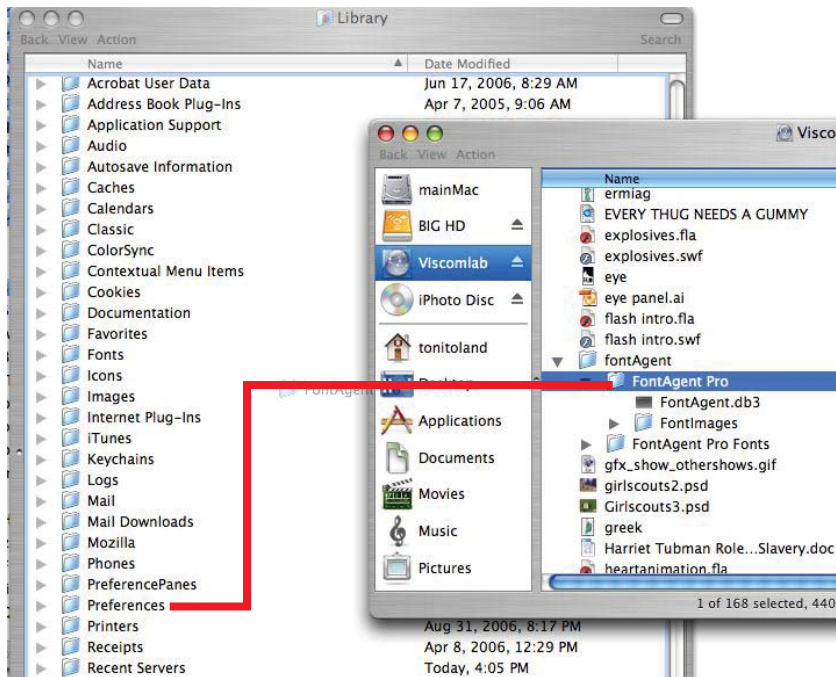


TO ACTIVATE & ACCESS FONTS:

Before you can access the Adobe Font Folio, you need to install the fonts and then add the FontAgent Pro preferences. You will need to do this every time you sit at a different machine in either cluster, so save this!

1. Select your “home” icon and open the Library folder.
2. Locate the “FontCollections” folder and drag it to the trash.
3. Log on to vpsarv6 -> viscomlab.
4. Position the viscomlab window and your home window so that you can see both—it helps to view as list (command 2) for both windows.
5. In the viscomlab window, locate and open the “fontAgent” folder.
6. In your home window, locate and open your Library folder (if it isn't already open from step 1).
7. From the viscomlab window, drag the folder named “FontAgent Pro” folder (inside “fontAgent” to the Preferences folder in your library folder.



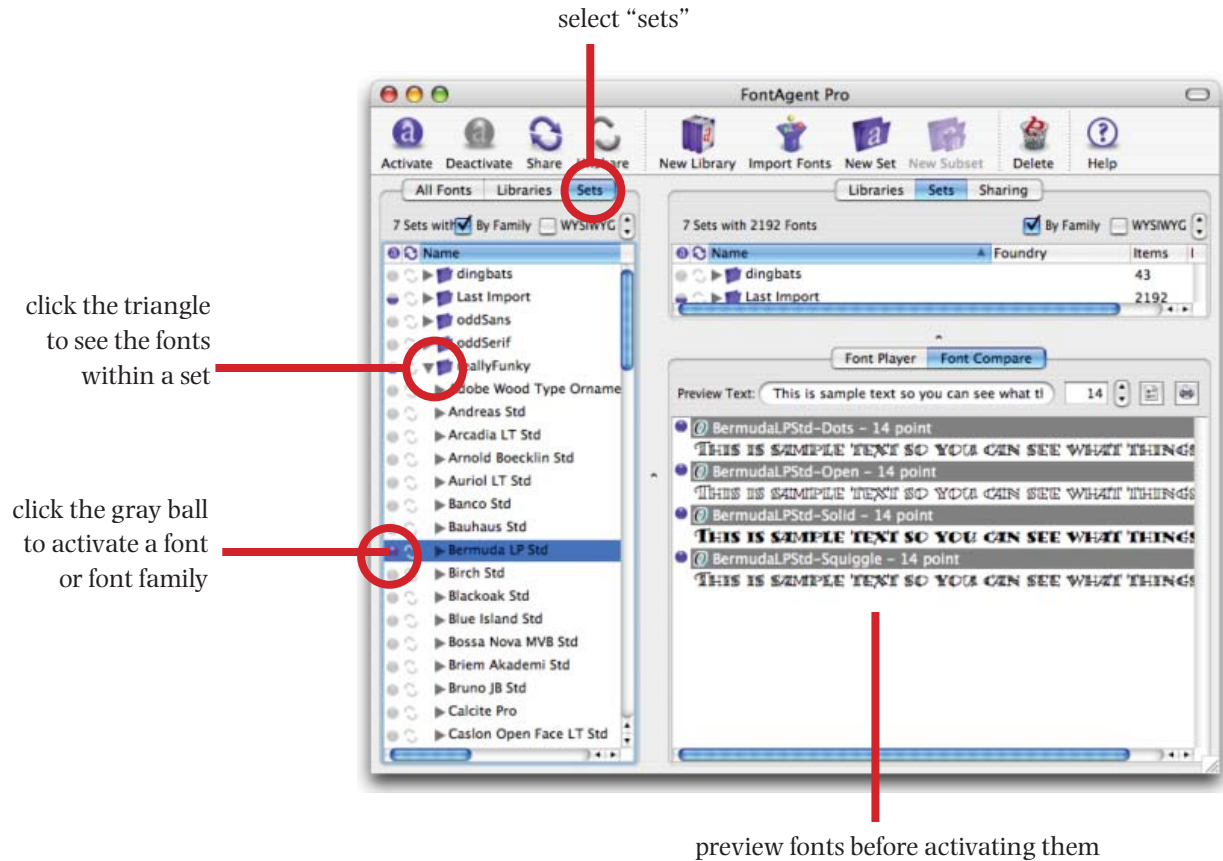
drag the FontAgent Pro folder from the server to your Preferences folder

drag the FontAgent Pro Fonts folder to your Library folder

8. Then drag the FontAgent Pro Fonts folder from the server to your Library (not into any folder within the Library folder).

You now have all the Adobe fonts, and the preferences for FontAgent Pro on your computer. By default, FontAgent Pro will activate all the fonts in the “standard” set - these are the classic fonts that should be the backbone for all your design work.

To access a font that is less common, you will need to open FontAgent Pro and “activate” the font you need. It helps to know the name of the font you want to use.



Select "Sets" from the options at the top of the left pane. The fonts have been sorted into sets based on their characteristics. If you're looking for a handwriting, calligraphic, or script font, it will be (most likely) in the "script" set. If you have a dire need for Bermuda (above) you will find it in the "reallyFunky" set.

To locate the font you're looking for, click the triangle next to a set, then scroll down; selecting one of the font families will place a sample in the lower right pane of the FontAgent Pro window so you know if it's the one you want.

Once you've found the font, click the gray ball at the left of the family name to activate the font; the ball will turn blue, indicating the font is now available to use. You can activate as many fonts as you want. Be cautioned! The more fonts you open, the slower your computer will run, so be selective—don't open an entire set at once.

You should now be able to use the font(s) you've activated; Simply select the type you want to change, and choose your **NEW FONT** from the Type palette of InDesign, Illustrator, Photoshop, or QuarkXPress.

If your font does not appear in the font list, try quitting the program and relaunching it. Please note that QuarkXPress may never see the font for some weird reason. If that happens, select a new font, or use InDesign instead.

Close FontAgent Pro by either clicking the red dot at the top left corner of the window, or command Q.