

Fonts and ATM

Fonts supplied by clients should be copied to two locations: First and foremost, *all new fonts should be copied to the relevant job folder on the Fileserver* (to make them available to everyone in Production, and so they are backed up at the end of the production week), then they should be copied to your own Fonts folder on your Mac (so they can be opened in ATM). It's important to make sure all fonts are opened in ATM from your own machine, rather than from the Fileserver.

For best results, **Sets** should be created in ATM, so that it's easier to keep track of the fonts as they are installed. Sets are basically collections of fonts which can be activated as a group. The **'Known Fonts'** list in ATM is a list of all font Suitcases known to ATM, wherever they might be stored. Depending on how your sets are organised, if a particular font needs to be available to more than one set, it can be copied from the Known Fonts list to the required sets, avoiding the possibility of font clashes caused by re-opening the font in each set. Generally, alphabetised sets seem to be the most efficient, though it can be advantageous to create sets of fonts for specific purposes, Classified pages, for example. However the fonts are organised, any font in the Known Fonts list can be activated automatically by any application if 'Enable Auto-activation' is set to **Global** in ATM's preferences (see fig. 1).

To add a font to a specific set, select the required set, then click the **'Add new Suitcase'** button in the lower right-hand corner of the ATM window (fig. 2). In the resulting dialogue box, locate the required font and click **'Add'**. The required font will now be added to the selected set *and the Known Fonts list*. With no set selected, fonts will be added to the Known Fonts list only. It's worth noting that there is an option within the Add Fonts dialogue box to activate newly-added fonts immediately, though by default, this option is off.

Font clashes will occur when multiple copies of the same font file are found in separate Suitcases. This frequently happens when fonts of the same family are bought separately. For convenience, it's often a good idea to combine these into a single 'Complete Family' Suitcase. This way, any duplicate Screen Fonts can be deleted, leaving the complete Suitcase to be stored in a folder with all relevant Printer Fonts. Be careful to avoid combining Suitcases of different families, because the associated Printer Fonts may have identical names, and fonts will not print correctly if there is a Screen/Printer Font mismatch. Fonts of different families may have the same basic name, but will be identifiable as different by either a prefix or a suffix, sometimes both, for example:

Avant Garde/ITC Avant Garde/Avant Garde ITC by BT - 3 families

Futura/Futura BT - 2 families

Humanist 521 BT/Humanist 531 BT/Humanist 777 BT/Humanist 970 BT - 4 families

Note that in each of the above cases, the Printer Fonts' names and icons are different, so it can be clearly seen that they are fonts of different families.

QUICK GUIDE: ATM PREFERENCES

The most important items in ATM's preferences are:

Enable Font Substitution (ON by default, but **must be turned OFF**) and **Enable Auto-activation** (OFF by default, but should be set to **GLOBAL**).

Other items, such as **ATM Rasteriser** and **Smooth Font Edges on Screen** are purely cosmetic, but useful for ensuring accurate work. Note that, with both of these options ON, the **Character Cache Size** may need to be increased beyond the suggested size.

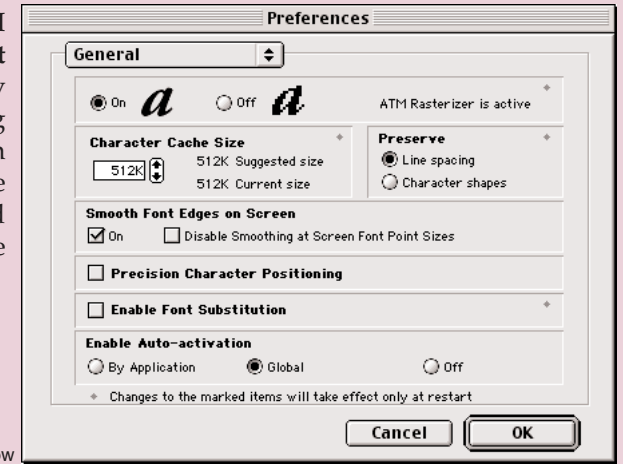


fig. 1: The ATM Preferences window

Wherever possible, Suitcases should be added to ATM rather than individual Screen Font files, as each 'size' of Screen Font is treated separately when they are stored loose, and installing all loose Screen Fonts will lead to a clash as ATM reads several copies of the same font in its list. If a font folder contains only loose fonts and no Suitcases, the font files should be copied into an empty Suitcase.

If individual Screen Font files are supplied, these should be moved into a new empty Suitcase. Some clients might supply a 'Corporate Family' Suitcase, containing a group of different fonts which make up their Corporate Identity. While this might suit them, as they may never use any other fonts, it can cause font clashes within ATM at our end,

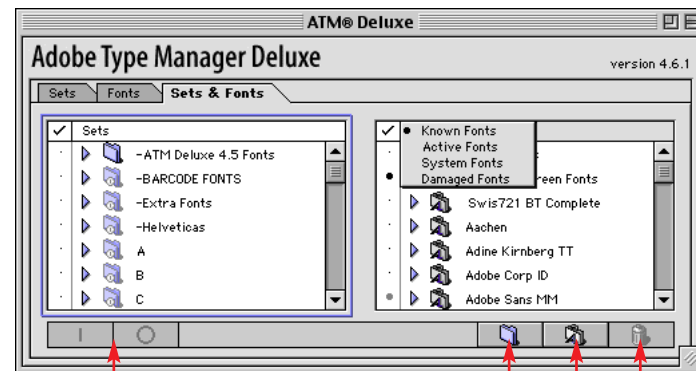


fig. 2: The ATM font manager window.

To make the most of ATM, use the Sets & Fonts tab, and set the right-hand window to show 'Known Fonts'. The 'Damaged Fonts' view can be useful for troubleshooting. Common functions are available as buttons along the bottom of the window.

- - Inactive
- - Active
- - Partially active (sets only)
- - System fonts (always active)

Activate/Deactivate selected

Add new Set

Delete selected

Add new Suitcase

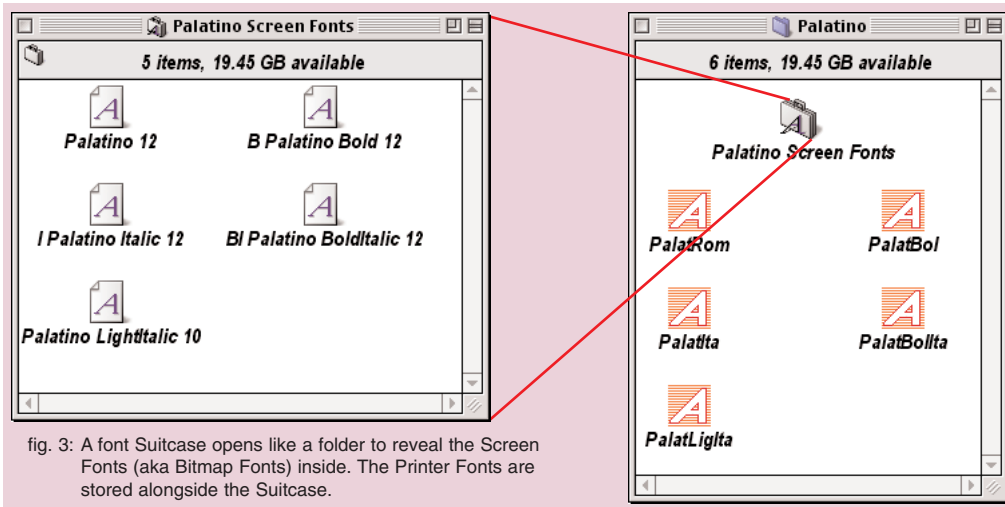


fig. 3: A font Suitcase opens like a folder to reveal the Screen Fonts (aka Bitmap Fonts) inside. The Printer Fonts are stored alongside the Suitcase.

so these Suitcases should be avoided wherever possible. This should never cause any problems, as Corporate Family Suitcases are often made of very common fonts which are already held separately in our own libraries. Check your own fonts folders for existing Suitcases before copying client-supplied fonts to your machine. If a new and unique font - one which we *don't* already have on our system - is supplied in a Corporate Family Suitcase, copy it into a Suitcase of its own and store it separately.

PostScript (Type 1) fonts come in two parts, the 'Screen Font' and the 'Printer Font'. Screen Fonts are generally stored in Suitcases, which are then stored alongside the Printer Fonts in a folder. ATM opens font Suitcases and makes the enclosed individual fonts available to the Mac and all the applications.

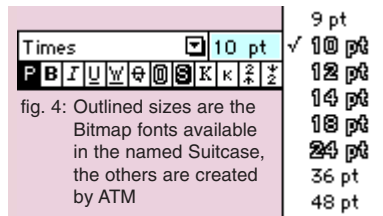


fig. 4: Outlined sizes are the Bitmap fonts available in the named Suitcase, the others are created by ATM

Without ATM, PostScript Screen fonts would only display correctly at the sizes available within the Suitcase (in fig. 4, notice that in the QuarkXPress measurements palette, these Bitmap sizes are outlined). When used at other sizes, or when magnified, the text on screen would appear very jagged (or 'bitmapped'). Even without ATM installed and running, as long as the Printer Fonts are available, these fonts could *print* correctly at any size. ATM's Font Rasteriser calculates the appearance of a Screen Font based on the Printer Font, giving a smoother display.

Most applications these days are intelligent enough to display a warning if a Screen Font is not installed. A font warning from an application means that the font is not available under ATM or in the Mac System folder. Most Production Macs have a complete set of fonts from the backup CD, so if Quark reports a missing font, it should be possible to install it in ATM without returning to the CD, or copying it from another machine on the network. Newly supplied fonts should be copied to the job folder so they are available to everyone immediately, and eventually backed up on CD at the end of the production week. If a Printer Font is not available, ATM will attempt to print using the Screen Font, leading to bitmapped output of text. It's important to note that an application may sometimes issue a font warning even if the 'missing' font is in ATM's Known Fonts list. If an EPS placed in a document uses fonts that are not already active, the application will issue a warning that the font is missing before the document can be printed. Fonts used in EPS file within a document cannot be auto-activated, even with ATM set to Global Auto-activation.

TrueType fonts are, essentially, a Screen Font and a Printer font combined. Mac System Fonts are all TrueType, and will display smoothly at any point size. More often than not, a single TrueType font will be used for the four standard styles of a font (Roman, Bold, Italic and Bold-Italic, see fig. 5). While this would seem convenient in theory, when using PostScript printers, the reality is that only the Roman form (occasionally Bold also) will print correctly due to limitations in the TrueType software. In fact, even though they will work adequately (assuming the printer options are configured correctly), it's widely recommended that TrueType fonts should not be used with PostScript printers.

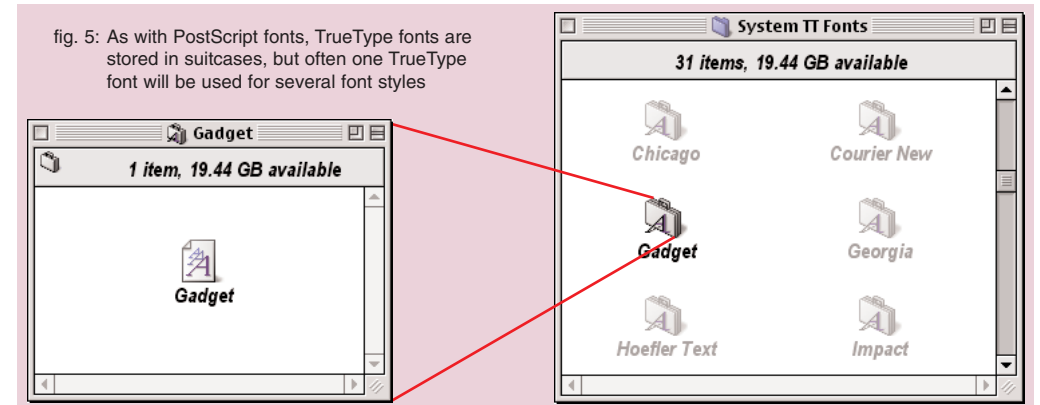


fig. 5: As with PostScript fonts, TrueType fonts are stored in suitcases, but often one TrueType font will be used for several font styles

QUICK GUIDE: KNOW YOUR ICONS...



Font Suitcase



PostScript Screen Font



TrueType Font



PostScript Printer Font



Bitstream



Monotype



Font Bureau