UNIVERSAL TYPE CLIENT 6 [UTC]

*All workstations in CIAS have access to **Extensis Universal Type Server 6** to manage your fonts. This will provide an easy interface to use your own fonts on the CIAS workstations as well as access a rich library of typefaces.*

USING UNIVERSAL TYPE CLIENT

You must have a little patience when first logging into the font server. It will be dowloading a few hundred to a few thousand fonts the first time you log in. If you close or quit the client while it is synchronizing with the server, you run the risk of damaging the local database. The initial sync should only take a few minutes.

ACTIVATING FONTS

1. Click on the Universal Type Client [UTC] Icon in the dock.

2. Follow the steps on the reverse side of this sheet to connect to the server.

3. To activate a font, click on the name of the font you want and then click either the **Permanent or Temporary** buttons at the top of the window. *(FIGURE 1)*. Activated fonts will have either a green (permanent) or a blue (temporary) circle next to them.

3. To deactivate a font, simply click the name of the font and then click the **Deactivate** icon at the top. *(FIGURE 1)*.

CHANGING VIEWS

Universal Type Client allows the user to view all the fonts as individual files *(FIGURE 1)* or by font family. Go to **View > Group Fonts by Family** to toggle between the views.

ADDING YOUR OWN FONTS

If your file requires a font that is not available on the computer, you can create a new font set for your project.

1. Move all of your fonts into a folder on the harddrive, and name the folder with a unique name.

2. Drag the folder into the **Local Personal Workgroup** section of the UTC window. This will add your fonts to the database. Follow the steps above to activate those fonts.

Note: These fonts will only be on the specific workstation you are working on until 1am each night, and they will only be accessible to your RIT username on the workstation you used to activate them.
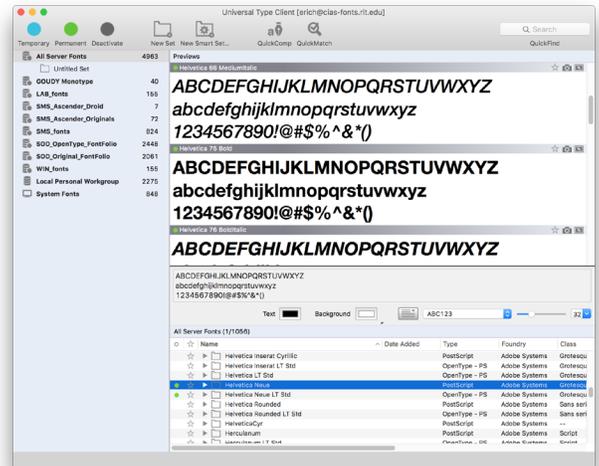

FIGURE 1.

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Due to the nature of server-based fonts on our model, you will have to follow this procedure the first time you log into a workstation each day.

LOGGING INTO THE SERVER

1. Launch the Universal Type Client (the icon can be seen in the top header of this document).

2. The **Connect to Server** dialogue box will pop onto your screen (figure 2). The username and password will differ in each school, but the Server and Port info will remain the same:

Server: **cias-fonts.rit.edu**

Port: **8080**

Username // Password *(only works in CIAS labs)*

SMS Fontset:	**SMS16** //	**Font16!**
SOD Fontset:	**SOD16** //	**Font16!**
Windows labs:	**WIN** //	**Font16!**
All other labs:	**LAB** //	**Font16!**

3. Click Connect.

4. **PLEASE BE PATIENT!** With this font server, the client must synchronize all the fonts before you can use them. There are as many as 2448 individual fonts that will be downloaded, and while it does not take more than a few minutes, there can be major problems if you quit or close the client application mid-synchronization (i.e. a corrupted font database).

5. Once synchronization is done, you may then proceed to activate fonts.

WHAT YOU CAN DO

• Create new Local Sets
  (*Local Personal Workgroup only*)
• Add local fonts to Local Personal Workgroup
• Override System Fonts (Mac)

MAC VS PC FONT SETS

We have tried to replicate identical sets for both Mac and PC, but there are some gaps. You may find subtle differences within font families on between the two operating systems.

TO LEARN MORE:
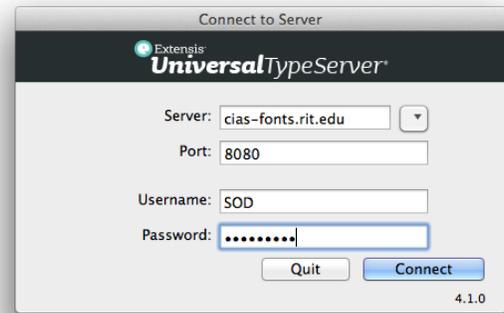
http://www.extensis.com

FIGURE 2.

SPECIAL NOTES:

1. At this time, collect for output from UTC is disabled. Make a PDF with embedded fonts for output whenever possible.

2. When adding your own fonts, ALWAYS drag them to the desktop before adding them to your Local Personal Workgroup. UTC copies the font file to a local, hidden cache for the duration of your login. Failure to do so may lead to problems ejecting your discs or media.

3. Due to license count restrictions, we are currently unable to offer students home-use rights for fonts or home access through UTC.