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# **Monotype. Desktop font user guide.**

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## Desktop font formats.

Monotype desktop fonts are delivered in OpenType format in either the CFF (Compact Font Format, recognized by the .otf filename extension) or the TTF (TrueType Font, recognized by the .ttf filename extension) flavors.

In practice, the difference between the file types only plays a minor role, restricted to a few isolated cases. The days in which individual programs or operating systems could only use one or the other type of OpenType fonts are long gone.

Both flavors have the same naming, content, and features. However, you can only install one flavor onto your operating system at a time, not both. If you try to install both the system will ask you to replace one. So, you have to decide which fits best for you.

When deciding which format to download to your computer, keep the following in mind:

.otf - OTF fonts have PostScript outlines. PostScript was developed by Adobe, and thus, these fonts work best in Adobe InDesign, Illustrator, Photoshop, etc.

.ttf - TTF fonts have TrueType outlines. These were developed by Microsoft, so TTFs work best in Microsoft Word, PowerPoint, etc.

## Variable Font Note.

Commercially available variable fonts are currently produced in the TTF flavor. If you requested variable fonts, you are able to have both variable and static fonts downloaded onto your computer at the same time without issue. Note that you needed to request static weights as well, if you ordered variable fonts. If you are trying to decide where to use variable fonts, note that they might be best for your web and design teams. Variable fonts require less storage space, so they offer an overall savings of data to download when used on the web. They also offer more flexibility for the UI design team.

To see where variable fonts can be used, please visit this link for the most up-to-date information: <https://v-fonts.com/support>

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## Mac Install.

First, double-click on the downloaded .zip archive to extract its contents. Next, you have two options for installing a font on the Mac:

To activate a font, drag the font files into the Fonts folder located inside the Library folder: Macintosh HD/Library/Fonts. You can also use the shortcut Cmd+Shift+G.

Or

You can use Font Book, Mac OS's font management application, to install the fonts. Double-click on the font, and a Font Book window should appear. Click "Install Fonts" to install the fonts. More information can be found on the support section of the Apple website. <http://support.apple.com/kb/HT2509>

To access your newly installed fonts, restart any applications in use.

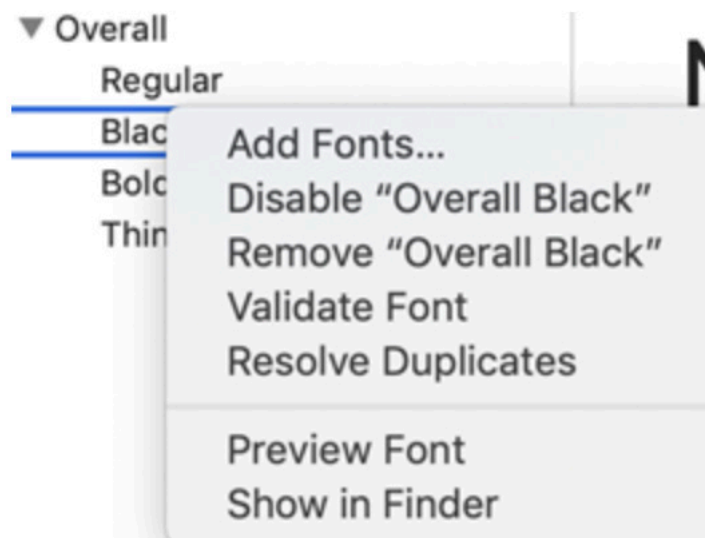
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## Mac Uninstall.

Delete it from your Fonts folder.

Or

In the Font Book app, right-click on the family and “Disable ‘FamilyName’ Family” or “Remove ‘FamilyName’ Family”. You can also disable or remove single fonts. To do that, click the arrow on the left of the font family name to see the list of fonts, and then right-click on the font to select “Disable ‘FontName’” or “Remove ‘FontName’”.



When you disable a font, you will be able to activate and use it again. Removing the font will delete the font.

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## Windows Install.

If you're using Windows XP or later, right-click the .zip archive and select "Extract All," which will create a new folder containing your fonts in the location of your choice.

To activate a font on any version of Windows, navigate to Local Disk (C:) > Windows > Fonts. Locate the folder you've expanded from the downloaded .zip file, and drag the font files into the Fonts folder.

On Windows 7 and later you can also just right-click on the extracted font files and select "Install" or "Install for All Users" in the menu.

To access the newly installed fonts, restart any applications in use.

## Windows Uninstall.

To uninstall a font on any version of Windows, navigate to Local Disk (C:) > Windows > Fonts, and delete it.

**When I open my Adobe App, it states that it cannot find the fonts, even though the fonts are installed on the system.**

If the document was created by another font user, it is likely that this user is using a different file format than what you have installed. Find and replace the fonts with the file format that you have installed.

**What does ‘optical’ and ‘metrics’ kerning mean in Adobe applications?**

Monotype fonts are spaced and kerned to perform in most circumstances without the need for manual intervention. In applications that offer multiple options for kerning type, always use the default kerning that’s native to the typefaces (labeled “auto” in Illustrator, and “metrics” in other Adobe applications) — never use the setting for optical kerning.

So-called ‘optical kerning’ was originally developed as an automated assist for fonts that lack kerning. But if it is applied to a professional typeface, it overrides the visual decisions made by the font’s designers, and instead spaces characters using a mathematical model. It routinely misjudges common pairs, ignores important context, and misaligns tabular figures. It creates erratic and disruptive rhythms. Furthermore, because its algorithms are subject to change with each software update, ‘optical kerning’ can cause text to be reflowed without notice.

**When I try to install a font, my PC says that the font is “Invalid.” How can I stop this message from appearing and install the font?**

This message can appear from time to time but rest assured that our font files are valid. To resolve this issue, please ensure that you are trying to install the actual font files (with a ‘.ttf’ or ‘.otf’ extension) rather than a .zip file. Also, confirm that the font files are stored locally on your actual computer. Often this message appears when trying to install fonts from a server. Additionally, please ensure that you have the necessary administrative rights to install the fonts. If not, you should speak to your IT department. Following all of these guidelines will resolve the ‘invalid’ font message.

**Windows 7 states that the font, “Does not appear to be a valid font.”**

This issue is caused by how the Windows operating system handles font installation.

You will receive this error if you do not have system administrator privileges.

Please ensure that you have unzipped the font files correctly, and moved the font files into a folder located on the computer before installing the fonts. You cannot install zipped or font files located on another drive or external location.

Confirm that you have only one version of the fonts installed. You will receive an error if you have multiple versions installed.

There is also much information on the web that suggests this issue can also occur due to a system Firewall issue on the PC, specifically with Firewall settings.

Please refer to your system administrator if you receive this error.

**Microsoft Word Mac: How to Get Any Unicode Character**

Use the shortcut “Ctrl + Cmd + space” to open a small window where you can select a glyph.



**Windows 10 > 'Font cannot be deleted because it is in use'. They are not 'in use'. What can I do?**

It is common for Windows to complain that a 'Font cannot be deleted because it is in use' even though it is not in use at all. If you run into this issue you will not be able to delete the font or replace it with a new version in the Control Panels > Fonts folder.

To delete the font, check that you have no open apps that may be using the font. Restart your computer and try to remove the font on restart. If this does not work, you can delete the font by following these instructions.

Please note that only a technically proficient System Administrator should follow this procedure.

**Step 1:**

1. Open Control Panel > Fonts Folder
  2. Click Organize > Layout > Uncheck 'Details pane'
- Now try to delete the font. If this does not work, proceed to...

**Step 2:**

1. Windows Search > regedit
2. Agree to enter the Registry Editor
3. Go to >  
HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\WindowsNT\CurrentVersion\Fonts
4. Delete the affected Font File Names from the list of files.
5. When you have deleted the files, return to the System Fonts folder and refresh it.

The troublesome font(s) should now be removed.

### **Can I embed fonts into a MS Office document?**

Our fonts are built with the 'Print and Preview' embedding setting as standard, as not all fonts are legally approved for embedding. If you have an interest in turning a font into an embeddable font, contact us here: "<https://www.monotype.com/company/contact>". If a modification is approved, a quote will be provided.

Note: MS Office (Word/Powerpoint) only supports the embedding of TrueType font files. Apple Macintosh OS does not support font embedding.

### **Font kerning is not working in Word. How can I fix that?**

Kerning in Word is widely known to be quite temperamental. The most common fix to this issue has been to activate 'Contextual Alternates' in addition to 'Kerning' in Font > Advanced.

### **Kerning in PowerPoint Doesn't Work or is Working Differently than Expected.**

Nowadays, most fonts contain a large amount of kerning information and use a GPOS kerning table. Sadly, GPOS kerning is not supported by PowerPoint. This means that kerning from an average modern font will not work in PowerPoint.

However, it is possible to have some kerning in PowerPoint. PowerPoint is the only widely used application that still uses an old, largely depreciated type of kerning called 'kern table kerning.' We can create a customized font with a kern table. Please note that kerning will be of lower quality because the kern table can contain only a very small amount of kerning pairs.

Please contact us for a quote here: "<https://www.monotype.com/company/contact>".

Please report issues you're experiencing to Microsoft:

On Windows 10, you can use Windows Feedback App or the Feedback Hub.

Or contact the team by email and mention the 'PPT GPOS Kerning Issue'.

### **I'm using version 16.9 of Microsoft Office on macOS...**

There are a number of known bugs with this version of MS Office on Mac...

- Text appears garbled or in a different font.
- Some fonts are being substituted with other fonts.
- You may see a message bar saying, "We were unable to load all your fonts. Some fonts may be missing."

Possible solutions:

1. Check the installed versions of the font(s). If you have multiple versions, remove all versions and then install only the latest version of the font(s).
2. If you have a single version of a font, check the font file format. If it is displayed as a "PostScript-Type1" font, we recommend you upgrade it to a newer "OpenType" or "TrueType" version of the font.
3. If you have several fonts installed on your system, Microsoft Office apps may not load all of them. Please prioritize the fonts available on your computer.

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## Font Cache.

The operating system and some applications use font caches to keep track of the fonts installed on your computer. A common issue is that the font cache files on your computer can become corrupted.

Typical symptoms include:

- The font menu does not show your font.
- The font letters do not appear at all.
- Characters appear garbled and messed up.
- You type one letter, but a different one appears.
- Paragraphs do not reflow properly.
- Your font does not print, prints wrong, or prints garbled letters.

The best solution for all cases is to delete the font cache files. There is no danger in doing this as these cache files automatically restore upon system restart.

### Mac OS

The simple way to reset a Mac's font cache is to use a third-party font cache clearing application such as FontFingler or Font Nuke and follow the applications instructions:

Font Nuke: <http://jamapi.com/pr/fn/>

FontFingler: <http://www.markdouma.com/fontfinagler/>

Alternatively, if you are comfortable with the Terminal command line tools, use the following instructions:

1. Open Terminal
2. Type: `sudo atsutil databases -remove`
3. Enter your system password and hit return.
4. Type: `atsutil server -shutdown`
5. Type: `atsutil server -ping`
6. Now, restart your Mac or the cache issue will reappear.

### Windows

The font cache files for all Windows operating systems are located here:

`C:\Windows\System32\FNTCACHE.DAT`

Delete the FNTCACHE.DAT file and restart your system.

A new FNTCACHE.DAT file will be created on startup and your font menus will be refreshed and up to date.

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## FAQ -

### Weight names, styles, Font Book validation.

#### **Why are the weight names in my fonts now abbreviated?**

Upon installing your updated, modified fonts, you may have noticed that some of the weight names are now showing up in an abbreviated format. For example, 'Medium' may now show up as 'Md.' This is not an error in the font. Naming standards have changed over the years, and there are certain length restrictions your fonts must follow, otherwise, they may break in applications such as Word. Abbreviations are a common way of delineating the weight while ensuring that the font name is not too long.

#### **Not all of my font styles are appearing in my font menu**

If you've installed a font family but cannot see several weights (bold, bold italic, italic, etc.) versions of the font in the font menu, the weights are likely style-linked.

Some designers bundle their fonts in families. Windows limits the number of font styles that can be displayed in a font menu to four per family (regular, bold, italic, etc.). Therefore, font styles that are installed may not display in the font menu. To access these fonts, highlight the text and use the appropriate style keys in the formatting menu (bold, italic, etc.). On rare occasions, Macintosh fonts may also need to be selected using style keys. Please note, if the additional fonts (bold, italic, etc.) have not been installed, the bold and italic style keys will apply "faux bold" or "faux italic" effects, instead of setting the text in the true bold or italic font.

#### **Font Book states that 'Problems are found with some of the fonts during validation.' Can I still install and use these fonts on my computer with Font Book?**

Yes, you can continue to use the font files on your computer without any issue. If you continue to install the fonts and then select all of the fonts to validate them, they will pass validation without any errors. Your fonts will work as expected within all applications.

Font Book validation procedures, particularly at the point of font installation, can have issues. Issues can occur if the fonts have been previously installed on your computer or if you are installing the fonts directly from your organization's fonts server or a specific folder such as the Adobe Fonts folder. Most validation errors are triggered by the way the font is installed.

This 'serious error' message is commonly intermittent, appearing and not appearing between computers with the same software version set-up. A common pattern with this error message is when you install the fonts for the first time (without a message), uninstall them, and then re-install them again, but the message can also occur quite randomly. In all instances, please continue to install and use the font files without concern.

The best practice is to drag the font files to your desktop first before installing them.

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## FAQ -

### Hinting/ Rendering.

#### **Why are there web/desktop font appearance/quality issues (hinting, bad rendering, etc.)?**

If you are seeing some font appearance/quality issues with your font, please attempt to re-install the font and execute some tests with a plain text document in your application. If it's still a problem, please send us the font used with some screenshots and an explanation of where it fails (what OS version, what program, and what version, etc.).

The best practice is to drag the font files to your desktop first before installing them.

#### **The underline of the typeface looks heavy when compared to the font-weight. Is this normal?**

Within all of our fonts, we specify the thickness or weight value of the underline so that the software can implement and apply it per the font weight.

There are only two desktop applications that support a specified underline thickness value. - MS Word and MS Powerpoint. These applications only support the specified underline on a Windows PC. All other desktop design software, as well as MS Office on Mac OS, will specify the weight of the underline independently to the font file settings.

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## FAQ -

### OpenType Text Edit, Pages, Keynote, InDesign.

#### **How can I access the font's OpenType features in Apple apps such as Text Edit, Pages, and Keynote?**

Apple applications use the 'Typography' palette that can be accessed with Cmd + T or by simply clicking Format > Font > Show Fonts. In this window, you will see an options 'cog' icon. Click the cog and select Typography. This will activate a window where you can choose and activate any OpenType features that are present within the font.

#### **How can I access the font's OpenType features in InDesign and Illustrator?**

In InDesign, to access OpenType features, go to the menu. Under Type, select Characters, and a small window will open. Click on the hamburger menu (three-line menu) in the upper right corner and the OpenType options will appear. Select the text you want to apply a feature to and then click on the feature in the OpenType options. To change a single character to an alternate, you can use the Touch Type Tool. In your document, if you highlight a character, you can see the alternates displayed below. You can also access alternates through the glyph palette accessible by selecting Type in the menu then Glyphs.

In Illustrator, you can access OpenType features by going to the menu. Under Windows, select Type>OpenType. A small window appears where you can select the OpenType features. Highlight the text you want to apply the feature to, then select the feature. You can use the Touch Type or the Glyphs palette to access alternate characters in the same way as in InDesign.

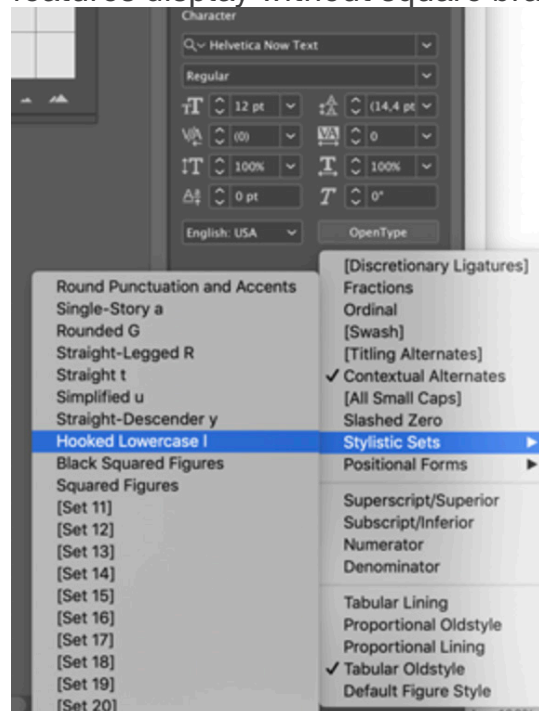
InDesign 2021 provides a few ways to access the Open Type features

## FAQ -

### OpenType InDesign 2021.

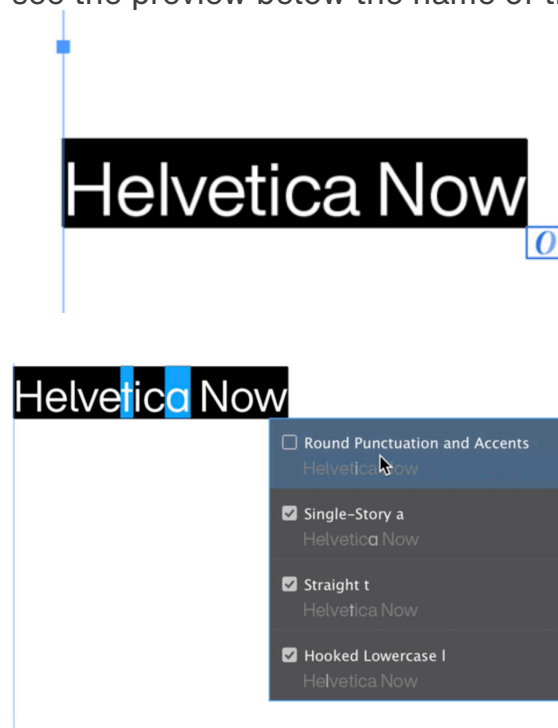
#### To apply to a Text Frame

Select Text Frame. In the Character Window, click on the OpenType button in the lower right corner. Then choose from the list. Available features display without square brackets.



#### To apply to a selected text

You can also explore OpenType features on a piece of text. Select and click on the square pop-up button with blue "O". It will open a menu with available features for this piece of text. You will be able to see the preview below the name of the feature.





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## FAQ -

OpenType  
InDesign 2021  
cont. & MS Word.

### To apply to a single character.

You can also explore OpenType features on a single character. Select it and hover over the selection with the cursor. If OpenType features are available for this character, a menu with previews will appear below. Simply select and click to confirm your choice.



### How can I access the font's OpenType features in MS Word?

To access OpenType features in Word, select the text and choose Format > Font then in the dialog box that appears, go to the Advanced tab and choose a Stylistic set from the dropdown or enable Contextual Alternates.

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## Help?

Whilst we have endeavoured to make this guide as comprehensive as possible, you may still have a specific question regarding our web fonts. If you do, please contact us at:

### **Monotype Contact Form**

<https://www.monotype.com/company/contact>

We will try our best to help! If you would like to obtain a quotation or discuss our self-hosting licences, please e-mail to [support@monotype.com](mailto:support@monotype.com)

Thank you,  
The Monotype team.

# Monotype.

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