

Quick Reference

Extensis™

SUITCASE
FUSION™ 2

Professional Font Management



Launching Suitcase Fusion 2

To manage fonts—including activating, deactivating, and creating sets—you need to launch the Suitcase Fusion™. To launch Suitcase Fusion:

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

TIP

You do not need to keep Suitcase Fusion open to keep fonts active or to activate fonts with the auto-activation plug-ins. The Suitcase Fusion 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 **Suitcase Fusion**.
2. 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 in the **Library** pane.
3. Click to select the font, family, or set you want to activate.

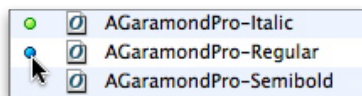
TIP

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.

4. 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 in the activation column (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.



Deactivating Fonts

To deactivate fonts, select the fonts, families, or sets and then do any of the following:

- Click the **Deactivate** button on the toolbar.
- Click in the activation column (to the left of a font, family, or set) of an active item.
- 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.
- **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.
- **Arrange Columns:** Click and drag the column headings (such as **Type** or **Version**) to change the order of columns.

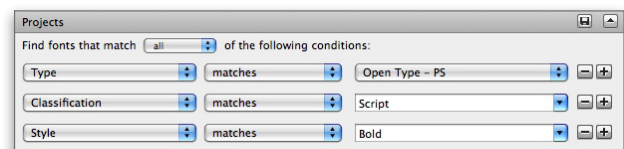
Name	Class	Foundry	Type	Location
AGaramondPro-Bold	Oldstyle	Adobe Systems	OpenType - PS	Vault
AGaramondPro-BoldItalic	Oldstyle	Adobe Systems	OpenType - PS	Vault
AGaramondPro-Italic	Oldstyle	Adobe Systems	OpenType - PS	Vault
AGaramondPro-Regular	Oldstyle	Adobe Systems	OpenType - PS	Vault
AGaramondPro-Semibold	Oldstyle	Adobe Systems	OpenType - PS	Vault
AGaramondPro-SemiboldItalic	Oldstyle	Adobe Systems	OpenType - PS	Vault

Drag column headings to rearrange columns of font information.

Finding Fonts

The **Fonts** pane displays all the fonts in the library 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 the **Save** icon then double-click the new smart set that displays in the Library pane to rename it. The set will automatically update and display all fonts that match the smart set criteria.

The Suitcase Fusion Core

The Suitcase Fusion application need not be running for your fonts to be active. An application called the Suitcase Fusion Core runs in the background and keeps fonts active even when Suitcase Fusion is not running. With the Suitcase Fusion auto-activation plug-ins installed, you can open any Adobe InDesign, Illustrator and QuarkXPress file and the Suitcase Fusion Core will automatically activate fonts based on your preferences — all without ever opening Suitcase Fusion. If necessary, the Suitcase Fusion core can be disabled.

To enable or disable the Suitcase Fusion Core:


1. On Mac OS X, open the System Preferences and click the **Suitcase Fusion Core** preference.

In Windows, open the Control Panel and double-click **Suitcase Fusion Core**.

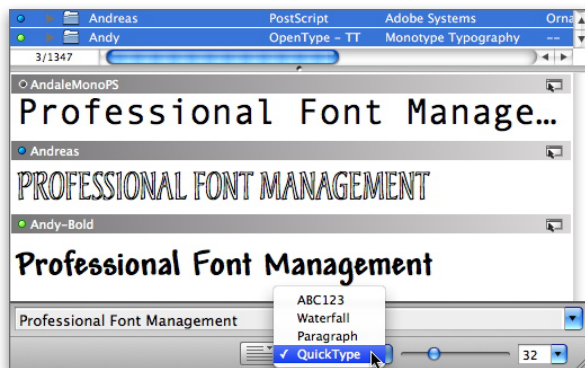
2. Click **Stop** or **Start**.

The Suitcase Fusion core also controls the Font Vault currently in use. You can create and switch between different vaults using the Suitcase Fusion Core preferences.


Previewing Fonts

To display previews of fonts and families selected in the **Fonts** pane, click the **Preview** button  in the top toolbar (Mac) or bottom toolbar (Win).

- **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 pane. (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.
- **Floating Preview:** Click and drag the **Floating Preview** icon  in any of the displayed previews to create a floating preview of that font. Floating previews display in front of all applications until closed. Changing the preview text and size also affects floating previews.
- **Print Preview Pane:** Choose **File > Print Preview Pane** to print fonts displayed in the Preview Pane.

Modifying Font Attributes

Font attributes such as Styles, Classifications, Foundries and Keywords can all be modified. Changing these attributes in no way affects the source font file. Font attributes are displayed in the columns of the **Fonts** pane (**View > Columns**) and in the **Attributes** area.

- **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. Use the plus button to create new attributes and use the **Revert** button to restore the font's default attribute within a category.



Font families are also a good way to sort, organize and view fonts. If you are not satisfied with how font families are displayed in Suitcase Fusion, font family groupings can be changed. To modify font families, fonts must be grouped by family (**View > Group Fonts by Family**).


- **Rename:** To rename a font family, double-click the font family name in the **Fonts** pane.
- **Regroup:** To move a font from one family into another, drag the font from one family folder into another.
- **Restore:** To restore the default font family grouping, in the **Fonts** pane select the font family name or any font in the family and choose **Edit > Restore Families**.

Working with Sets

Sets are a great way to create groups of fonts. You may want to create a font set for a specific project, client or event.

Just for Show	2396
Projects	4702
Job 3343	62
Job 5375	290
flyer	18
Overlord Project	24
poster	25
trailer	38
favorite designers	
garage	
System Fonts	230

Sets display within your Font Library. This library contains standard sets as well as smart sets.

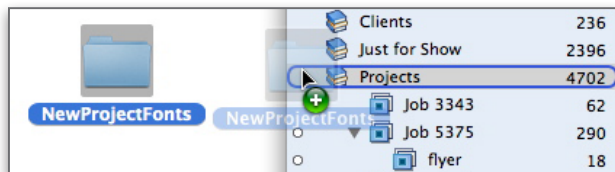
- **Create:** To create a set, choose **File > New Set**; press **Command+N** (Mac) or **Ctrl+N** (Win); or click the **Create Set** button . To change the set's name, double-click it.
- **Add Fonts:** To add fonts to a set, drag fonts from the **Fonts** pane into the set. When a set is selected, the **Fonts** pane lists only its fonts.
- **Edit:** To remove fonts from a set, select the fonts, then press **Delete** (Mac) or **Backspace** (Win). This does not delete fonts from your Font Library. To delete a selected set, choose **Edit > Delete Set**.
- **Nest:** To nest a set within another set, drag the set name onto another set.
- **Copy:** Sets can be copied from one library to another. Drag the set name onto another library to copy the set.

Working with Font Files

Font files can be stored in the Suitcase Fusion Font Vault, or if desired, in place anywhere on your computer. Your font database is always stored in the Font Vault, so where ever you choose to store your fonts, your font data is secure in the vault. The Font Vault can be backed up and copied to other machines as needed. Extensis recommends using the Font Vault. Where fonts are stored is controlled in the Suitcase Fusion Preferences.

So, before adding font files, be sure to choose how you want to add fonts to Suitcase Fusion. Choose **Suitcase Fusion > Preferences** (Mac) or **Edit > Preferences** (Win) and choose a vault option in the Preferences dialog box.

- **Add Fonts:** To add fonts, 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)** and browse to a folder of fonts.
- **Add Fonts as a Set:** To create a set from a folder of fonts, drag the folder into the **Library** pane. This creates a set with the same name as the folder.



Drag any media containing fonts into the Libraries pane to add fonts.

- **Delete Fonts:** To delete fonts, select them in the **Fonts** pane. Choose **Edit > Delete**, or press **Delete** (Mac) or **Backspace** (Win).
- **Collecting Fonts:** To collect or export fonts, drag selected fonts or sets from Suitcase Fusion 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).
- **Add Fonts Temporarily:** To add fonts temporarily, hold down **Command** (Mac) or **Ctrl** (Win) and drag the fonts or folders containing fonts into the **Fonts** or **Library** panes. You can also choose **File > Add Temporarily** and select fonts in the dialog box.
- **Add Fonts "On Demand":** To add fonts temporarily and have them activated immediately, hold down **Command-Option** (Mac) or **Ctrl-Alt** (Win) and drag fonts or folders containing fonts into the **Fonts** or **Library** panes.

Auto-Activating Fonts

Suitcase Fusion provides the ability to precisely activate fonts using plug-ins or to globally-auto activate fonts for specified applications. The Suitcase Fusion plug-ins automatically activate fonts when you open documents in popular design applications, including Adobe InDesign, Illustrator and QuarkXPress. The plug-ins record Font Sense metadata with documents so that precisely the right fonts are activated when the document opens.

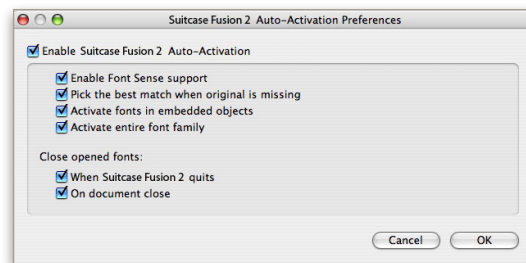
When you open a document in an application with the plug-in active, fonts are activated based on the plug-in preferences that you select. To install or remove Suitcase Fusion plug-ins:

1. Choose **Suitcase Fusion > Manage Plug-ins** (Mac) or Choose **Tools > Manage Plug-ins** (Win)
2. Enable or disable plug-ins for selected applications and click **OK**. Suitcase Fusion installs or removes plug-ins based on your selection.

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:** This lets you place copies of all the fonts used in the document in a specified location.
- **Create Document Set:** You can automatically create a set in Suitcase Fusion that consists of all the fonts used in a document.

To control the behavior of the plug-ins, open the **Suitcase Fusion Auto-Activation Preferences** from the application.



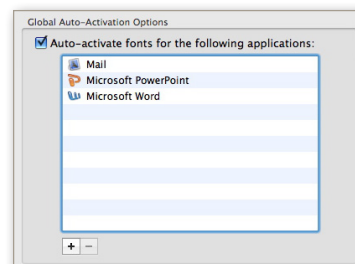
The Suitcase Fusion Auto-Activation Preferences let you decide whether to use Font Sense, how to handle missing fonts, whether to activate fonts in graphics and other embedded objects, and when to close fonts.

Global font activation for Mac OS X is enabled on an application-by-application basis. Select which applications to have Suitcase Fusion automatically activate required fonts in the preferences dialog box.

To select which applications globally auto-activate fonts:

1. Choose **Suitcase > Preferences** (Mac)
2. In the Global Auto-Activation area click the plus (+) button and navigate to the application for which you want to globally activate fonts.

To remove an application, select the application name and click the minus (-) button.



LIBRARIES PANE

Smart Set

Set

Library

Temporary activation button

Permanent activation button

Deactivate button

Family

Font

Preview toggle button

FONTS PANE

QuickFind field

Name	Type	Foundry	Class	Location
Adobe Caslon Pro	OpenType - PS	Adobe Systems	Oldstyle	Vault
Amelia	OpenType - PS	--	Ornamental	Vault
Arial	OpenType - PS	Microsoft	Grotesque sans	Vault
Linotext	PostScript	Adobe Systems	Blackletter/Uncial	Vault
Linotext-Dfr	PostScript	Adobe Systems	Blackletter/Uncial	Vault
Lithos Pro	OpenType - PS	Adobe Systems	Humanist sans	Vault
LithosPro-Black	OpenType - PS	Adobe Systems	Humanist sans	Vault
LithosPro-Bold	OpenType - PS	Adobe Systems	Humanist sans	Vault
LithosPro-ExtraLight	OpenType - PS	Adobe Systems	Humanist sans	Vault
LithosPro-Light	OpenType - PS	Adobe Systems	Humanist sans	Vault
LithosPro-Regular	OpenType - PS	Adobe Systems	Humanist sans	Vault
Silentium Pro	OpenType - PS	Adobe Systems	Script	Vault
Sports Two MT	OpenType - TT	Monotype Typography	Symbol/PI	Vault

Attributes

Classifications

-
- Blackletter/Uncial
- Clarendon
- Grotesque sans
- Humanist sans
- Modern
- None
- Oldstyle
- Ornamental
- Sans serif

Attributes button

Font Information button

New Smart Set button

New Set button

Attributes drop-down menu

ATTRIBUTES PANE

Professional Font Management

Professional Font Management

PROFESSIONAL FONT MANAGEMENT

PROFESSIONAL FONT MANAGEMENT

Professional Font Management

QuickType

Size controls

Preview Type drop-down menu

Preview Configuration button

Edit Preview Text

Floating Preview

PREVIEW PANE



Keyboard Shortcuts

ACTION	Mac OS X	Windows	ACTION	Mac OS X	Windows
Activate Temporarily	Cmd+O	Ctrl+O	Help	Help	F1
Activate Permanently	Cmd+Option+O	n/a	Locate Missing Font	Cmd+Option+F	Alt+F
Activity Viewer	Cmd+0	Ctrl+0	New Library	Cmd+B	Ctrl+B
Add Fonts	Cmd+L	Ctrl+L	New Set	Cmd+N	Ctrl+N
Collect for Output	Cmd+D	Ctrl+D	New Smart Set	Cmd+Option+N	Alt+N
Deactivate	Cmd+K	Ctrl+K	Open Preferences dialog	Cmd+,	n/a
Delete	Cmd+Delete	Delete	Print Preview Pane	Cmd+P	Ctrl+P
Deselect All	Cmd+Option+A	Alt+A	Quit/Exit Suitcase Fusion	Cmd+Q	Atl+F4
Find Fonts	Cmd+F	Ctrl+F	Remove All Temporary Fonts	Cmd+;	n/a
Floating Previews - Show All	Cmd+Option+P	Ctrl+Shift+S	Select All	Cmd+A	Ctrl+A
Floating Previews - Close All	Shift+Cmd+W	Ctrl+Shift+X	Show/Hide Attributes Pane	Cmd+]	n/a
Floating Previews - Merge	Cmd+Shift+M	Ctrl+Shift+M	Show/Hide Preview Config	Cmd+[n/a
Group Fonts by Family	Cmd+E	Ctrl+E	Show/Hide Preview Pane	Cmd+/	n/a

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