

Universal Type Server™

Quick Reference

wxyz123
abcdefgh
4567890

abcd
45678
jklmn

ABCDEFGHIJKLMNOPQRSTUVWXYZ
12345
67890=!@#\$%^&*
_+ABCDEFGHIJKLMN
OPQRSTUVWXYZ

Launching the Universal Type Client

To manage fonts—including activating, deactivating, and creating sets—you need to launch the Universal Type Client™. To launch the Type Client:

- **Mac:** Applications > Extensis > Universal Type Client.
If you use the Type Client frequently, drag the application to your dock.
- **Win:** Start Menu > Program Files > Extensis > Universal Type Client.

TIP

You do not need to keep the Universal Type Client open to keep fonts active or to activate fonts with the auto-activation plug-ins. The Universal Type Core, a startup application that runs in the background, keeps the fonts active.

Activating Fonts

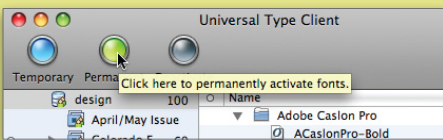
You can activate fonts temporarily (until you log off from your system) or permanently (until you deactivate them):

1. Launch the **Universal Type Client**.
2. Select a workgroup.
3. Find the fonts you want to activate:
 - Fonts are listed in the **Fonts** pane. Scroll through the list or click in the **QuickFind** field and type the first few letters of the font or family name until recognized.
 - Sets display under the selected workgroup in the **Workgroups** pane.
4. Click to select the font, family, or set you want to activate.

TIP

To select multiple items, **Command+click** (Mac) or **Ctrl+click** (Win). To select a range of continuous items, **Shift+click** the first and last item.

5. To activate the selected fonts:
 - Click the **Temporary** or **Permanent** button on the toolbar.
 - Press **Command+O** (Mac) or **Ctrl+O** (Win) to activate fonts temporarily.
 - Click to the left of a font, family, or set to activate fonts temporarily; press the **Option** key (Mac) or **Alt** key (Win) as you click to activate the fonts permanently.



Click **Temporary** or **Permanent** to activate selected fonts, families, or sets.

Deactivating Fonts

To deactivate fonts, select the fonts, families, or sets in Universal Type Client, then:

- Click the **Deactivate** button on the toolbar.
- Click the button to the left of the selection.
- Press **Command+K** (Mac) or **Ctrl+K** (Win).

Sorting Fonts

The **Fonts** pane can list fonts individually or group them according to typeface families. In addition, you can display whatever font information is helpful to you—Class, Foundry, Type, etc.—and use that information as sorting criteria.

- **Group by Family:** To list fonts by typeface family, choose **View > Group Fonts by Family**, or press **Command+E** (Mac) or **Ctrl+E** (Win).
- **Display Columns:** Choose **View > Columns** or **Control+click** (Mac) or **Right+click** (Win) a column heading to enable or disable columns of font information.
- **Arrange Columns:** Click and drag the column headings (such as **Type** or **Version**) to change the order of columns.
- **Sort by a Column:** Click a column head to sort fonts or families according to that information—for example, click **Class** to sort alphabetically by classification.

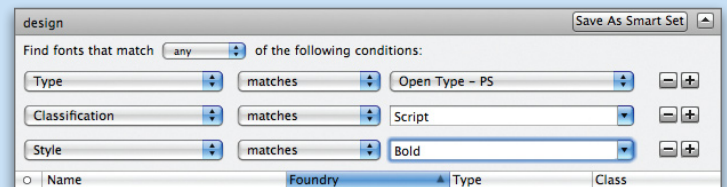
Name	Foundry	Type
▶ Adobe Caslon Pro	Adobe Systems	OpenType - PS
▶ Bauer Bodoni	Adobe Systems	PostScript
▶ Bauhaus	Adobe Systems	PostScript
▶ Berthold City	Adobe Systems	PostScript
▶ Bodoni	Adobe Systems	PostScript
▶ Eurostile	Adobe Systems	PostScript

Drag column headings to rearrange columns of font information.

Finding Fonts

The **Fonts** pane displays all the fonts in the selected workgroup or the fonts in any selected sets. To locate specific fonts:


- **Find by Name:** Type the first few letters of the font or family name in the **QuickFind** field until recognized.
- **Find by Various Criteria:** Choose **Edit > Find Fonts**, or press **Command+F** (Mac) or **Ctrl+F** (Win). When you finish finding fonts, click the arrow in the upper-right corner to hide the **Find** tools.



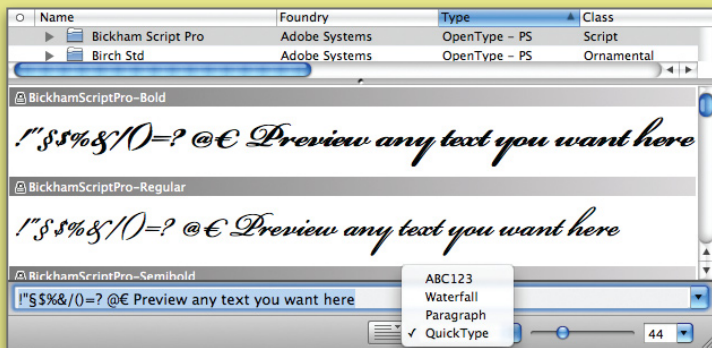
You can find fonts according to any combination of criteria, and save find criteria as a smart set.

- **Save Find Criteria:** If you tend to find the same collection of fonts again and again—all OpenType PS Sans Serif, for example—you can save the criteria as a smart set. Click **Save As Smart Set**, then double-click the new smart set that displays in the selected workgroup to rename it. The set will automatically update to display all fonts that match the smart set criteria.

Previewing Fonts

When you click the **Preview** button  in the toolbar, previews of fonts and families selected in the **Fonts** pane display.

- **Change Preview Type:** Choose an option from the **Preview Type** drop-down menu to display a **Waterfall**, **Paragraph**, or **QuickType** preview.
- **Customize Text:** To customize the text shown, click the **Edit Preview Text** button and enter new text below the preview. (You can automatically enter new text for **QuickType**.)

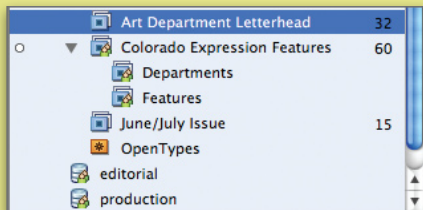


Customize the **Preview** display, text, and size to suit your needs.


- **Change Size:** Drag the **Preview Size** slider or choose a point size from the drop-down menu to see the font at different sizes.

Working with Sets

All users can create and modify their own sets. The ability to share sets with a workgroup and modify shared sets is a user permission. Sets are created within the selected workgroup and can be nested within other sets.




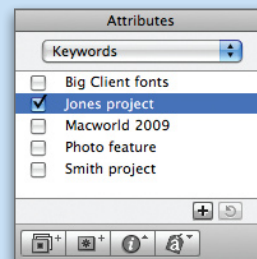
Sets display within a workgroup. From top to bottom, a standard set, a shared set, and a smart set are shown within the Design workgroup here.

- **Create:** To create a set, choose **File > New Set**; press **Command+N** (Mac) or **Ctrl+N** (Win); or click the **Create Set** button . To change the set's name, double-click it.
- **Add Fonts:** To add fonts to a set, drag fonts from the **Fonts** pane into the set. When a set is selected, the **Fonts** pane lists only its fonts.
- **Share:** To share a selected set with your workgroup, **Control+click** or **Right+click** the set and choose **Share Set** from the menu. You may not have permission to share sets.
- **Edit:** To remove fonts from a set, select the fonts, then press **Delete** (Mac) or **Backspace** (Win). This does not delete fonts from workgroups; you may not be able to change the fonts in shared sets. To delete a selected set, choose **Edit > Delete Set**.

Modifying Font Attributes

Depending on your permissions, you may be able to modify a font's attributes, such as: Styles, Classifications, Foundries, Families, Licenses, and Keywords. All users can view this information in the **Fonts** pane by displaying columns of information (**View > Columns**) and in the **Attributes** area. When you change font attributes, the new attributes are reflected in all workgroups.

- **Display:** If font attributes are not showing, click the **Attributes** button .
- **Modify:** Choose an option from the **Attributes** drop-down menu to specify the font attribute you want to modify. The options in this menu will vary according to your permissions. Use the plus sign to create new attributes and use the **Revert** button to restore the font's default attribute within a category.



Depending on permissions, you can create **Styles**, **Classifications**, **Foundries** and **Families**, **Licenses**, and/or **Keywords**, and apply them to selected fonts using the **Attributes** pane.

Working with Universal Type Server

To manage fonts, you need to connect to Universal Type Server and select a workgroup.

- **Connect:** When you launch *Universal Type Client*, the **Connect to Server** dialog box displays (if you are not already connected to the server). Enter your **Username** and **Password**, then click **Connect**.

TIP The first time you launch *Universal Type Client*, you will need to enter the **Server** and **Port** information along with your **Username** and **Password** (provided by your systems administrator).



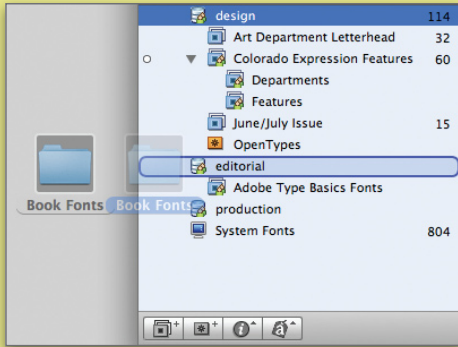
Commands in the **Server** submenu (**File** menu) let you interact with the server, including changing your password and working offline.

- **Choose a Workgroup:** All the workgroups you belong to are listed in the **Workgroups and Sets** pane. To select a workgroup and manage its fonts, click on it.
- **Synchronize:** If you need to synchronize your fonts with those on the server, choose **File > Server > Synchronize**.
- **Work Offline:** If you need to work from home or a remote location, you can work offline with fonts in your cache. To do this, choose **File > Go Offline**. (The contents of your cache vary depending on your user settings. Talk to your systems administrator about what fonts you will be able to access.)
- **Forget Connection:** If you're finished using fonts and want to disconnect from the server, choose **File > Forget Connection**. Any fonts activated through Universal Type Server are automatically deactivated.

Working with Font Files

Adding, deleting, and exporting fonts are separate user permissions that may vary from workgroup to workgroup. You may not be able to perform each of these functions in every workgroup.

- **Add Fonts:** To add fonts to the current workgroup, drag any folder or media containing fonts from the desktop into the **Fonts** pane. You can also choose **File > Add Fonts (Command+L on Mac, Ctrl+L on Win)** to browse to a folder of fonts, and you can drag fonts from one workgroup to another.



Drag any media containing fonts into a workgroup or set to add fonts.

- **Add Fonts as a Set:** To create a set from a folder of fonts, drag the folder into a workgroup in the **Workgroups** pane. This creates a set with the same name as the folder.
- **Delete Fonts:** To delete fonts from a workgroup, select them in the **Fonts** pane. Choose **Edit > Delete**, or press **Delete (Mac)** or **Backspace (Win)**. If the fonts were exclusive to the current workgroup, they are deleted from Universal Type Server.
- **Export Fonts:** To export fonts, drag selected fonts or sets from the Universal Type Client to the destination location such as the desktop. This creates a copy of the fonts, leaving the originals in Universal Type Server. You can also select fonts or sets and choose **File > Collect Fonts for Output**, or press **Command+D (Mac)** or **Ctrl+D (Win)**.
- **Manage Personal Fonts:** If you have a personal fonts workgroup, you can add, delete, and export these fonts regardless of your user permissions.

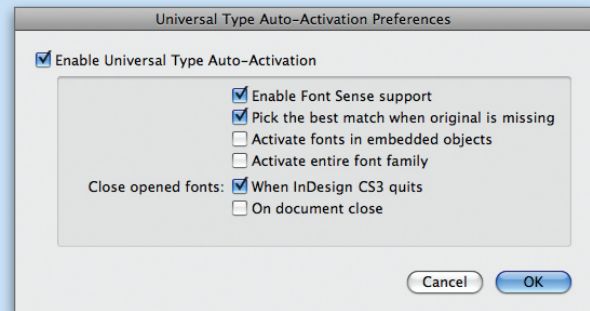
Working with Auto-Activation Plug-Ins

Universal Type Server provides plug-ins for automatically activating fonts when you open documents in popular design applications. The plug-ins, which are installed automatically with the Universal Type Client, record Font Sense metadata with documents so that precisely the right fonts can be activated.

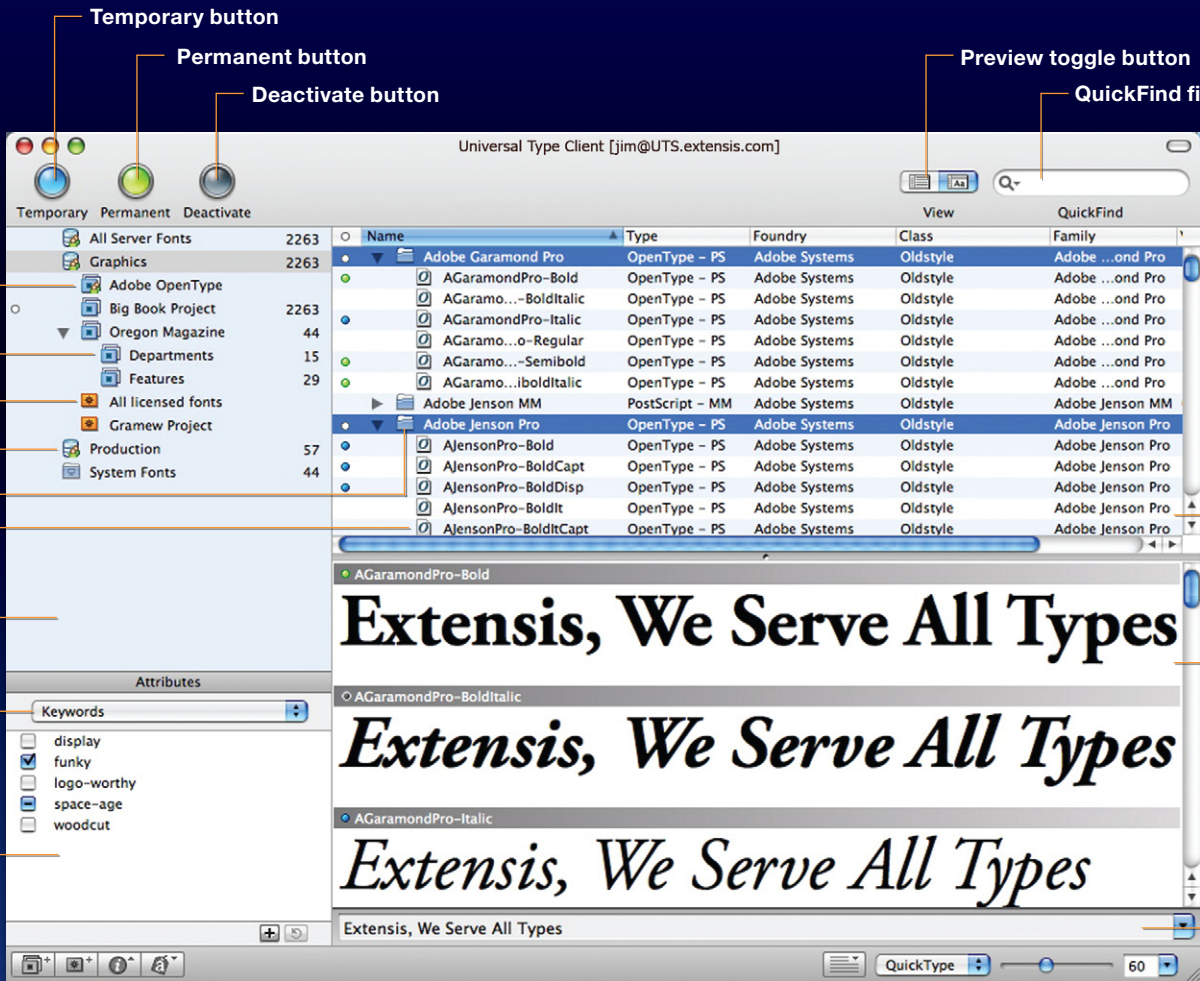
When you launch an application with the plug-in active, you will be prompted to connect to Universal Type Server (if necessary) and select a workgroup from which to activate fonts. If you have permission to activate fonts across workgroups, you can choose **All**. The plug-ins provide the following features: (in the **Type** menu for Adobe applications and the **Utilities** menu for Quark applications).

- **Collect Fonts for Output:** If you have export permission, this lets you place copies of all the fonts used in the document in a specified location.
- **Make Document Set:** You can automatically create a set in the current workgroup that consists of all the fonts used in a document.
- **Check Document's Fonts:** If you need to update the fonts activated for a document—for example, if you import text or graphics that use additional fonts, this command activates any additional fonts.
- **Workgroup:** This submenu lists all the workgroups you are a member of and lets you switch to a different workgroup for auto-activating fonts.

To control how the plug-ins work, look for **Universal Type Auto-Activation Preferences** in the application's preferences.



The Universal Type Auto-Activation Preferences let you decide whether to use Font Sense, how to handle missing fonts, whether to activate fonts in graphics and other embedded objects, and when to close fonts.



Temporary button

Permanent button

Deactivate button

Preview toggle button

QuickFind field

Shared Set

Set

Smart Set

Workgroup

Family

Font

FONTSPANE

WORKGROUPS PANE

Attributes drop-down menu

ATTRIBUTES PANE

PREVIEW PANE

Edit Preview Text

Attributes button

Font Information button

New Smart Set button

New Set button

Size controls

Preview Type drop-down menu

Preview Configuration button

abcdefghijklmnopqrstuv
4567890=!@#\$%^&[]_+
ijklmnopqrstuvwxyz123

abcdefghijklmnopqrstuvwx
34567890=!@#\$%^&*()_+
efghijklmnopqrstuvwxyz1234567

www.extensis.com

Extensis

1800 SW First Avenue, Suite 500, Portland, OR 97201

Extensis Europe

Suites 17 & 18, Newton House,
Northampton Science Park, Kings Park Road,
Moulton Park, Northampton NN3 6LG, United Kingdom

rstuvwxyz123
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jz1234567890

