

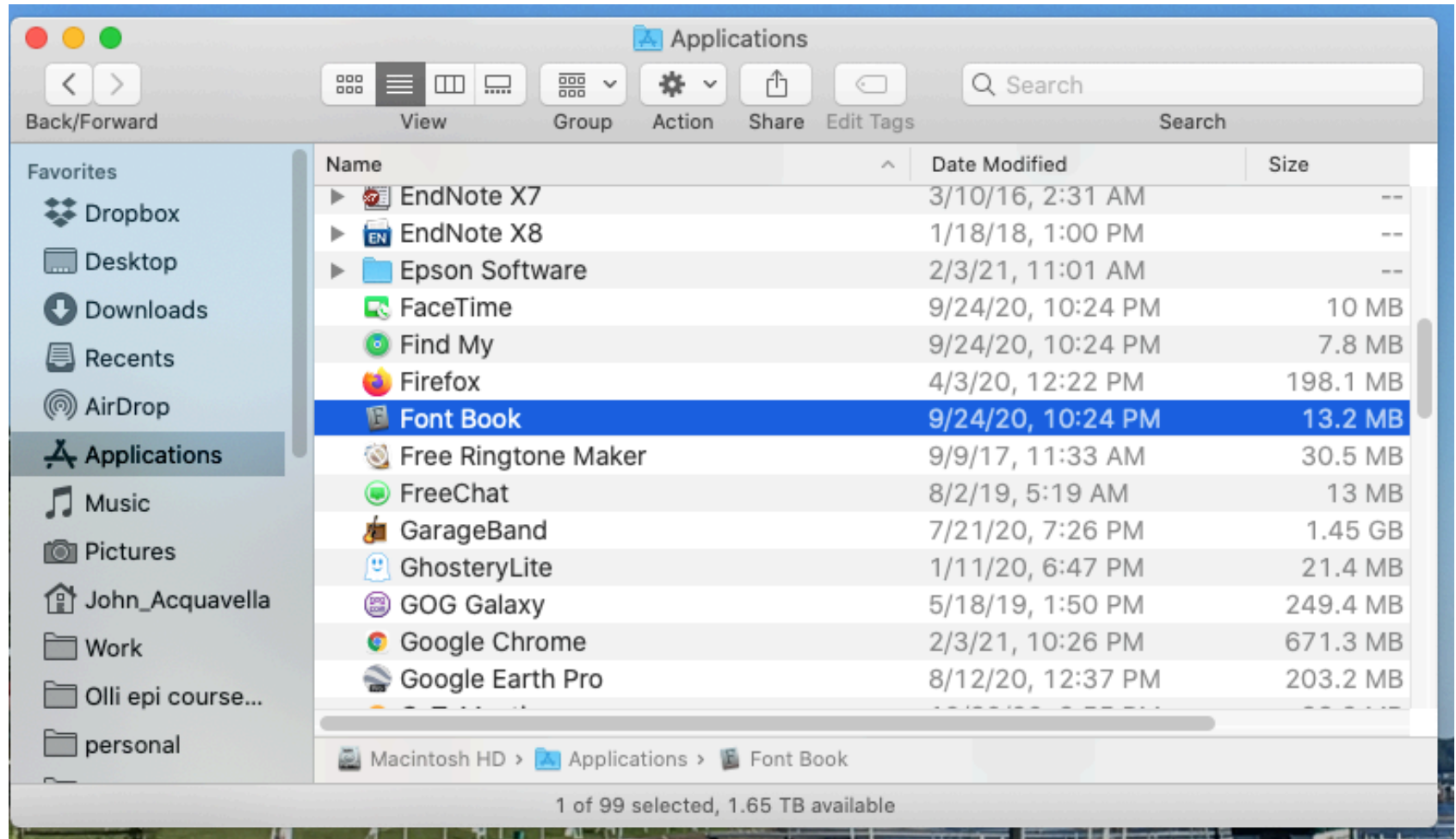
Fonts in Mac OS: Who Knew?

John Acquavella
Font Novice
PMUG Regular Meeting
February 13, 2021

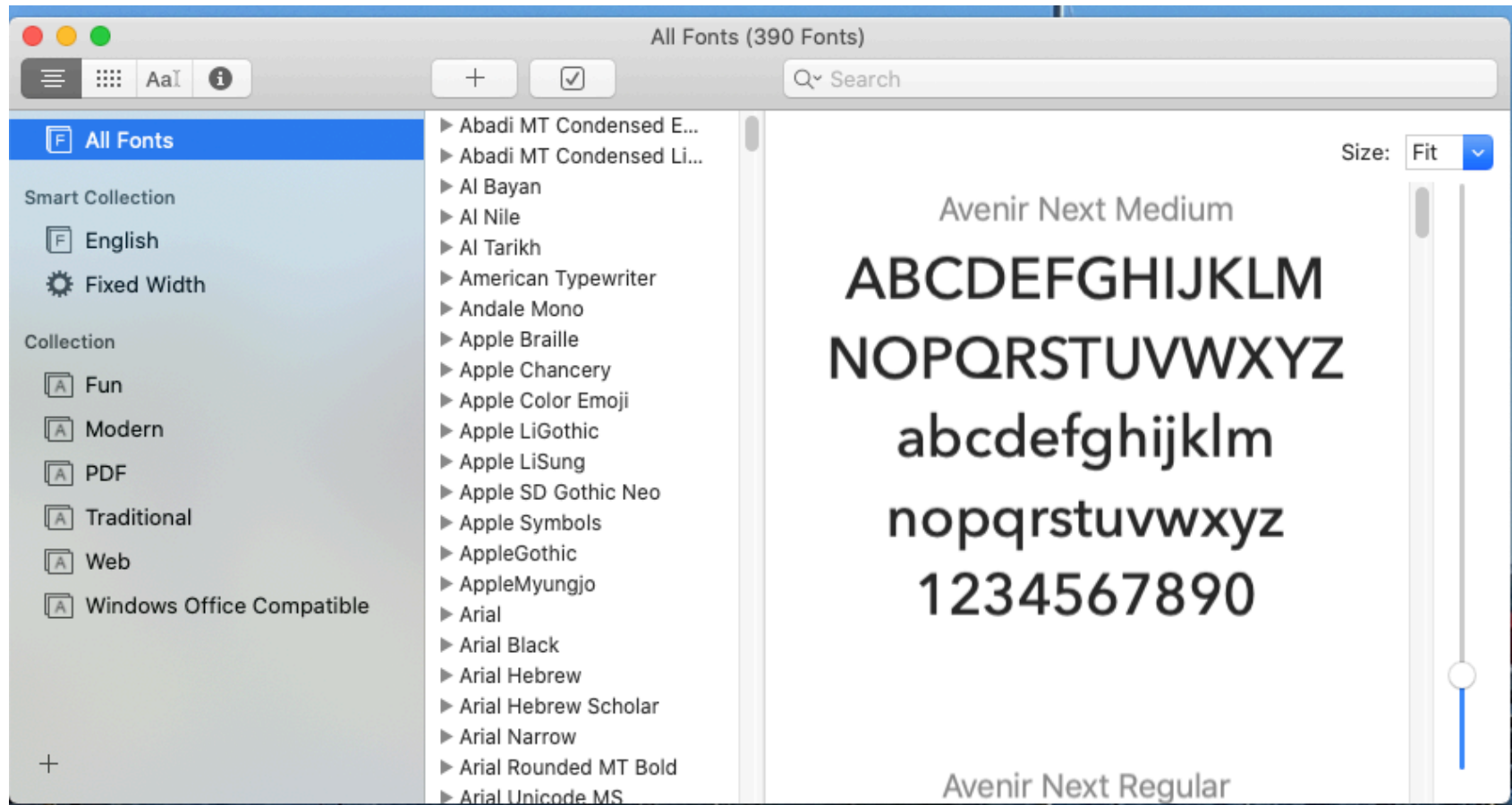
Fonts: General Info

- Your MAC comes with (too?) many fonts
- Font Book is the application for managing fonts that will be used in your applications
- You can add fonts or disable/remove superfluous fonts
- You can organize fonts into collections for efficiency; some collections are standard in Font Book
- You can save ink!!

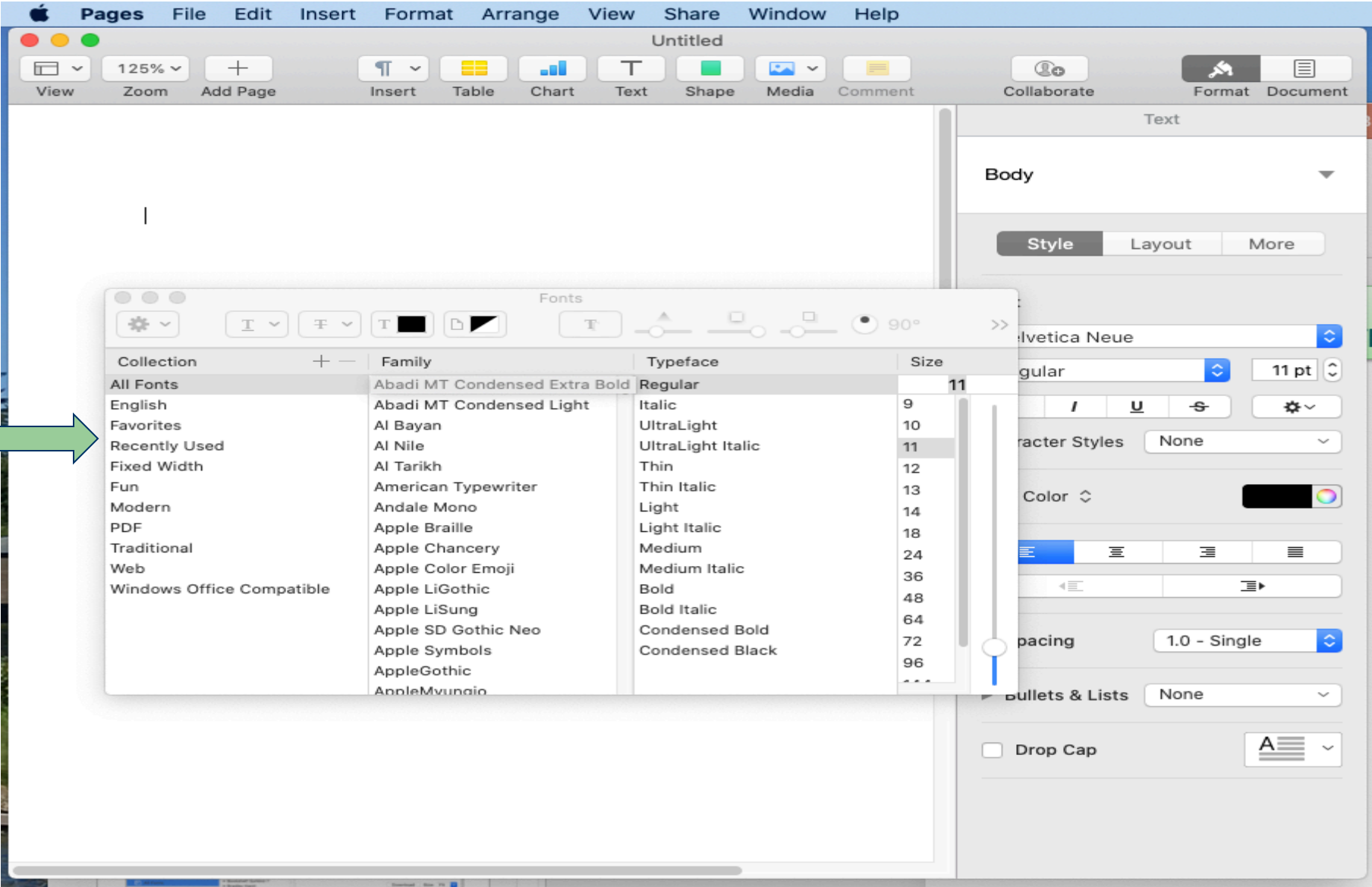
Finder > Applications > Font Book



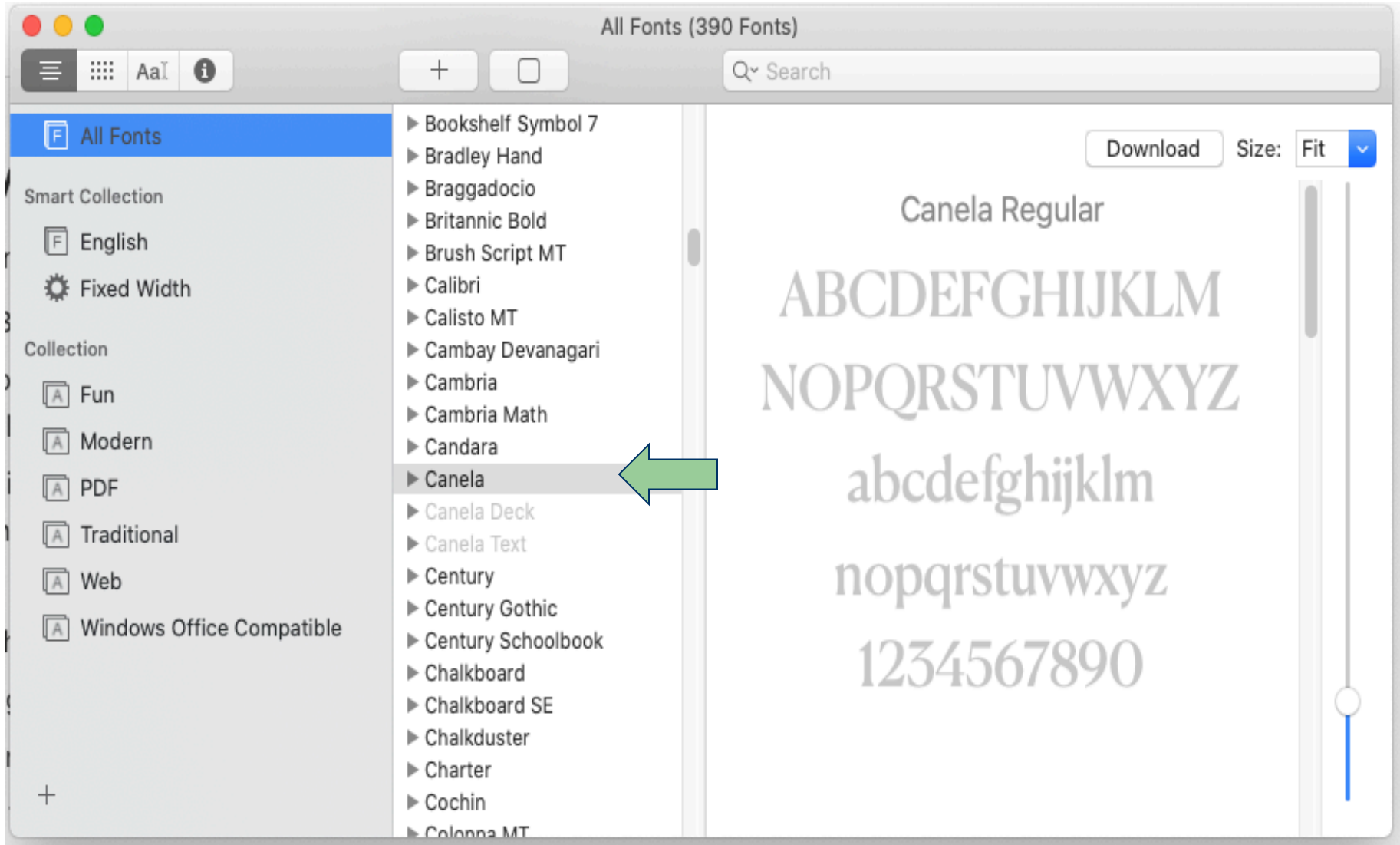
Open Font Book



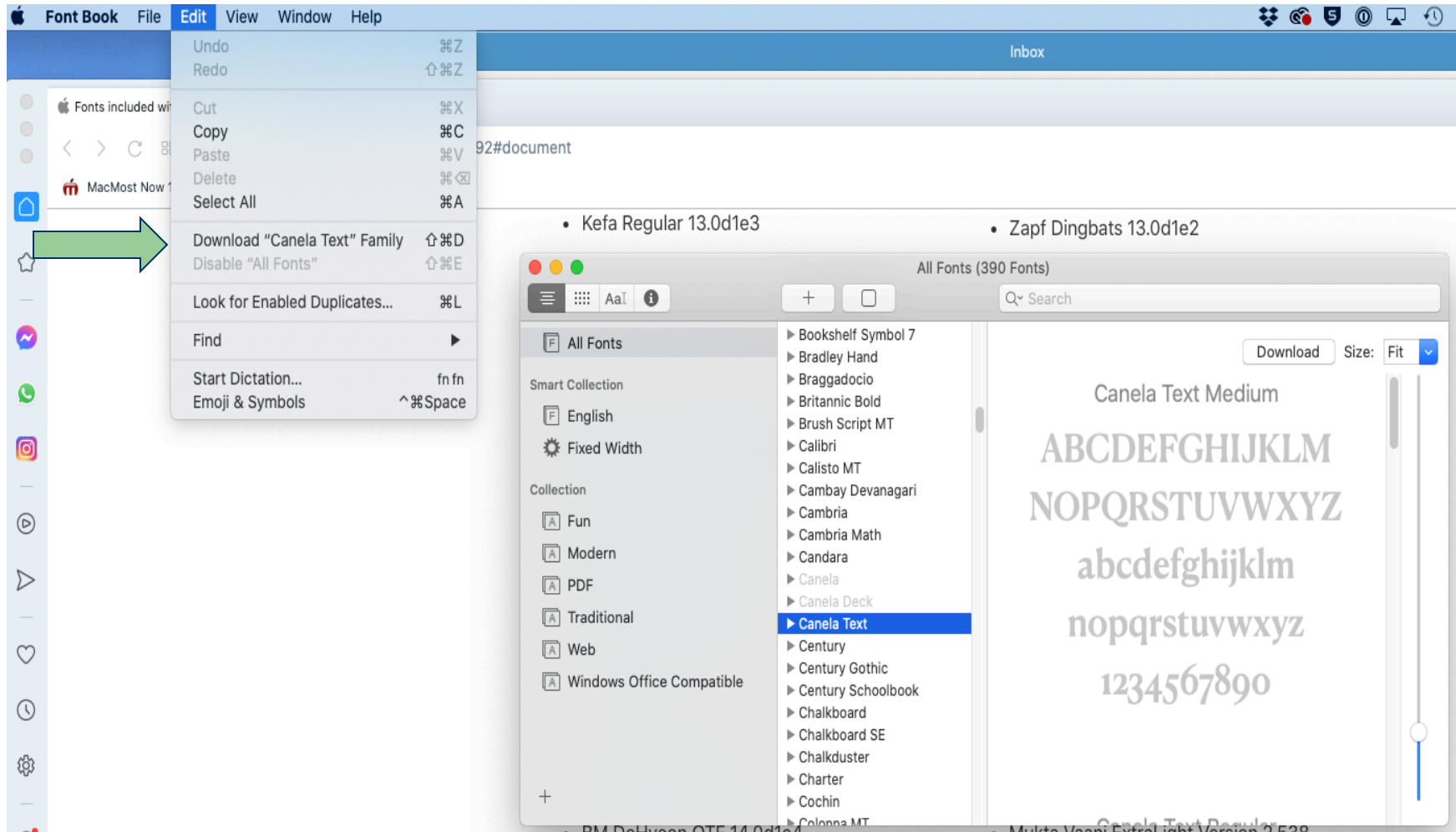
Pages > Format > Fonts > Show Fonts



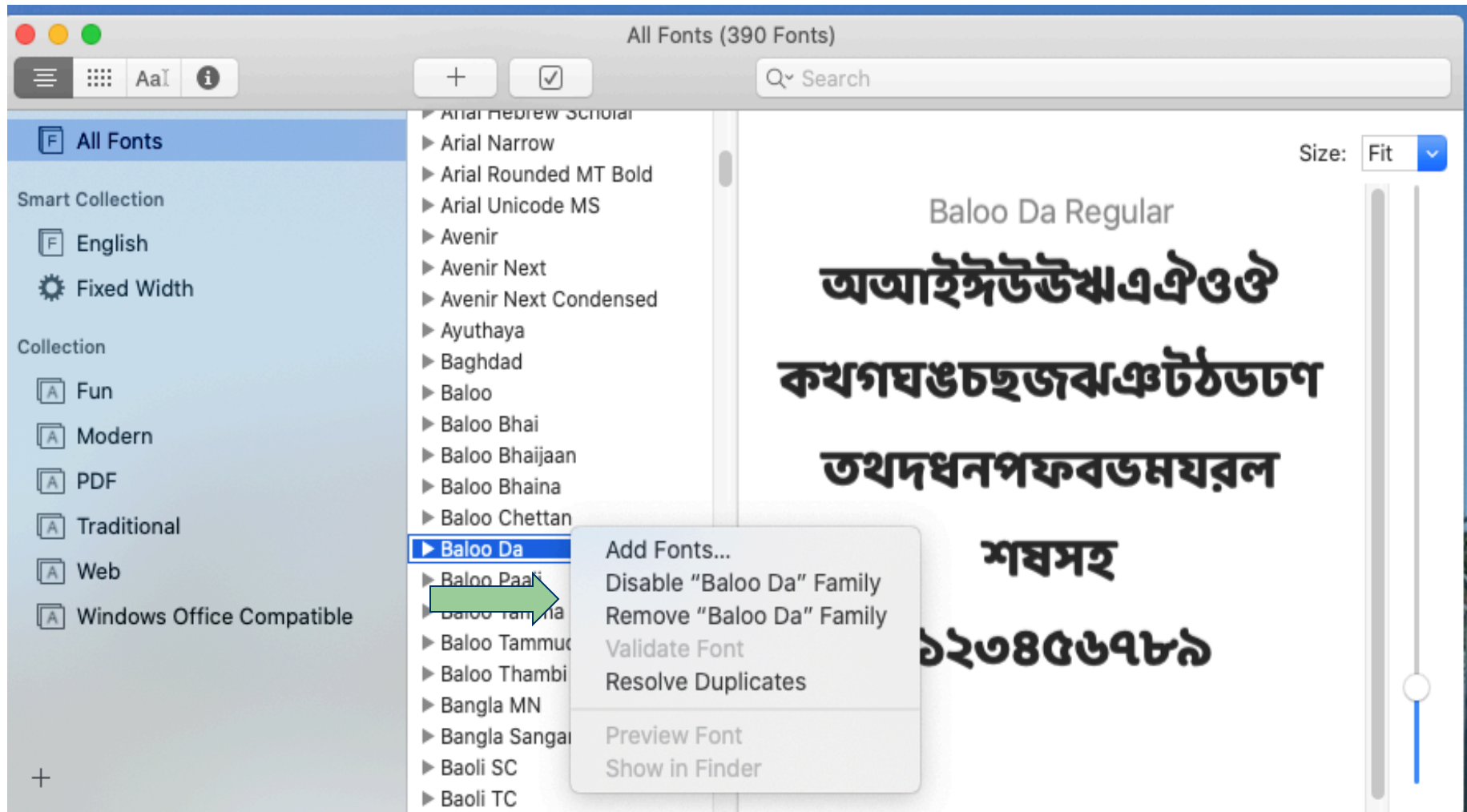
Some Fonts Aren't Enabled



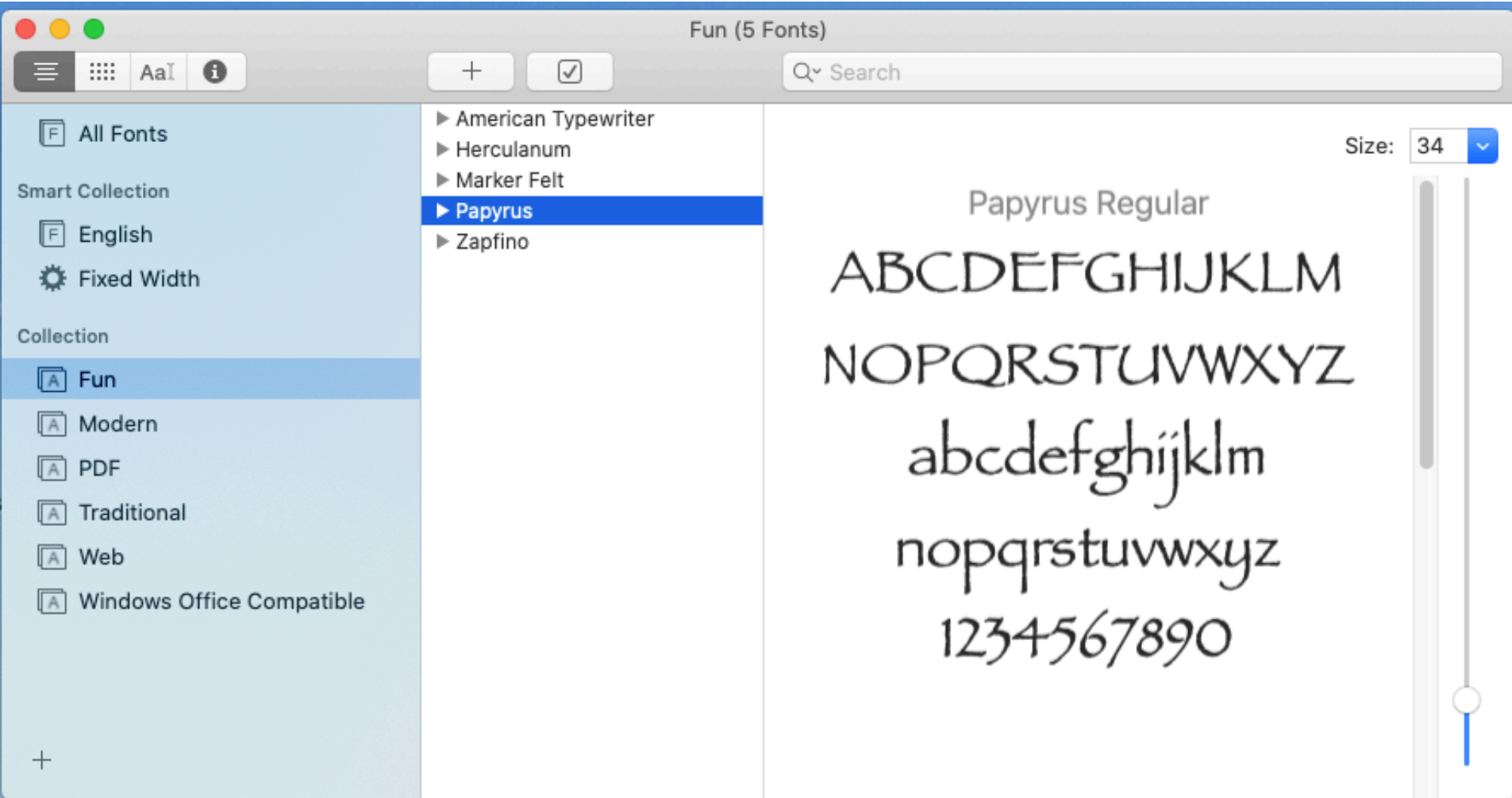
You Can Enable a Font Family



You Can Disable or Remove a Font Family



You Can Create or Use Font Collections



Font Collections in Pages Simplify Selection

The screenshot displays the Pages application interface. The top menu bar includes Pages, File, Edit, Insert, Format, Arrange, View, Share, Window, and Help. The toolbar contains icons for View, Zoom (125%), Add Page, Insert, Table, Chart, Text, Shape, Media, Comment, Collaborate, Format, and Document. The main window shows a document titled "Untitled - Edited".

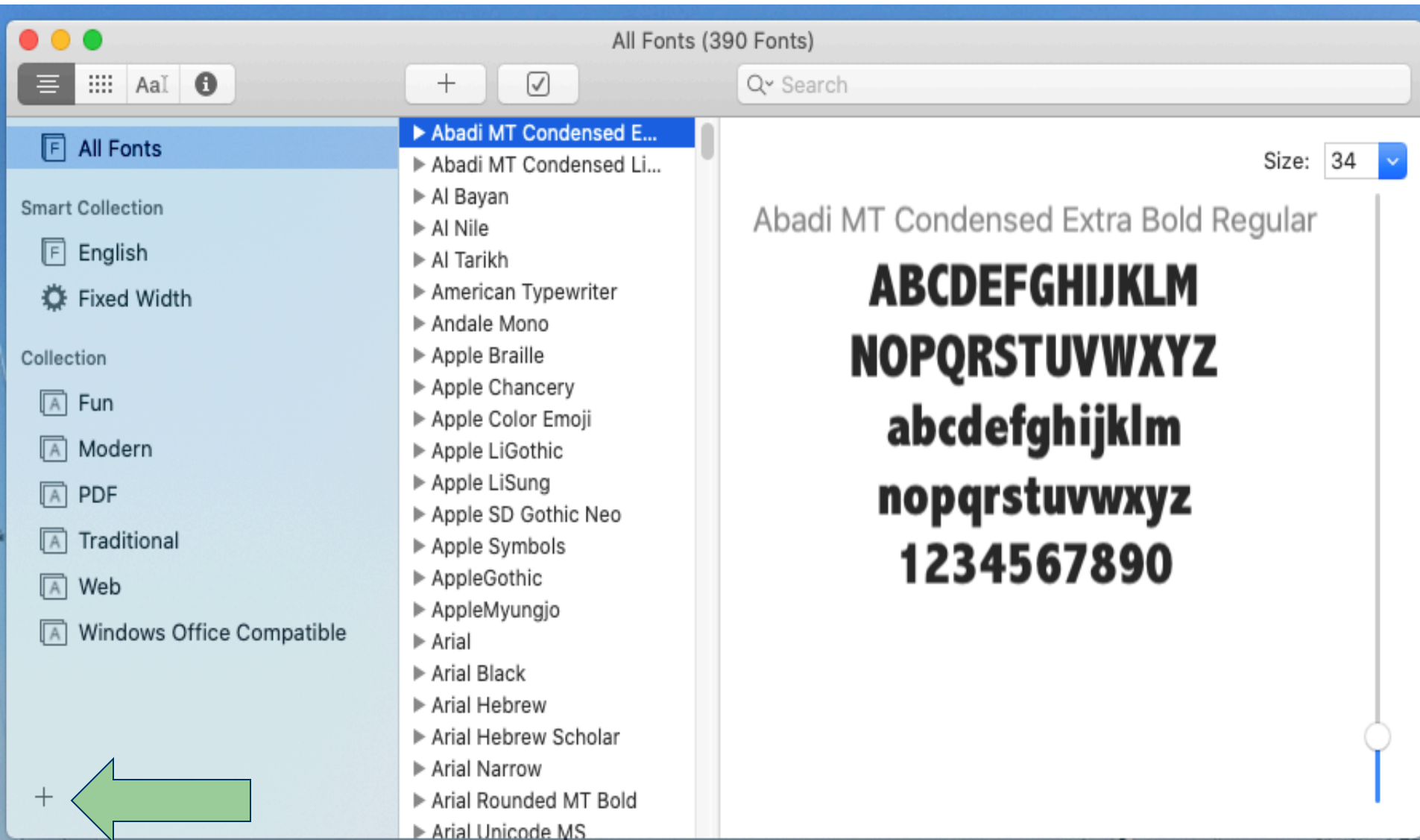
The "Fonts" panel is open, displaying a list of font collections and their contents:

Collection	Family	Typeface	Size
All Fonts	American Typewriter	Regular	11
English	Herculanum		9
Favorites	Marker Felt		10
Recently Used	Papyrus		11
Fixed Width	Zapfino		12
Fun			13
Modern			14
PDF			18
Traditional			24
Web			36
Windows Office Compatible			48
			64
			72
			96
			...

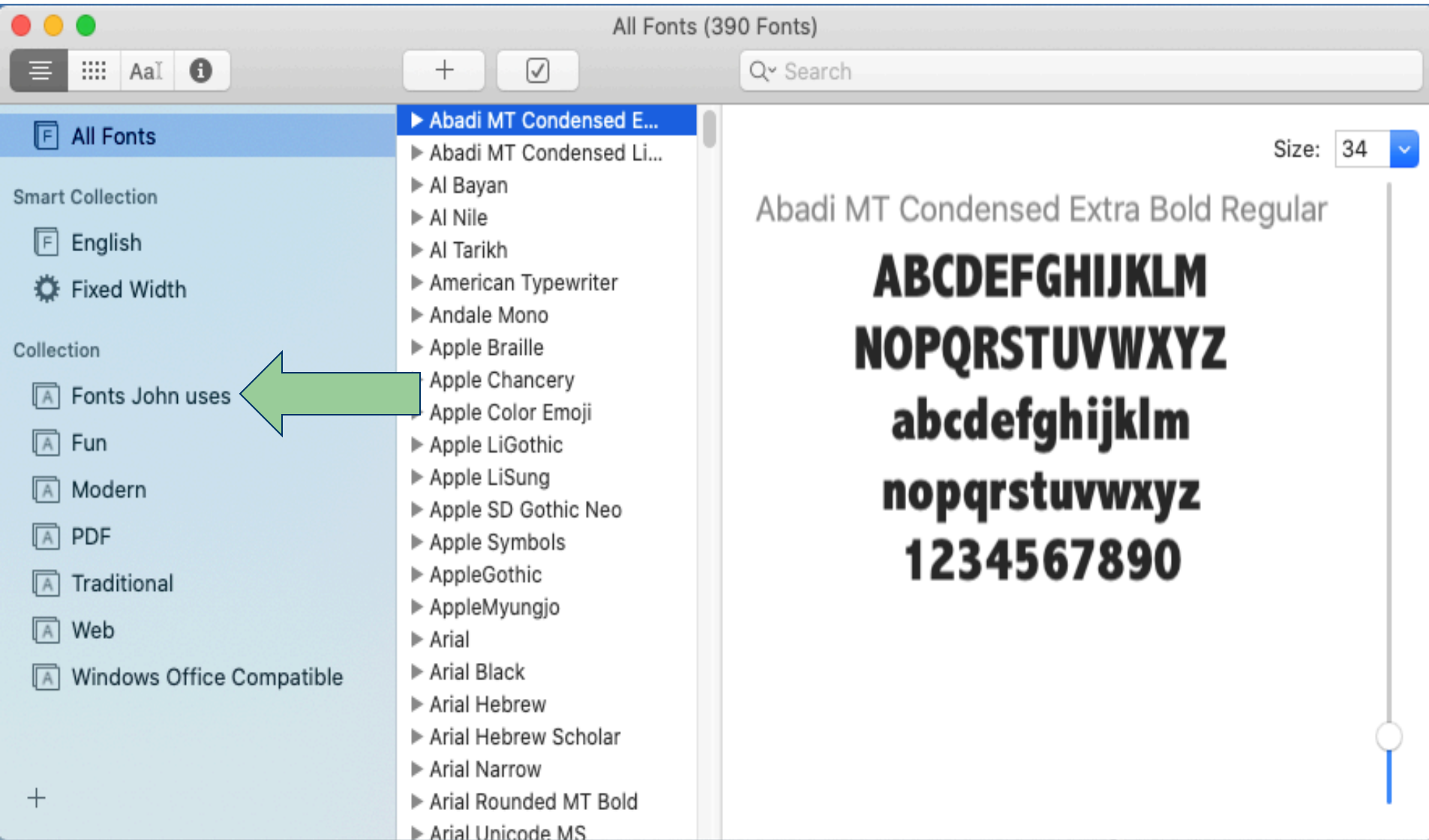
The "Text" panel is also open, showing the following settings:

- Font:** Herculanum, Regular, 11 pt
- Character Styles:** None
- Text Color:** Black
- Spacing:** 1.0 - Single
- Bullets & Lists:** None
- Drop Cap:** Off

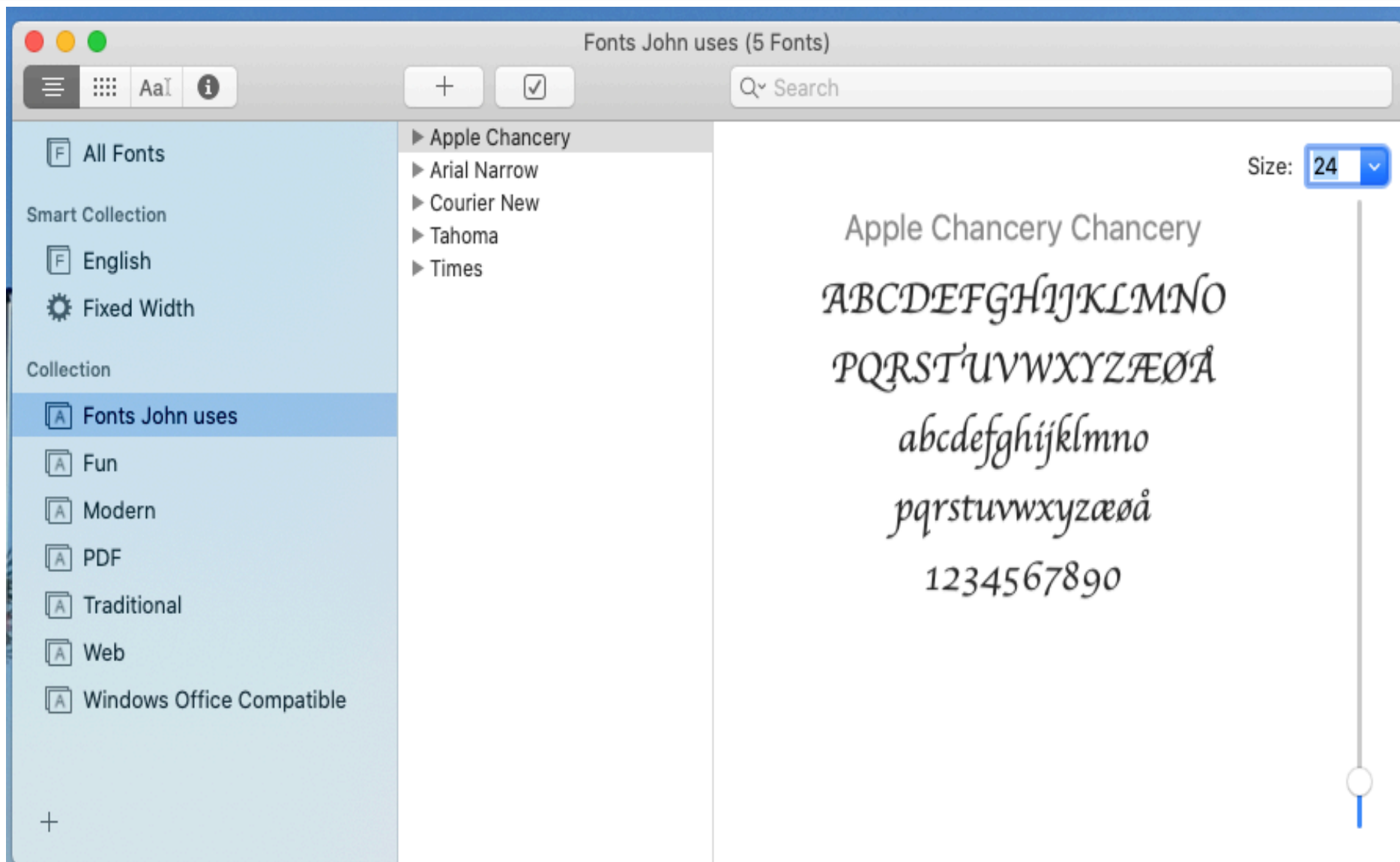
You Can Create Font Collections



You Can Create Font Collections



Fonts John Uses



Fonts John Uses in Pages

The screenshot displays the Pages application interface. The top menu bar includes Pages, File, Edit, Insert, Format, Arrange, View, Share, Window, and Help. The toolbar contains icons for View, Zoom (125%), Add Page, Insert, Table, Chart, Text, Shape, Media, Comment, Collaborate, Format, and Document. The main window shows a document titled "Untitled - Edited".

The Fonts panel is open, showing a list of font collections. A green arrow points to the "Fonts John uses" collection. The list includes:

Collection	Family	Typeface	Size
All Fonts	Apple Chancery		11
English	Arial Narrow		9
Favorites	Courier New		10
Recently Used	Tahoma		11
Fixed Width	Times		12
Fonts John uses			13
Fun			14
Modern			18
PDF			24
Traditional			36
Web			48
Windows Office Compatible			64
			72
			96
			...

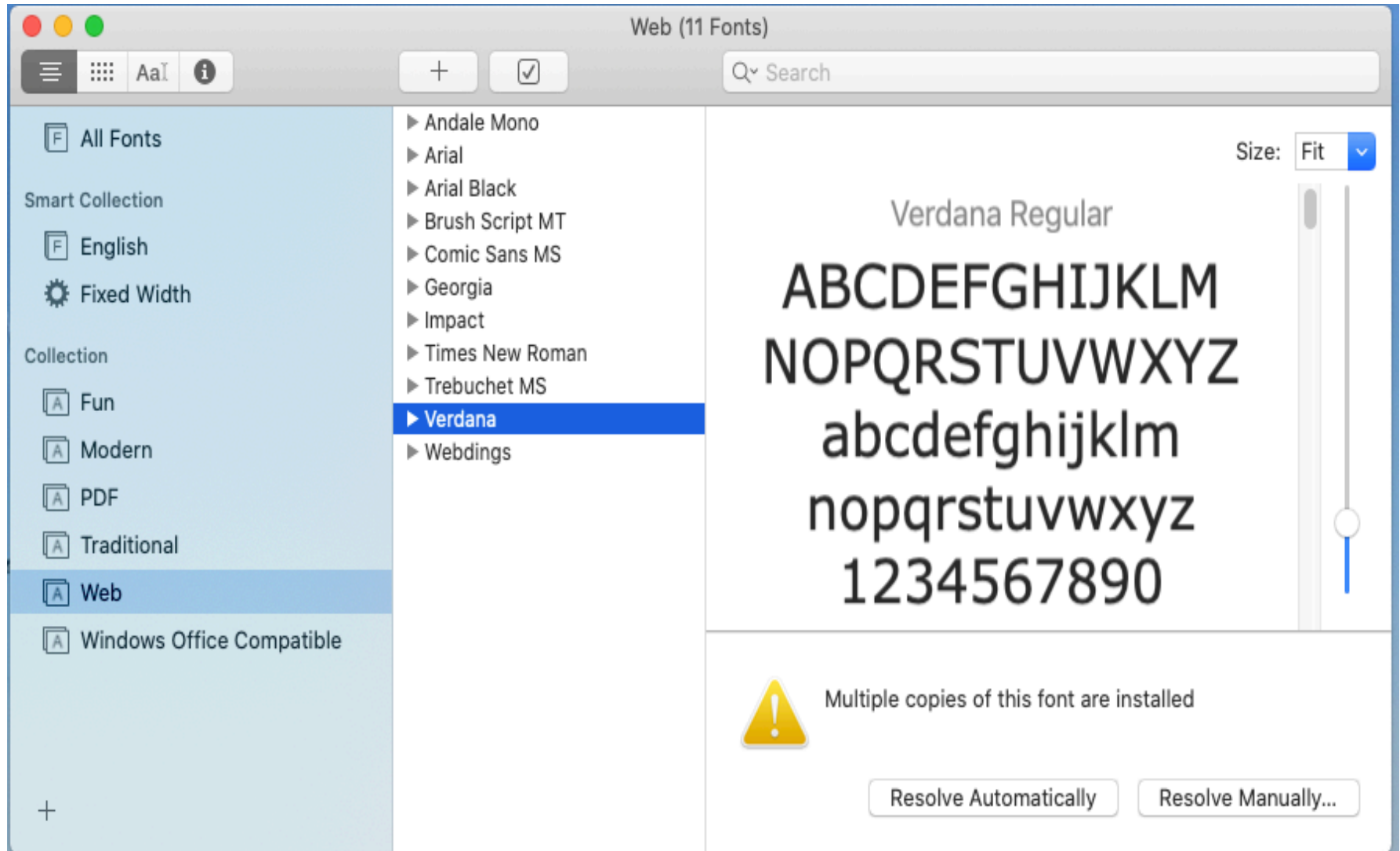
The Text style panel is also visible, showing the font family "serif" and the size "11 pt". The panel includes options for Style, Layout, and More, as well as buttons for Bold, Italic, Underline, and Strikethrough. The Spacing and Bullets & Lists sections are also visible.

Create an EcoFont Collection?

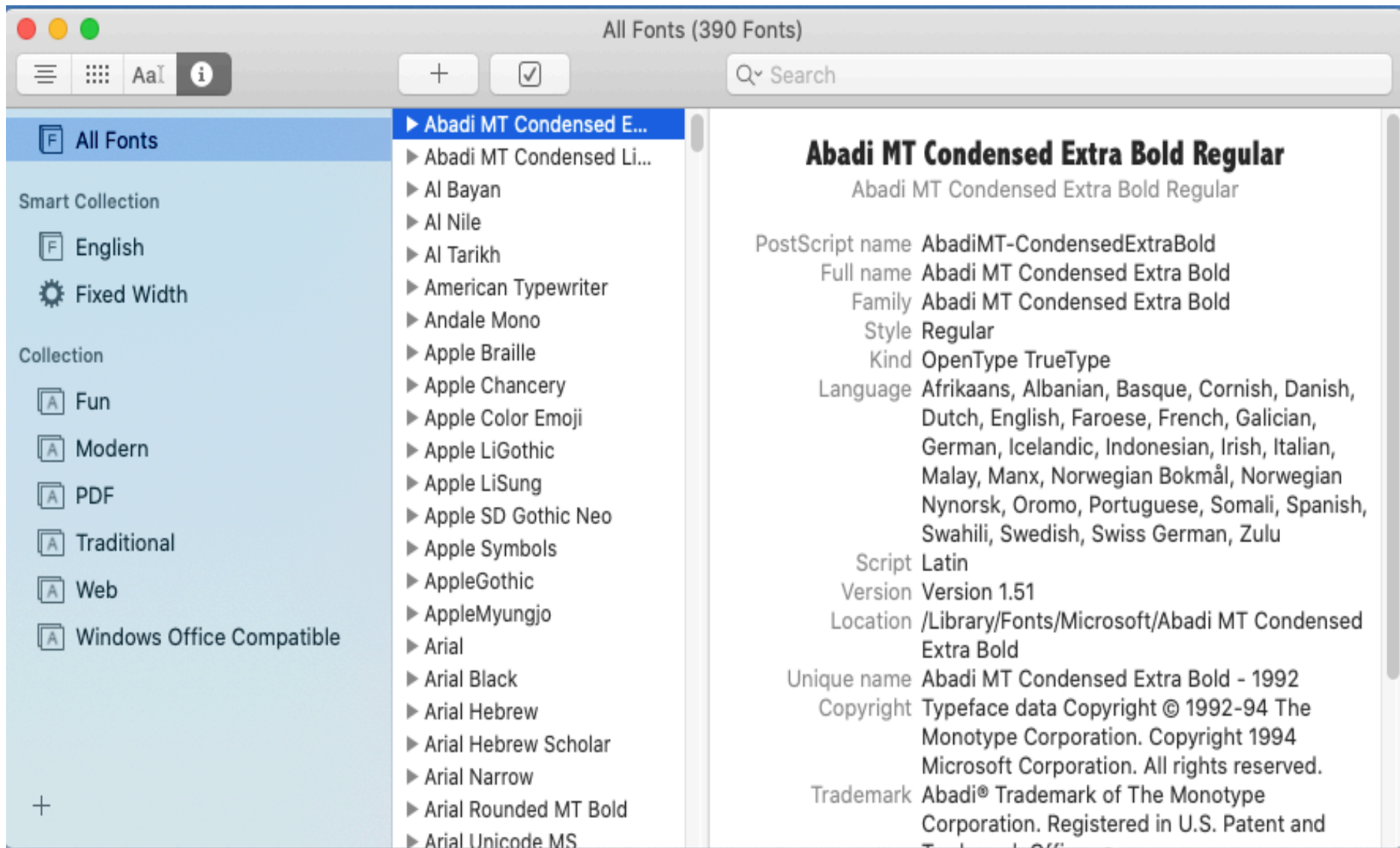
- EcoFont family* (dotted characters)
- Garamond (30% > Times New Roman)
- Century Gothic (30% less than Arial)
- Ryman Eco* (white spaces in letters)
- Times New Roman (114 pages more than Arial in ink cartridge test)
- Baskerville Old Face (37% less than Arial)
- Courier (second to Garamond in ink saving tests)
- Brush Script (surprisingly uses less ink than Times New Roman)

* Needs to be downloaded

Font Book Will Resolve Duplicates

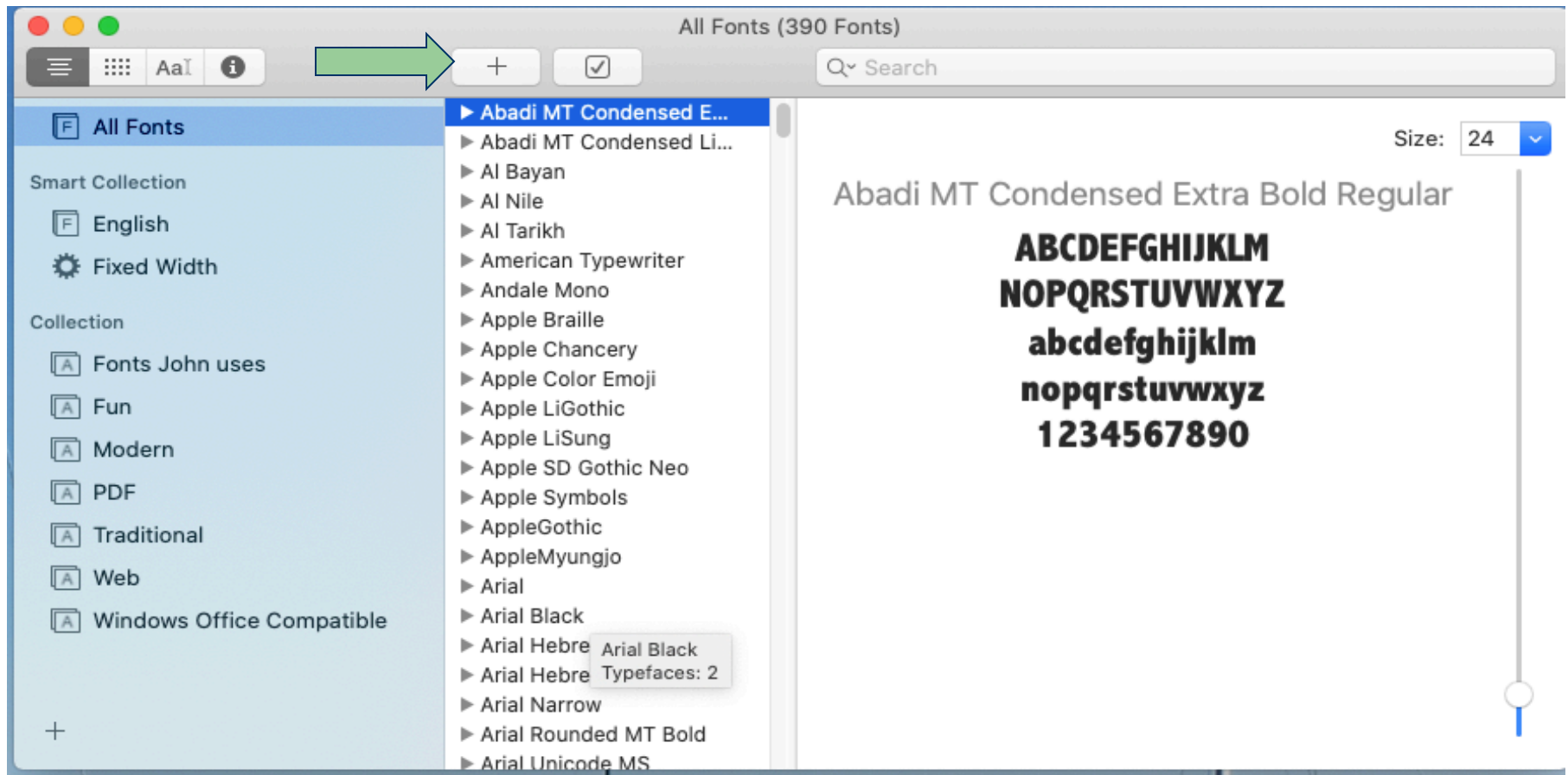


CMD I – Provides details about a Font



Adding Fonts

- In the Font Book app , click the Add button in the Font Book toolbar, locate and select a font, then click Open



Adding Fonts

- Drag the font file to the Font Book app icon in the Dock.
- Double-click the font file in the Finder, then click Install Font in the dialog that appears.

When you install a font, Font Book automatically validates or checks it for errors

Concluding Thoughts

- I may expand my horizons a bit to perhaps 10 fonts, especially the Eco Fonts!
- Having navigated Font Book to add, disable and remove fonts and create my own collection of fonts, I will petition the PMUG Board for a promotion from Font Novice to Advanced Beginner on my journey to become a Font Expert.