SWEETEST GOODS

Learn how to

Install Fonts

Access Alternate Characters

Access Ligatures
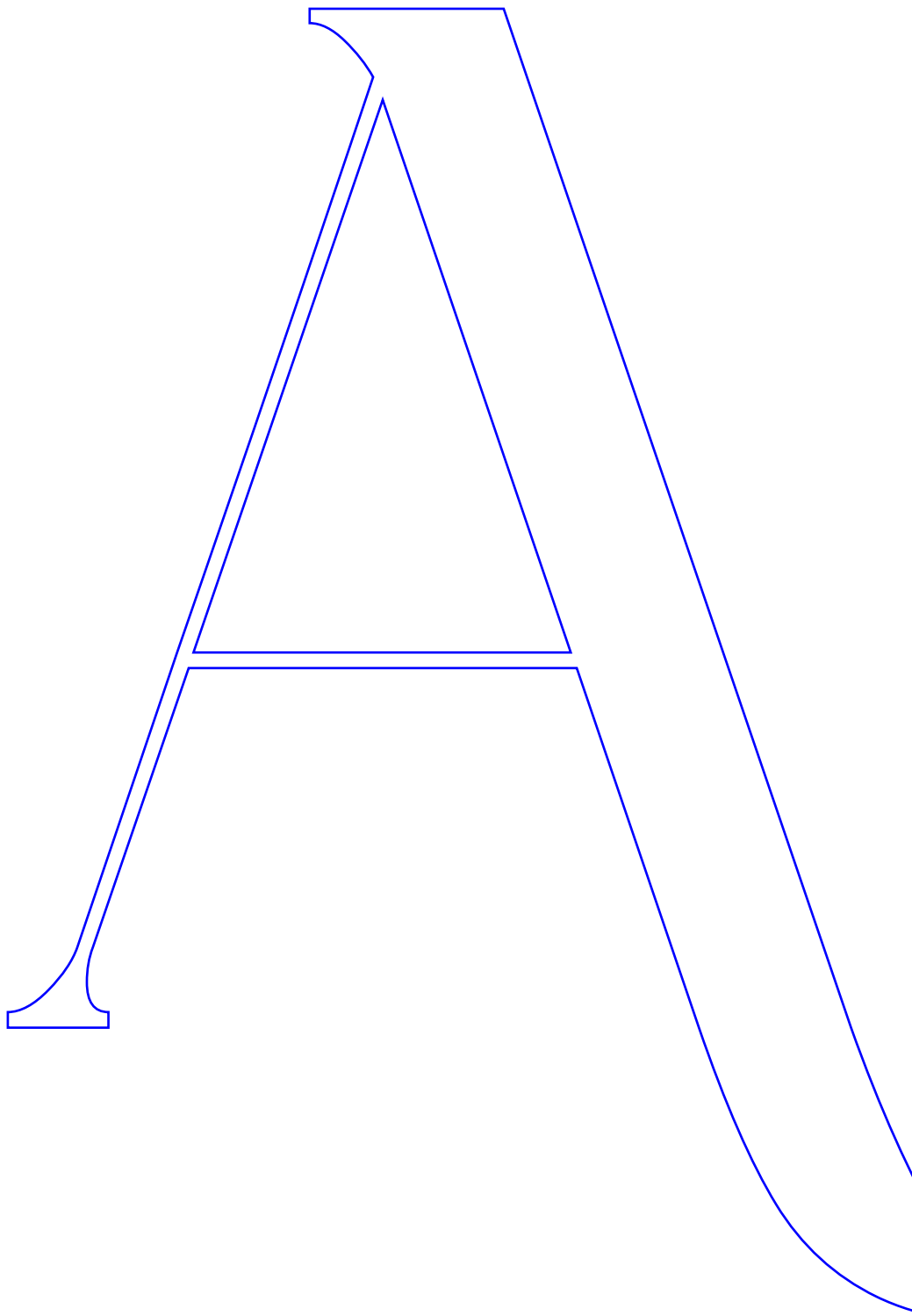
Made for

Illustrator

InDesign

Photoshop

Word

Canva

& More

Font Guide

by Sweetest Goods

Thank you

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Sweetest Goods. We work very hard to create
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Installing Fonts

Mac OS

1. Double click the **ZIP file** you got from us.
2. Navigate to the folder with the font files and double click the **OTF** or the **TTF file**.
3. Select **Install Font** in the window that popped up.

Windows

1. Double click the **ZIP file** you got from us.
2. Navigate to the folder with the font files and right click the **OTF** or the **TTF file**.
3. Select **Install**.

General Tips

1. If your font doesn't show in the program you're using, you can try restarting the program.
2. Restarting your computer can also help sometimes.

What are Alternate Characters & Ligatures?

Alternate Characters

Alternate characters are variations of the standard, default characters in a typeface. They are designed as options for customizing the look and personality of a text.

Note how the A and the K on the right have swashes.

ALASKA → ALASKA

Sauvage by Sweetest Goods

Ligatures

A ligature is a special character that combines two (or sometimes three) characters into a single letter.

Note how the L and A on the right are merged. If you look closely you can also see that the K and the A are connected. Both letter pairs are ligatures.

ALASKA → ALASKA

Askja by Sweetest Goods

Accessing Alternate Characters & Ligatures in Photoshop

There are two ways.

Access by Marking a letter

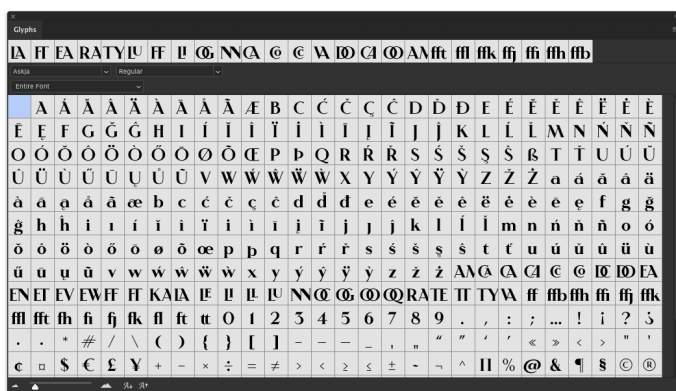This works for alternate characters.

1. Mark the letter you would like to change.
2. If there is an alternative character, a window should pop up.
3. Select a character to replace the highlighted one.

Access via the glyphs panel

This works for alternate characters & ligatures.

1. In the top navigation select **Type** > **Panels** > **Glyphs Panel** or **Window** > **Glyphs**.
2. Select the font you are working with in the top right.
3. While highlighting one of your letters or having the type tool active, click on a character you would like to insert.

Accessing Alternate Characters & Ligatures in InDesign

There are two ways.

Access by Marking a letter

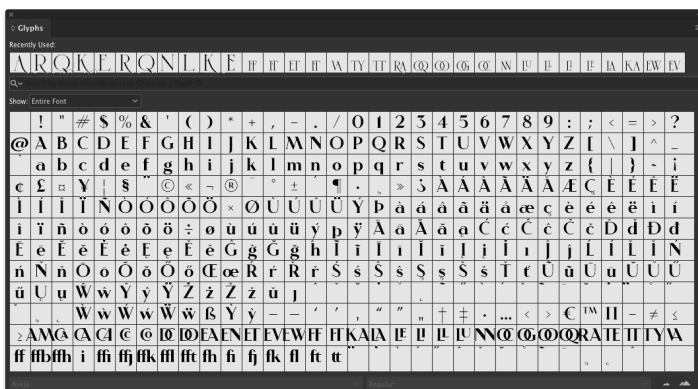This works for alternate characters.

1. Mark the letter you would like to change.
2. If there is an alternative character, a window should pop up.
3. Select a character to replace the highlighted one.

Access via the glyphs panel

This works for alternate characters & ligatures.

1. In the top navigation select **Type** > **Glyphs** or
   Window > **Type & Tables** > **Glyphs**.
2. Select the font you are working with from the bottom left.
3. While highlighting one of your letters or having the type tool
   active, click on a character you would like to insert.

Accessing Alternate Characters & Ligatures in Illustrator

There are two ways.

Access by Marking a letter

This works for alternate characters.

1. Mark the letter you would like to change.
2. If there is an alternative character, a window should pop up.
3. Select a character to replace the highlighted one.

Access via the glyphs panel

This works for alternate characters & ligatures.

1. In the top navigation select **Type** > **Glyphs**
   or **Window** > **Type** > **Glyphs**.
2. Select the font you are working with from the bottom left.
3. While highlighting one of your letters or having the type tool
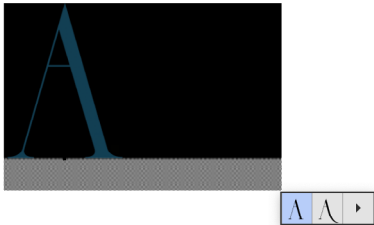   active, click on a character you would like to insert.

Accessing Alternate Characters & Ligatures in Word

There is an official way in Microsoft Word to use alternate characters and ligatures. Unfortunately, this way is somewhat prone to errors, due to the fact that it doesn't allow for multiple versions of alternate characters and ligatures. Therefore we recommend copying them directly from the font program on your computer.

Mac OS

1. Open the app **Font Book**.
2. Select your font.
3. In the top navigation select **View > Repertoire**.
4. Select a letter and copy it with **CMD + C**.
5. Open your program of choice and paste it in there with **CMD/CTRL + V**.

Windows

1. Open the app **Character Map**.
2. Select your font.
3. Check **Advanced view** in the bottom.
4. Select **Unicode Subrange** for **Group by**.
5. In the **Group by Pop Up** select **Personal Use Characters**.
6. Click the letter that you want to insert, click **Select**, and then click **Copy**.
7. Open your program of choice and paste it in there with **CMD/CTRL + V**.

Accessing Alternate Characters & Ligatures in Canva

Accessing alternate characters directly in Canva is not possible. But there is a fast and simple workaround. Simply copy and paste the letters you want from your computers font program directly into your Canva project.

Mac OS

1. Open the app **Font Book**.
2. Select your font.
3. In the top navigation select **View** > **Repertoire**.
4. Select a letter and copy it with **CMD + C**.
5. Open your program of choice and paste it in there with **CMD/CTRL + V**.

Windows

1. Open the app **Character Map**.
2. Select your font.
3. Check **Advanced view** in the bottom.
4. Select **Unicode Subrange** for **Group by**.
5. In the **Group by Pop Up** select **Personal Use Characters**.
6. Click the letter that you want to insert, click **Select**, and then click **Copy**.
7. Open your program of choice and paste it in there with **CMD/CTRL + V**.

Accessing Alternate Characters & Ligatures in Other Programs

There are many more programs and ways to access alternate characters out there. To cover them all in this document would go beyond the scope of this guide. Instead, we want to show you a more general approach. This way of inserting alternative characters works in most programs.

Mac OS

1. Open the app **Font Book**.
2. Select your font.
3. In the top navigation select **View > Repertoire**.
4. Select a letter and copy it with **CMD + C**.
5. Open your program of choice and paste it in there with **CMD/CTRL + V**.

Windows

1. Open the app **Character Map**.
2. Select your font.
3. Check **Advanced view** in the botoom.
4. Select **Unicode Subrange** for **Group by**.
5. In the **Group by Pop Up** select **Personal Use Characters**.
6. Click the letter that you want to insert, click **Select**, and then click **Copy**.
7. Open your program of choice and paste it in there with **CMD/CTRL + V**.

Contact

Thanks again for buying one of our fonts. If you have any questions, feel free to send us a mail to hey@sweetestgoods.com.

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