SYMANTEC.™

Suitcase™

TOTAL FONT MANAGEMENT

Preface

What you need to know already

The instructions in this manual assume that you are familiar with basic Macintosh operations (such as click, choose, drag, drop, copy, move) and Macintosh elements (such as the Finder, dialog boxes, windows, pull-down and pop-up menus, fonts, font suitcases, aliases, Balloon Help, and Apple Guide).

Explanations of these terms can be found in the documentation that came with your Macintosh.

Conventions used in this manual

To help you find information, this manual adheres to the following conventions:

Indicates a warning. This conveys essential information to help you avoid a potentially serious problem.

NOTE: Indicates valuable information you need to know.

TIP: Indicates special information that tells you how to do something more efficiently.

Initial Caps	Indicates a pull-down menu command, or the name of an object, such as a menu, dialog box, or an option in a dialog box.
Bold	Indicates an AppleScript verb.

Minimum hardware and software requirements

To use Suitcase 3.0, you need:

- Any Macintosh, Power Macintosh, or compatible computer (68020 processor or better) except for models 128K, 512K, 512Ke, Plus, SE, Classic, Portable, or PowerBook 100

- Macintosh OS version 7.1 or later

  Drag and drop from the Finder is available if you are using Macintosh OS version 7.5 or later, or with System 7 Pro (7.1.1) or System 7.1.2 if you allowed the Suitcase installer to install the Macintosh Drag and Drop extension (automatic if you choose the Easy Install option during installation, optional if you choose Custom Install).

- At least 4 MB of RAM

- 2 MB of hard disk space

- To use Apple Guide: Apple Guide 2.0 extension (for Macintosh OS version 7.1 or later) or Apple Guide 1.0 extension and above (for Macintosh OS version 7.5 or later)

Introduction

Welcome to Suitcase 3.0!

Suitcase now has an easier-to-use interface and powerful new features that help you organize and manage your fonts, and give you more font-handling capabilities than ever before.

Why you need Suitcase

If you haven't used Suitcase, most of your fonts are probably in your System Folder, which means the Macintosh OS opens all your fonts every time you start up your Macintosh. Having all your fonts open all the time can be a problem because you probably have fonts open that you don't need, consuming memory and slowing down your Macintosh. Or, you may even have so many fonts that the Macintosh OS simply cannot open them all.

Suitcase solves these problems by letting you keep fonts (as many as you want) *outside* of the System Folder. You can still access them conveniently, plus you can turn them on only when you need them, and then turn them off as soon as you're finished with them, releasing Macintosh memory resources and helping your Macintosh run better.

What you can do with Suitcase

In addition to keeping your fonts outside your System Folder where you can turn them on and off as needed, Suitcase also allows you to:

- Combine font files (or font folders, font suitcases, or sound files) into sets, so you can open and close groups of fonts as needed

- Have Suitcase open specific fonts (and sounds) when you launch an application

- Have Suitcase open specific fonts whenever you start your Macintosh

- Open fonts temporarily

- Access fonts on remote hard drives

- Quickly determine which fonts are open on your Macintosh

Figure 2-1
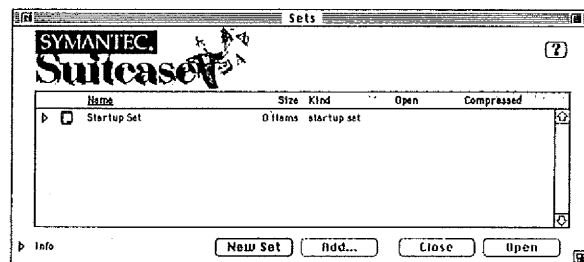
About Suitcase sets

To use Suitcase, you put control of managing fonts on your Macintosh in the hands of the Suitcase application by placing fonts in Suitcase sets. Suitcase provides three types of sets to make it convenient for you to organize your fonts and open and close fonts as you need them:

- font sets

  Create font sets to hold fonts that you want to be able to open and close as you need them.

- Startup Set

  Use the Startup Set to hold fonts you want Suitcase to open every time you start your Macintosh.

- application sets

  Create application sets to hold fonts you want Suitcase to open whenever you launch a particular application.

Getting the most benefit from Suitcase

As you probably know if you've used Suitcase before, you'll get the most benefit from Suitcase if, before using it, you move your fonts out of your System Folder. This is because Suitcase allows you to access fonts from *outside* of the System Folder, instead of keeping them inside the System Folder and requiring your Macintosh to keep them all open all the time, consuming memory resources.

Another good thing to do before you start using Suitcase is to group fonts on your Macintosh, as much as possible, in the way you plan to group them in sets in Suitcase. For example, group all the fonts you want to open at startup in a single folder. Then drag the entire folder from your hard drive and drop it on the Startup Set in the Suitcase Sets window. This is much faster than finding and adding each font separately to the Startup Set.

See Appendix B, "Organizing your fonts," for suggestions on removing your fonts from your System Folder and organizing them in folders on your Macintosh.

Creating sets

NOTE: Drag and drop from the Finder, mentioned throughout this chapter, is available if you are using one of the following:
- Macintosh OS version 7.5 (or later)
- System 7 Pro (7.1.1) or System 7.1.2 with the Macintosh Drag and Drop extension installed

Creating font sets using drag and drop

1 In the Finder, choose a folder.

   The folder can contain any combination of font files, font suitcases, or sound files. (You cannot drag and drop individual font files, font suitcases, and sound files into the Sets window to create a new set, but you can add them to existing sets.)

2 Drag and drop the folder or icon into the Sets window (Figure 2-2).

   A new set appears, assigned the same name as the original folder. The name of the new set is highlighted for you to change.

hollow bullet (o) is shown. If *all* items in a set are closed, the open
column is empty. A yellow warning icon in this column designates an
item or a set containing items that were not opened because fonts with
the same name are already open on your Macintosh.

⚠️

Installing Suitcase   3

This chapter gives detailed step-by-step instructions on how to install and
launch Suitcase.

🛑 If you're upgrading from a previous version of Suitcase, do not move or
delete the old Suitcase extension from the Extensions folder in your System
Folder. Suitcase needs it to convert your old sets to Suitcase 3.0 sets.

1   Make sure your Macintosh hardware and software meet the
    requirements described in "Minimum hardware and software
    requirements" in the Preface of this manual.

2   Insert the Suitcase Installation Disk into your floppy drive.

    A window displaying the contents of the disk opens (Figure 3-1).

Figure 3-1
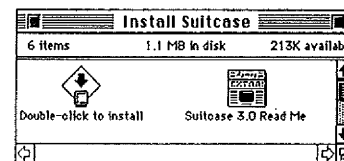
3   Optional: Double-click the Read Me icon to see any late-breaking
    information about Suitcase that arose after this manual went to press.

4   Double-click the Installer icon.

5   Click Continue in the dialog box that appears.

    The Suitcase Installer dialog box appears (Figure 3-2).

9   Click Install.

If an alert box appears telling you that installation cannot take place while other applications are running, you have two choices:

■ Click Continue to close the other applications and continue installing

■ Click Cancel to quit the Installer and save any open files before quitting all open applications and launching the installation again

If problems persist, hold down shift as you restart your Macintosh (this starts the Macintosh with extensions off) and try installing again.

When installation is finished, a dialog box appears telling you that installation was successful and you need to restart your Macintosh to use Suitcase (Figure 3-6).

Figure 3-6
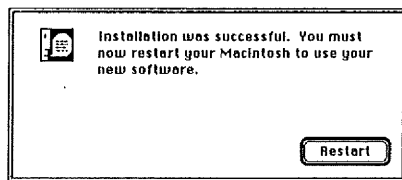
10   Click Restart.

> Do not move or delete the Suitcase 2.x Database icon from the Suitcase 3.0 Folder. Suitcase needs it to convert your Suitcase 2.0 sets to Suitcase 3.0 sets.

11   When your Macintosh restarts, launch Suitcase by choosing the Suitcase 3.0 alias from the Apple menu, or by double-clicking the Suitcase 3.0 icon in the Suitcase 3.0 Folder.

Suitcase 3.0

NOTE: If you're upgrading from a previous version of Suitcase, a dialog box appears asking if you want to convert your old sets into Suitcase 3.0 sets. Click OK.

The Suitcase Sets window appears (Figure 3-7).

Figure 3-7
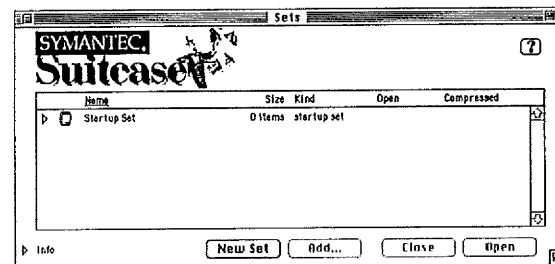
12   For information on using Suitcase, go to Chapter 4, "Managing your fonts," or use Suitcase Guide.

To use Suitcase Guide, make sure Suitcase is the active application, then choose Suitcase Guide from the Help menu on the right side of your Macintosh menu bar.

Why Suitcase has different kinds of sets

To make opening fonts as automatic and convenient as possible, Suitcase provides two special kinds of sets in addition to the basic font set: the *startup* set and the *application* set (Figure 4-1).

Figure 4-1   The Sets window

Fonts list column headings
Application sets
Font sets
Startup Set
Info triangle
Suitcase Guide
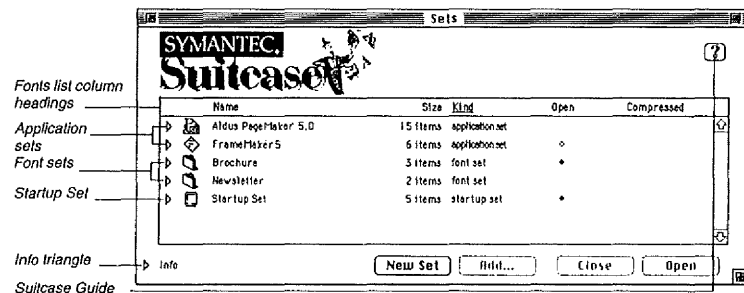
Startup Set

The Startup Set is for fonts that you want Suitcase to open when you start up your Macintosh. Any font that you use all or most of the time should be placed in the Startup Set. The Startup Set is a permanent feature of the Suitcase window: it cannot be renamed or removed.

Application sets

You can create Application sets for fonts you want Suitcase to open whenever you launch particular applications. When an application set is opened, these fonts are available to all other applications on your Macintosh. When you quit the application, the fonts in its application set remain available until you close them in the Sets window, or until you shut down your Macintosh.

Getting the most benefit from Suitcase

Before you start using Suitcase, to get the most benefit from it, you should move most of your fonts out of your System Folder. This might seem to contradict what you've heard about fonts always belonging in the System

Folder, but remember that Suitcase helps you conserve Macintosh memory by accessing fonts from *outside* of the System Folder.

One way to accomplish this is to create a new folder outside of your System Folder, then drag all the fonts (except Chicago, Geneva, and Monaco, which the Macintosh OS uses to draw your desktop) out of the Fonts folder in the System Folder and into the new folder. Appendix B, "Organizing your fonts," explains more about removing your fonts from your System Folder and organizing them in folders on your Macintosh.

Creating sets easily

Although it's not required, another good thing to do before you start creating sets in Suitcase is to group the fonts on your Macintosh, as much as possible, into folders that reflect the way you think you'll group them in sets in Suitcase. This is because you can easily create Suitcase sets by simply dragging folders containing fonts into the Suitcase Sets window.
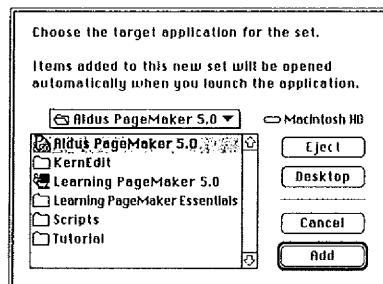
You can still use and benefit from Suitcase without following this suggestion, but since you'll be finding and organizing fonts into Suitcase sets anyway, why not first find and organize them all on your hard disk? Then, in addition to having your fonts organized and easy to *use* in Suitcase, you'll also have them organized and easy to *find* on your hard disk. If you choose to do this, suggestions for organizing fonts are in Appendix B, "Organizing your fonts."

Using drag and drop with Suitcase

Drag and drop from the Finder is one way of creating Suitcase sets and adding items to them. This feature is available if you are using Macintosh OS version 7.5 or later, or System 7 Pro (7.1.1) or System 7.1.2 with the Macintosh Drag and Drop extension installed. (The Suitcase installer installs this extension.)

Drag and drop within the Sets window allows you to copy items or even entire sets into another set in Suitcase. You can drag and drop in the Sets window if you are using Macintosh OS version 7.5 or later, or any version of System 7.1.x with the Macintosh Drag and Drop extension installed.

Figure 4-4

Choose the target application for the set.

Items added to this new set will be opened automatically when you launch the application.

[⊞ Aldus PageMaker 5.0 ▼]   ⊂⊃ Macintosh HD

▸ Aldus PageMaker 5.0
☐ KernEdit
▣ Learning PageMaker 5.0
☐ Learning PageMaker Essentials
☐ Scripts
☐ Tutorial

[Eject]
[Desktop]

[Cancel]
[Add]

2   Find and select an application in the list box.

3   Click Open.

A new application set appears. The name is highlighted for you to change.

Adding fonts to sets

To add fonts to a set, you can:

- Drag and drop fonts (or font folders, font suitcases, or sound files) onto a set icon in the Sets window

- Click the Add button in the Sets window

To add fonts to a set using drag and drop:

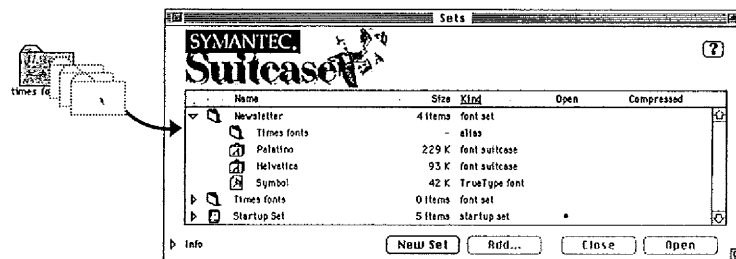1   Select a font (or font folder, font suitcase, or sound file) you want to add to a set.

The font can be in:

- The Finder, if you are using Macintosh OS version 7.5 or later, or System 7 Pro (7.1.1) or System 7.1.2 with the Macintosh Drag and Drop extension installed

- Another set in the Sets window

- The Fonts window if the font is a temporary font or a font already managed by Suitcase

2   Drag and drop the font onto a set icon in the Suitcase Sets window (Figure 4-5).

The font is added to the set. If you dragged a folder to the set, two things happen: the folder is added to the set and a new, completely separate set is created in the Sets window and assigned the same name as the folder.
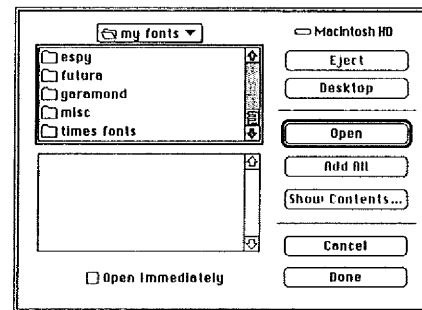
Figure 4-5

To add fonts to a set using the Add button:

1   In the Suitcase Sets window, select the set you want to add a font to.

2   Click Add.

The Add dialog box appears (Figure 4-6).

Figure 4-6

[⊞ my fonts ▼]   ⊂⊃ Macintosh HD

☐ espy
☐ futura
☐ garamond
☐ misc
☐ times fonts

[Eject]
[Desktop]

[Open]
[Add All]
[Show Contents...]

[Cancel]
[Done]

☐ Open Immediately

3   Use the pop-up menu to locate and select the font (or font suitcase, or sound file) you want to add to the set.

4   If you want to display information about the contents of a font suitcase, click Show Contents.

disk drive). In this case, you can open these fonts with Suitcase temporarily without placing them in a set. Suitcase closes and forgets about temporary fonts when you shut down or restart your Macintosh.

To open fonts temporarily, you can:

- Drag and drop a font file or a font suitcase from the Finder onto the Suitcase icon (even when Suitcase is open)
- Drag and drop a font file from the Finder into the list of temporary font files in the Fonts window
- Choose Add To Temporary from the File menu

To open a font temporarily using drag and drop onto the Suitcase icon:

1   In the Finder, locate the Suitcase icon.

Suitcase 3.0

2   Locate the font file or font suitcase you want to open temporarily and drag and drop it onto the Suitcase icon.

Suitcase opens the font file or font suitcase.

To open a font temporarily using drag and drop to the Fonts window:

1   In the Suitcase Sets window, choose Show Temporary Fonts from the View menu.

The Fonts window appears with a list of temporary fonts displayed.

2   Drag and drop the font file or font suitcase you want to open into the list of temporary fonts in the Fonts window.
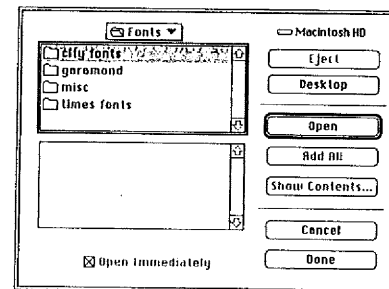
Suitcase opens the font file or font suitcase.

To open a font temporarily by choosing Add To Temporary from the File menu:

1   In the Suitcase Sets window, choose Add To Temporary from the File menu.

The Add dialog box appears (Figure 4-8).

Figure 4-8

2   Use the pop-up menu to locate and select the font file or font suitcase you want to open temporarily.

3   Click Add, or, to add all the font or font suitcases shown in the top list, click Add All.

The font file or font suitcase is moved to the bottom list.

4   Click Done.

Suitcase opens the font file or font suitcase.

Closing fonts and sets

To close fonts or sets in Suitcase, you can:

- Click the Close button in the Sets window
- Remove them from the Fonts window (this works for temporary fonts only)

To close fonts or sets with the Close button:

1   In the Suitcase Sets window, select the open font or set you want to close.
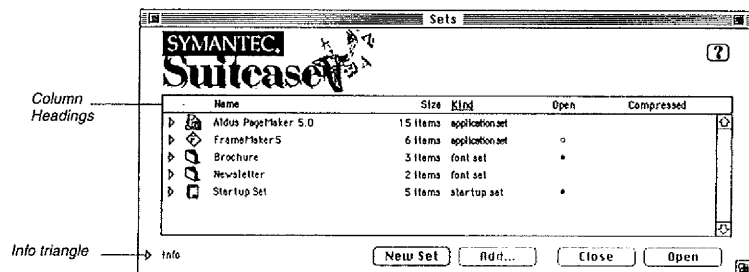
2   Click Close.

The bullet in the Open column disappears.

To close a temporary font file:

1   In the Suitcase Sets window, choose Show Temporary Fonts from the View menu.

The Fonts window appears with a list of temporary font files displayed.

Figure 4-9   The Sets window

Column Headings

Info triangle

Previewing fonts in the Sample panel

1   In the Sets window, select a font.

2   If the Info panel is not open at the bottom of the Sets window, click the Info triangle (Figure 4-9).

A Show button appears in the Info panel (Figure 4-10).

Figure 4-10

Info panel

3   Click the Show button to display the Fonts window (Figure 4-11).

The Fonts window contains a Sample panel, where you can experiment with the font by typing text in the preview box and applying different styles to it. (See chapter 6, "Menu and Window reference," for a detailed explanation of the Sample panel.)

NOTE: If a font is inside a font suitcase, choose the font to see a sample of it in the Sample panel.

Figure 4-11

Show pop-up menu

Column headings
Sets list

Sample triangle

Sample panel
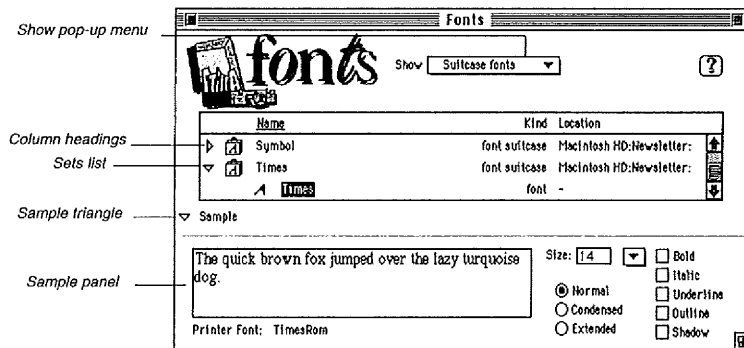
Showing font status in the Fonts window

To display information about a certain category of fonts in the Fonts window, choose one of the following from the View menu:

■   Show Open Fonts
Displays all the open fonts on your Macintosh, including system, Suitcase, and temporary font files.

■   Show Temporary Fonts
Displays only the temporary font files on your Macintosh.

■   Show Suitcase Fonts
Displays only the fonts managed by Suitcase, whether or not they are open.

■   Show System Fonts
Displays only the fonts found in the Fonts folder of the System Folder.

To enable or disable WYSIWYG Menus:

1 In Suitcase, choose Preferences from the Edit menu.

   The Preferences dialog box appears (Figure 5-2).

Figure 5-2
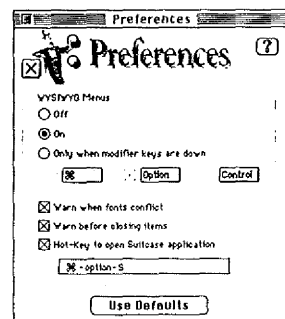
2 In the Preferences dialog box, click one of the following checkboxes:

   ■ On
     To display Font menus in WYSIWYG format.

   ■ Off
     To display Font menus normally.

   ■ Only When Modifier Keys Are Down
     To display Font menus in WYSIWYG format when you press the modifier keys checked below (any combination of command, option, and control, except that command cannot be used by itself).

3 Close the Preferences dialog box.

   If you decide you want to reset the Preferences dialog box to its default settings, you can click the Use Defaults button in the Preferences window.

Having Suitcase warn you before closing items

You can specify whether Suitcase requests confirmation before closing items in the Sets window.

To have Suitcase request confirmation before closing items in the Sets window:

1 In Suitcase, choose Preferences from the Edit menu.

   The Preferences dialog box appears (Figure 5-2).

2 In the Preferences dialog box, click the Warn Before Closing Items checkbox.

3 Close the Preferences dialog box.

   If you decide you want to reset the Preferences dialog box to its default settings, you can click the Use Defaults button in the Preferences window.

Specifying a Hot-Key to open Suitcase

You can specify whether you want to launch Suitcase with a Hot-Key, which is a combination of keystrokes. The preference Hot-Key To Open Suitcase Application is turned on by default (command-option-S is the default Hot-Key).

To specify a Hot-Key to open Suitcase:

1 In Suitcase, choose Preferences from the Edit menu.

   The Preferences dialog box appears (Figure 5-2).

2 In the Preferences dialog box, click the Hot-Key to open Suitcase application checkbox.

3 Enter a Hot-Key combination made up of any combination of the following: option, control, command, and an alphanumeric key.

   The only restrictions to Hot-Key selection are these: the period (.) cannot be used, command cannot be used by itself, and any key combination that's already used in the Finder menu bar cannot be used.

   The new combination of modifier keys you pressed is shown in the text box.

4 Close the Preferences dialog box.

Compressing files

To save disk space and to make accessing fonts faster, you can use Suitcase to compress files it manages. In Suitcase, compressed files behave no differently than uncompressed files. When you open a compressed file in Suitcase, the file remains compressed on your hard drive while Suitcase relays complete information about the file to the requesting application.

A solid bullet (•) in the Compressed column indicates that the font or set is compressed. A hollow bullet (o) indicates that a set contains both compressed and uncompressed fonts. No bullet in the Open column indicates that the font or set is not compressed. Remember that other people who need to access these compressed files must have Suitcase to do so, and that other compression programs may not recognize that Suitcase has compressed a file.

NOTE: Do not place compressed files in the Fonts folder in your System Folder. These fonts are not managed by Suitcase but rather by the Macintosh OS, which cannot expand fonts compressed by Suitcase.

To compress a file:

1   In the Sets window, select the file you want to compress.

NOTE: Suitcase does not compress PostScript printer fonts (it does compress PostScript screen fonts).

Fonts must be closed before they can be compressed.

2   Choose Compress from the Tools menu.

A bar showing compression progress appears. When the progress bar disappears, compression is finished. A bullet (•) appears in the Compressed column next to the compressed file.

To expand a file:

1   In the Sets window, select the compressed file you want to expand.

2   Choose Expand from the Tools menu.

A bar showing expansion progress appears. When the progress bar disappears, expansion is finished. The bullet (•) disappears from the Compressed column after the expanded file.

Creating empty font suitcases

A font suitcase is a file on your Macintosh in which you can group screen fonts and TrueType fonts.

Bliss

Macintosh font suitcases provide a convenient way to organize font files, but, more significantly, font suitcases allow the Macintosh OS to treat several fonts as a single file. This is an advantage because you can open only a limited number of Macintosh font files at one time.

To find an example of a font suitcase, look inside the Fonts folder in your System Folder. Choose By Icon from the View menu. You will see lots of little suitcases. You can view the contents of a font suitcase by double-clicking it.

The Create Empty Font Suitcase command enables you to create an empty font suitcase quickly and easily for font files you add to your Macintosh.

To create an empty font suitcase:

1   Choose Create Empty Font Suitcase from the Tools menu.

The Directory dialog box appears.

2   Use the pop-up menu to select a folder to save the font suitcase in.

3   Optional: change the name of the font suitcase.

4   Click Save.

Suitcase creates a font suitcase in the folder you specified. Put the fonts of your choice into the new font suitcase.

Close Window

Closes the front most open window.

Add To Selected Sets

Displays a dialog box with which you can choose the item you want to add to the set selected in the Sets window.

Add To Temporary

Displays a dialog box with which you can choose the item you want to open temporarily. Suitcase closes temporary items when you shut down your Macintosh.

Quit

Quits the Suitcase application.

Edit menu

Figure 6-2

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘U
Clear	
Select All	⌘A
Remove Selected Items...	
Preferences...	

Undo

Allows you to undo changes made when renaming a list item.

Cut, Copy, Paste, Clear

Available when dialog boxes appear and when you edit the sample text in the font preview box in the Fonts window.

Select All

Chooses all elements in a list or text box.

Remove Selected Items

Removes selected elements in a list or text box.

Preferences

Displays the Preferences dialog box, which you use to set preferences in Suitcase.

View menu

Figure 6-3

View	
Show Info	⌘I
Show Sets	⌘I
Show Open Fonts	⌘2
Show Temporary Fonts	⌘3
Show Suitcase Fonts	⌘4
Show System Fonts	⌘5

Show Info, Hide Info

Show Info displays the Sets window Info panel, when you are working in the Sets window, or the Fonts window Sample panel, when you are working in the Fonts window.

Hide Info hides the Sets window Info panel, when you are working in the Sets window, or the Fonts window Sample panel, when you are working in the Fonts window.

Show Balloons

Enables Balloon Help, which displays a descriptive text balloon when you move the cursor over a menu item.

Overview

Launches an Overview Guide file that teaches concepts important for understanding how to use Suitcase.

Suitcase Guide

Launches Suitcase Guide, a comprehensive, task-oriented, information system you can use while running the Suitcase application.
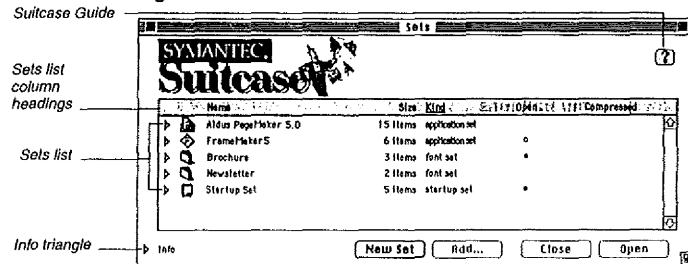
Shortcuts

Launches a Shortcuts Guide that lists the power-user features of Suitcase.

Sets window

The Sets window (Figure 6-6) is where you create and work with your Suitcase sets. When you open the Suitcase application, the Sets window appears on your Macintosh. If you close the Sets window, you can open it again by choosing Show Sets from the View menu.

Figure 6-6

Sets list

The Sets list is where you view and manage your Suitcase sets. You can sort the sets list by clicking on one of the five column headings:

Name

Identifies the name of each set and item in Suitcase.

NOTE: Very long names are displayed in truncated form; to view the complete name just enlarge the Sets window.

Size

Determines the number of items in each set and the size, in kilobytes, of each item in a set.

Kind

Indicates whether the selected item is a Startup Set, font set, application set, font, font suitcase, sound, or alias.

Open

Signifies whether a set or item is open or closed. If an item or all items in a set are open, a bullet (•) is shown in this column. If some items in a set are open and some are closed, a hollow bullet (o) is shown. If *all* items in a set are closed, the open column is empty. A yellow warning icon in this column designates an item or a set containing items that were not opened because fonts with the same name are already open on your Macintosh.
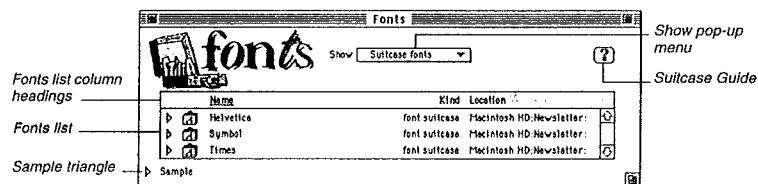
Compressed

Signifies whether or not an item or set is compressed. If *all* items in a set are compressed, a bullet (•) is shown. If *some* items in a set are compressed and some are not compressed, a hollow bullet (o) is shown. If *no* items in a set are compressed, the open column is empty.
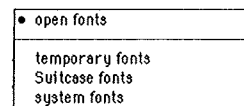
Fonts window

Figure 6-8

Fonts list column headings
Fonts list
Sample triangle

Show pop-up menu
Suitcase Guide

Show pop-up menu

Figure 6-9

- ● open fonts
- temporary fonts
- Suitcase fonts
- system fonts

- ■ Open fonts
  Lists all open fonts on your Macintosh, including fonts in the Fonts folder in your System Folder, fonts that Suitcase manages, and temporary font files.

- ■ Temporary fonts
  Lists all fonts opened by Suitcase on a temporary basis.

- ■ Suitcase fonts
  Lists all fonts that Suitcase manages, whether or not they are open.

- ■ System fonts
  Lists all fonts found in the Fonts folder in the System Folder on your Macintosh.

Fonts list

The Fonts list is where you view information on Suitcase fonts. You can sort the Fonts list by clicking on one of the column headings:
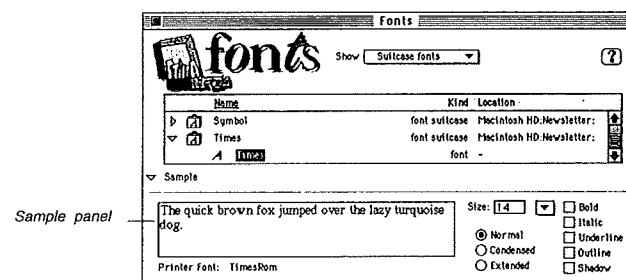
Name

Identifies the name of the font.

Kind

Determines the category into which a font falls.

Location

Specifies the location of a font file.

Fonts window Sample panel

Figure 6-10

Sample panel

Font Preview box

Previews what a particular font looks like. You can type your own text in this box.

Size text box

Specifies the size (between 6 and 72 points) of the sample text in the font preview box.

Normal, Condensed, and Extended radio buttons

Specify the spread of the sample text in the font preview box.

You can **add** these objects to an application or font set:

- File
- Font file
- Font suitcase
- Sound file
- Font set

You can **open, close** or **delete** these objects:

- File
- Font file
- Font suitcase
- Sound file
- Font set
- Application set

You can **count** or use **exists** with these objects:

- File
- Font file
- Font suitcase
- Sound file
- Font set
- Application set
- Window

You can **get** properties of these objects:

- File
- Font file
- Font suitcase
- Sound file
- Font set
- Application set
- Window

You can **set** these object attributes:

- File
- Font file
- Sound file
- Application set
- Font set
- Window

You can **refresh displays**.

Displaying the AppleScript dictionary for Suitcase

Here's how to list brief descriptions of the AppleScript objects and verbs you can use to automate routine and repetitive Suitcase tasks.

NOTE: You need Script Editor, which Apple provides with AppleScript, (or another script editor) to perform these steps.

To display the AppleScript dictionary for Suitcase:

1 Launch the Apple Script Editor application.
2 Choose Open Dictionary from the File menu.
   The Directory dialog box appears.
3 Use the pop-up menu to find and select the Suitcase application.
4 Click Open.
   The AppleScript dictionary for Suitcase appears.
5 Click the suite or suites about which you want information.
   When you're done, choose Quit from the File menu.

AppleScript reference books

The following books contain information about using AppleScript:

The Tao of AppleScript by Derrick Schneider (Hayden Books, 1994. ISBN 1-56830-115-4.)

Danny Goodman's AppleScript Handbook by Danny Goodman (Random House, 1994. ISBN 0-679-75806-2.)

If the Suitcase extension is missing from the Extensions folder of your System disk, reinstall Suitcase.

However, if the Suitcase extension is present in the Extensions folder, then a conflict may exist. Isolate the Suitcase extension by opening it as the only extension on your Macintosh. If it works, there is probably a conflict with another extension.

To resolve extension conflicts, you can first try:

- Replacing any old, out-of-date extensions.
- Changing the order in which your extensions load by changing their names. For example, rename Suitcase Extension to AASuitcase Extension so it will load first.

If you still cannot resolve the conflict, you need to determine which extension is causing the conflict:

1   Open the System Folder on your startup disk and create two new folders: Extensions Off and Control Panels Off.

2   Drag recently added items (other than Suitcase) from your Extensions folder to the Extensions Off folder, and from your Control Panels folder to the Control Panels Off folder.

3   Restart your Macintosh.

4   If the Suitcase extension still doesn't load, disable more extensions by moving them from Extensions to Extensions Off and restart. Continue this until the Suitcase extension loads at startup.

5   When the Suitcase extension loads at startup, move two or three items at a time back to the Extensions folder, restarting each time until you isolate the troublesome extension.

A font in an application set does not appear in the Fonts menu

If a font you add to an application set is not in the Fonts menu when you launch the application:

1   Confirm that the font is included in the application set.

    If it is not, add it and relaunch the application.

2   If the font still does not appear in the Font menu, confirm that the font is open.

    To see which fonts are open, in Suitcase, open the Fonts window and choose Open from the pop-up menu.

    If the font isn't open, open it and relaunch the application.

3   If the font still does not appear, drag the application's Preferences file to the trash and relaunch the application.

4   If the font still does not appear, create a new application set for the application.

    See chapter 4, "Managing your fonts," for information.

5   Move everything in the old application set into the new application set.

6   Find and make a note of any other sets that contain the old application set.

7   Delete the old application set.

8   Add the new application set to the sets you noted in step 6.

9   Relaunch the application.

A font appears in the fonts menu even after you remove it from the Fonts folder

If a font keeps appearing in the fonts menu and the font is not Chicago, Geneva, or Monaco (supplied by the System Folder):

1   Search your Macintosh, including all font suitcases and folders, for the font file.

2   Drag all copies of the font file you find to the Trash.

PostScript fonts you add to your Macintosh do not display or print correctly

If the PostScript fonts you add to your Macintosh are not working correctly or causing your Macintosh to crash:

1   Do you have a copy of the PostScript fonts on disk?

    If yes, try reinstalling the font from a master disk or a backup.

    If no, go to the next step.

2   Do you have QuickDraw GX installed on your Macintosh?

    If yes, convert the PostScript fonts to QuickDraw GX fonts with the Type 1 converter.

    If no, go to the next step.

Ways to organize your fonts

The number of ways to organize fonts is as great as the number of Macintosh users. You might organize fonts alphabetically, by client, job, or appearance. Fonts can be organized into serif, sans serif, decorative, script, headline, or body text categories.

This chapter offers you several ways of organizing fonts on your hard drive, and then using this organization to create and use sets in the Suitcase application.

Three possible ways to organize your fonts are:

- Alphabetically
- By client or job
- By family

These suggestions all include the same premise: removing font files from their original locations (including the My Fonts folder as explained above, or the Fonts folder in the System Folder), placing them into separate folders on your Macintosh and then placing them in Suitcase sets where you can control them.

NOTE: We do not recommend removing fonts required to label Macintosh windows and menus from the Fonts folder in the System Folder. These include Chicago, Geneva, and Monaco.

Organizing fonts alphabetically

One basic way to organize fonts into sets is alphabetically:
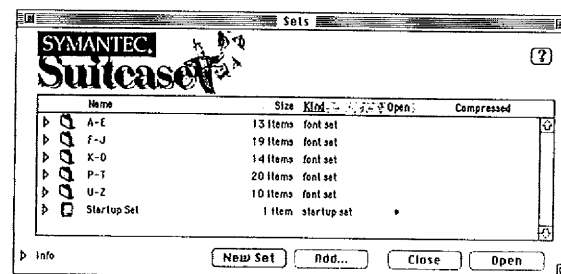
To organize fonts alphabetically on your Macintosh:

1   Locate the fonts you want to use on your hard drive, or on a remote drive.

2   Create five new folders with the names A-E, F-J, K-O, P-T, and U-Z.

3   Place font files and font suitcases into the correct alphabetized folders.

To organize fonts alphabetically in Suitcase (Macintosh OS version 7.1.1, 7.1.2, or 7.5 or later):

1   Launch Suitcase.

2   Drag and drop the folders of fonts A-E, F-J, K-O, P-T, and U-Z onto the Sets window from the Finder. Suitcase creates font sets for each of the folders that are assigned the same name as the original folder (Figure B-1).

Figure B-1

To organize fonts alphabetically in Suitcase (System 7.1.0):

1   Launch Suitcase.

2   Create a new font set for A-E, F-J, K-O, P-T, and U-Z.

3   Use the Add button to add all the members of the alphabetized folders you created above to their respective sets in Suitcase (Figure B-1).

Organizing fonts by client or job

If you are a service bureau, designer, or graphic arts professional you may already organize at least some of your fonts by client or job, so the task of organizing your fonts in Suitcase by client or job is made all the easier.

To organize fonts on your Macintosh by client or job:

1   Locate the fonts you want to use on your hard drive, or on a remote drive.

2   Create a new folder on your Macintosh for each client or job which has a group of associated fonts.

3   Place font files and font suitcases into the correct client or job folders.

Font Companion

Knowing some basic font history, terminology, and concepts can help you get the greatest possible benefits from Suitcase and from your fonts. Contained in this appendix are:

- A brief history of printing and typesetting
- A discussion of common printing and typesetting terms
- Information on how to use fonts effectively and where to get them
- An explanation of Macintosh font concepts

A brief history of printing and typesetting

Many of the desktop publishing terms and concepts we use today have their origins in traditional printing and typesetting. In the West, printing began when German printer Johann Gutenberg first demonstrated a movable-type printing press in the fifteenth century.

In Gutenberg's press, each character was embossed on a metal block called a body. The embossed area was called a face, which is the source of the term typeface. Printers arranged type and spaces in trays to create lines, and assembled these lines into pages by placing them in a framing box. The assembled type was inked and paper pressed to it to create printed pages.

The same basic methods were used until the nineteenth century, when printing, like most other manufacturing processes, became automated. After World War I, mechanical printing technology was supplemented by photographic technologies. In the early 1960s, computerized processes that converted images into electrical signals began to be used in printing.

Today, laser printers and computers are widely used for printing. When a page is sent to a printer, the computer first translates the images on the page into instructions that the printer can understand. Once the printer interprets the page, a laser beam inside the printer creates an electrical image of the page on a rotating drum. Because the drum has an electrical charge, it can pick up toner (fine particles containing an electrical charge opposite to that of the drum) with the image of the page. The toner is heated and fused onto paper as it rolls past the drum, creating a printed page.

Common printing and typesetting terms

Printers and typesetters have a large vocabulary of specialized terms related to their work. A few of the more common terms associated with fonts and desktop publishing are explained in this section.

Character set

The complete collection of printable characters for a given font, including letters, numbers, and punctuation. A character set can also include special international language characters, mathematical symbols, and symbols like @. (You type some special characters by pressing a combination of keys.)

Typeface

A complete set of characters in varying sizes. For example, all the available sizes of Times Regular make up a typeface.

Style

A design variation of a typeface, such as Times Regular, *Times Italic,* **Times Bold,** or ***Times Bold Italic*** .

Typeface Family

Used to describe all the styles of a typeface, such as the Times family shown above.

Font

Traditionally refers to a complete set of characters in a single size, style, and weight, such as Times Regular 12 point. Today, however, the terms font and typeface are often used interchangeably.

Script

Any typeface designed to imitate hand-written text, such as Zapf Chancery.

Display

Any typeface designed to be displayed at larger sizes as when used for signs, headlines, or graphics rather than for body copy.

Pi, or Dingbats

Any typeface made up of special characters, such as Zapf Dingbats (also called a symbol typeface).

Serif and sans serif

A serif is a decorative line at the tips of the major strokes of a letter. An example of a serif typeface is **Times.** Sans serif literally means "without serifs." An example of a sans serif typeface is **Helvetica.**

Condensed and narrow

A typeface style designed to take up less horizontal space on a line. A condensed typeface is proportionally scaled throughout, while a narrow typeface can be scaled in some places and not in others.

Italic and oblique

Italic is a slanted typeface style, like *Times Regular Italic.* An oblique typeface has the same effect, but is slanted mathematically by the computer rather than having each letter individually designed. Originally created to imitate handwriting, today italic or oblique type is used to provide emphasis or otherwise differentiate text.

Weight

Refers to the width of the lines making up a character. Most Typeface Families include a bold and a regular style, and some include a light style as well. Bold type is usually used to give selected text more emphasis than the text surrounding it.

Point Size

Originally referred to the physical height of an individual piece of metal type. Today this term refers to the height of a typeface on paper. Point size, like other type characteristics, is adjusted for legibility.

Pitch

The number of characters in a typeface that can fit into an inch (also called CPI: characters per inch, or CPP: characters per pica).

Points and Picas

Typographer's measurement system based on 72 points to the inch. There are 12 points to a pica.

Mono- and Proportional Spacing

Monospace characterizes a typeface like Courier, in which each character takes up the same amount of horizontal space. Originally designed for typewriters, monospaced typefaces often have an old-fashioned appearance, but they are useful for presenting data in columns.

In a proportionally spaced typeface, like the one you are reading now, letters like "i" take up less horizontal space than wide letters like "w." Proportionally spaced type takes up less room on the page and is easier to read.

Leading

The amount of vertical space between lines of text (also called linespacing). This space is adjusted to increase legibility depending on which typeface is used and how wide the column of text is.

Letterspacing

The space between individual letters. Increase or decrease letterspacing to increase legibility or to achieve a certain design effect. There are two ways to decrease letterspacing: tracking decreases the space between all letters equally, and kerning decreases space between individual letters.

NOTE: See your word-processing or page-layout program's documentation for information on how to manipulate the type characteristics explained in this section.

Using fonts effectively

Choosing fonts for a document is an important design decision because fonts greatly influence the message of a document and how well it transmits that message to readers. It would take an entire book to adequately cover this topic (and many good books have been written about this) but if you are new to font selection, there are a few traditional guidelines you can follow to make sure all of your documents look their best:

- Serif typefaces, like the one you are reading now, are usually considered the best choice for the body of the text, because the serifs are designed to lead the eye from one word to the next.
- Sans Serif typefaces, like Helvetica, are traditionally used for titles, headings, and signs, because the clean look of sans serif type, in short phrases, is bold and attention-getting. (Traffic signs, for instance, are printed in sans serif type.)
- Mixed case letters (again, like the ones you are reading now) are the best choice for body copy, because ALL CAPITAL LETTERS BECOME MONOTONOUS AND DIFFICULT TO READ AFTER A WHILE. Lower-case letters have more widely varying shapes, and are more quickly recognizable. Capital letters, which are all basically rectangular-shaped, are harder for the eye to differentiate.
- Two typefaces are usually all you need in a single document. Unless designed by a professional graphic artist, more than this can make a document confusing and unfocused.
- Italic and bold text should be used consistently and sparingly to make things stand out. If everything is bold or italic, nothing stands out.
- Point sizes below 8 are difficult for some people to read. Also, creating wide columns of text in a small point size is not a good idea; nor is using a point size so large that only a few words can fit on a line.
- The style of type will affect the tone of a document. While a traditional font like Times or Palatino can be used appropriately for almost any document, a "fun" or unusual font conveys a casual tone, which may not be appropriate for serious communication.

Of course, these are just recommendations based on tradition and readability data. There are many publications that break typography "rules" to achieve very effective layouts: this is because they were carefully planned by graphic artists to create a specific effect for a particular audience.

Where to get fonts

Retail fonts

One way to obtain fonts is to select them from catalogues provided by type manufacturers. Adobe Systems, for example, publishes a quarterly catalog of its font library.

You can find the names and phone numbers of font publishers by looking for their ads in computer publications. You can also find information about font publishers through on-line services such as Compuserve, America Online, Prodigy, and eWorld, or by surfing the Internet.

Shareware and freeware fonts

In addition to retail font publishers, many fonts exist in the public domain as freeware and shareware. Freeware can be distributed and used freely. Shareware is distributed freely (or under a few guidelines) but if you decide to keep it you must pay the author a (usually small) fee.

You can get shareware and freeware fonts from on-line services, bulletin board systems and the Internet. Compuserve, America Online, Prodigy, and eWorld all feature areas devoted to fonts and typography. If you download fonts from these services, please be sure that they are Macintosh compatible and free of viruses.

NOTE: Shareware and freeware fonts sometimes do not include complete character sets: they may be missing international language characters, punctuation or other special symbols, or may include only capital or lower case letters and numbers.

An explanation of Macintosh font concepts

This section discusses the following Macintosh font concepts:

- Macintosh font suitcases
- Bitmap fonts
- PostScript fonts
- TrueType fonts
- QuickDraw GX fonts

How the Macintosh OS organizes and manages fonts

Under System 7.1 and later versions of the Macintosh OS, all fonts are stored in the Fonts folder in the System Folder. When the Fonts folder is inside an active System Folder, it has a large A on it.

Apple created the Fonts folder to organize all Macintosh fonts in one place, keep fonts from cluttering the System file and Extensions folder, and allow you to add fonts to your Macintosh while applications are open.

However, those fonts won't be available to applications until you relaunch them. In addition, you cannot remove fonts from the Fonts folder while any applications are open on your Macintosh. Another important limitation is that the Fonts folder allows you to open no more than 128 font suitcases at a time.

Suitcase overcomes all of these limitations, and adds the ability to selectively open specific groups of fonts (font sets) which you can create based on your needs.

To use fonts in Suitcase, you should remove them from your Fonts folder, place them in a folder on your hard drive and start adding them to Suitcase sets. By removing fonts from the System Folder and managing them with Suitcase, you can get the most benefit from the organizational and memory saving capabilities of Suitcase.

About Macintosh font suitcases

Macintosh font suitcases

A font suitcase is a file on your Macintosh that groups screen fonts, TrueType fonts, and GX fonts. You can view the contents of a font suitcase by double-clicking it. Macintosh font suitcases provide a convenient way to organize font files, but, more significantly, font suitcases allow the Macintosh OS to treat several fonts as a single file.

To find an example of a font suitcase, look inside the Fonts folder in your System Folder. Choose By Icon from the View menu. You will see lots of little suitcases.

The icon for a font suitcase looks like this:

Bliss

NOTE: Keep in mind that "Suitcase" and "suitcase" are two different things: suitcase (lowercase) is a file that stores screen (bitmapped) fonts. Suitcase (with a capital S) is the Symantec product.

Bitmap fonts

Bitmap technology creates characters by arranging a series of individual pixels (dots) into the shape of the character using either light pixels (when the font is displayed on a monitor) or ink pixels (when the font is printed on paper).

An example of a bitmap font (also called a screen font) is any of the original ten city fonts included on the Macintosh, such as London, Los Angeles, or San Francisco. Bitmap fonts are also called screen fonts, because they were designed to be visible on the original Macintosh 72 DPI monitor, and to print well on the original low-resolution DPI ImageWriter.

Bitmap fonts are measured in pixels, so a 72-point bitmap letter is 72 pixels high.

Disadvantages of bitmap fonts

Bitmap fonts come in a few standard point sizes. When you select a non-standard point size, your Macintosh resizes the font as well as it can. This resizing can result in a jagged-looking font, especially when you print them at larger point sizes.

Another disadvantage of bitmapped fonts is that they tend to use up a lot of RAM and space on your hard drive.

Where to keep bitmap fonts

Bitmap fonts are stored in separate files (one point size per file), which can be grouped inside a font suitcase.

The fonts Chicago, Geneva, and Monaco also are kept in Read Only Memory (ROM) in your Macintosh. This is because the Finder needs something to display text in windows and dialog boxes when you restart your Macintosh with extensions off, or if you should inadvertently remove the Fonts folder from the System Folder.

PostScript fonts

PostScript is a page-description language developed by Adobe Systems that applications use to describe text and graphics to PostScript printers. In PostScript, a character is described to the printer in mathematical formulas as a series of lines and curves with filled or empty areas.

The release of PostScript allowed users to print high resolution, 300 DPI characters on their PostScript printers instead of being limited to the 72 DPI characters they were used to seeing displayed on their screens.

Since fonts could still only be displayed on screen at 72 DPI, Adobe created two files for every font: one for the screen and another for the printer. QuickDraw (the built-in software technology your Macintosh uses to draw images on your screen) uses the information in the screen font file to display the font on your screen, while PostScript uses the information in the printer font file to print with a resolution your printer supports.

Screen font files are also called QuickDraw, display, and fixed-size fonts. Printer font files are also called outline fonts.

A screen font file icon looks like this:

Times 10

PostScript printer font file icons can look different, depending on where you got the font. Here are two examples:

LetteGot

Do not change the name of a PostScript printer font file. Your Macintosh will not be able to find the file when you print, and will substitute another font, usually Courier.

Advantages of PostScript fonts

Besides allowing fonts to be printed at higher resolutions, PostScript also allows fonts to be resized or scaled. Text looks just as smooth at 72 points as it does at 6 points. PostScript fonts print faster and take up less space on your disk than TrueType fonts (see below) and they cause fewer problems with PostScript printers than TrueType fonts.

Where to keep PostScript fonts

PostScript screen fonts are usually kept in font suitcases (see definition above) in the Fonts folder of the System Folder. PostScript printer font files also are kept in the Fonts folder in your System Folder.

To have Suitcase manage your PostScript fonts, however, you should remove both the screen fonts and their corresponding printer fonts from the Fonts folder, place them in a folder on your hard drive and start adding them to Suitcase sets. By removing fonts from the Fonts folder and managing them with Suitcase, you can get the most benefit from the organizational and memory saving capabilities of Suitcase.

NOTE: If you lose a screen or printer font, you need to replace it. If a screen font is lost, that font does not appear correctly on your screen. Likewise, if a printer font is lost (even if you still have the screen font) the font will be replaced when you try to print it (usually with Courier).

Adobe Type Manager and PostScript fonts

ATM is a system extension that renders PostScript printer fonts on your screen for sizes that you don't have installed, and lets you print PostScript fonts on QuickDraw (and other non-PostScript) printers. You will still need at least one screen font for each PostScript font, because the Macintosh OS needs it to know the font exists and to display it in application font menus.

Printer-resident PostScript fonts

Most PostScript printers come with some fonts in Read Only Memory (ROM), called resident fonts. The Apple LaserWriter and most other PostScript printers store the following fonts in ROM:

- ITC Avant Garde Gothic
- ITC Bookman
- Courier
- Helvetica
- New Century Schoolbook
- Palatino
- Symbol
- Times

- ITC Zapf Chancery
- ITC Zapf Dingbats

Downloading PostScript fonts

If your document contains a PostScript printer font that is not already stored in the ROM of your laser printer, your Macintosh automatically sends the font to the laser printer.

Once downloaded, the font remains in the Random Access Memory (RAM) of your laser printer and is available to use until you either reset your printer or turn the printer off.

TrueType fonts

Incorporated into version 7.0 and later versions of the Macintosh OS, Apple and Microsoft developed TrueType in response to high licensing fees for PostScript. Like PostScript, TrueType is an outline font technology that produces smooth, scalable fonts at any resolution. Unlike PostScript, TrueType puts screen and printer font information into a single font file. (Another difference is that while TrueType is only a font technology, PostScript is both a font and a graphics technology.)

A TrueType font file icon looks like this:

Arial

NOTE: Although TrueType provides both screen and printer font information, you may still see screen fonts mixed with your TrueType fonts in font suitcases. This is because some suppliers of TrueType fonts also include a screen font, because the Macintosh displays screen fonts slightly faster than TrueType fonts. However, the increase in speed is minimal, and you can safely remove the screen fonts from the font suitcase.

Advantages of TrueType Fonts

In addition to creating smooth, scalable fonts on screen, TrueType fonts can be printed on QuickDraw or other non-PostScript printers. This is an advantage because PostScript printers typically cost several hundred dollars

more than non-PostScript printers. Also, TrueType supports non-Latin character sets such as those used in Japanese, Chinese, and Korean.

Where to keep TrueType fonts

Usually, TrueType fonts are kept in font suitcases in the Fonts folder in the System Folder.

To use TrueType fonts in Suitcase, you should remove them from your Fonts folder (except Chicago, Geneva, and Monaco which are used by the System), place them in a folder on your hard drive and start adding them to Suitcase sets. By removing fonts from the Fonts folder and managing them with Suitcase, you can get the most benefit from the organizational and memory saving capabilities of Suitcase.

Should you use PostScript or TrueType fonts?

The answer depends on where your documents are output.

If you print your documents on a **QuickDraw** printer only, all you need are TrueType fonts, but you can use Adobe Type Manager and PostScript fonts if you want to.

NOTE: You can keep identical TrueType *and* PostScript fonts on your Macintosh as long as each is assigned a unique name (duplicate font names on your Macintosh can cause conflicts). Sending TrueType fonts to a printer containing resident PostScript fonts with the same name also can cause problems. To find out which PostScript fonts are stored on your laser printer, check printer documentation or use the LaserWriter Font Utility from Apple. You can also uncheck Font Substitution in the Page Setup dialog before printing documents (if you leave the box checked, the printer substitutes printer-resident fonts for TrueType fonts in the document).

If you have a **PostScript** printer, you can use either TrueType fonts or Adobe Type Manager and PostScript fonts, but if you are creating high-end documents and have access to a PostScript printer, use Adobe Type Manager and PostScript fonts to take advantage of its capabilities.

If you regularly send your documents to a **service bureau** to be printed, it is a good idea to use only PostScript fonts (unless the bureau tells you TrueType fonts are acceptable) because most service bureaus use only PostScript devices. TrueType fonts used in documents may be replaced by PostScript and your document might not look like you expect them to.

Service bureaus allowing TrueType may request that you supply a disk containing all of the fonts you require so they can print your document exactly as you intended. Many also use Suitcase, which also helps ensure that the document they print for you comes back the way you expected.

Using TrueType and PostScript fonts in the same document

Using both PostScript and TrueType in the same document is not a problem if:

■ You have Adobe Type Manager installed on your Macintosh and you print your document on a non-PostScript printer.

■ You don't mind that your PostScript printer substitutes printer-resident fonts for the TrueType fonts in your document (which may change the way your document looks).

■ You are not sending your document to a service bureau (or the service bureau you use can work with TrueType fonts).

QuickDraw GX fonts

With System 7.1 Pro, Apple introduced QuickDraw GX, a new version of QuickDraw that extends the capabilities of the Macintosh OS. QuickDraw GX introduces yet another type of font: the QuickDraw GX font.

You install and use QuickDraw GX fonts the same way you do TrueType fonts. QuickDraw GX fonts even use the same icon as TrueType fonts.

Advantages of QuickDraw GX fonts

QuickDraw GX is an entire imaging system, not just a font technology. It adds advanced printing and typographical functions to the Macintosh OS.

Using PostScript fonts under QuickDraw GX

With QuickDraw GX, you need to convert your current Type 1 PostScript fonts to the GX storage format using the QuickDraw GX Type 1 Enabler. This conversion allows you to install Type 1 PostScript screen and printer fonts as easily as you install TrueType fonts: drag a single font file onto the System Folder.

If you still use Type 3 PostScript fonts, you'll need to first use a font-conversion utility (there are several available) to convert them to Type 1, and then convert them to the GX storage format, before using them with QuickDraw GX. Another alternative is to contact your font vendor and find out if a Type 1 or GX version of your Type 3 font is available.

You also need to use Adobe Type Manager GX instead of Adobe Type Manager. ATM GX comes with the QuickDraw GX software.

Glossary

alias   An icon in the Finder that, when double-clicked, opens the file, folder, application, or disk linked to it. Aliases were introduced in Macintosh OS version 7.0.

In Suitcase, any font set that you put into another set, (excluding application sets and the Startup Set, which you cannot place into other sets) operates as an alias. When you delete an alias of a font set in Suitcase, the actual set to which it refers remains unchanged. However, if you delete the original font set in Suitcase, all aliases of the set are deleted as well.

application   A computer program written for a specific purpose, such as word processing or creating a spreadsheet. Also called a program or an application program.

application set   A type of set managed by Suitcase that allows you to open a group of fonts whenever you launch the application to which they are linked.

bitmapped font   A type of font that your Macintosh displays as a specific arrangement of pixels, or dots, on your screen. A bitmapped font is also called a screen font.

button   *See* radio button and user button.

character   A single alphanumeric character you press on your keyboard that appears on your screen or is printed on your printer.

desk accessory   A "mini-application" that is available from the Apple menu regardless of which application you are currently using.

desktop   The Finder; or, the working area you see below the menu bar at the top of your screen when you are using your Macintosh.

dialog box   A window that appears on your screen, containing buttons, checkboxes, and other elements.

double-click   You double-click an element on your screen when you move the cursor over the element and press the mouse button twice quickly.

drag and drop   A feature added to Macintosh OS version 7.1. Suitcase supports drag and drop from the Finder if you are using one of the following:
- Macintosh OS version 7.5 (or later)
- System 7 Pro (7.1.1) or System 7.1.2 with the Macintosh Drag and Drop extension (installed by Suitcase)

drive   A storage device. There are primarily two types: floppy disk and hard drive. A drive is sometimes called a disk or volume.

extension   *See* system extension.

Finder   The Finder is the part of the Macintosh OS that regulates functions such as the copying, renaming, and deleting of files on your Macintosh. The Finder is often also called the desktop.

See also desktop.

font file   A file that contains a particular font. Types of font files include screen font files (also called bitmapped font files), PostScript font files (which include screen font files and corresponding printer font files or outline fonts), and TrueType font files.

A TrueType font file icon looks like this:

Arial

A PostScript screen font file icon looks like this:

Times 10

PostScript printer font file icons can look different, depending on where you got the font. Here are two examples:
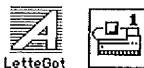
LetteGot

font ID   A number that uniquely identifies every font on your Macintosh.

font ID conflict   Happens when an application associates a font with an ID number that's different from the ID number used by the application that created the document. (Usually this happens

with older applications that still track fonts by ID number; most applications sold today track fonts by name.) Font ID conflicts can cause fonts to display or print incorrectly after you transfer a document to another Macintosh, even if the fonts appeared on and printed from your Macintosh correctly.

font ID file   A file that contains a list of every font and its corresponding identification number on your Macintosh.

font name conflict   A font name conflict occurs when two or more fonts are assigned the same name by the Macintosh OS.

font set   *See* set.

font suitcase   A file on your Macintosh that groups screen fonts, TrueType fonts, and GX fonts. You can view the contents of a font suitcase by double-clicking it. Macintosh font suitcases provide a convenient way to organize font files, but, more significantly, font suitcases allow the Macintosh OS to treat several fonts as a single file.

The icon for a font suitcase looks like this:

Bliss

hinting   A software technology that enhances the sharpness and clarity of a font when it is printed at smaller point sizes on low-resolution printers.

Hot-Key   A special combination of keys you press to perform an automated operation.

Pressing the Hot-Key command-option-K at any time for example, launches Suitcase. You can change the Hot-Key that launches Suitcase in the Suitcase Preferences window.

icon   A graphic symbol used to represent a file, folder, drive, or other element.

kern   To kern characters is to adjust or change the spacing between two, adjacent characters so that they look more proportionally balanced and read more easily. Capital letters followed by lower case letters, like T and o for example, are often kerned to produce more space within a line of text.

launch
To launch an application is to open it, usually by double-clicking its icon in the Finder.

linked
Fonts that Suitcase opens when you launch an application are said to be linked to that application.

modifier key
A key you can press on your keyboard or keypad in sequence with an alphanumeric character to execute a command instead of displaying the character on your screen. Standard modifier keys include caps lock, shift, control and option.

point
In desktop publishing typography, a measurement equal to $1/72"$.

pop-up menu
A menu that appears in dialog boxes and windows, usually identified by a triangle that points downward. When you click the triangle, the menu usually drops down to display the options you can select.

PostScript
A computer language that tells your printer how to print a document page shown on your computer screen. PostScript was developed and is licensed by Adobe Systems.

See also QuickDraw.

Power Macintosh
A series of Macintosh models equipped with a PowerPC microprocessor chip.

PRAM
PRAM, which stands for Parameter Random Access Memory, is a memory chip in your Macintosh in which settings such as the time and the tracking speed of your mouse are permanently stored, even after you turn off your computer. The PRAM memory chip is powered by a small internal battery.

printer font
A type of PostScript font that your printer uses to print a screen font on your printer. Printer fonts are also called outline fonts.

QuickDraw
The underlying, built-in graphics and drawing software technology on your Macintosh that displays text and graphics on the screen.

QuickDraw GX
An optional, underlying, built-in graphics and drawing software technology, released with Macintosh OS version 7.5, that augments the drawing, printing, and typographical features of the Macintosh OS.

radio button
A round button shown on dialog boxes and windows that enables you to select one option from a set of mutually exclusive options.

reboot
See restart.

remote fonts
Fonts that are stored on a server in a network.

removable media
Drives that you can remove, as opposed to hard drives that you cannot remove except by dismantling their housing. Examples of removable media include floppy disks, cartridges such as SyQuest and Bernoulli, and compact disks.

restart
To restart your Macintosh is to start your Macintosh again. You can restart by choosing Restart from the Special menu in the Finder, or by turning your Macintosh on after you have shut it down. Restarting is also called rebooting.

sans serif
A typeface without serifs. An example of a sans serif typeface is **Helvetica**.

See also serif.

screen font
A type of PostScript font that your Macintosh displays as a specific arrangement of pixels, or dots, on your screen. A screen font is also called a bitmapped font.

script
A set of procedures you specify that automate a routine task or repetitive operation on your Macintosh.

serif
A fine line or stroke at the tips of the major strokes of a letter. An example of a serif typeface is **Times**.

set
A list or grouping of fonts in Suitcase. Types of sets include:

Font set, which you can open and close when necessary.

Application set, which contain fonts that Suitcase opens when you launch the application to which they are linked.

Startup Set, which contains fonts that open whenever you start your Macintosh. Fonts in the Startup Set remain open until you close them.

When you remove or delete a font from a set or from Suitcase, the actual font is left unaltered.

shut down	To shut down your Macintosh is to turn off your Macintosh or prepare it to be turned off.
sound file	A file containing digitized sound.
startup	The process by which your computers starts working. During this process, system extensions such as the Suitcase extension are loaded into memory.
startup drive	A drive (your hard drive or a floppy disk) with all the necessary program files—such as the Finder and System files contained in the System Folder—that sets your Macintosh into operation. The startup drive is also called a boot drive, system disk, or hard drive.
Startup Set	*See* set.
Suitcase	An application program from Symantec that enables you to manage and organize fonts in the Macintosh OS.
suitcase font	A font file in a suitcase.
system extension	A program that loads into memory when you start your Macintosh and adds Suitcase functionality to the Macintosh OS.
System Folder	A folder on your startup drive that contains the files your Macintosh requires for operation, such as the System file, Finder, system extensions, desk accessories, and control panels.
system font	A font file that is stored in the Fonts folder of your System Folder.
TrueType	A font technology developed by Apple and Microsoft that both displays fonts on your screen and prints fonts on your printer smoothly, regardless of point size or resolution.
Type 1 font	A PostScript font format that uses hinting to print fonts clearly and smoothly. Type 1 fonts are also called PostScript outline fonts. *See also* hinting.
typeface	A collection of similarly designed and styled letters and characters referred to by the same name. An example of a typeface is Times Bold.

WYSIWYG	WYSIWYG, or "What You See Is What You Get," means that what you see on your screen is exactly what is printed on your printer. In Suitcase, the WYSIWYG menu option enables you to display fonts in Font menus exactly as they will appear when you print them.

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Symantec Service and Support Solutions

Symantec is committed to excellent service worldwide. Our goal is to provide you with professional assistance in the use of our software, wherever you are located.

Technical Support and Customer Service solutions vary by country. If you are outside the United States or Canada, please refer to the Worldwide Service and Support section at the end of this chapter.

Registering Your Symantec Product

To register your Symantec product, please complete the registration card included with your package and drop the card in the mail. You can also register via your modem during the installation process if your Symantec software offers this feature. In addition, you can use the toll-free fax number listed below to register your product.

If your address changes, you can mail or fax your new address to Customer Service. Please send it to the attention of the Registration Department.

Symantec Corporation
Attn: Registration Dept.
175 W. Broadway
Eugene, OR 97401

(800) 800-1438 Fax

Suitcase 3.0 Read Me

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This file contains the most up-to-date information about using Suitcase 3.0. Before using Suitcase, please read this file.

TABLE OF CONTENTS:

INSTALLATION:

The Suitcase Installer places these files in the Suitcase 3.0 folder:
Suitcase 3.0 application
SimpleText application and Read Me file
Suitcase Guide files (About Suitcase 3.0, Suitcase Guide, Shortcuts, Overview)
Previous version of your Suitcase extension, renamed Suitcase 2.x Database
  (only if Suitcase 2.x is already installed on your Macintosh)
Suitcase Scripting Examples.sea

The Suitcase Installer places these files in the Extensions folder:
Suitcase 3.0 extension
ObjectSupportLib extension (Power Macintosh only)
Macintosh Drag and Drop extension (System 7.1.x - if necessary)

NOTES FOR SUITCASE 2.0 USERS:

Do not move or delete the Suitcase 2.x Database icon in the Suitcase 3.0 Folder. Suitcase needs it to convert your Suitcase 2.0 sets to Suitcase 3.0 sets.

If conversion of the database is not completed, the Suitcase 2.x Database will remain in the Suitcase 3.0 Folder. This may happen because some of your old sets contain fonts on volumes that were not mounted at conversion time. To resolve this, try mounting all remote font servers and re-launch Suitcase which will attempt to convert the database again.

You can double-click a set or a font to open it. You are no longer required to add sets to the Permanent Set (now called the Startup Set) to open them.

There is no longer a Temporary Set. You can now list temporary fonts in a separate window.

OPERATING NOTES:

• Suitcase 1.x - Database conversion from Suitcase 1.x is not supported. If you are upgrading from Suitcase 1.x, you'll need to recreate your 1.x sets in Suitcase 3.0.

• ObjectSupportLib - This extension must be in your Extensions folder in order for Suitcase to run on the Power Macintosh. The Suitcase Installer ensures that you have ObjectSupportLib in your Extensions folder during an Easy Install, or during a Custom Install of the Suitcase application. If you don't already have ObjectSupportLib in your Extensions folder, the installer places it there.

• Using fonts located on a remote drive - If a remote drive containing fonts managed by Suitcase becomes inaccessible, close the aliases of those fonts in the Suitcase Sets window. Otherwise, Font menus in your applications may take a long time to display.

• Compressed items - When the Suitcase extension is not loaded, fonts in font suitcases which have been compressed by Suitcase 3.0 cannot be opened and viewed individually in Suitcase or in the Finder. To display

these fonts wi` `he extension inactive, first expand the font suitcase file containing them in Suitcase, then view as usual in the Suitcase application or in the Finder.

• Playing Sounds - In the event you have difficulty playing large sounds in Suitcase, try allocating more memory to the Suitcase application.

• Font Family Styles - Certain fonts identify a specific style in their font name, for example, Bookman SSi (italic) font. When viewing such fonts in the Font Preview box of the Sample panel, using style selections other than those indicated in the font's name may result in the font being displayed in the default application font (usually Geneva), not the font's typeface.

• Simple Beep - In some instances, the Simple Beep sound may not be visible in the Sound control panel. To use Simple Beep, either use SimpleSound (System 7.5.3 or later) or restart your Macintosh with extensions off (hold down the shift key), select Simple Beep in the Sound control panel, then restart.

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COMPATIBILITY:

• Microsoft Excel 5.0 - Excel 5.0 is unable to open application sets created for it in Suitcase. To open fonts to Excel, create a font set in Suitcase containing the fonts you want, and open this set in the Suitcase Sets window prior to launching the Excel application. Otherwise, only fonts that are already open on your Macintosh will be available to Excel.

• FrameMaker 5 - With Suitcase WYSIWYG Menus active (either on or opened by Hot-Key), Font menus in FrameMaker display some fonts using their own fonts, and some fonts in Chicago. All fonts will appear correctly in FrameMaker documents on-screen and when printed.

• PageMaker - In some instances, using modifer keys to access WYSIWYG Menus results in fonts in the PageMaker 5.0 or 6.0 Font menu displayed in Chicago font. Move your cursor over the fonts and they are displayed in their own font.

• NOW WYSIWYG Menus 5.0.1 - The presence of this application disables the WYSIWYG Menu feature in Suitcase (that is, you can't control WYSIWYG Menus from the Suitcase Preferences dialog box if NOW is overriding Suitcase).

• TrapWise - Launching TrapWise with LaserWriter 7 and Suitcase present will result in an error message: "Fonts not available." Click OK and TrapWise finishes launching. Luminous suggests using LaserWriter 8 with Suitcase and TrapWise.

• PowerTalk and DiskLock - When you install Suitcase onto a Macintosh running System 7.5.2, PowerTalk Extension, PowerTalk Manager and DiskLock at the same time, you may experience a crash at startup. We suggest updating to System 7.5.3 and PowerTalk 1.2.3.

• Time Palette (and other applications using items that share names with fonts) - If WYSIWYG Menus are active, an item that has the same name as a font on your Macintosh may appear in an application's menu drawn in the font that shares its name. For example, Time Palette has pop-up menus of cities around the world, including New York. If the font New York is installed on your Macintosh, the New York pop-up menu in Time Palette appears in New York font. This does not cause problems, but it can be avoided by turning off WYSIWYG Menus in Suitcase.

• Omnis 7 - Suitcase is unable to launch when you have Omnis 7 version 3.2 running on your Macintosh. If you experience this problem, please contact Omnis technical support.

• Eclipse - Users of the Eclipse screen saver may experience conflicts with applications (like Suitcase) that use AppleEvents.

• Type Reunion (ships with Adobe Illustrator 5.5) - Causes the Font menus of many applications to display Suitcase and system fonts incorrectly (they are not displayed at all or are displayed in the incorrect font). Press shift to override Type Reunion and correctly display Font menus.

- <u>Type Tamer</u> - If you use Type Tamer and are unable to access a font even though the font is open and the application's Font menu displays the font, re-launch Type Tamer to make the font available.

- <u>EAsy Color</u> - This extension needs to load before the Suitcase extension, which occurs normally if you don't rename either extension in such a way that the Suitcase extension loads first.

- <u>Super ATM & Adobe Acrobat Reader</u> - These packages include three fonts required to perform font substitution: Adobe Sans MM, Adobe Serif MM, and Symbol. We suggest leaving all three fonts in the Fonts folder of the System Folder. NOTE: You may not be able to view individual instances of these fonts as System Fonts in the Fonts window even though they are open to the System.

- <u>HP Fonts</u> - When viewing HP Fonts in the Suitcase Fonts window, Suitcase may indicate that a font suitcase contains the Chicago font when the Chicago font is not actually present.

INTERNATIONAL ITEMS

- <u>Kanji or other Non-Roman script systems</u> - Hot-Keys cannot be used to launch Suitcase. To launch Suitcase, double-click the Suitcase icon or choose Suitcase 3.0 from the Apple menu.

- <u>EG Word</u> - EG Word users may experience conflicts with applications (like Suitcase) that use AppleEvents. ErgoSoft, makers of EG Word, have posted EG Word 6.1, which solves this problem.

TECHNICAL SUPPORT

Symantec offers unlimited use of a fax retrieval system that provides product information and technical notes. For product literature and press releases, access this service by dialing (800) 554-4403. For technical information, dial (541) 984-2490.

If you have questions after consulting the Suitcase manual, on-line help system, Read Me file, or Fax Retrieval System, you may wish to call our Technical Support Team. For information regarding Symantec Technical Support, please refer to the "Symantec Customer Service Plan" at the back of your Suitcase manual. If you are outside the USA, please refer to manual pages SSS-6, SSS-7, and SSS-8 or contact your local Symantec dealer for information about obtaining technical support.

Symantec Corporation

Technical Support phone line: (541) 465-8440
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Eugene, OR 97401

We can also be reached through electronic mail on the following on-line services:

America Online: Keyword: SYMANTEC
CompuServe: GO SYMUTIL
AppleLink: NORTON.TECH

Symantec also maintains a user-to-user BBS, from which you can obtain tips and information:

Symantec BBS:
300 - 28,800 baud: (541) 484-6669
300 - 14,400 baud: (541) 984-5366

Settings: 8, None, 1.

Symantec's international partners are located throughout the world. Please call our Customer Service Center in Oregon at (541) 334-6054 or (800) 441-7234 for the name, address, and phone number of the international office closest to you.