



HOW TO INSTALL FONTS ON A MAC RUNNING ADOBE® INDESIGN®

The Herff Jones Fonts are located in the Fonts folder on the Software DVD.

We are continually updating our font collection to ensure compatibility with the latest software. To be sure that you are working with the most recent font version, it is important to remove any previous versions of the Herff Jones fonts before you install new fonts. Herff Jones fonts all begin with “AHJ.” This should help you identify which fonts are part of the Herff Jones collection.

When the Technology Installer on the Software DVD is run, a Yearbook folder is automatically created on the hard drive inside the Herff Jones folder. Inside the Yearbook folder, a Fonts folder is also automatically created to hold all of the Herff Jones fonts, AHJ Sans and AHJ Times are copied into this folder by the installer. Copy the fonts you want to use from the Fonts folder on the Software DVD into the Fonts folder.

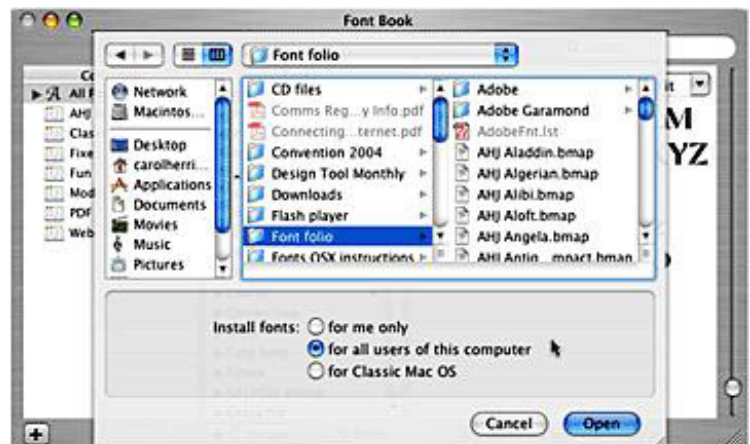
INDESIGN USERS WITH FONT BOOK

OS 10.3 and above comes with a built-in font utility called Font Book.

- Fonts can be installed, opened and placed into sets or collections.
- Sets can be used to manage fonts for the whole yearbook.
- Sets can be created for each section in the book.

TO ADD FONTS

- Open **Font Book** from the **Applications** folder.
- Choose **Add Font** from the **File** menu
- Scroll to the **Herff Jones > Yearbook > Fonts** folder
- Click on a font to select it
- Under **Install fonts** choose either: (Not applicable to Intel users)
 - **For me only**
 - To install fonts for the currently logged on user
 - **This computer**
 - To install fonts for anyone who uses this computer
- Click **Open**.
- The font is added to the **Font** column.



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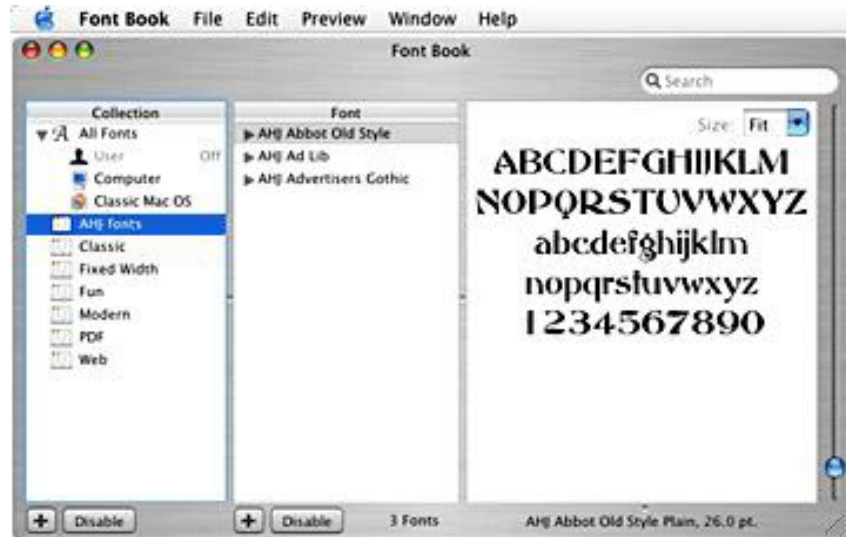
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TO CREATE A SET FOR OS 10.3 AND ABOVE APPLICATIONS



- Click the Add (+) button at the bottom of the **Collection** column or go to the **File** menu and select **New Collection**.
- Type a name for the set.
- Click **All Fonts** in the **Collection** column to display all installed fonts in the **Font** column.
- Drag fonts from the **Font** column to the set in the **Collection** column.
- The set is automatically activated.



TO TURN A SET OFF

- Click the **Disable** button at the bottom of the **Collection** column.
- The word **Off** appears to the right of the set name.

TO TURN A SET ON AND MAKE THE FONTS AVAILABLE FOR USE

- Click the **Enable** button at the bottom of the **Collection** column.

TO REMOVE A FONT FROM A SET

- Click on the set in the **Collection** column.
- Click on a font in the **Font** column.
- Select **Remove** from the **File** menu.

TO DELETE A SET

- Click on the set in the **Collection** column.
- Select **Remove Collection** from the **File** menu.

TO UNINSTALL A FONT

- Click on **All Fonts** in the **Collection** column
- Click on a font in the **Font** column
- Select **Remove font family** from the **File** menu

INDESIGN USERS WITHOUT FONT BOOK



Fonts installed in these locations will not be available to applications running in Classic mode.

To make the fonts available to any user

- Copy the screen (bitmap font suitcase) and printer (outline font file) fonts to the **Hard drive > Library > Fonts folder**.
- Open the **Fonts** folder in the **Library** folder:
 - Double-click on the hard drive icon to open it.
 - Double-click on the Library Folder to open it.
 - Double-click on the Fonts folder to open it.
- Open the **Fonts** folder in the **Yearbook** folder:
 - Double-click on the desktop shortcut named Yearbook folder.
 - Double-click on the Fonts folder to open it.
- Install the Fonts
 - Drag the fonts from the **Fonts** folder in the **Yearbook** folder to the Library - Fonts folder.
 - Copy only the fonts that will actually be used in your book.
 - Do not alter or remove any fonts located in the Hard Drive/System/Library/Fonts/ folder.
- To Uninstall a Font
 - Open the **Fonts** folder in the **Library** folder.
 - Double-click on the hard drive icon to open it.
 - Double-click on the **Library** folder to open it.
 - Double-click on the **Fonts** folder to open it.
 - Drag the font files to the Trash Can on your desktop

TO MAKE FONTS AVAILABLE ONLY TO THE LOGGED IN USER

- Copy the screen (bitmap font suitcase) and printer (outline font file) fonts to the **User>(User name) > Library > Fonts** folder.
- Open the **Fonts** folder in the **Users > Library** folder:
 - Double click on the Users folder
 - Double click on your folder
 - Double click on the Library folder
 - Double click on the Fonts folder.
- Open the **Fonts** folder in the **Yearbook** folder:
 - Double-click on the desktop shortcut named Yearbook folder.
 - Double-click on the Fonts folder to open it.
- Install the Fonts
 - Drag the fonts from the **Fonts** folder in the **Yearbook** folder to the Library - Fonts folder .
 - Copy only the fonts that will actually be used in your book
 - Do not alter or remove any fonts located in the Hard Drive/System/Library/Fonts/ folder.
- To Uninstall a Font
- Open the **Fonts** folder in the **Users > Library** folder.
 - Double click on the **Users** folder.
 - Double click on your folder.
 - Double click on the Library folder.
 - Double click on the **Fonts** folder.
 - Drag the font files to the Trash Can on your desktop