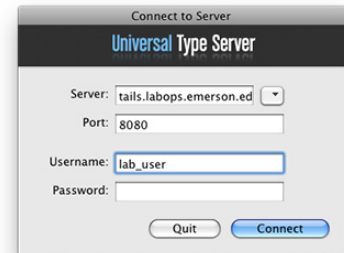


Using the Font Server and Installing Fonts

The Adobe Type Collection is a large collection of full fonts managed on a font server. These fonts can be accessed for use on any computer lab Mac using the Extensis Universal Type Client (UTC).

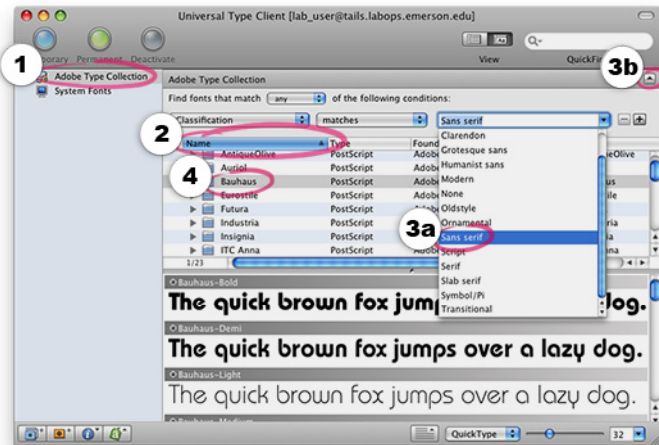
Logging In

Start up Universal Type Client. A window will prompt you to connect to the server. The **Server** field should say tails.labops.emerson.edu, and **Port** should be set to 8080. Enter lab_user for the **Username** and leave the **Password** field blank. Click **Connect**.



Finding Fonts

1. Once connected, click **Adobe Type Collection** to view a list of available fonts.
2. Fonts are grouped by family and sorted by Name. Click on the column header of another attribute (such as Class) to sort by that trait instead.
3. The list can be narrowed by attribute by selecting **Edit > Find Fonts...** and choosing criteria from the drop-down menus. Click on the arrow at the upper right to return to the complete font list.
4. Click on a font to preview it below.



Activating Fonts



To activate a font, select it in the list and click the blue **Temporary** button. This will keep the font active for use in applications until you log out of the workstation. When a font is activated, a blue dot will appear next to its name in the UTC font list.

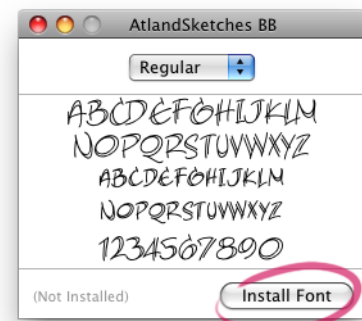
To deactivate a font, click on the blue dot next to the font's name. The dot will disappear, indicating the font has successfully deactivated.



Using Your Own Fonts

You may sometimes need to use a font that is neither available in the Adobe Type Collection, nor pre-installed on lab computers. In this case, you can temporarily install the font on a workstation.

1. Quit any open applications that will need to use the font.
2. Copy the font file to the Local Workspace.
3. Double-click on the font to open it with Font Book.
4. Click **Install Font**



Please note: The font will only remain installed on the workstation for the remainder of the day. It is important that you hold on to your original copy of the font to use later or on other workstations.

For additional information or assistance, please visit the IT Help Desk on the 4th floor of 120 Boylston, or call 617.824x8080.