

# Adobe Type Manager Deluxe, ver 4.x

ATM Deluxe is used to install and manage both Postscript and TrueType fonts on your computer. You'll use these steps to add a client's fonts to your system so that you can preflight their job.

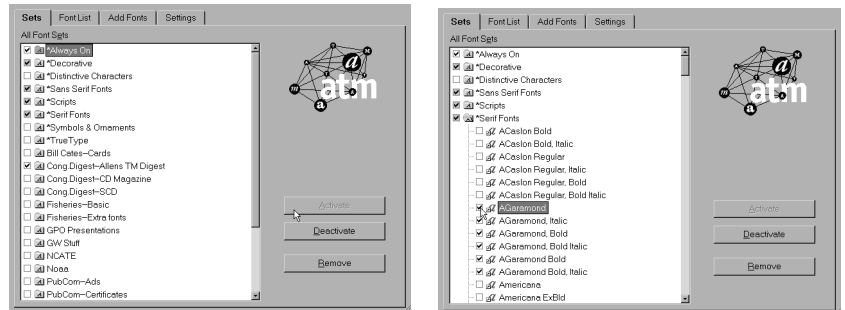
## 1. Launch ATM.

The opening screen has 4 thumb-tabs with various functions for you to use.

The SETS tab: this view shows all the "sets" or font groups that are on your computer. Sets help you manage fonts used in different projects. Many people create a set for each project or client so that it is easy to activate and deactivate the fonts a project uses.

A checkmark next to a font indicates that it is active on your system. A checkmark next to a set folder indicates that one or more fonts inside that set are active.

Double click on a folder to see which fonts are inside it.



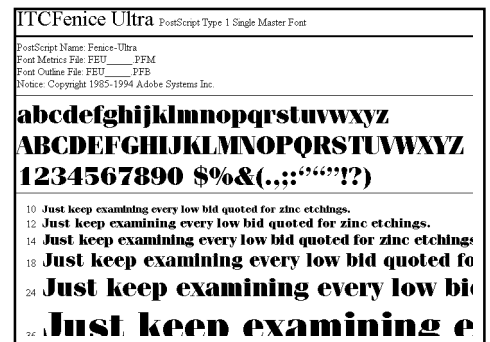
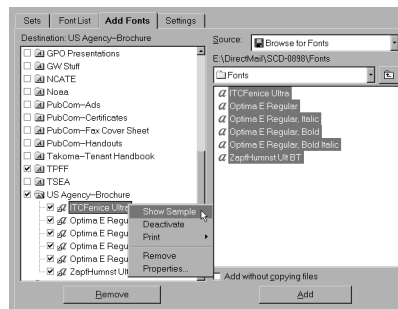
## 2. View installed fonts.

In any thumbtab view in ATM, you can see a sample or details about the font with a right mouse click on the font name.

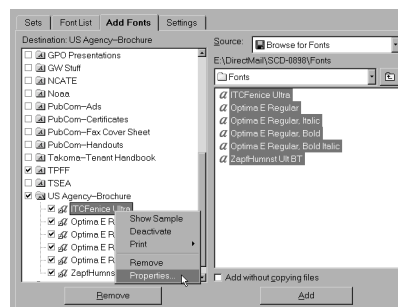
Sample not only shows a sample alphabet of the font, but also gives you the names of the screen and printer font files, plus the manufacturer and copyright date.

Properties shows you exactly where the font files are stored on your computer, which is very helpful when you need to copy fonts to send to a service bureau.

"Sample"



"Properties"

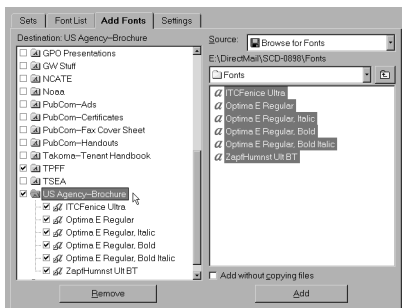
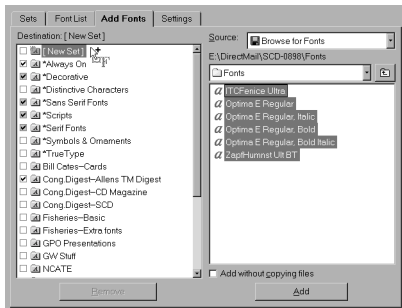
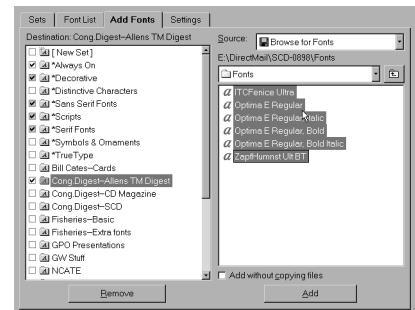
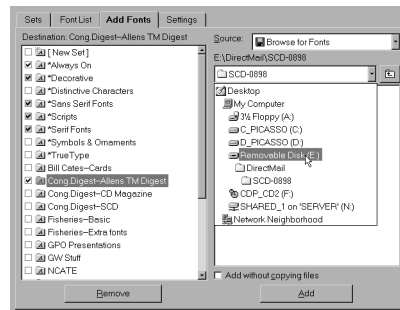
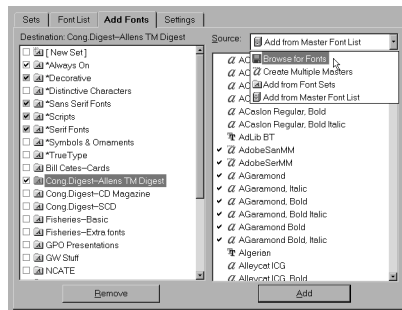
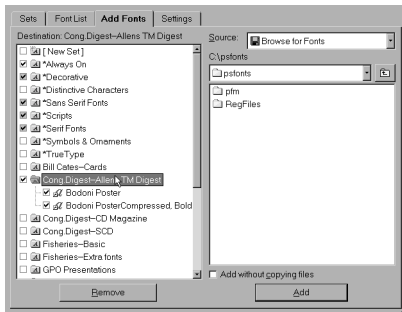


### 3. Install NEW fonts on your computer.

Click the Add Fonts thumbtab and you'll see a split screen. The left side shows the fonts and their sets that are already installed on your computer. The right side lets you navigate to a floppy disk, Zip disk, CD-ROM, or other drive on your system so that you can add new fonts to your computer.

In the upper right corner, select the Navigation pop-down menu and select Browse for Fonts.

Then, navigate to the drive and folder where the new fonts are stored. The fonts will automatically appear on the right side of the split screen when you've located them.



From the right side, select the new fonts you want to install. You can use the shift key to select a range of fonts or the control key to select individual fonts.

When selected, drag the fonts onto the left side of the screen to the folder that says "New Set" or into an existing set folder. You'll be prompted to name the new set folder.

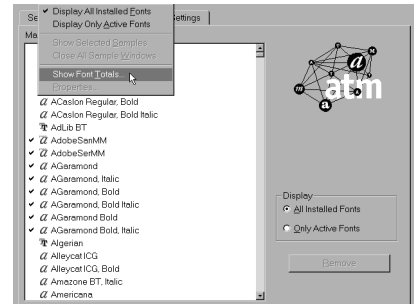
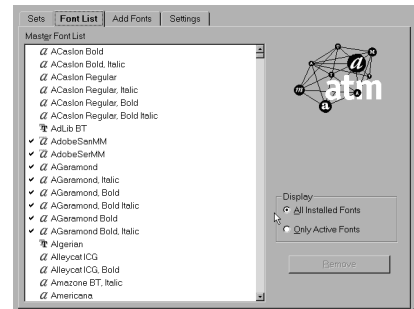
The newly installed fonts will now appear in their folder on the left side of the screen, and you'll be able to activate and deactivate them as needed.

## 4. Managing fonts.

Depending upon the amount of RAM your computer has installed, you'll want to keep a minimum number of fonts active at all times.

(You can have as many installed fonts as you like, limited only by the amount of storage space available on your hard disk. We're concerned here about the number of fonts that are active.)

Select the Font List thumbtab. From the Display drop-down menu, select the Show Font Totals command.



This dialog box shows you how many fonts are installed on your system, both TrueType and Postscript Type 1 fonts, and how many are active.

Keep the total number of active fonts between 100-150 to avoid system crashes and sluggish computer performance.

Remember, the more fonts you have active, the longer each software program will require to boot, and the longer—and more cumbersome—font dialog menus become within your software applications.

Be frugal with fonts!

Close font sets when a customer's job is no longer in your office or has been completed.

|                           | Active     | Installed  |
|---------------------------|------------|------------|
| Type 1 Single Masters     | 116        | 580        |
| Type 1 Multiple Masters   | 2          | 4          |
| Multiple Master Instances | 0          | 18         |
| TrueType                  | 23         | 244        |
| <b>Total Fonts</b>        | <b>141</b> | <b>846</b> |
| Sets                      | 8          | 27         |

## 5. Where fonts are stored.

By default, ATM stores the fonts files (both PFM and PFB) in the C:/PSFONTS folder on Windows machines. To make life easier on yourself, don't change this location.

On a Mac, you choose your default folder from within ATM.

**Font Cache:** You can increase the font cache to 512k or more, depending upon how much RAM your computer has. Caching speeds the display of fonts on your computer screen.

