons.

## About Menu Commands

| Command | Shortcut Keys | Action |
|---|---|---|
| About | | View information about your version of FontAgent |
| Register | | Register with Insider and activate your copy of FontAgent |
| Options | | Specify values for FontAgent option settings |

## Home Menu Commands

| Command | Shortcut Keys | Action |
|---|---|---|
| Activate | Ctrl-Shift-A | Activate currently selected fonts |
| Deactivate | Ctrl-Shift-D | De-activate currently selected fonts |
| Import | Ctrl-O | Open Import Fonts dialog |
| Export | Ctrl-Shift-S | Export elected fonts (save to disk) |
| New Set | Ctrl-N | Create new Set |
| New Smart Set | Ctrl-Shift-N | Create new Smart Set |
| From Selection | | Create new Set from currently selected fonts |
| Delete Set | | Delete selected set or Smart Set, but does not delete the fonts it contains |
| Smart Search | Ctrl-F | Open Smart Search facility to specify a new search |
| Select All | Ctrl-A | Select all items in the current pane |
| Unselect All | | De-select all items in the current pane |
| Cut | Ctrl-X | Cut currently selected text |
| Copy | Ctrl-C | Copy currently selected text |
| Paste | Ctrl-V | Paste most recently cut or copied text into current cursor location |
| Print | Ctrl-P | Print current view |
| Options | Ctrl-Shift-O | Open FontAgent Options dialog (settings) |
| Updates | Ctrl-Shift-U | Check for available software updates |

| | |
|---|---|
| Insider | Open Insider Software website in browser window |
| Help | Open FontAgent help in browser window |
| Support | Open Insider Software support portal in browser window |

## View Menu Commands

| Command | Shortcut Keys | Action |
|---|---|---|
| Sets Sidebar | Ctrl-L | Toggle display of Sets Sidebar on left |
| Bottom Pane | Ctrl-B | Toggle display of viewer pane on bottom |
| Properties Sidebar | Ctrl-R | Toggle display of Properties Sidebar on right |
| Font Properties | | Display Font Properties in right sidebar |
| Set Properties | | Display Set Properties in right sidebar |
| Table | Ctrl-1 | Display Table View in top pane |
| List | Ctrl-2 | Display List View in top pane |
| Tile | Ctrl-3 | Display Tile View in top pane |
| Player | Ctrl-4 | Display Player View in bottom pane |
| Compare | Ctrl-5 | Display Compare View in bottom pane |
| Glyphs | Ctrl-6 | Display Glyphs View in bottom pane |
| Tags & Comments | Ctrl-t | Display Tags and Comments View in bottom pane |
| Expand All | Ctrl-Shift-Plus | Open all groups in left sidebar to show all set names |
| Hide All | Ctrl-Shift-Minus | Close all groups in left sidebar to hide all set names |
| Print | Ctrl-P | Print contents of Player View in bottom viewer pane |
| Help | | Open FontAgent help in browser window |
| Support | | Open Insider Software support portal in browser window |

## Font Menu Commands

| Command | Shortcut Keys | Action |
|---|---|---|
| Activate | Ctrl-Shift-A | Activate currently selected fonts |
| Deactivate | Ctrl-Shift-D | Deactivate currently selected fonts |
| Import | Ctrl-O | Add fonts to your FontAgent catalog |
| Export | | Save currently selected fonts to a Windows file folder |
| Open in Folder | Ctrl-Shift-O | Open a folder containing the currently selected font in an OS window |
| Delete Font | | Delete currently selected fonts from the FontAgent catalog |
| Remove from Set | Ctrl-Backspace | Delete the currently selected fonts from the currently selected set, but do not delete the fonts from the FontAgent catalog |
| Share Font | Ctrl-U | Upload currently selected fonts to FontAgent Server for sharing with others |
| Unshare Font | Ctrl-Shift-U | Unshare currently selected fonts |
| Help | | Open FontAgent help in browser window |
| Support | | Open Insider Software support portal in browser window |

## Set Menu Commands

| Command | Shortcut Keys | Action |
|---|---|---|
| Activate | Ctrl-Shift-A | Activate currently selected sets |
| Deactivate | Ctrl-Shift-D | Deactivate all fonts in currently selected sets |
| Regular Set | Ctrl-N | Create a new, empty set |
| Smart Set | Ctrl-Shift-N | Open search facility to specify criteria for a new Smart Set |
| From Selection | Ctrl-Shift-F | Create a new set containing the currently selected fonts |
| Rename Set | Ctrl-Shift-R | Rename the currently selected set |
| Delete Set | | Delete the currently selected Set or Smart Set, but do not delete the fonts it contains from the FontAgent catalog |
| Startup On | | Activate currently selected set each time FontAgent starts |
| Startup Off | | Stop activating currently selected set each time FontAgent starts |
| Sets Sidebar | Ctrl-L | Toggle display of Sets Sidebar on left |
| Set Properties | | Display Sets Inspector in right sidebar |
| Expand All | Ctrl-Shift-Plus | Open all set groups in left sidebar to show all set names |
| Hide All | Ctrl-Shift-Minus | Close all set groups in left sidebar to hide all set names |
| Delete Font | | Delete currently selected fonts from the FontAgent catalog |
| Remove from Set | Ctrl-Backspace | Remove the currently selected font from the currently selected set |
| Share Set | Ctrl-U | Upload the currently selected set to FontAgent Server for sharing with others |
| Unshare Set | Ctrl-Shift-U | Unshare the currently selected set |
| Help | | Open FontAgent help in browser window |
| Support | | Open Insider Software support portal in browser window |

## Share Menu Commands

| Command | Shortcut Keys | Action |
|---|---|---|
| Sync with Server | Ctrl-S | Sync with server to upload and download shared fonts |
| Share Font | | Upload currently selected fonts to FontAgent Server for sharing with others |
| Unshare Font | | Unshare currently selected fonts |
| Share Set | Ctrl-U | Upload currently selected sets to FontAgent Server for sharing with others |
| Unshare Set | Ctrl-Shift-U | Unshare currently selected set |
| Export Fonts | | Save currently selected fonts to a Windows file folder |
| Smart Search | Ctrl-F | Create criteria for a new Smart Set |
| Select All | Ctrl-A | Select all fonts in the top viewer pane |
| Unselect All | | De-select all fonts in the top viewer pane |
| Expand All | Ctrl-Shift-Plus | Open all set groups in left sidebar to show all set names |
| Hide All | Ctrl-Shift-Minus | Close all set groups in left sidebar to hide all set names |
| Help | | Open FontAgent help in browser window |
| Support | | Open Insider Software support portal in browser window |

## Selecting Fonts and Sets

FontAgent for Windows lets you select fonts and sets using any of the following standard Windows selection methods.



**Click**
Click a font or set to select that individual item.




**Shift-Click**
To select a continuous range of items, click the first item, hold down the *Shift* key and click the last item.




**Control-Click**
To select multiple items not in a contiguous range, hold down the *Ctrl* or *Control* key while clicking on the items you want to select. You can also click a previously selected item to de-select it.



**Drag**
Hold down the mouse button and drag through a range of items to select them all.




**Control-A**
To select all items, click inside a pane, hold down the *Ctrl* or *Control* key, and type *a*.

# Building Your Font Catalog

To make fonts available to software applications, the operating system loads the font into your computer's memory. Windows loads fonts stored in the Fonts Control Panel into memory when you start your computer. The more fonts you add to the Control Panel, the more system resources you consume, and the more complicated Font menus appear in your Windows applications. FontAgent enables you to manage all your fonts without adding them into the Fonts Control Panel, so you can save system resources, simplify bloated font menus and preserve system performance.

## Importing Fonts

When you add fonts to FontAgent, it verifies the integrity of the fonts and organizes them in a centralized catalog—so you can search, view, manage and select the fonts easily and reliably.

### What Happens When You Import Fonts

When you import fonts, FontAgent automatically:

- Finds all fonts in the selected files, folders and subfolders
- Verifies that the fonts comply with industry font-file standards
- Identifies duplicate fonts and imports only unique ones
- Enters font metadata into the FontAgent catalog
- Provides a results log of the import process
- Imported fonts automatically become members of the *All Fonts* set
- Updates your import history

## Ways to Import Fonts

You can import fonts into FontAgent in multiple ways.

- Drag and drop a font or a folder into a set in the Sets Sidebar.
- Select the *Import Fonts* command from the *Fonts* menu ribbon.
- Type *Command+O.*

When you don't use drag-and-drop to import fonts, FontAgent displays a dialog box so you can choose a file or folder to import.

## Importing Fonts into a New Set

To import fonts into a new set, either:

- Click the *Import* command in the *Font* menu ribbon *(Command+O)* to select files or folders to import.
- Drag the fonts from your Windows desktop into an empty part of the Sets Sidebar.

## Importing Fonts into an Existing Set

To import fonts into an existing FontAgent set, drag the fonts from your Windows desktop onto the set name in the Sets Sidebar.

# Deleting Fonts

There is an important difference between deleting a font from your FontAgent catalog and removing a font from a FontAgent set.

## Deleting Fonts from Your FontAgent Catalog

Deleting fonts permanently removes them from your FontAgent catalog. To do so, follow these steps:

1. Select one or more fonts.
2. Click the *Delete Font* command in the *Font* menu ribbon.
3. Confirm that you wish to delete the selected fonts.

FontAgent removes the fonts from your catalog. Note that FontAgent does not delete the original font files that you imported from your PC's file system. Therefore, you can re-import the deleted font into FontAgent if you want to use it later.

## Removing Fonts from Sets

Removing a font from a set does not delete the physical font file on your hard drive. You can safely remove fonts from sets without worrying about permanently deleting fonts.

1. Select a font or group of fonts in a set.
2. Click the *Remove from Set* command in the *Font* menu ribbon.
3. Confirm the removal of the fonts from the set.

FontAgent removes the selected fonts from the set but leaves their font files in your FontAgent catalog. To re-associate a font with a set, drag the font back onto the set's name in the Sets Sidebar.

## Removing Fonts from Subscription Sets

You cannot remove fonts from Adobe Fonts sets and other externally-managed subscription sets since those fonts are managed outside the FontAgent application. To remove and deactivate those fonts, use Adobe Fonts or similar applications you used to activate the fonts originally.

## Removing Fonts from Smart Sets

You cannot remove fonts from Smart Sets, since they are sets of fonts that comply with criteria that you specify. To change the fonts in a Smart Set, you must change the Smart Set's search criteria.

# Windows-Required Fonts

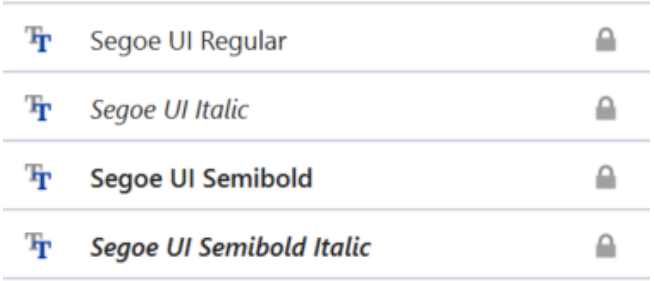
The Windows operating system includes hundreds of fonts, some of which are required for Windows to run, and others that are used only for Windows language configurations or for use in creating documents.

Rather than allowing you to deactivate required fonts, Windows permits you to *hide* them. When you hide a required font, it remains active but no longer appears in applications you are running. Accordingly, when you deactivate a Windows-required font in FontAgent, it tells Windows to hide the font.

# The Fonts Control Panel

FontAgent marks all fonts residing in the Fonts Control Panel in Windows with a lock icon in the Table, List and Tile Views to remind you that you can't delete them.

If Control Panel fonts are not required by the Windows operating system, you can use Windows File Explorer to manually move them out of the Control Panel, after which you can import them into FontAgent.




# Application-Specific Fonts

Some Windows applications install their own fonts and place them a non-standard folder in your Windows file system. When this occurs, you might notice one of the following conditions:

- Fonts listed in the *Fonts* menu vary from application to application
- Those fonts appear in the application's *Font* menu, even though you haven't activated them

### Beware of Moving Application Fonts

If you want to manage application-specific fonts, please check with the application's developer to determine which fonts can be moved without crippling the app. If fonts can be moved, you can import them into your FontAgent catalog and manage them alongside your other fonts.

# Subscription Fonts

Adobe Fonts is a subscription font service that is also included in Adobe Creative Cloud subscriptions. FontAgent automatically detects and displays fonts you have activated in Adobe Fonts as a *System Set*. You can preview Adobe Fonts, assign them to sets, and manage them just like other fonts in your FontAgent catalog—but Adobe requires you to control their activation from within their *Adobe Fonts* application.

Fonts activated by subscription services that store their fonts in standard system locations and file format appear in the *All Fonts* set under *Managed Fonts* in the Sets Sidebar. You can preview and manage them like other fonts in your FontAgent catalog.

# Storing Fonts Locally Versus on a Server

Since Windows requires available fonts to be stored locally on your computer, the following conditions are true:

- When you run the standard, standalone edition of FontAgent, all available fonts are stored on your system, even if you store their original copies on a networked file server.
- When you activate fonts using a web service like Adobe Fonts, FontAgent does not import the fonts, but makes them available so you can preview them.
- When you share fonts using the Connected or Sync Editions of FontAgent, you upload them to a cloud-based server provided by Insider where they are shared with others in your workgroup.
- When you connect to an on-premise or cloud-based FontAgent Server, your local FontAgent client downloads fonts that you are authorized to use and places them in your local FontAgent catalog until a font admin in your organization de-authorizes your use of the fonts.

In all these cases, you can use FontAgent Client software to view and manage your fonts.

# Font Subscription Services

Some font vendors license their fonts through subscription services. Some of these services make the fonts available in standard file system locations, some in proprietary locations and others in hidden locations. There is no need to import Adobe Fonts into FontAgent. FontAgent automatically enables you to use those fonts with the other fonts in your catalog

Each of these services has its own font activation software that runs independent of Windows and FontAgent. FontAgent is designed to work with these external services.

# Organizing with Sets

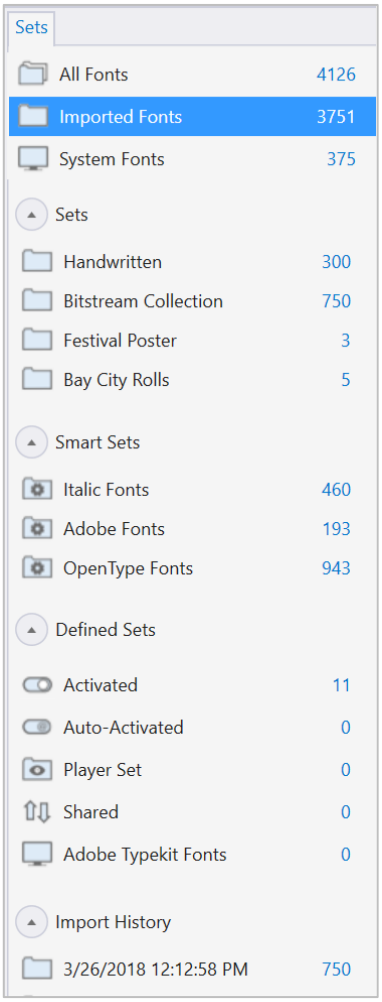
Sets are logical groupings of your fonts that you can use to organize your fonts based on customer, project, font style, foundry, or anything else that helps your workflow. Sets are handy because you can activate, deactivate or share all the fonts in a set with a single click.

## Using the Sets Sidebar

The Sets Sidebar appears on the left side of the FontAgent window and lists sets, which are logical associations of fonts in your FontAgent catalog. The blue number to the right of each set shows the number of fonts in the set.

When you select a set in the list, FontAgent displays:

- The fonts contained in the set in the viewers in the main window
- An activation switch that you can use to activate and deactivate the fonts in the set.




## Display and Hide the Sets Sidebar

To toggle the display of the Sets Sidebar (the left sidebar), type *Ctrl-L*.

## Types of Sets Listed in the Sidebar

The Sets Sidebar organizes your sets in groups.

| | |
|---|---|
| All Fonts | All fonts in your FontAgent catalog |
| Imported Fonts | Fonts you have imported into your FontAgent catalog |
| System Fonts | Fonts residing in the Fonts Control Panel on your PC |
| Sets | Sets of fonts created manually by you |
| Smart Sets | Sets whose fonts match riteria that you specify |
| Defined Sets | Sets automatically created and tracked by FontAgent |
| Import History | Groups of fonts that have been recently imported into your FontAgent catalog |

## Best Practices for Organizing Fonts and Sets

Here is a summary of best practices for organizing and simplifying your Sets Sidebar in FontAgent:

- Create dynamic Smart Sets based on criteria rather than static sets when you can, since Smart Sets automatically update their contents as you add fonts to your catalog.
- If you want hierarchical sets, use standard, nested sets instead of Smart Sets. Organize your fonts so you can use disclosure triangles to shorten your list of fonts and preserve the usability of your Sets Sidebar.
- Use tags to associate fonts with temporary projects or ones that come and go over time.
- Use tags to describe qualitative properties of fonts.
- Instead of using tags or sets to describe font metrics (such as italic, bold, etc.), use Smart Sets whose criteria are based on the metrics.
- For infrequent searches, instead of defining sets, use FontAgent's powerful Search facility, which finds any matching font information automatically.

# Working with Nested Sets and Subsets

Sets are logical groupings of your fonts that you can use to organize your fonts based on customer, project, font style, foundry, or anything else that helps your workflow. Sets are handy because you can activate, deactivate or share all the fonts in a set with a single click or command.

## Important Tips about FontAgent Sets

- You can create and delete sets without removing the fonts they contain from your FontAgent catalog.
- To add and remove fonts from sets, simply drag the fonts into and out of the sets.
- You can create nested sets, or subsets, adding additional hierarchy to your font collection.
- You can also create Smart Sets, which automatically include fonts based on criteria you specify.
- FontAgent automatically creates *Import History* sets for you as you import new fonts.
- You can reverse an import request by deleting the associated Import History set.

## Creating a New Set

You can create sets at any time to group your fonts in meaningful ways. To create a new set, follow these steps:

1. Click the gear icon at the bottom of the Sets Sidebar and select *New Set* from the pop-up menu.
2. A dialog appears and prompts you to name the new set.
3. Enter the name and click *Save*.
4. The new set has no contents until you add fonts or subsets to it.

## Adding Fonts to Sets

To add fonts to an existing set, drag the fonts from the top, center pane onto the set's name in the left sidebar.

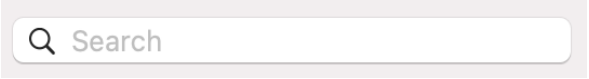
## Removing Fonts from Sets

To remove fonts from an existing set, you can either:

- Select the fonts you wish to remove, or *Right-Click* the selected fonts and select *Remove From Set* from the contextual menu.
- Select the fonts you wish to remove, and then press the *Ctrl-Backspace* or select the *Remove from Set* command from the *Sets* menu ribbon.

When you remove a font from a set, the font still resides in your FontAgent catalog.

## Searching Sets by Name




If you create lots of sets, you can use the search field at the top of the Sets Sidebar to find the specific sets you want to use. Enter a search string and sets whose names contain that string appear in the Sets Sidebar. Subsets with matching names appear within their parent sets.

## Nested, Hierarchical Subsets

FontAgent lets you define subsets as children of top-level sets. Here are some ideas for using subsets to simplify your Sets Sidebar:

- Alphabetic sets with family subsets
- Design client sets with project subsets
- Print customer sets with job number subsets
- Foundry sets with family subsets
- Classification sets with family subsets
- Classification sets with alphabetic subsets

Once you have created your parent and child sets, you can use disclosure triangles on the parent sets to hide the child sets as you wish.

## Creating a New, Nested Subset

You can create subsets (nested sets) to organize your fonts into subcategories, such as organizing fonts for different projects for a client. To create a nested set, follow these steps:

1. Select a set from the Sets Sidebar.
2. Click the gear icon at the bottom of the Sets Sidebar and select *New Subset* from the pop-up menu.

You can also drag an existing set onto another set to make the selected set a subset of the target set.

## Creating a Set Containing Selected Fonts

To create a new set containing a group of fonts you have selected, follow these steps:

1. Use *Shift-Click* or *Option-Click* to select the fonts you want in the new set.
2. From the *Tools* menu, choose *New Set From Selection*.
3. Name the set and click *Save*.

## Renaming Sets

To change the name of a set, you can either:

- *Right-click* the set's name, select *Edit* from the pop-up menu and rename the set.
- *Double-click* the set's name, rename the set, and press *Enter*.

## Deleting Sets

To delete a FontAgent set, right-click its entry in the Sets Sidebar and select the *Delete* command from the pop-up menu.

## Using Import History Sets

When you import fonts into FontAgent, it automatically creates a timestamped set in your *Import History* so you can find your new fonts easily.

**Important**: To make it easy to manage your font catalog, if you delete an Import History set, you delete the fonts it contains from your FontAgent catalog.

# Working with Smart Sets

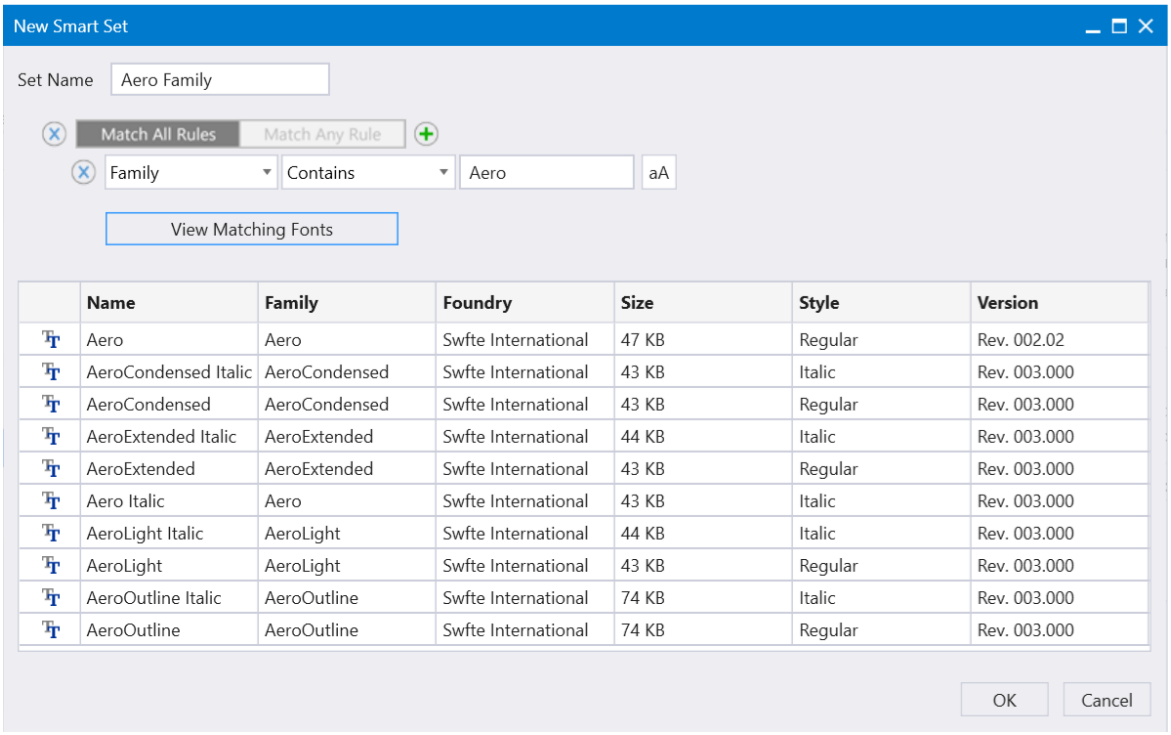
FontAgent lets you create Smart Sets that are dynamic collections of fonts that match one or more rules that you specify. Smart Set members update automatically as you add and delete fonts in your FontAgent catalog.

## Creating a Smart Set

To create a smart set, follow these steps:

1. Right-click *Smart Sets* in the Sets Sidebar and select *New Smart Set*.
2. FontAgent displays the *Smart Set* dialog. Enter a name for the new Smart Set.
3. Enter your first rule by using the pull-down menus to select an attribute, operator and value.
4. Click the + button to add additional rules.
5. Click the x button that appears to the left of an existing rule to delete it.
6. If you have multiple rules, select whether you want the fonts in the set to match any or all of the rules.
7. Click *Save* and FontAgent will display your new Smart Set in the Sets Sidebar.

If you create a Smart Set and later add fonts to FontAgent that match the set's rules, FontAgent adds those fonts to the set automatically.




## Editing Smart Set Criteria

To change the criteria for a Smart Set, follow these steps:

1. *Right-click* the Smart Set's name and choose *Edit* from the pop-up menu.
2. Change, add or remove rules using the +/- buttons and the pull-down menus in the dialog.
3. Click *Save* and FontAgent updates the contents of the Smart Set with your changes.

## Renaming Smart Sets

To rename a Smart Set, follow these steps:

1. *Right-click* the Smart Set's name and choose *Rename* from the pop-up menu.
2. Enter the new name for the set and press *Return*.

## Best Practices for Defining and Using Smart Sets

Here is a summary of best practices for defining and using Smart Sets in FontAgent:

- Create Smart Sets based on criteria rather than static sets when you can, since Smart Sets automatically update their contents as you add fonts to your catalog.
- Use disclosure triangles in the Sets Sidebar to show and hide Smart Sets and preserve the usability of your Sets Sidebar.
- Use Smart Sets based on tags to associate fonts with temporary projects

For infrequent searches, instead of defining sets, use FontAgent's powerful Search facility, which finds any matching font information automatically.

## Sample Smart Search Definitions

The table below illustrates some sample Smart Sets and their associated criteria. Note that these are only examples. The right Smart Sets for you are limited only by your creative needs and imagination.

| Smart Set | Set Description | Smart Set Search Criteria |
|---|---|---|
| Favorites | Fonts rated 4 or more stars | Rating is:<br>– Fill in 4 stars |
| Monotype | Monotype library fonts | Match any of:<br>– Font Name contains *Monotype*<br>– Foundry Name contains *Monotype*<br>– Copyright contains *Monotype* |
| OpenType | Fonts whose file format is OpenType | Font Type is *OpenType* |
| Monotype OpenType | Monotype fonts whose file format is OpenType | Match all of:<br>– Foundry Name contains *Monotype*<br>– Font Type is *OpenType* |
| Bold | Fonts heavier than regular book weight | Weight is:<br>– Check *semi-bold, bold* and *black* |
| Slanted Font Name | Fonts with *Italic, Slanted* or *Oblique* in their names | Match any of:<br>– Font Name contains *italic*<br>– Font Name contains *slanted*<br>– Font Name contains *oblique* |
| Condensed | Fonts whose character width is less than normal | Proportion is:<br>– Check *Narrow, Condensed* and *Semi-Condensed* |
| Expanded | Fonts whose character width is greater than normal | Proportion is:<br>– Check *Extended* and *Wide* |
| Everest | Fonts tagged for Everest project | Font Tags contains *Everest* |
| Job 34752 | Fonts used in print job 34752 | Match any of:<br>– Font Tags contains *34752*<br>– Comments contains *34752* |

# Syncing Sets with Other Users

FontAgent allows you to share and sync font sets with other users who belong to your FontAgent Sync workgroup. You specify your workgroup's members using your account dashboard.

## Making Sets Available to Others

To sync sets with other users in your workgroup, follow these steps:

1. Select the set you wish to share.
2. Click the *Share Set* button in the *Share* menu ribbon, or just right-click the set and choose *Share*.

FontAgent then uploads the selected sets and the fonts they contain to your FontAgent Sync workgroup or to your internal FontAgent Server where other users can view and download the fonts.

## Using Sets Shared by Others

Once sets are shared by other users, they are uploaded to the cloud and appear automatically in the Sets Sidebar of FontAgent sessions of all users in your workgroup. You can download, select, view and activate those sets and the fonts they contain.

## Unsharing Sets on FontAgent Sync

When you unshare sets in your FontAgent Sync workgroup, the sets become unavailable to everyone in your workgroup, ***but the fonts in the sets remain available***. To make the fonts unavailable as well, you must unshare the fonts.

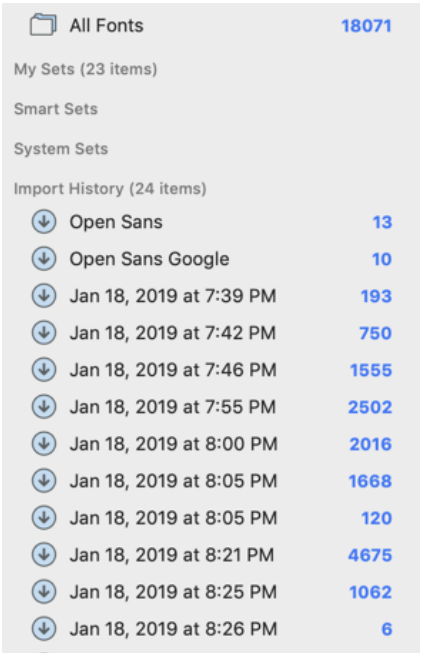
To once again make unshared sets available to your workgroup, just select the sets and click the *Share Set* command in the *Share* menu ribbon. FontAgent Sync will upload the set to the cloud and re-associate the fonts with the set.

Only parent sets can be shared. Individual subsets cannot be shared with other users. When you share a set that contains nested sets, or subsets, the subsets and the fonts contained will also be shared.

## Please Observe Licensing Requirements

Please respect and conform to license requirements for your various fonts. To remain in compliance with the terms of your licenses, please make sure you have licensed enough seats for the fonts you share with others.

# Using Import History Sets




Each time you import fonts into your FontAgent catalog, it creates an *Import History* set to log your request. Import History sets are a powerful tool for organizing and managing your font catalog.

## Automatic Creation of Import History Sets

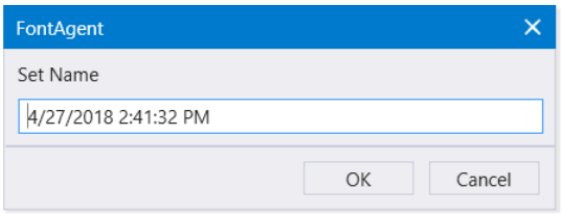
When the process of importing fonts completes, FontAgent displays a new set with a time-stamped name in the *Import History* section of the Sets Sidebar. Even if you import fonts directly into an existing set, FontAgent still creates an Import History set to log your import request.

## Display and Hide Import History Sets

To display Import History Sets, follow these steps:

1. Make sure the Sets Sidebar (Left Sidebar) is visible by clicking the View command in the menu ribbon and checking the Sets Sidebar checkbox. You can also type *Ctrl-L* to toggle display of the sidebar.
2. If Import History sets are not visible, click the disclosure triangle to the left of the Import History group in the sidebar.

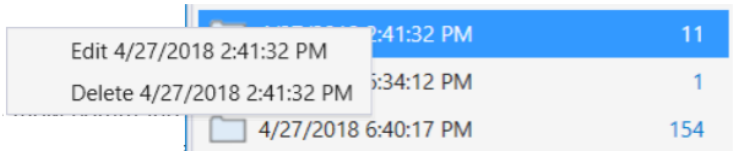
## Rename History Sets




If you wish, you can rename the time-stamped name of an Import History set to another name you choose. To rename a history set, follow these steps:

1. Right-click the Import History set's entry in the left sidebar and select the *Edit* command.
2. FontAgent displays a dialog showing the current name of the set.
3. Type the new name for the set and press *Enter*.

## Delete History Sets




When you delete an Import History set, FontAgent deletes the set and the fonts it contains from your FontAgent catalog. To delete an Import History set, follow these steps.

1. Right-click the Import History set's entry in the left sidebar.
2. Select the *Delete* command and FontAgent displays a dialog asking you to confirm deletion of the set.
3. Click *OK* to confirm the set's deletion.

## Uses of History Sets

Among the many uses of Import History sets, you can use them to:

- Preserve the organization of font folders as you import them
- Keep a time-stamped log of your import actions
- Undo an errant import request
- Clean up imported fonts when a project or job is finished

# Using Tags and Comments

FontAgent's Tag Manager helps you to describe and organize your fonts. Tags are simple keywords that you assign to fonts and sets to associate them with topics, projects, clients or anything you want.

Tags are a great way to describe your fonts and go way beyond the metrics and metadata contained in font files. The keyword search terms used on font vendor sites are good examples of qualitative terms used by everyday users to describe their fonts.

FontAgent allows you to create tags, associate them with fonts and sets, search them, use them in Smart Sets, and even share them with other users. Tagging opens the door to a world of new ways to organize your font collection.

## Subjective Tags: Beyond Font Metadata

In addition to glyph outlines, font files contain metrics like weight and slant, as well as metadata that details descriptive information like foundry and designer. But fonts don't contain subjective information such as:

- Visual characteristics
- Font classifications
- Typical uses of the font
- Projects in which the font is used
- Licensing details

## Selecting Useful Tags

The tag manager in FontAgent lets you assign keywords to your fonts to associate them. Use tags to:

- Describe qualitative and topical font properties not included in their metrics or other metadata
- Relate fonts to each other on a casual or temporary basis
- Associate fonts with projects, processes, workflow and jobs
- Describe fonts by topic, use or category

#### Examples of Useful Tags

The most powerful use of tags is to describe fonts using a variety of subjective terms such as:

- Styles such as handwritten, woodblock, shadow, outline or symbol
- Topics such as athletics, aerospace, religion, food or nature
- Feelings such as humorous, scary or silly
- Projects such as poster, menu or party
- Holidays such as New Year, Halloween or Christmas
- Client names, project names or job numbers

**Tip:** Avoid using tags to describe font characteristics that are already identified in their metrics, such as *italic* or *bold*. You are better served by creating Smart Sets based on slant or weight values for those font characteristics.

After tagging your fonts, you can use FontAgent's Quick Search and Smart Sets to find fonts that match the tags.

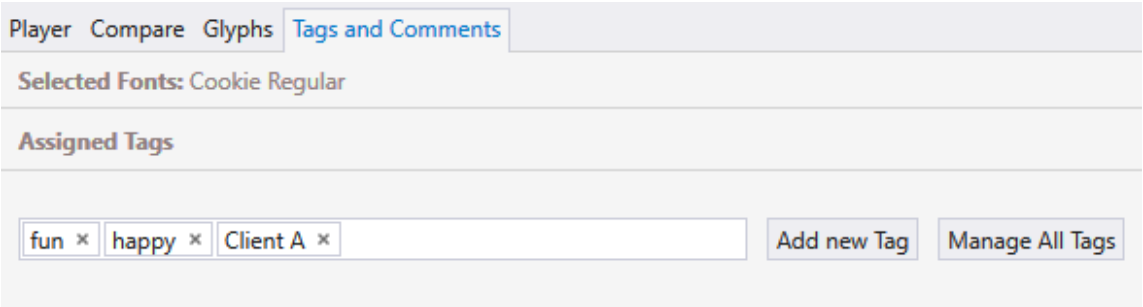
## How Tags Work

As you create keyword tags, FontAgent adds them to your catalog. It also tracks which tags you have assigned to which fonts and sets. FontAgent allows you to:

- Create new tags
- Delete tags from your catalog
- Assign tags to fonts and sets
- Remove assigned tags from fonts and sets
- Rename tags globally across all your fonts
- Share tags with others in your workgroup (FontAgent Sync or Server required)

## The Tags and Comments View

The *Tags and Comments View* in FontAgent displays custom tag and comment font metadata including tags that are synced from other machines or users in your organization. To display the view, select *Tags and Comments* in the bottom pane of FontAgent's main window. Then select fonts or sets to see tags associated with your selection.




## Tags and Sets: Important Differences

In some ways, tags work like sets in that they allow you to organize your fonts and create relationships among them. But there are important differences.

Sets provide a high-level structure of visual containers for your fonts that appear in FontAgent's left sidebar. If you use sets extensively to organize your fonts, you know how busy that sidebar can become. FontAgent gives you a number of ways to organize your font cataog to solve that problem. In contrast to sets, tags provide a flexible way of associating fonts while saving precious real estate in the Sets Sidebar.

Here are some important differences between sets and tags:

- When you associate fonts in sets, you can click the set name in the Sets Sidebar and see all the fonts in the set. To do the same thing with a tag, you search on it or create a *Smart Set* using the tag name as its criteria.
- When you associate a tag with a font, the tag becomes part of the font's metadata and appears in the *Tags and Comments* view in FontAgent's main window.
- You can search for fonts by tag name, so finding all the fonts for a project can be easy if you add project tags to your fonts.
- When you share fonts with others, FontAgent automatically shares its tags as well, so you can use tags to create font associations across your workgroup.
- You can use tags to group fonts in the FontAgent's Table View.

# Viewing Your Fonts

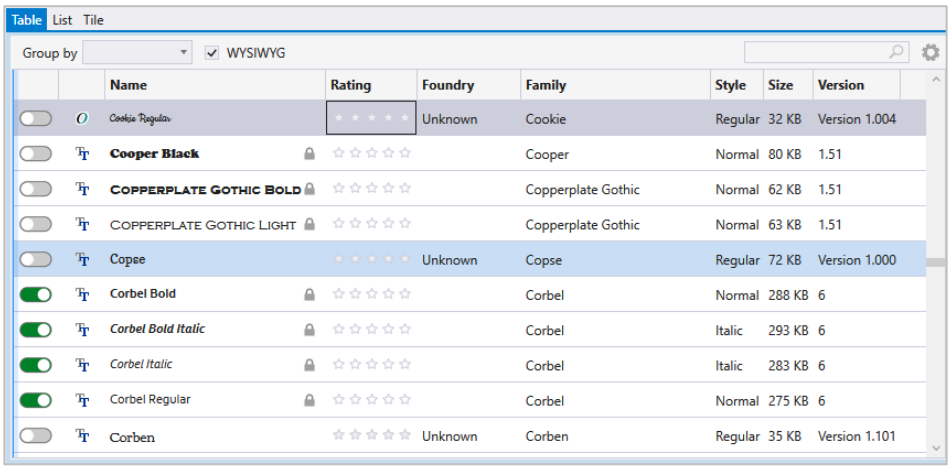
The main window in FontAgent displays a variety of viewers that let you list, preview, compare, activate, search, sort and print your fonts and their properties. FontAgent's unique Player View lets you play slide shows of font waterfalls, custom text passages and glyph sets in the colors and sizes you want.

## Font Catalog - Top Center

The Font Catalog appears at the top center of the FontAgent app window and has different views. Click the tabs on the top-left of the top pane to move among the views.

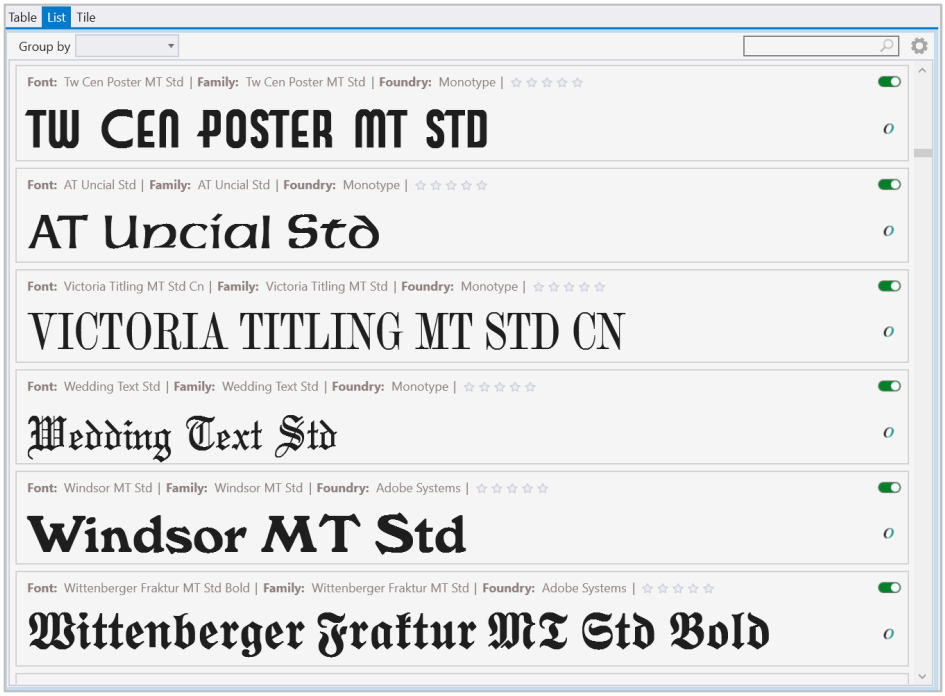
### Table View

Displays a sortable table of font names, properties and metadata



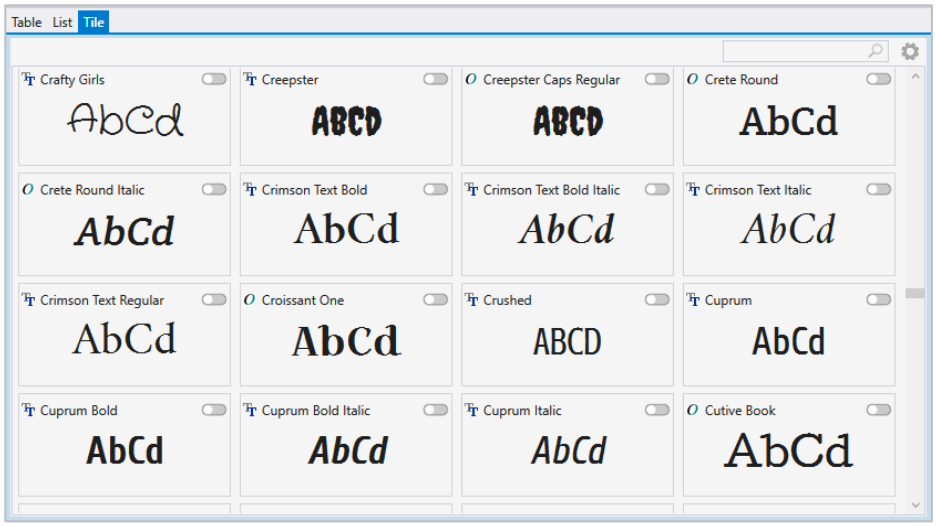

### List View

Shows fonts in their native typefaces and summary properties



### Tile View

Displays font glyph samples in large tiles for easy preview and comparison

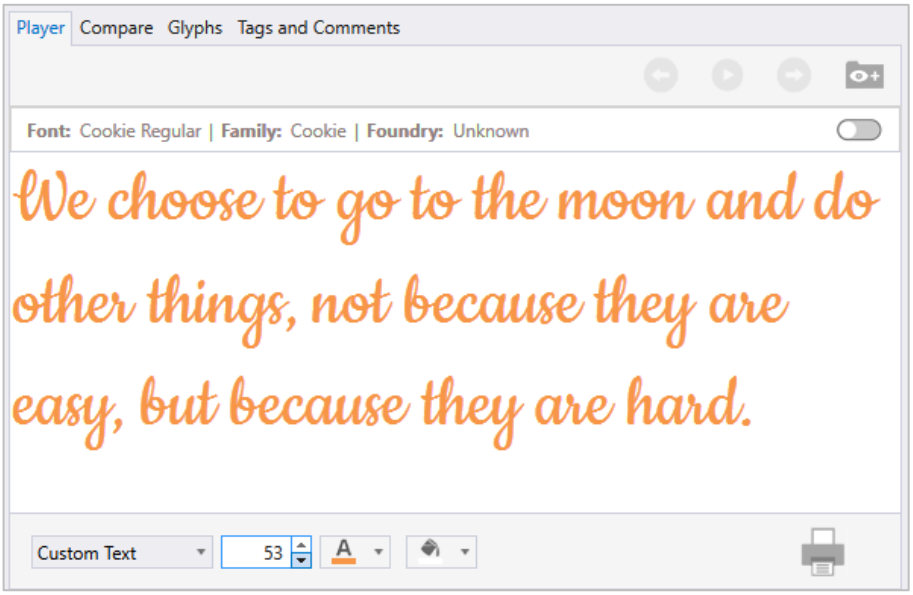



## Font Viewer - Bottom Center

The Font Viewer appears at the bottom center of the FontAgent app window and has four different views. Click the tabs at the top of the viewer to toggle among the views.

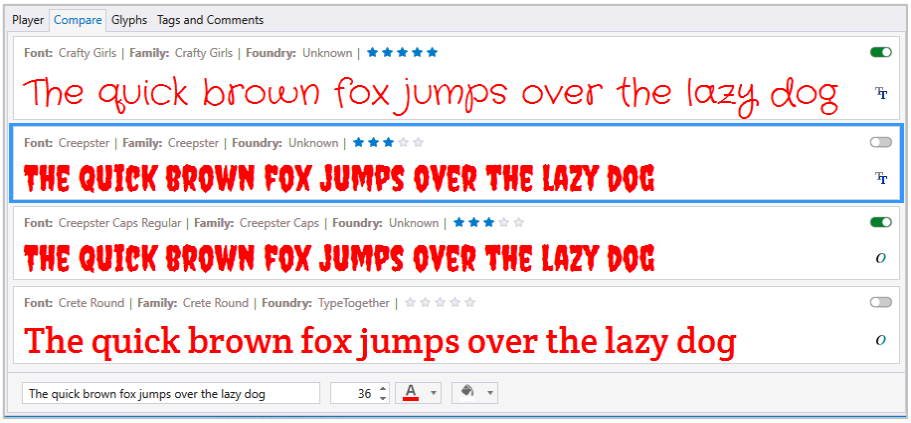
### Player View

Plays a slide show of fonts in customizable text and colors



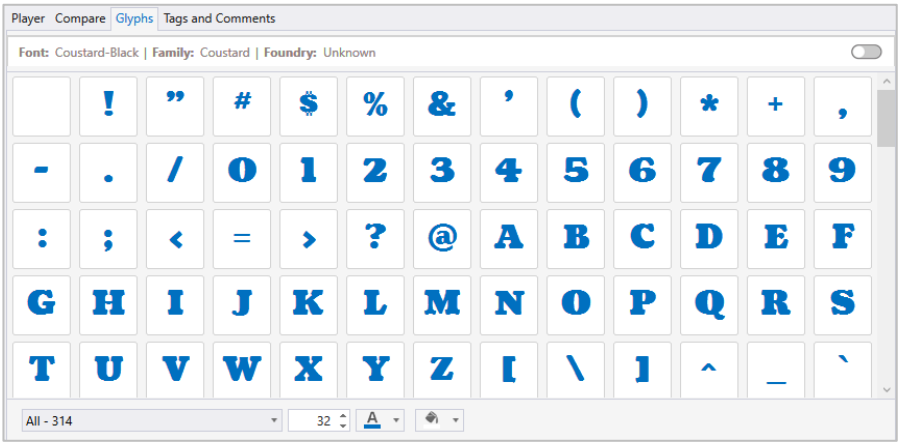

### Compare View

Lists selected fonts or sets in the same text and colors



### Glyphs View

Displays a gallery of character glyphs for a selected font




### Tags and Comments View

Enter and display tags and comments for selected fonts

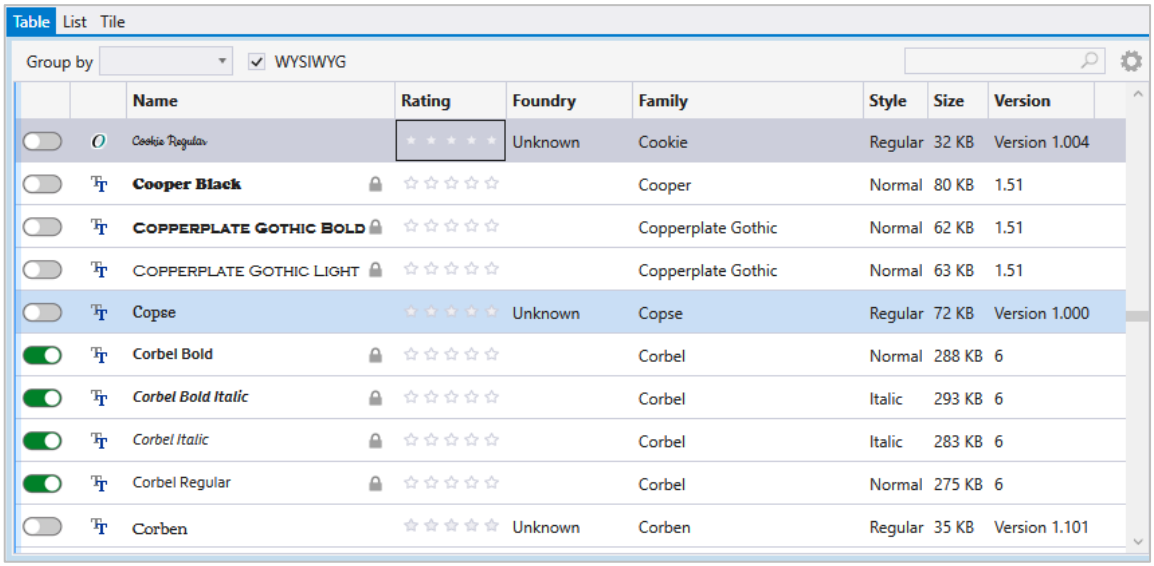



# The Table View

The Table View appears in the top pane of FontAgent and displays a row-and-column table of fonts and their associated metadata. You can scroll, resize and the table to view its contents.

## Displaying the Table View

To display the Table View, click the *Table* tab in the top pane or type *Ctrl-1.*



## Resize the Table View

To change the size of the upper pane that displays the Table View, you can:

- Drag the edges of the pane containing the table.
- Type *Ctrl-L* to hide the Sets Sidebar on the left.
- Type *Ctrl-R* to hide the Properties Sidebar on the right.
- Type *Ctrl-B* to hide the bottom viewer pane.
- Resize the entire FontAgent application window.

## Manage Table Columns

You can customize columns that appear in the Table View.

- To change the order of table columns, drag a column's header name to another position in the table.
- Click a column heading to sort the table by values in that column, or to invert the column’s sort order.
- To display or hide fonts associated with a specific value, click the disclosure triangle next to its heading.
- *Option-click* on a closed disclosure triangle to open all groups. *Option-click* an open disclosure triangle to close all groups.

## Group Fonts by Metadata Values

To group fonts in the Table View by their metadata values, use the *Group By* pull-down menu to select a column name. FontAgent then inserts headings as table rows to group fonts by the value of the headings.

## Get Integrity Alerts

Click yellow and red icons appearing next to font names to view alerts about the integrity of the fonts.

## Activate and Deactivate Fonts



Use the sliders on the left of the table to activate and deactivate fonts.

## See Font Previews

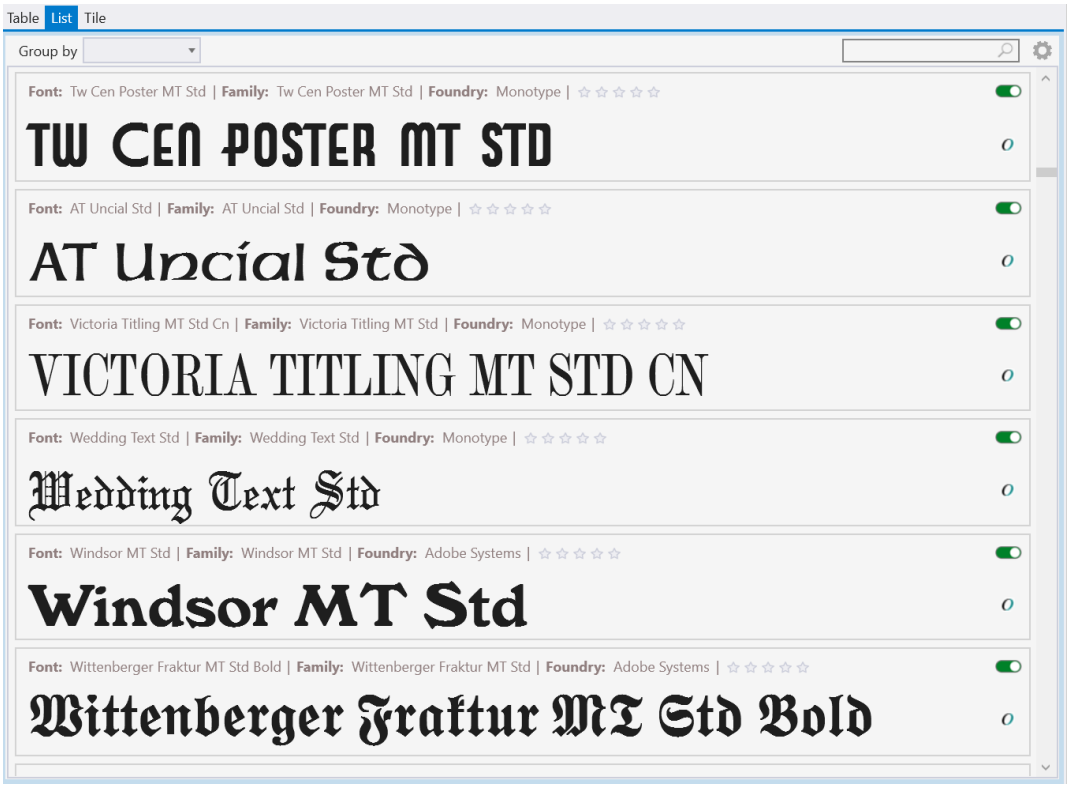
When you select a font in the Table View, the viewers in the bottom pane display that font as well.

# The List View

The Image View appears in the FontAgent's top pane and displays fonts in horizontal planks, one font per plank.

## Displaying the List View

To display the List View, click the *List* tab above the top pane in FontAgent or type *Ctrl-2.*




## Using the List View

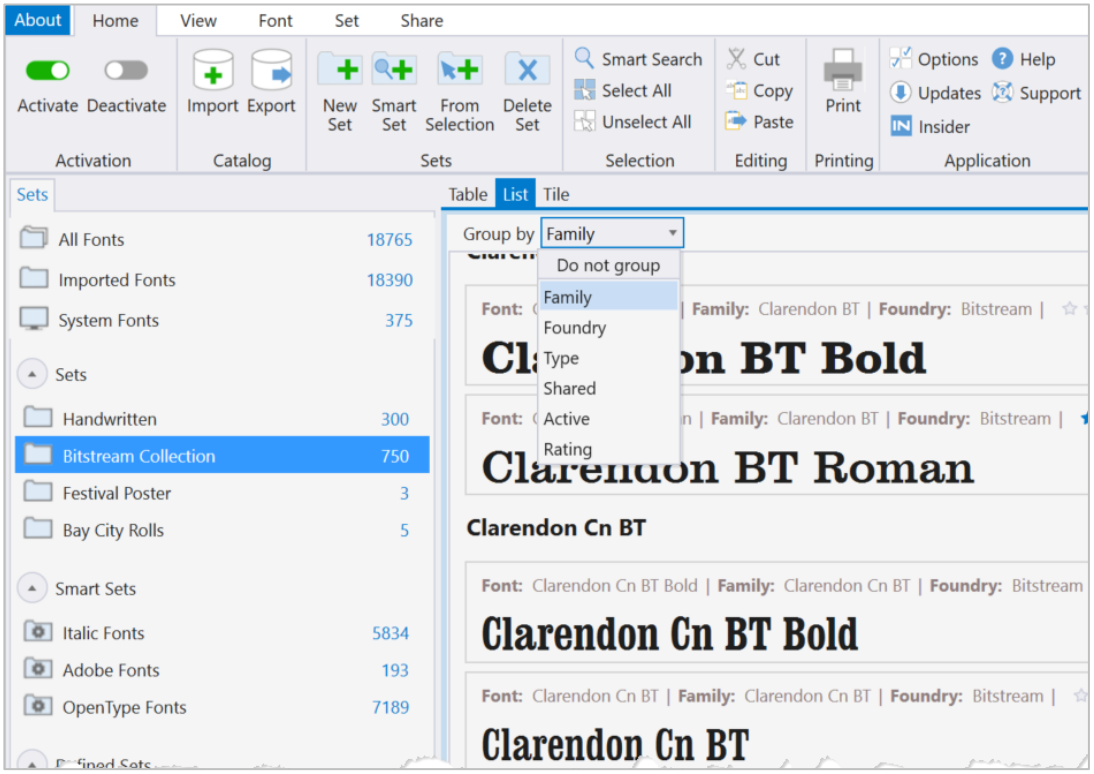
The List View displays a variety of helpful information about your fonts:

- Font names in their native WYSIWYG typefaces
- Font descriptors including name, family and foundry
- Icons indicating OpenType and TrueType font-file formats
- Font metadata including style, slant, width, weight and version number
- Slide switches for activating and deactivating the fonts

When you select a font in the List View, the viewers in the bottom pane display that font as well.

## Group Fonts by Metadata Values

To group fonts in the List View by their metadata values, use the *Group By* pull-down menu to select a font attribute. FontAgent then inserts headings in the list to group fonts by your selected group value such as *Family* or *Foundry.*




## Resize the List View

To change the size of the upper pane that displays the List View, you can:

- Drag the edges of the pane containing the table. Type *Ctrl-L* to hide the Sets Sidebar.
- Type *Ctrl-R* to hide the Properties Sidebar. Resize the entire FontAgent application window.

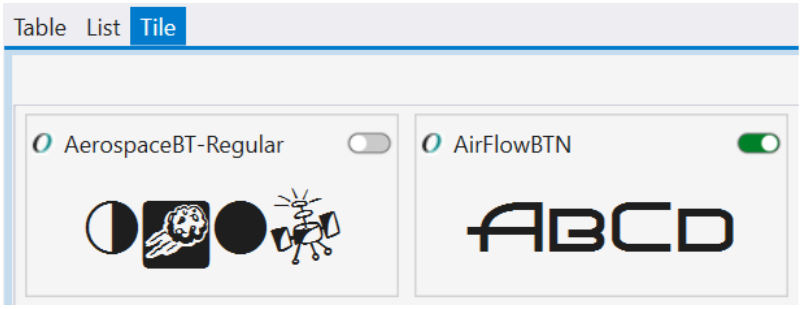
# The Tile View

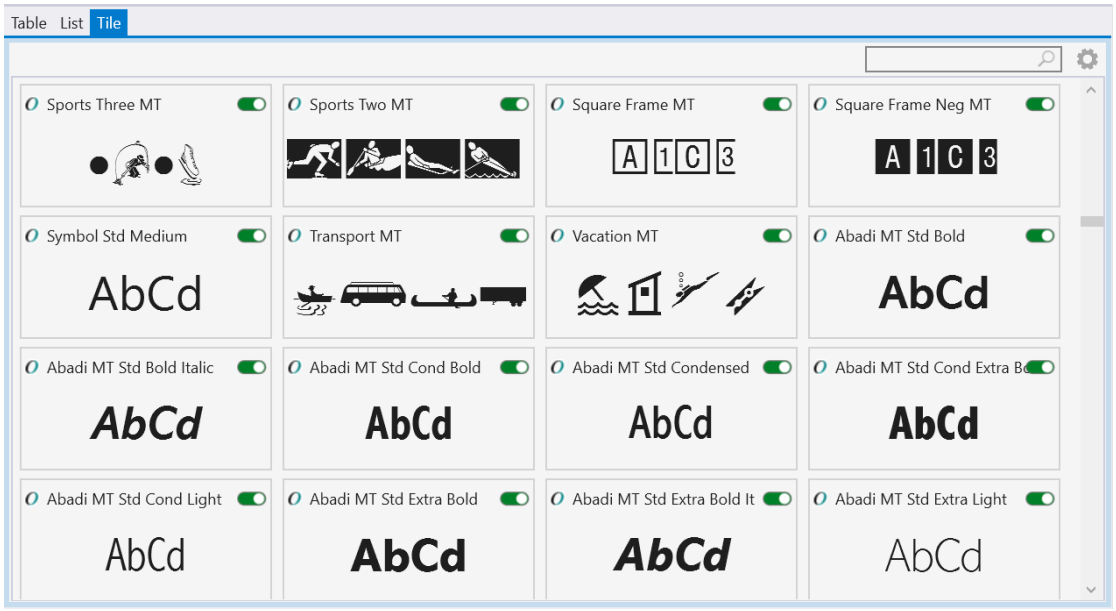
The Tile View appears in the FontAgent's top pane and displays currently selected fonts in a grid that shows:

- Sample font glyphs in their native typefaces
- Font names
- Icons indicating font-file formats including OpenType, TrueType, etc.
- Switches for activating and deactivating the fon

## Displaying the Tile View

To display the Tile View, click the *Tile* tab above the top pane in FontAgent or type *Ctrl-3*. FontAgent then displays a grid of tiles in the top pane of its main window.




## Preview Fonts in a Set

To preview a set of fonts easily, just select a set in the Sets Sidebar on the left and the Tile View displays previews of the fonts in the set.

## Compare Styles in a Font Family

The Tile View is also handy in displaying the various styles contained in a font family. To do so, you can either select the font family or use the *Search* field to enter the family name

## Resize the Tile View

To change the size of the upper pane that displays the Tile View, you can:

- Drag the edges of the pane containing the table.
- Type *Ctrl-L* to hide the Sets Sidebar.
- Type *Ctrl-R* to hide the Properties Sidebar.
- Resize the entire FontAgent application window.

## Activate and Deactivate Fonts



Use the sliders in the upper-right of each font tile to activate and deactivate the font. A green slider indicates the font is activated and a grey slider indicates it is deactivated.

## Sync Fonts with Bottom-Pane Viewers

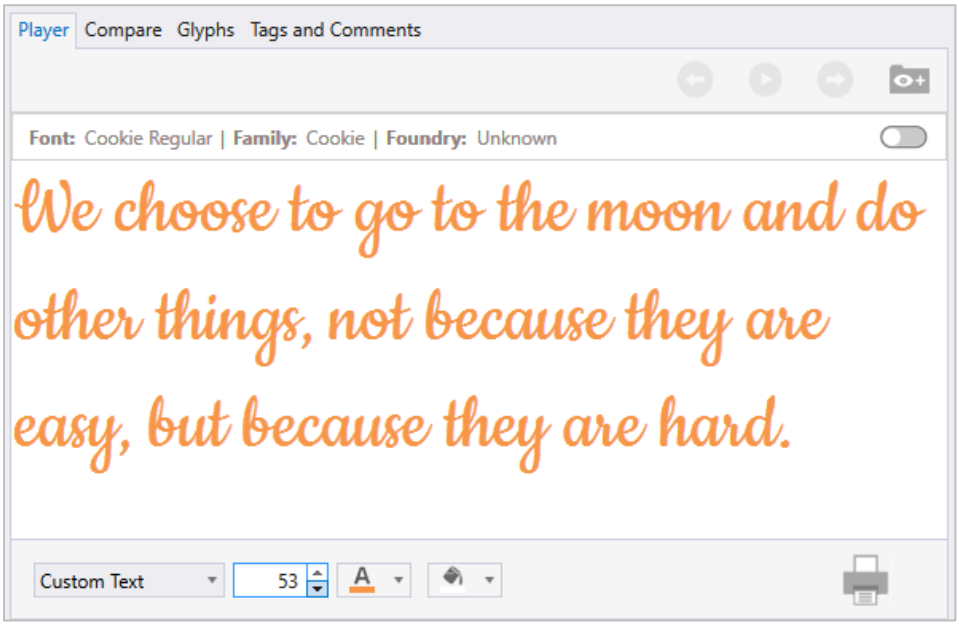
When you select a font in the Tile View, then the Player, Compare and Glyphs viewers display that font in the bottom pane.

# The Player View

The *Player View* provides very useful font previewing, selection and printing functionality. It automatically previews the font you currently have selected, displaying it in a customizable text string, size and color. If you have selected a font family, library or set, FontAgent displays the first font in that group in the Player View.

## Displaying the Player View

To display the Player View, click the *Player* tab in the bottom pane or type *Ctrl-4*.



## Playing a Slide Show of Your Fonts



The Player View "plays" through a selection of fonts. To play a slide show of fonts, you need to:

1. Select some predefined text using one of the content icons or enter your own text and color specs.
2. Select multiple fonts or sets.
3. Press the *Play* (right-facing triangle) button and FontAgent displays each selected font in succession, in the currently specified text, size and colors. When you click the *Play* button, a slider control appears that allows you to change the speed at which the Player View switches to the next font.

## Setting Font Text, Size and Colors




To modify the size and colors of text displayed in the Player View, use the controls at the lower left of the viewer. The pop-up menu on the left lets you select the text displayed in the Player View.

## Creating a Set of Favorite Fonts

As you use the Player View to play through your fonts, you can mark the fonts you like for later review. To mark a font, click the *Favorite* button that appears on the far right side at the top of the Player View. The button looks like a folder with an eye and a plus sign.



When you click the *Favorite* button, FontAgent places that font in a special set called *Player Set*. After you finish playing through your fonts, select the set to view all your favorite fonts. To save your favorites in a named set, just rename *Player Set* to another name.

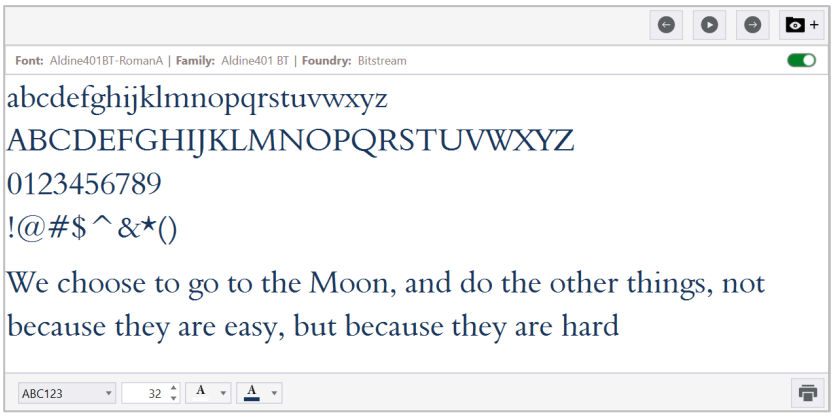
If the currently displayed font is already in the Player Set, the button changes to a minus sign. If you click the button, it removes the current font from the Player Set.

## View Specimen Sheet

The *Specimen Sheet* selection displays a sample sheet for a font that combines upper-case, lower- case, numerics, special characters, waterfall and sample paragraphs. You can print Specimen Sheets to share your selected fonts with client and associates.

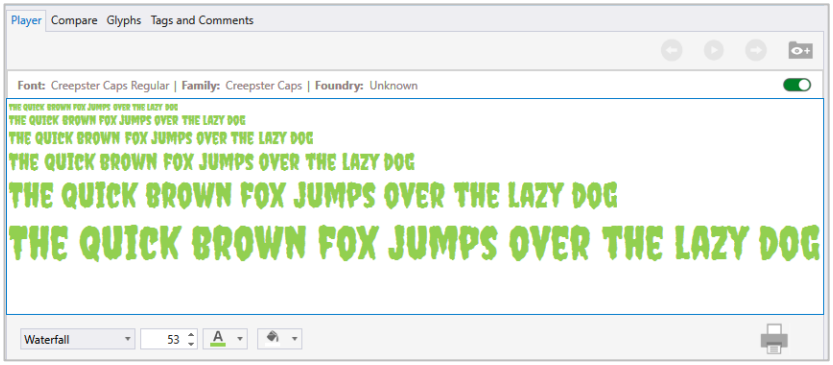
## Viewing ABC123 Text

The *ABC123* selection displays the characters of the alphabet and selected numbers and symbol characters. You can change the size and color of the text.



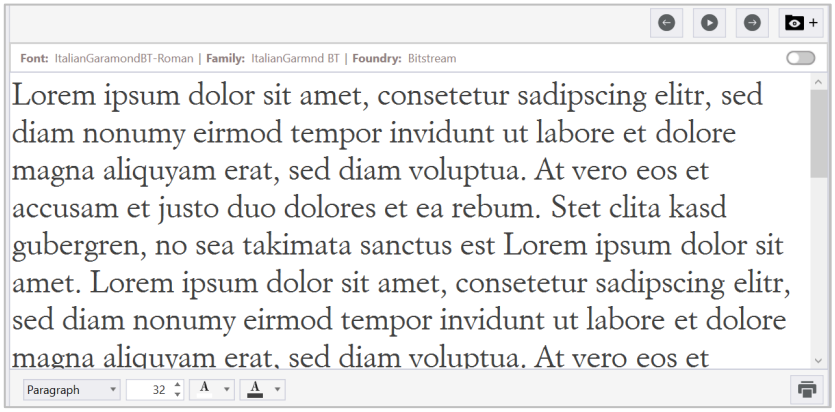

## Viewing Waterfall Text

The *Waterfall* selection in the Font Player displays a text string in increasing font sizes. You can modify the sizes and color of the text.



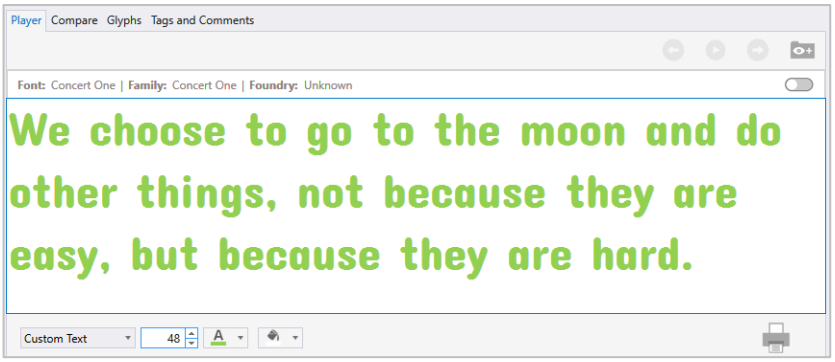

## Viewing Paragraph Text

The *Paragraph* selection in the Font Player displays a paragraph of lorem ipsum text. You can change the color and size of the text.




## Viewing Custom Text

The *Custom* selection in the Font Player lets you enter any text you want and specify its font size and color. This selection is particularly helpful in selecting fonts in logo and display design projects.



# The Compare View

The *Compare View* in FontAgent displays sample text in multiple fonts for easy comparison. After you select fonts or sets, the Compare View displays a customizable text string in each of the selected fonts.

## Display the Compare View

To display the Compare View, click the *Compare* tab in the bottom pane or type *Ctrl-5*.




## Select Fonts to Compare

To compare fonts, select a set in the Sets Sidebar on the left of the FontAgent application window and it displays the sets' fonts in the top pane. You can then select just the fonts you want to compare using one of these methods:

**Select all fonts in the top pane**
Click the *Select All* button in the *Home* menu ribbon.

**Select consecutive fonts**
Select the first font, hold the *Shift* key down, and click the last font.

**Select non-consecutive fonts**
Hold the *Ctrl* key down and click the fonts you want to select.

As you add fonts to the current selection, FontAgent displays them in the bottom pane.

### Setting Font Text, Size and Colors

To modify the size and colors of text shown in the Compare View, use the controls at the lower left of the pane.




### Activate Fonts



To activate or deactivate a font, use the slide switch on the right side of the row displaying the font. A green slider indicates that the font is currently activated, while a grey slider shows that it is deactivated.

## Viewing Specimen Sheet

To create a PDF sample sheet of Compare View's current contents, click the printer icon that appears at the lower-right of the view.

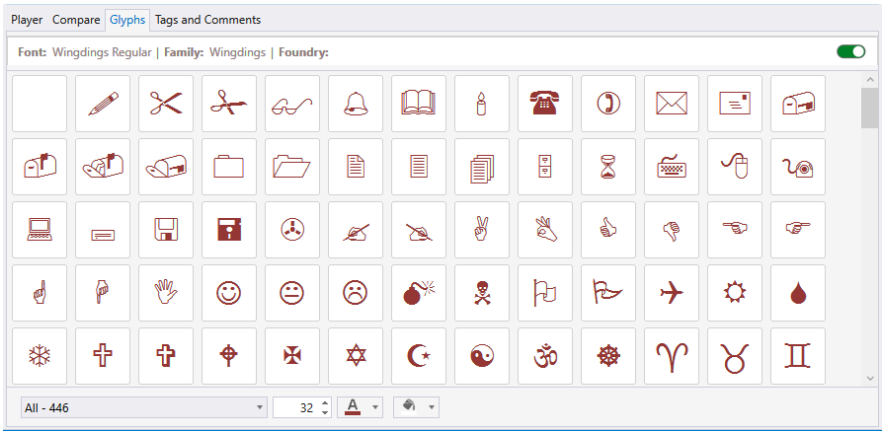
# The Glyphs View

The *Glyphs View* appears in the bottom pane of FontAgent and displays the character set of the currently selected font. The Glyphs View is particularly useful for displaying glyphs for symbol and dingbat fonts.

## Displaying the Glyphs View

To display the Glyphs View, click the *Glyphs* tab in the bottom pane or type *Ctrl-6*. To view a font's glyph set, follow these steps:

1. Make sure the Glyphs View is selected in the bottom pane.
2. Select a set in the Sets Sidebar on the left.
3. Select the font in the top pane of the main window.
4. Use the controls at the bottom on the Glyphs View to specify character set and font size to display.




## Dragging Characters into Your Documents

To insert a character into a document, follow these steps:

1. Activate the font using the slide switch at the right-top of the Glyphs View. If the font is activated, its slide switch is green.
2. Drag the character from the Glyphs View into your document.
3. In the application window displaying your document, use the *Font* menu to set the font and style to the correct font for the glyph.

## Activate Fonts

To activate or deactivate a font, use the slide switch on the right side of Glyphs View. A green slider indicates that the font is currently activated, while a grey slider shows that it is deactivated.

# The Tags and Comments View

The Tags and Comments View in FontAgent displays custom tag and comment font metadata including tags that are synced from other computers or users in your organization.

To display the view, select *Tags and Comments* in the bottom pane of FontAgent's main window. Then select fonts or sets to see tags associated with your selection. When you select multiple fonts, only tags that are common to the fonts are displayed.




## How Tags Work

Tags are simple descriptors that you assign to fonts and sets to associate them with topics, projects, collections – whatever you want. As you create tags, FontAgent add them to your catalog. It also tracks which tags you have assigned to which fonts and sets. FontAgent allows you to:

- Create new tags
- Delete tags from your catalog
- Assign tags to fonts and sets
- Remove assigned tags from fonts and sets
- Rename tags globally across all your fonts
- Share tags with others in your workgroup (FontAgent Sync or Server required)

## Assigning Tags to Fonts

To assign tags to fonts, follow these steps:

1. Select one or more fonts.
2. Type in a tag in the *Add tags* text field in the upper-right corner of the view. To enter more than one tag at a time, place a comma between the tags.
3. Press *Enter*.

If you enter a tag that is not yet in your catalog, FontAgent adds the tag to the catalog automatically.

## Removing Tags from Fonts

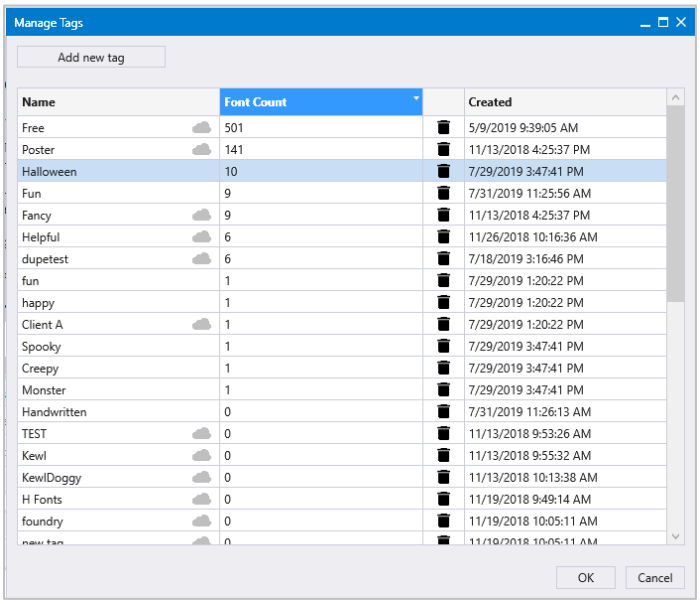
To remove a tag assigned to a font, click the **x** that appears next to the tag. This operation removes the tag from the selected fonts, but not from your FontAgent catalog.



## Deleting Tags from Your Catalog

Use the Tags and Comments view to delete tags from your catalog be following these steps:

1. Select the *Manage All Tags* button in the upper right corner of the Tags and Comments View.
2. Click the trashcan icon next to the tag you wish to remove from the catalog.
3. FontAgent will warn you that the tags will be removed from the catalog and all associated fonts. Click *OK* to delete the tag.




## Renaming Tags

To rename a tag in your FontAgent catalog, follow these steps:

1. Select the *Manage All Tags* button in the upper right corner of the Tags and Comments View.
2. Enter the new name and press *Enter*. FontAgent renames the tags across all fonts in your catalog.



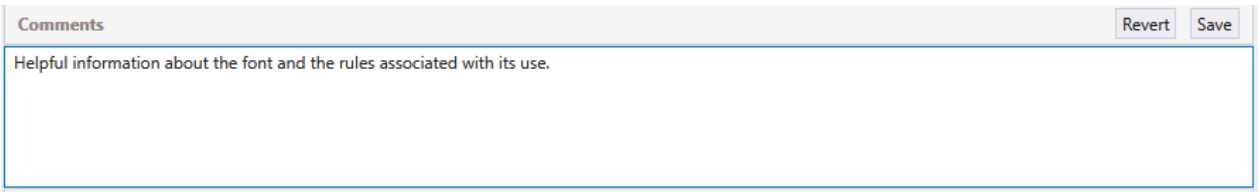

## Sharing Tags

To share your tags with other users, select any or all of your tagged fonts and click the *Share Font* command in the *Font* menu ribbon.

## Entering Comments

To add comments to a selected font, follow these steps:

1. Click inside the text field in the *Tags and Comments* view.
2. Enter the text of your comment into the text field.
3. Click *Save* to apply your comment to the selected font. Click *Revert* to undo changes that you have entered but not yet saved.

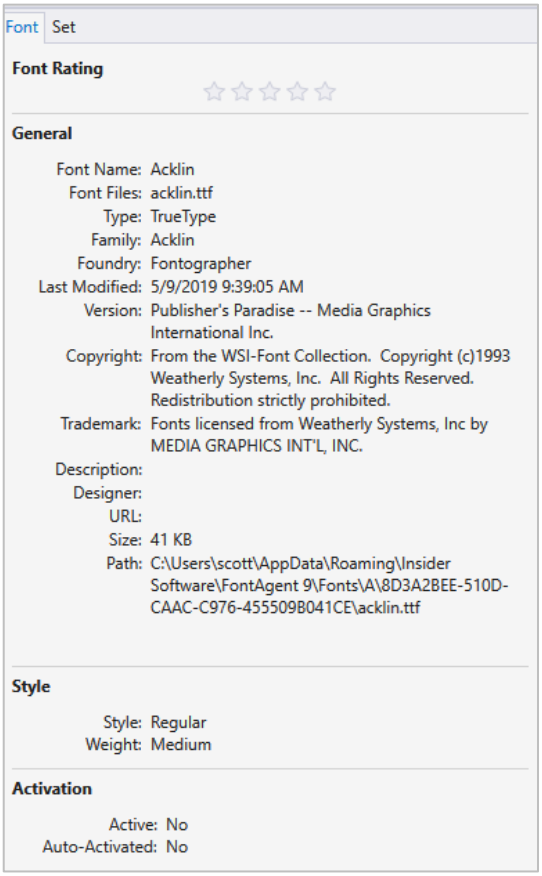


# The Properties Sidebar

The Properties Sidebar appears in the right column of FontAgent. It displays the properties and metadata for the currently selected font or set, as described below.

To show and hide the Properties Sidebar, click the *View* menu, and then check the *Properties Sidebar* checkbox. To change the size of the sidebar, drag the position of its left margin.

## Properties for Fonts




**Font Rating**
Click a star to change the font's rating. (5=High)

**Font Name**
The name of the font as specified in the font file.

**Font Files**
The name of the Windows file containing the font.

**Type**
The format of the font file and the type of outline it contains.

**Family**
The font family name specified by the font's designer.

**Foundry**
The foundry or publisher of the font specified in the font file.

**Last Modified**
The timestamp of the last time the font file was modified.

**Version**
The version number of the font specified by the font's designer.

**Copyright**
Copyrights claimed by the font's designer or foundry.

**Trademark**
Trademarks claimed by the font's designer or foundry.

**Description**
Optional information provided by the font's designer or foundry.

**Designer**
The designer of the font as specified in the font file.

**URL**
The web URL specified by the font foundry for more information on the font.

**Size**
The size of the file in bytes.

**Path**
The path showing where the font file is stored in the FontAgent font archive. To open the folder in the file system containing the font file, click the right-arrow button below the path name.

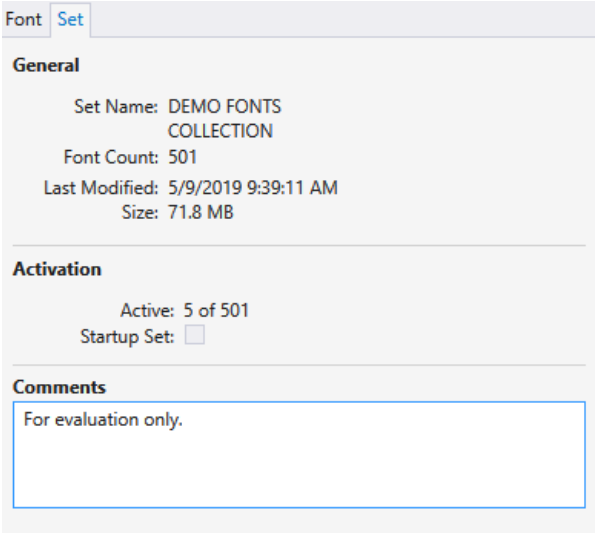
**Style**
The style of the font such as *Roman, Italic, Light, Medium, Bold, Black, Heavy*, etc.

**Weight**
A numeric value provided by the font designer to describe the thickness of the stroke widths of the font style. Regular and roman styles have a value of zero, heavier strokes have positive values, and thinner strokes have negative values.

**Active**
If the font is activated, this field displays YES.

**Auto-Activated**
If the font has been auto-activated by an application, this field displays YES.

## Properties for Sets




**Set Name**
The name of the currently selected set.

**Font Count**
The number of fonts in the currently selected set.

**Last Modified**
The timestamp of the last time that changes were made to the currently selected set.

**Size**
The size of the currently selected set, including the font files it contains.

**Active**
The number of fonts in the set that are currently activated.

**Startup Set**
Check this box to activate this set when the FontAgent application starts.

**Comments**
Enter usage details or other helpful information about the set.

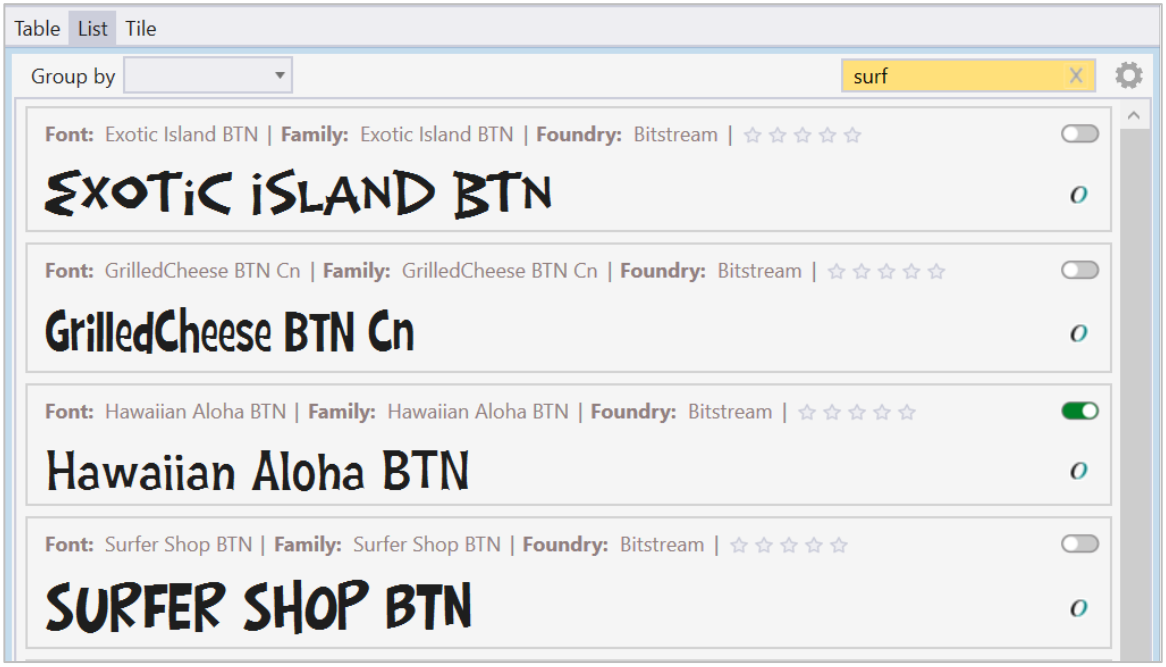
# Searching for Fonts

## Performing a Quick Search

One of the primary functions of a font manager is helping you find the fonts you need quickly and easily. FontAgent provides two search facilities for finding fonts in your FontAgent catalog: *Quick Search* and *Smart Search.*

*Quick Search* provides a Google-like experience. Just type what you're looking for into the *Search* field at the top-right of the FontAgent window. FontAgent then lists all fonts with a matching name, foundry, copyright, style, tag, comment, metric or other metadata value.

In the example below, the search term *surf* returns fonts whose names and families contain the term, as well as fonts that contain comments or keywords (tags) containing *surf*.




### Quick Search Tips

- When an active search is filtering the fonts being displayed, the *Search* field turns yellow to alert you.
- To limit your search to specific sets, select those sets in the Sidebar before initiating your search.
- To specify multiple search criteria, click the magnifying glass in the *Search* field.
- To cancel an active search, click the **x** button on the right of the *Search* field.

# Using Smart Searches and Smart Sets

FontAgent lets you search for fonts by their names, properties and metadata using its *Smart Search* facility.

## What is a Smart Search?

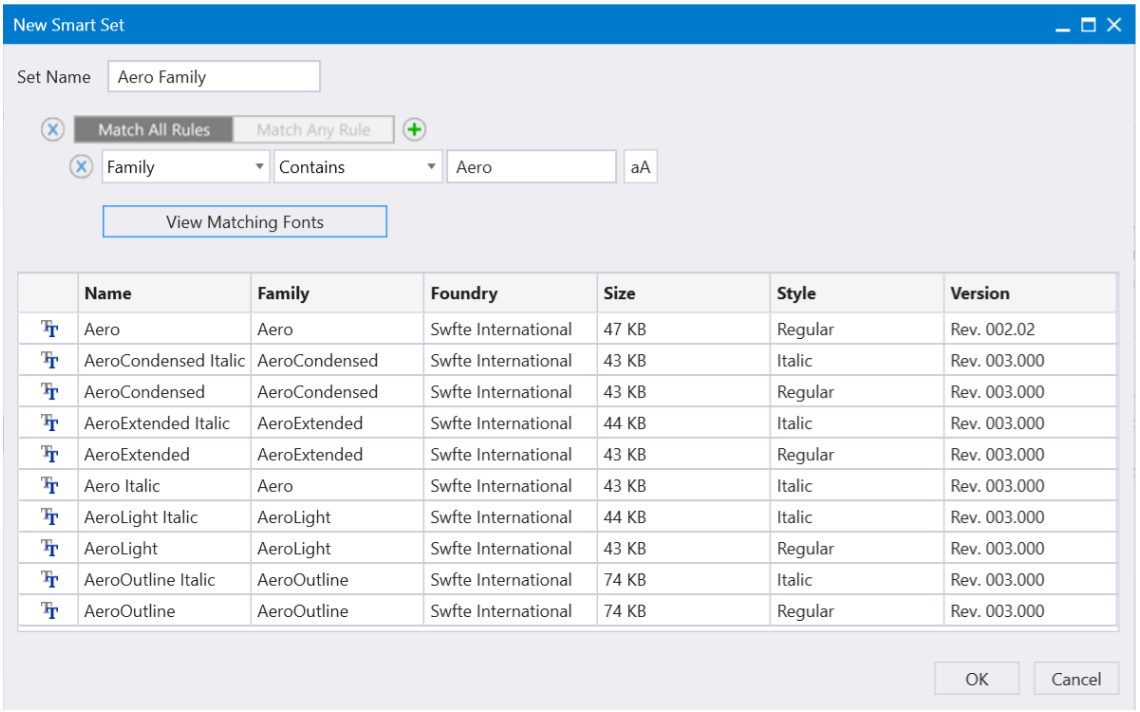
*Smart Search* lets you find fonts in your FontAgent catalog that match one or more rules that you specify. You can define a Smart Search from two places in FontAgent:

- When you click the magnifying glass in the Search field
- When you define a Smart Set

## Specifying Smart Search Criteria

To specify the terms of your Smart Search, follow these steps:

1. If you have more than one rule for your search, select whether you want the fonts in the set to match any or all of your rules.
2. Enter your first rule by using the pull-down menus to select an attribute, operator and value.
3. Click the **+** button at the top to add additional rules.
4. Click the **x** button to the left of a rule to delete the rule from your search.
5. Click the *View Matching Fonts* button to run your Smart Search query.




**Search any combination of these font attributes in your Smart Search**

| | | | |
|---|---|---|---|
| Font name | Font weight | Copyright | Tags |
| Foundry name | Font traits | Trademark | Comments |
| Font slant | Font format type | Description | Rating (1 to 5 stars) |
| Font proportion | Activation status | (by font creator) | Duplicate fonts |

## Saving Smart Searches as Smart Sets

Click *OK* and FontAgent saves your Smart Search, and it appears in the Sets Sidebar as a Smart Set.

## Editing a Smart Set

To make changes to an existing Smart Set, right-click the set's name in the Sets Sidebar and select the *Edit* command. FontAgent displays the Smart Set dialog so you can modify the set's name and criteria. To save your change, click *OK*.

## Renaming a Smart Set

To rename an existing Smart Set, double click the set's name in the Sets Sidebar, then enter the new name and press *Enter*.

# Finding and Managing Duplicate Fonts

## Detecting Duplicate Fonts

When you import fonts into FontAgent, duplicate fonts are not imported. To determine if a font is a duplicate, FontAgent compares different criteria to make sure there are no exact matches in the font file before it imports the fonts. However, in some cases, imported fonts can appear to be duplicate, but even if they have the same name and file format, fonts can differ in very minor ways and still be imported into FontAgent.

*Smart Search* enables you to specify complex searches to investigate apparent duplicates. It is accessible from two places in FontAgent:

- When you click the magnifying glass in the *Search* field
- When you define a Smart Set

# Activating Fonts and Sets

## Activating and Deactivating Fonts and Sets

Activating a font makes it available for use so it appears in *Font* menus in your applications. To limit your *Font* menus to a manageable length and to conserve system resources, you should activate just the fonts you plan to use. Don't worry. FontAgent lets you preview and compare your fonts, regardless of their activation status.

### Activation Switches

Wherever FontAgent displays a font or set, it also displays an activation status switch. Click the slider to toggle the font's activation status.



**Activated**
The font or set is active for use. To deactivate it, click the slider.



**Deactivated**
The font or set is not active for use. To activate it, click the slider.




**Auto-Activated**
The font was auto-activated by another application and is available for use.



**System-Activated**
The font is required to be active by the operating system and cannot be deactivated.



**Partially Activated Set**
Some of the fonts in the set are activated and some are not. To activate all the fonts, click the slider. To deactivate all of them, click it again.



**Shared Set**
The fonts contained in the set have been shared to the cloud so other users or computers running FontAgent can use them.

Some applications update their *Font* menus as they run, so newly activated fonts appear automatically after a short delay. Other apps load their list of available fonts only as they start up, so you must relaunch the apps for their *Font* menus to show newly activated fonts.

### System Font Activation

The Windows operating system comes with hundreds of fonts, many of which are required for Windows to run properly. As a result, when you deactivate required fonts, Windows keeps them active, but hides them from appearing in *Font* menus in applications.

# Activation Settings

FontAgent provides a number of settings to help control its font activation functionality. To set these preferences, follow these steps:

1. Select the *Preferences* command from the FontAgent menu.
2. Click the *Activator* tab in the Preferences dialog.

Use these settings to affect how FontAgent activates fonts in these situations:

- Activating fonts when FontAgent starts
- Auto-activating fonts in applications

## Reactivating Fonts at Startup

You can use the FontAgent *Settings* panel to control how FontAgent activates fonts at startup by following these steps.

1. Select Settings from the FontAgent menu to display the *Settings* panel.
2. Click the *Activator* tab.
3. Use the checkboxes at the bottom of the panel to fine-tune startup activation.

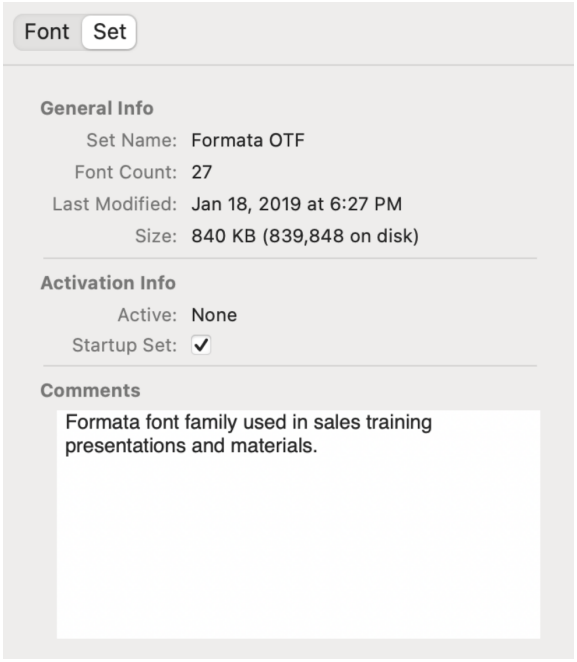
**Include** manually **activated fonts**
Direct FontAgent as it launches to reactivate fonts that were manually active at the end of your most recent FontAgent session.

**Include auto-activated fonts**
Direct FontAgent to reactivate fonts that were auto-activated in your most recent FontAgent session.

# Activating Sets at Startup

You can tell FontAgent to activate all the fonts in a selected set when you start up your system using these steps:

1. Click the set, then click the *Set* tab in the Properties Sidebar on the right of the FontAgent window.
2. Check the *Startup Set* check box.




You can create as many Startup Sets as you need but be selective about how many fonts you activate at startup. Activating too many consumes system resources and makes *Font* menus in your Windows applications too long and complex to navigate.

### Startup Set Usage Notes

- FontAgent for Windows activates startup sets as it launches
- FontAgent displays an up-arrow in the activation slider icon to the right of the set's name in the Sets Sidebar
- FontAgent places a checkmark next to the *Startup Set* command in the *Tools* menu.
- To convert a startup set back into a regular set, uncheck the *Startup Set* checkbox.

# Auto-Activating Fonts

As you activate fonts in FontAgent, they become available to use in Windows applications. Many apps check the Windows active fonts table on a regular or on-demand basis to stay current with your activated fonts.

However, other applications, including many from Adobe, use proprietary font activation functionality and check for new font activations on their own schedule or only as they launch. As a result, you often have to restart those apps after activating new fonts. To address this shortcoming, FontAgent includes software plugins that auto-activate fonts required by Adobe documents as you open them.

## How Auto-Activation Plugins Work

FontAgent auto-activation plugins intercept calls for activating fonts made by selected Adobe applications and direct them to FontAgent. When you open an InDesign, Illustrator or Photoshop document, FontAgent detects requests from the apps to open fonts that are inactive. FontAgent then activates the fonts for you, eliminating the need to activate the missing fonts and restart the applications.

## Installing Auto-Activation Plug-Ins

The FontAgent for Windows installer auto-detects which Adobe auto-activation plugins you need and installs them on your PC. If you wish to re-install plugins after your initial installation of FontAgent, email Insider Software product support at *support@insidersoftware.com* for guidance.

# Printing and Exporting Fonts

## Printing Font Sample Sheets

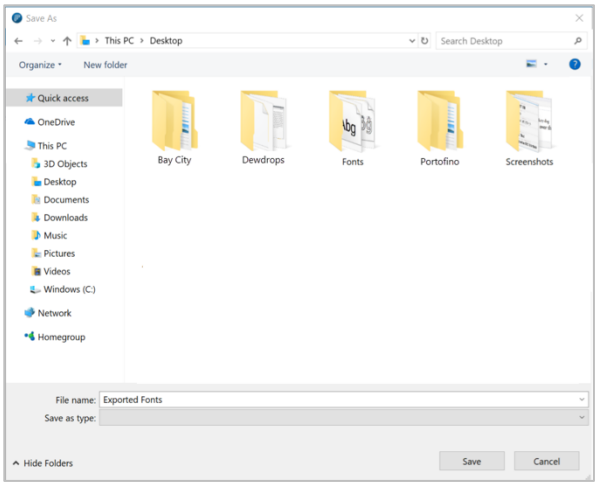



The Player View in FontAgent lets you print font specimen sheets in hardcopy or PDF formats—so you can compare text shown in various fonts, send proofs to clients and keep visual records of your fonts.

To create font sample sheets, follow these steps:

1. Select the *Player* tab in FontAgent's lower pane.
2. Select a font.
3. Select *Specimen Sheet* from the pull-down menu in the lower-left corner of the *Player* pane.
4. Click the printer icon in the Player View to display the *Print* dialog box, where you can choose whether you would like to print to a PDF file for electronic distribution or to a hardcopy printer.

## Exporting Fonts



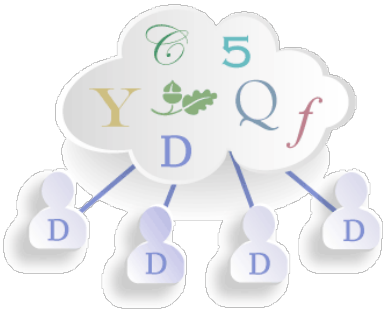

Exporting fonts from FontAgent creates an optimized, organized library of fonts in the location you choose. This allows you to gather fonts for distribution to associates, clients or print service bureaus, and ensure that the fonts you are sending are verified and complete.

To export fonts, select a group of fonts or a set, and select *Export Fonts* from the *Set* or *Font* menu. The *Save* dialog appears, allowing you to specify:

- A folder name for your exported fonts
- A folder location (such as *Desktop*) in which to place your folder of exported fonts

Specify the folder location and filename you want and click *Save.* FontAgent then creates an organized set of font folders at the specified location.

# Sharing and Syncing Fonts



## Sharing Fonts with Other Users

**This page applies to FontAgent Sync Edition and not to the Standard (standalone) or Connected Edition (server-connected).**

FontAgent allows you to share and sync your fonts with other users who belong to your FontAgent Sync Edition workgroup.

### Making Fonts Available to Others

When other users in your FontAgent Sync workgroup share fonts, FontAgent uploads them to the cloud. To share fonts with other users in your workgroup, follow these steps:

1. Select the font or set you wish to share.
2. Open the *Share* menu and click the *Share Font* or *Share Set* command.

... or just right-click the font or set and choose *Share*. FontAgent then uploads the selected fonts to the cloud where other users in your FontAgent Sync workgroup can view and download the fonts.

### Using Fonts Shared by Others

When other users in your FontAgent Sync workgroup share fonts, FontAgent uploads them to the cloud. To access those fonts, you can:

1. Open the *Share* menu ribbon and select the *Sync with Server* command or type *Ctrl-S*.
2. Click the *Shared sets* entry in the Sets Sidebar. FontAgent displays the shared fonts in its center pane.
3. Select, view and activate those shared fonts just like any other font in your local FontAgent catalog.

### Unsharing Fonts in FontAgent Sync

To unshare fonts you have previously shared with other users in your workgroup, follow these steps:

1. Select the font or set you wish to unshare.
2. Open the *Share* menu ribbon and click the *Unshare Font* or *Unshare Set* command.

... or just right-click the font or set and choose *Unshare*.

When you unshare fonts in your FontAgent Sync workgroup, the fonts become unavailable to everyone in the group. To once again make unshared fonts available to your workgroup, right-click the fonts and select *Share* from the pop-up menu.

#### Please Observe Software and Licensing Requirements

Please respect and conform to license requirements for your various fonts. To remain in compliance with the terms of your license, please make sure you have licensed enough seats for the fonts you share with others.

# Syncing Fonts on Your Computers

**This section applies to FontAgent Sync Edition and not to the Standard (standalone) and Connected (server-connected) Editions.**

If you use more than one computer, you can use FontAgent Sync to synchronize fonts across those systems to provide consistent working environments.

## Sharing Fonts with Other Computers



To share fonts with your other computers, follow these steps:

1. Select the font you wish to share.
2. Open the *Font* menu and click the *Share Font* icon.

... or just right-click the font and choose *Share Fonts* from the pop-up menu. FontAgent then uploads the selected fonts to the cloud from which your other computers download the fonts.

## Sharing Sets with Other Computers

To share sets of fonts with your other computers running FontAgent Sync, follow these steps:

1. Select the set you wish to share.
2. Select the *Set* menu command, and click the *Share Set* button.

FontAgent then uploads the fonts in the selected set to the cloud where your other computers can view and download the fonts.

## Using Fonts Shared from Your Other Computers

Once you share fonts and sets from your other computers, FontAgent uploads them to the cloud. To access those fonts follow these steps:

1. Click the *Sync with Server* command in the *Share* menu ribbon or type *Ctrl-S*.
2. Click the *Shared Sets* entry in the Sets Sidebar and the shared fonts appear in the center pane.
3. You can select, view and activate those fonts just like any other font in your local FontAgent catalog.

## Sharing Fonts Across Windows and Mac Computers

FontAgent enables you to sync and share fonts across Windows and Mac computers. As the table below shows, OpenType, Windows TrueType and TrueType Collection fonts work on both systems.

| Font File Format | Compatible Platforms |
|---|---|
| OpenType | Windows, Mac |
| Windows TrueType | Windows, Mac |
| TrueType Collection | Windows, Mac |
| Mac TrueType | Mac |
| Mac PostScript Type 1* | Mac |
| dfont | Mac |

** Note that Microsoft, Apple, Adobe and most application vendors no longer support Postscript Type 1 fonts in their operating systems and applications.*

# Setting Options

## Setting Activation Options

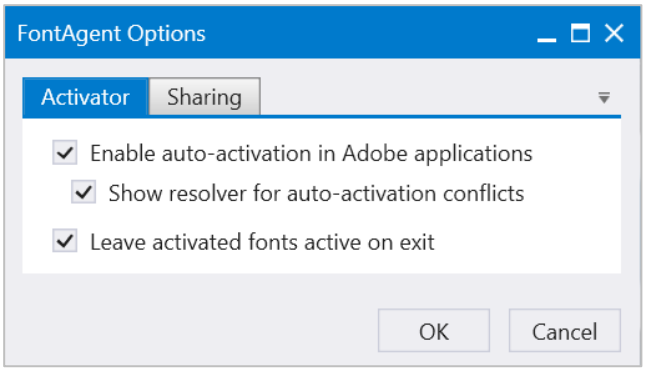
FontAgent provides a number of settings to help you control its font activation functionality.

To set these FontAgent activation preferences, select the *Options* command from the *Home* menu ribbon.

**Enable auto-activation**
Check this box to enable auto-activation in Adobe InDesign, Illustrator and Photoshop.

**Show resolver for auto-activation conflicts**
Click the checkbox to indicate whether you want FontAgent to display its *Conflict Resolver* when an exact match for a required font is not present in your font catalog.

**Leave activated fonts active on exit**
Check this box to leave fonts active that have been activated in the current session as FontAgent exits.

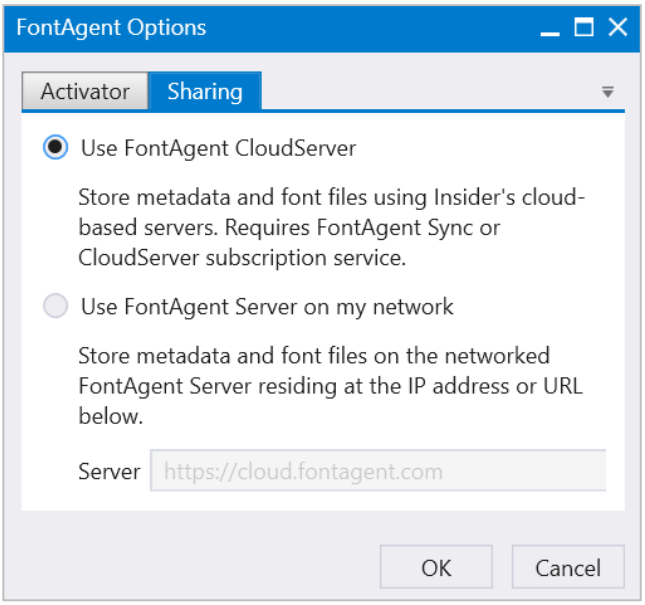



## Font Sharing Options

**This information about sharing fonts applies to you only if you use FontAgent Sync Edition, CloudServer Edition, or Connected Edition (which connects to FontAgent Server running on your internal network). This information does not apply to standalone users of FontAgent Standard Edition.**

Using FontAgent, you can share fonts with others in your workgroup and archive your fonts by connecting to FontAgent Server. To establish settings for connecting to a server, follow these steps:

1. Select the *About* command from the FontAgent menu and click the *Options* entry in the *About* menu.
2. When the *FontAgent Options* dialog appears, click the *Sharing* tab in the dialog.
3. Next, you need to select the correct setting for your installation, which depends on your FontAgent license as explained in the table below.



**Select Your Sharing Setting**

| If you are running: | Then: | And you should select: |
|---|---|---|
| FontAgent Standard (standalone) | Sharing is not enabled in your version of FontAgent. | Do nothing since this option has no effect for you. |
| FontAgent Sync | You can share and sync fonts with other users and computers in your workgroup. | Check the *Use FontAgent CloudServer* option. |
| FontAgent CloudServer | You can download fonts from the CloudServer. | Check the *Use FontAgent CloudServer* option. |
| FontAgent Connected Client | You can download fonts from FontAgent Server hosted on a server on your network or data center. | Check *Use FontAgent Server on my network* and enter an IP address or URL for your FontAgent Server. |

# Appendix: Font Terminology

The language of font management can be a bit confusing. Here is a quick reference of terms you might encounter when working with fonts, the Windows OS and FontAgent technology.

## Typography Terminology

**ascender**
An ascender is the part of characters that extend above the x-height line, such as the top of the lower-case d, b or h.

**baseline**
The imaginary line upon which characters appear to rest. In reality, the bottoms of curved letters like c, o, u, and s extend slightly below the baseline. Other characters like the lower-case g, j and p have descenders that extend below the baseline by significant amounts.

**bold**
A style of a font that is heavier than its regular, normal or roman style.

**black**
A style of a font that is heavier than bold. Synonyms include heavy and extra bold.

**compressed**
A compressed style of a font is one in which the width of each character in the font is less than its regular or normal style. In other words, the aspect ratio of the font appears to be more vertical, allowing you to fit more text on a line. Also known as *condensed* or *narrow* in some font families.

**condensed**
A condensed style of a font is one in which the width of each character in the font is less than its regular or normal style. In other words the aspect ratio of the font appears to be more vertical, allowing you to fit more text on a line. Also known as *compressed* or *narrow* in some font families.

**descender**
The part of a character that extends below the baseline of a font, such as the extensions of the lower-case p, g or j.

**family**
A font family is a group of fonts of the same design. For example, the family *Times* contains *Times-Plain*, *Times-Bold*, *Times*-Italic, etc.

**foundry**
The foundry is the name of the organization that created or published the font. A font's foundry often appears in the name of the font, such as "Adobe Caslon Pro."

**glyph**
An individual letter, number, or symbol in a font's character set. For example, *G*, *9*, and @ are glyphs. The term *character* is often used as a synonym for glyph.

**italic**
Style of a font that is slanted from the font's *normal* or *regular* style, though some fonts have only an italic style. Also known as *slanted* or *oblique* in some font families.

**kerning**
The amount of space between characters. Graphic designers sometimes adjust kerning to change how light or dense text appears or to make the text fit into a specific space. Fonts usually contain kerning pairs, which define how close specific letter combinations should appear when rendered.

**leading**
The amount of space between successive lines in a block or paragraph of text. Unlike kerning, leading is not part of a font's metadata, but is instead specified and controlled by the application rendering the font.

**license**
A font license details the usage rights that purchasers of fonts must abide by when they license fonts from type designers and foundries.

**light**
A style of a font that is uses a thinner stroke weight than the font's normal weight. Also known as *thin* style in some font families.

**narrow**
The style of a font in which the width of each character in the font is less than its *regular* or *normal* style. Therefore, the aspect ratio of the font is more vertical, allowing you to fit more text on a line. Also known as *compressed* or *condensed* in some font families.

**normal**
The base style of a font that is not italicized, bolded nor condensed. Also known as *regular* or *roman* in some font families.

**oblique**
An oblique style of a font is slanted from the font's normal or regular style. Also known as *slanted* or *italic* in some font families.

**point size**
The overall height of a font as rendered on a screen in print. There are 72.272 points in one inch.

**regular**
The regular style of a font that is not italicized, bolded nor condensed. Also known as *roman* or *normal* in some font families.

**roman**
The roman style of a font is not italicized, bolded nor condensed. Also known as *regular* or *normal* in some font families.

**sans serif**
A font design that does not include small lines or projections at the end of strokes in a character. Also known as *grotesque* style fonts. Examples of sans serif fonts including Helvetica, Arial and Futura.

**serif**
A font design that includes small lines or projections that finish strokes in a character. Also known as roman style fonts. Examples of serif fonts include Times Roman, Garamond and Palatino.

**slanted**
A slanted style of a font is slanted from the font's normal or regular style. Also known as *italic* or *oblique* in some font families.

**style**
A style is a single font that describes a specific variant of a font family such as *Myriad Italic* or *Arial Bold.*

**thin**
A style of a font that is uses a lighter stroke weight than the font's normal weight. Also known as "light" style in some font families.

**x-height**
The x-height of a font is the vertical distance between the baseline of a font and the top of the lower-case-x glyph (as well as the u, v, w and z glyphs) expressed as a percentage of the overall height of the font. Therefore, a high x-height percentage means that the upper- and lower-case glyphs are closer in size.

# Windows Font Formats

Over the years, the Windows OS has supported multiple font formats. Today, FontAgent Server supports the file formats supported by modern Windows operating systems to ensure that they render faithfully and efficiently. Here's a brief history of file formats supported by Windows.

**PostScript Type 1**

PostScript Type 1 fonts were introduced by Adobe in 1984, but it stopped developing them in 1999. A few years later, Adobe stopped selling Type 1 fonts altogether. Type 1 fonts are comprised of an outline font used on printing devices, and a series of bitmap fonts used for on-screen display. To make the unwieldy Type 1 fonts more manageable, they often include a suitcase folder that contains multiple bitmap sizes. Desktop operating systems require you to keep a font's outline and bitmap files in the same folder.

Despite being a time-tested technology, Type 1 fonts have a number of crucial shortcomings. They do not support more than 256 glyphs in a single font, nor Unicode encoding. They don't work in a portable manner across Mac, Windows and Unix platforms. And they do not have advanced typography extensions to support worldwide languages.

*Over the years, Microsoft and Windows application vendors have abandoned support for Type 1 font files, so FontAgent no longer imports or manages Windows Type 1 fonts.*

**Windows TrueType (TTF)**

After its introduction by Apple and Microsoft in 1991, TrueType rapidly became a popular cross-platform font format because it stores all information for a font in a single file. There was some initial resistance to TrueType adoption due to the use of old imaging devices that depended on PostScript Type 1 fonts.

But after a few years, TrueType became the leading font format throughout the 1990s. However, since the introduction of OpenType in 2000, TrueType has been steadily losing ground to the more modern OpenType format in sales and popularity. That said, TrueType fonts still represent an overwhelming percentage of fonts in use worldwide.

One of the advantages of TrueType format fonts has been the ability of Microsoft Office applications to embed them in documents and presentations.

**OpenType (OTF)**

Introduced in 2000, the OpenType font format was jointly developed by Microsoft and Adobe. It can be used on Mac and Windows systems, providing a great deal of flexibility for enterprises, designers, service bureaus and printers.

OpenType is not a font outline format, but a standard for encapsulating font-file components into a unified, portable file format—so most OpenType files contain TrueType or PostScript outlines for printing. OpenType is the most modern font-file format for desktops. It can support more than 65,000 character glyphs in one file, so it can support extended character sets, dingbats, ligatures, ordinals, old-style, symbols and worldwide languages.

# Font Management Terminology

FontAgent® adds a layer of lingo to font and typography terminology. The FontAgent terms focus on product features that include font organization, font management, previews, user interface, searching and tagging. It's a language you pick up very quickly as you use FontAgent.

**activation**
Activating a font in FontAgent clients makes the font available for use. By activating only the fonts they need, users improve system performance, save system resources, and preserve the usability of Font menus in applications.

**auto-activation**
Automatic activation of fonts that occurs when you open a document containing the fonts. FontAgent clients provide auto-activation in modern applications and includes auto-activation plug-ins for Adobe apps.

**cache**
As operating systems and applications run, they make copies of fonts and cache or store them in various folder locations. These font caches can become corrupt and fall out of sync with newly installed or modified versions of font files. When this happens, screen and printer output can appear incorrectly.

**Compare View**
Displays sample text in multiple fonts for easy side-by-side comparison. Displays the fonts in a text string, size and colors specified by the user.

**Connected Client**
The FontAgent software run by end users on their computers. Connected Clients can run in a disconnected or networked state. When networked, the clients connect to FontAgent Server for font updates.

**expiration date**
The date on which you request FontAgent Server to remove or revoke font permissions from users and groups.

**Glyphs View**
Displays the character set of the currently selected font in the bottom pane of FontAgent clients.

**group**
A logical association of users that FontAgent Server admins use to grant permissions, assign licenses, and distribute fonts in a single step. Similar to a group in directory services.

**Import history**
A list of sets that log which fonts were imported into FontAgent and when they were added to your font collection.

**inspector**
The inspector appears in the right sidebar of FontAgent and displays the properties and metadata associated with currently-selected fonts and sets.

**license**
A font license contains the usage terms and rights granted to you by the owner of a font. You can include the terms of font licenses in FontAgent, and you can track the number and identities of assigned users in FontAgent Server.

**outline**
Font outlines are the mathematical formulas, or Bezier curves, that describe the shape of each glyph, or character, in the font.

**screen font**
A screen font is a collection of bitmap files used by PostScript old fonts to display the font on a computer display, but not on a printer.

**Player View**
Plays a slide show of currently selected fonts one-at-a-time in the bottom pane of FontAgent clients. Displays each font in a text string, size and color specified by users.

**Player Set**
Collection of fonts created by users of the Player View in FontAgent clients as they mark their favorite fonts in a Player View slide show.

**preview**
Display of a text string in the native glyph outlines of a selected font. FontAgent clients let you preview fonts in your choice of text, colors and sizes.

**printer font**
A printer font is an outline font file, or, more accurately, a PostScript Type 1 file. These files used to render the fonts on a printer, but not a computer display.

**rating**
A 1-star (low) to 5-star (high) rating given to a font by users of FontAgent clients so they can find their favorite fonts easily.

**search**
A FontAgent facility that enables you to find fonts that match a simple text string or a complex, custom query of font metadata. You can save the criteria of a search request as a smart set.

**set**
Logical associations of fonts used to organize your fonts based on customer, project, font style, foundry, or anything else that helps your workflow.

**server set**
A set of fonts resident on FontAgent Server that admins can manage and distribute to end users.

**shared font**
A font that has been uploaded to FontAgent Server and made available to other FontAgent users.

**Smart Set**
Dynamic collection of fonts that match one or more rules that you specify. Updates automatically as you add and delete fonts from your FontAgent client catalog.

**Startup Set**
A set that automatically activates all its fonts when FontAgent clients launch.

**suitcase**
A suitcase is a special folder containing collection of resource files used by old PostScript Type 1 format fonts.

**sync**
The process that occurs when a FontAgent running on a user desktop connects to a cloud-based or on-premise FontAgent Server to upload and download fonts.

**system fonts**
Fonts used by an operating system that are therefore required to be available at all times.

**tags**
Simple keywords assigned to fonts and sets to associate them with topics, projects, clients or anything else you want.

**waterfall**
Custom text in the Player View in FontAgent clients. Displays the same line of text in increasingly larger type sizes.