

# Fonts & Standards

Fonts are one of the top causes of an electronic file to fail. To ensure that your file prints properly, you will want to include the fonts you used to create the file. If your file is complete and you want it printed as is, please submit the file as a Postscript file or a distilled PDF file with fonts embedded.

Missing fonts, font conflicts, and confusion about how fonts work can add time and cost to outputting a file.

To assist you in finding the font files that should accompany your files, we have included a list of instructions. There are three types of fonts that you must be aware of. These instructions cover OpenType, Type 1 (Postscript), and TrueType fonts.

You should always supply Jaguar Press with the fonts in your files, however in the event that this is not possible, the staff at Jaguar Press will work with you to ensure we can match the fonts as closely as possible or allow you to select another compatible font.

## Type 1 Fonts

Type 1 fonts consist of two parts, a screen font for displaying the font on-screen and a printer font for rendering the font when printing.

In the Macintosh, screen fonts are simply called fonts and are normally contained in a font suitcase. Notice that the icon is a single "A" when viewed as an icon. The printer font is called a Postscript font. The printer font icon is usually a printer or, in Adobe's case, a single "A" with a series of horizontal rules as a background.

In the Windows '95 environment, the screen fonts are called Postscript font metrics and have the extension .pfm. Printer fonts are called Postscript outline fonts and have the extension .pfb.

## TrueType

TrueType fonts only require one font file. TrueType fonts are a scalable font that print the same way they are displayed on the screen. On a Macintosh, they are called TrueType Fonts, have an icon consisting of three "A's" and again, are normally contained in a font suitcase.

For Windows 95, the name is also TrueType Font, but have the extension .ttf.

## Open Type Fonts

OpenType™ is a new cross-platform font file format developed jointly by Adobe and Microsoft. The main benefit of the OpenType format is its cross-platform compatibility (the same font file works on Macintosh and Windows computers).

The bitmap, outline, and metric data are combined into a single, cross-platform file in an OpenType font, simplifying font management.

OpenType fonts containing PostScript data, such as those in the Adobe Type Library, have an .otf suffix in the font file name, while TrueType-based OpenType fonts have a .ttf file name suffix.

## To Include Fonts On Disk

You should list what fonts you used to create the document. They should be identified as either Postscript or TrueType fonts. It is recommended that you use Postscript Type 1 fonts.

If you use TrueType fonts, it may be necessary for Jaguar Press to substitute Postscript Type 1 fonts to allow the file to print properly. TrueType fonts were developed for use with inkjet printers and non-Postscript laser printers and sometimes do not print properly on high-resolution output devices used by professional printers. TrueType fonts appear in the Font dialog box with a "TT" logo beside the typeface name in many applications. You can also avoid problems with TrueType fonts by submitting the file as a Postscript (or Print to File) file.

## Instructions for Windows Type 1 Fonts

In order to install and remove Type 1 fonts, you'll most likely have ATM (Adobe Type Manager) and Adobe's postscript driver installed. Remember to include both the screen and printer fonts. Type 1 screen fonts (.pfm) are stored in the C:\WINDOWS folder. Type 1 printer fonts (.pfb) are stored in the ATM default folder of C:\PSFONTS.

If you have Adobe PageMaker installed, check the C:\PM65\EXTRAS\FONTS folder for both screen and printer fonts. In case you don't have a PSFONTS directory, go to the Start menu, select Find File, and do a search for \*.pfb.

- 1) From the Start menu, go to Programs and select Windows Explorer

- 2) Double-click the [C:\] folder, scroll down to the PSFONTS folder and double-click it.

- 3) Select the printer fonts by single clicking to highlight them and copy them to your floppy disk.

- 4) Scroll down to the WINDOWS folder and double-click it. Select the screen fonts by single-clicking to highlight them and copy them to your floppy disk.

- 5) With only eight characters for a name it can be tricky to determine which fonts are which. Double-clicking the font will open a sample of the font including its name.

- 6) Select the floppy drive, usually [A:\] to make sure that both the screen and printer fonts you just copied are listed. (Example for Helvetica Black: HVBL\_.pfm & HVBL\_.pfb)

- 7) Exit Windows Explorer, eject the disk, and give it to Jaguar Press

## Instructions for Windows TrueType Fonts

TrueType fonts are stored in the C:\WINDOWS\FONTS folder.

- 1) From the Start menu, go to Programs and select Windows Explorer.

- 2) Double-click the [C:\] directory, scroll down to the WINDOWS folder and double-click it.

- 3) Scroll down to the FONTS folder and double-click it. All TrueType fonts will have the extension .ttf.

- 4) With only eight characters for a name, it can be tricky to determine which fonts are which. Double-clicking the font will open a sample of the font including its name.

- 5) Select the fonts by single-clicking to highlight them and copy them to your floppy disk.

- 6) Select the floppy drive, usually [A:\] to make sure that all the fonts you just copied are listed.

- 7) Exit Windows Explorer, eject the disk, and give it to Jaguar Press.

## Instructions for Macintosh Type 1 Fonts

Remember to include both the screen and printer fonts for Type 1.

Unless you've created a new "FONTS" folder, all fonts are stored in the FONTS folder within the SYSTEM folder.

- 1) Double-click your hard drive icon

- 2) Scroll down to the SYSTEM folder and open or double-click it.

- 3) Scroll down to the FONTS folder and open or double-click it.

- 4) All fonts will be displayed. Screen fonts are normally within font suitcases. To see a sample of the font, open or double-click the font suitcase. Double-click on the font.

- 5) Highlight the fonts and drag them to the floppy disk icon.

- 6) Double-click the floppy drive icon to make sure that both the screen and printer fonts you just copied are listed. (Example for Helvetica Black: LBHelvetica Black 12 & HelveBla)

- 7) Eject the disk, and give it to Jaguar Press.

## Instructions for Macintosh TrueType

Unless you've created a new "FONTS" folder, all fonts are stored in the FONTS folder within the SYSTEM folder.

- 1) Double-click your hard drive icon.

- 2) Scroll down to the SYSTEM folder and open or double-click it.

- 3) Scroll down to the FONTS folder and open or double-click it.

- 4) All fonts will be displayed. TrueType fonts are normally within font suitcases. To see a sample of the font, open or double-click the font suitcase. Double-click on the font.

- 5) Highlight the fonts and drag them to the floppy disk icon.

- 6) Double-click the floppy drive icon to make sure that the TrueType fonts you just copied are listed.

- 7) Eject the disk, and give it to Jaguar Press.

If you have questions or problems with preparing fonts for transfer, please contact the staff department at Jaguar Press.

Some applications automate the font collection process. Please review information on Adobe Pagemaker, QuarkXpress and Microsoft Publisher to see how those applications collect fonts for output by a professional printer.

# QuarkXPress 4.1 Collect for Output

When preparing your files for Jaguar Press, it is easy to forget to include something important. The following are some instructions on how to provide us with a file that will work properly.

**In QuarkXpress, there is a feature called **Collect for Output** located under **File**. It creates a report that includes everything Jaguar Press would ever want to know about the document. It also makes a copy of the Quark document and copies all images used in the document into a single folder. Following are instructions on how to use this feature.**

## mac

### Collect For Output Instructions for the Mac

1. Choose File > Collect for Output to display the Collect for Output dialog box.
2. If a picture file is missing or has been modified, the Missing/Modified Pictures alert is displayed. Click List Pictures to display the Missing/Modified Pictures dialog box. Select each modified or missing picture and click Update to automatically update or locate the picture file. Click Collect after all pictures have been located and updated. (In QuarkXPress 3.3.x, click OK.)  
NOTE: If you click Collect, and continue with Collect for Output without updating missing or modified pictures, all the image files needed to output your document correctly will not be collected.
3. If the document has not been saved during this session, or if any pictures have been updated, an alert is displayed asking "OK to save document before continuing with Collect for Output?" Click Save to continue. If the document has never been saved, the Save as dialog box displays. Enter a name in the Save current document as field; then, click Save to continue.
4. Enter a name in the Report Name field of the Collect for Output dialog box. (The default name is the name of the document with the word "report" added.)
5. Select the drive and folder to which you want to save your files. Or, click New Folder to create a new folder for the document and picture files to be placed in. Enter a name for the folder in the Create a folder named field and click Create.
6. Click Collect in the Collect for Output dialog box.

## windows

### Collect For Output Instructions for Windows

1. Choose File > Collect for Output to display the Collect for Output dialog box.
2. If a picture file is missing or has been modified, the Missing/Modified Pictures alert is displayed. Click List Pictures to display the Missing/Modified Pictures dialog box. Select each modified or missing picture and click Update to automatically update or locate the picture file. Click Collect after all pictures have been located and updated. (In QuarkXPress 3.3.x, click OK.)  
Note: If you click Collect, and continue with Collect for Output without updating missing or modified pictures, all the image files needed to output your document correctly will not be collected.
3. If the document has not been saved during this session, or if any pictures have been updated, an alert is displayed asking "OK to save document before continuing with Collect for Output?" Click Save to continue. If the document has never been saved, the Save as dialog box displays. Enter a name in the File name field; then, click Save to continue.
4. Enter a name for the collect for output report in the File Name field of the Collect for Output dialog box. (The default name is the name of the document with an .XTG file extension.) Leave the Save as type field at the default setting of XPress Tags (\*.xtg).
5. Select the drive and folder to which you want to save your files. Or, navigate to a different location and click the Create New Folder icon to create a new folder for the document and picture files to be placed in. Enter a name for the new folder next to the folder icon and click Open.
6. Click Collect in the Collect for Output dialog box.

# QuarkXPress 6.1 Collect for Output

When preparing your files for Jaguar Press, it is easy to forget to include something important. The following are some instructions on how to provide us with a file that will work properly.

**In QuarkXpress, there is a feature called **Collect for Output** located under **File**. It creates a report that includes everything Jaguar Press would ever want to know about the document. It also makes a copy of the Quark document and copies all images and fonts used in the document into a single folder. Following are instructions on how to use this feature.**

## mac

### **Collect For Output Instructions for the Mac**

1. First go to utilities > usage. Then select the Pictures tab. Be sure that all images are updated and that the column under "status" says "ok", not "missing" or "modified". If it says "missing" or "modified", please update all pictures until they all say "OK".
2. Save your file.
3. Choose File > Collect for Output to display the Collect for Output dialog box.
4. A dialog box will appear asking if it is OK to Save Project > Save
5. Create a new folder for the Collect for Output files.  
Be sure to check the boxes for
  - ✓ Layout
  - ✓ Linked Pictures
  - ✓ Embedded Pictures
  - ✓ Color Screen Profiles
  - ✓ Screen Fonts
  - ✓ Printer FontsAn alert will pop-up for font licensing > click OK
6. Save the entire folder to a disk or Stuff the folder and upload it to our website. [www.jaguarpress.bz](http://www.jaguarpress.bz)

# Adobe Pagemaker Save For Service Bureau

When preparing your files for Jaguar Press, it is easy to forget to include something important. The following are some instructions on how to provide us with a file that will work properly.

**In Pagemaker, there is a plug-in under Utilities named **Save for Service Provider**. Using the **Save for Service Provider** plug-in, you can copy the publication, all linked image files, fonts, and other files required to print the document. **Save for Service Provider** also helps resolve broken links by prompting the user to locate the folders containing linked files. Similarly, this plug-in can also check the status of links and fonts in a PostScript file generated by PageMaker 6.5.**

## mac/windows

### **Save for Service Provider:**

1. Choose Utilities > Plug-ins > Save for Service Provider. The Summary dialog box opens. The plug-in works on the active publication if the Check Pub is clicked. If the user wants to check a PostScript file, click Check .PS, and then double-click the PostScript file that is to be sent to the printer.
2. Click Fonts, Links, Printing, or Colors to see a detailed report on that aspect of the publication or PostScript file. Print the status information by clicking Print at any time.
3. If the Links dialog box shows one or more linked files needing attention, click Relink or Relink All, and navigate to the correct image files.
4. To save the publication, click Package, and set options as follows:
  - From the Report Type pop-up menu, choose Formatted (for a PageMaker publication) or Text only (for an ascii text-only file).

- Select Auto Open Package Report if, after saving the publication and associated files, the user wants to display the summary report in a new window on your desktop.
  - Select Update Links to bring out-of-date links up-to-date in the original publication before making a package.
  - For Include, select Copy Fonts to avoid missing fonts at print time, and then select the kind of fonts--All, Type 1 (PostScript), or TrueType.
  - Click Notes to enter contact information, such as the user's name and phone number, any comments on printing the publication, and then click OK.
5. Specify a location in which to save all necessary files.
  6. Click Save to copy the necessary files to the destination folder.

# Adobe Illustrator CS

When preparing your files for Jaguar Press, it is easy to forget to include something important. The following are some instructions on how to provide us with a file that will work properly.

Adobe Illustrator does not include a special plug-in to help you provide Jaguar Press with your file, but there are a few simple rules for **color** and **fonts** that will help to eliminate common problems with an Adobe Illustrator file.

## mac

### Preparing you files for Jaguar Press

1. Always prepare the colors in your file according to the output.

**one color printing:** If your file is going to be printed in one color - black or one of our standard colors (blue, red, green, brown, or burgundy), please prepare your file using black only, and specify the color you wish to use for printing with your customer service representative.

**two (or more) color printing:** If your file is going to be printed in two or more colors, you must prepare the file using spot colors. If you do not have experience using spot colors follow these instructions...

In the application program go to Windows>Swatch Libraries>Pantone Solid Uncoated, and choose the spot colors you would like to use. When you click on a Pantone color, it will appear in the swatch palette with a white tab on the lower right hand corner of the swatch. You will now be able to specify color in your document from the swatch palette. NOTE: under File>Separation make sure convert to process is unchecked.

**full color printing:** If your file is going to be printed in full color please ensure that the illustrator document, as well as all files placed into illustrator are set to CMYK (not RGB). In the application program go to File>Document Color Mode>CMYK.

2. When working in illustrator, it is always best to **turn all fonts to outlines** to avoid font problems. However, once fonts are turned to outlines, the text cannot be edited. So, if you anticipate that any changes may need to be made to the text before we print it, then you must provide Jaguar Press with all fonts used in the document. (see fonts and standards instruction sheet) (Remember to save a copy for yourself that is not in outlines so you can edit the text at a later date.)

## windows

### Preparing your files for Jaguar Press

1. Always prepare the colors in your file according to the output.

**one color printing:** If your file is going to be printed in one color - black or one of our standard colors (blue, red, green, brown, or burgundy), please prepare your file using black only, and specify the color you wish to use for printing with your customer service representative.

**two (or more) color printing:** If your file is going to be printed in two or more colors, you must prepare the file using spot colors. If you do not have experience using spot colors follow these instructions...

In the application program go to Windows>Swatch Libraries>Pantone Solid Uncoated, and choose the spot colors you would like to use. When you click on a Pantone color, it will appear in the swatch palette with a white tab on the lower right hand corner of the swatch. You will now be able to specify color in your document from the swatch palette. NOTE: under File>Separation make sure convert to process is unchecked.

**full color printing:** If your file is going to be printed in full color please ensure that the illustrator document, as well as all files placed into illustrator are set to CMYK (not RGB). In the application program go to File>Document Color Mode>CMYK.

2. When working in illustrator in a windows platform you must **turn all fonts to outlines** before providing Jaguar Press with your file. In the application program go to Type>Create Outlines. (Remember to save a copy for yourself that is not in outlines so you can edit the text at a later date.)

# Adobe InDesign CS Package

When preparing your files for Jaguar Press, it is easy to forget to include something important. The following are some instructions on how to provide us with a file that will work properly.

In InDesign CS, there is a feature called **Package** located under **File**. **Package** creates a folder that includes everything Jaguar Press would ever want to know about the document. It also makes a copy of the InDesign document and copies all images and fonts used in the document into a single folder. Following are instructions on how to use this feature.

## mac

### Package for Jaguar Press of Fort Washington

1. Preflight the file by going to File > Preflight. This feature will check the fonts, images, colors and print settings in your file. Update any missing or modified links or images before going to the next step.
2. Once all problems are resolved, click package
3. Fill in the appropriate printing instructions > Continue
4. Create a new folder to package the files.  
Check  Copy Fonts  
 Copy Linked Graphics  
 Update Graphic Links in Package  
 Include Fonts & Links From Hidden Layers  
Click Save  
(A font alert will sound > OK)
5. Save the new folder to a disk or stuff the file and upload it to our website. [www.Jaguarpress.bz](http://www.Jaguarpress.bz)

## windows

### Package for Jaguar Press of Fort Washington

1. Preflight the file by going to File > Preflight. This feature will check the fonts, images, colors and print settings in your file. Update any missing or modified links or images before going to the next step.
2. Once all problems are resolved, click package
3. Fill in the appropriate printing instructions > Continue
4. Create a new folder to package the files.  
Check  Copy Fonts  
 Copy Linked Graphics  
 Update Graphic Links in Package  
 Include Fonts & Links From Hidden Layers  
Click Package  
(A font alert will sound > OK)
5. Save the new folder to a disk or stuff the file and upload it to our website. [www.Jaguarpress.bz](http://www.Jaguarpress.bz)

# Microsoft Publisher Pack and Go

When preparing your files for Jaguar Press, it is easy to forget to include something important. The following are some instructions on how to provide us with a file that will work properly.

To properly provide Jaguar Press with your Microsoft Publisher file, use the **Pack and Go Wizard**. The **Pack and Go Wizard** will properly ensure that all of your images and fonts are included on your disk so Jaguar Press can serve your printing needs quickly and efficiently.

## windows

### **Pack and Go:**

To start the Pack and Go Wizard, point to Pack and Go on the File menu, and then click Take to a Commercial Printing Service.

Follow the instructions on the screen from the Pack and Go Wizard.

If a source file (a graphic or file you have linked to the publication) cannot be found, you can locate the original picture and update the link.

When Publisher packs the files, it names and numbers the files and adds a .puz extension. The first file is named Packed01.puz, the second file is named Packed02.puz and so on. Publisher copies the .puz files or files to the destination folder or disk and prompts you to insert additional disks if needed. By default, Publisher packs files to drive A. If you want to pack them to another location, click Browse on the Wizard page and then choose a different drive and folder.

Make sure you choose the options to embed TrueType fonts, include linked graphics, and create links for embedded graphics. This information is found in Commercial Printing Tools under Tools.

Spot colors should be identified as Pantone colors. Change RGB colors to Pantone in the Commercial Printing Tool under Tools by going to Color Printing.

Pack and Go creates 3 files - Packed01, Unpack and a Read-me file. You must send all 3 files in order for Jaguar Press to properly unpack your file.

