# How to Use the Font Manager

The Corel Font Manager is a standalone application included in CorelDRAW Graphics Suite (Windows and Mac). It works with CorelDRAW and Corel PHOTO-PAINT to search, filter, organize and manage fonts. In this tutorial we will be using the Windows version, however the application works the same way on both platforms.

The Font Manager can be launched from its own icon, or for Windows users, directly from within CorelDRAW or PHOTO-PAINT via the Application Launcher.

The Font Manager Interface

The interface has a toolbar and 3 main sections: the **Libraries** pane, the **Preview** pane, and the **Properties** pane.
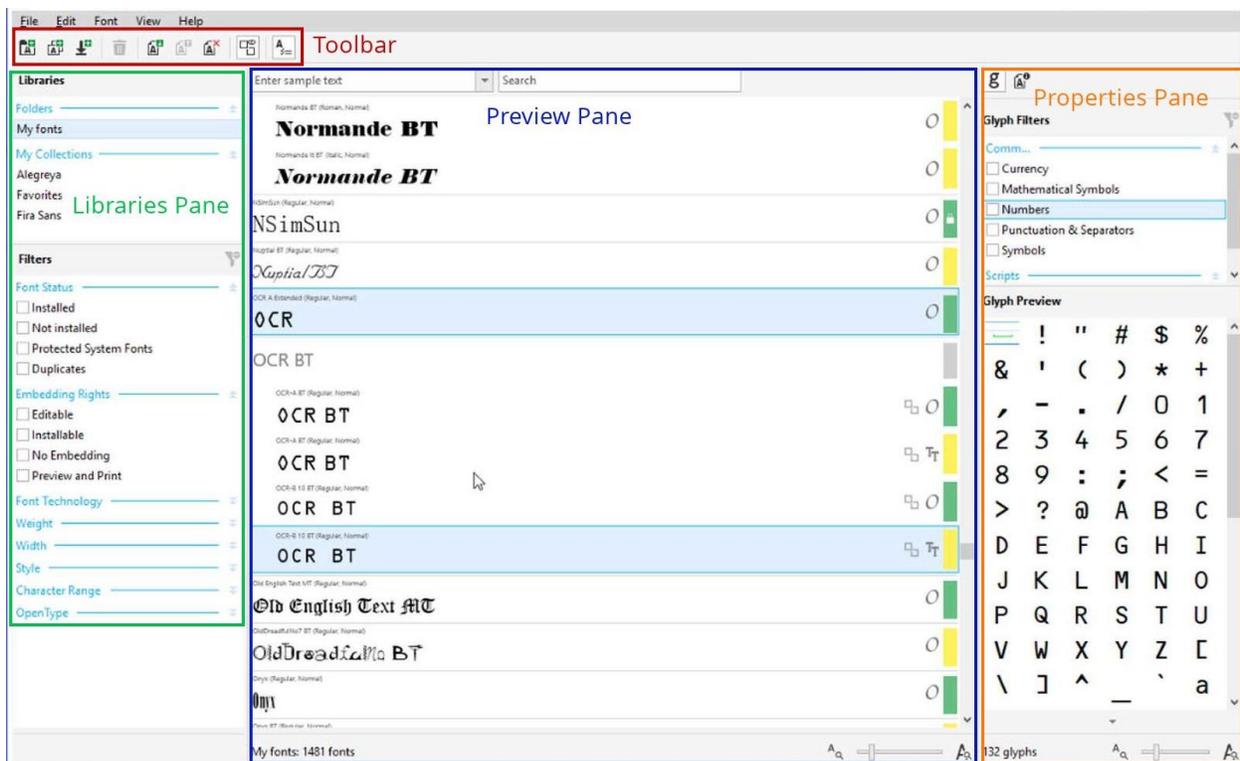
The Preview Pane

In the **Preview** pane, fonts are organized in font families and have a color bar to indicate **font status**:

- Green - font or font family that is installed
- Green with lock icon - protected system font or font family
- Yellow - font or font family not installed, available in CorelDRAW and Corel PHOTO-PAINT only
- Grey - font family containing both installed and not installed fonts

Each font also has a font technology symbol:

- O for OpenType fonts
- T for TrueType fonts
- A for Type 1 fonts

By default, each font is displayed in its font name. At the top of the **Preview** pane you can enter sample text in the **Preview Font** window to see how each font looks with specific characters. The font names reappear when you clear the **Preview Font** window.

| Enter sample text | ▼ | Search |

There is also a **Search** window at the top of the **Preview** pane that you can use to search for a specific font.

The number of fonts on your system is displayed in the bottom left corner of the **Preview** pane, and in the bottom right corner you can use the **Resize** slider to change the display size.

My fonts: 978 fonts
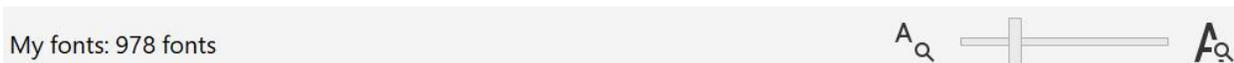
Installing, Uninstalling and Deleting Fonts

The Font Manager lets you install and uninstall single or multiple fonts as well as entire font families. You can delete fonts that you no longer need to prevent clutter.

Select a font in the **Preview** pane and then use the toolbar icons to install, uninstall or delete the font. You can also access these commands by right-clicking on the font or under the **Font** menu.
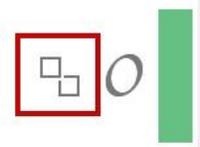
NOTE*: Fonts that are used by the operating system are protected and can't be uninstalled or deleted.*

Managing Duplicate Fonts

Your folders or collections may contain duplicates of the same font. This is indicated by a badge in the upper right corner beside the font technology symbol.

Arial Narrow (Regular, Normal)

Arial

You can show all duplicate fonts and then delete the ones you don't need.

- Use the **Duplicate Fonts** button on the top toolbar to toggle between showing and hiding duplicate fonts in the **Preview** pane.
- You can also access the **Show/Hide Duplicate Fonts** command by right-clicking on any font in the **Preview** pane, or under the **Font** menu.
- Use the **Duplicates** filter in the **Font Status** filter category in the **Library** pane to display only duplicate fonts in the **Preview** pane.

The Properties Pane

When you select a font in the **Preview** pane, its glyphs (numbers, symbols and special characters) appear to the right in the **Properties** pane.

*NOTE: if the **Properties** pane is not visible, click on the **Show font properties** button in the top toolbar.*

At the top of the **Properties** pane you click on the icons to view either:

- **Glyph set**, to preview and filter available glyphs for the selected font; or
- **Details** to see detailed font information such as version, technology, code page, designer, etc.

In the **Glyph Filters** area, you can use the checkboxes to filter the **Glyph Preview** list to show only numbers, currency or symbols, etc. OpenType fonts will also have specific OpenType features, such as different stylistic sets, available as filtering options.

Under the **Glyph Preview** list, click on the small arrow to expand the **Glyph Details** section, which includes information such as name, glyph ID, keystroke, etc.

The number of glyphs for the selected font is displayed in the bottom left corner of the **Properties** pane, and beside it there is a **Resize** slider to adjust the glyph display size.

The Libraries Pane

The **Libraries** pane has 3 sections: Folders, Collections and Filters.

Folders

Folders let you easily access and monitor fonts that reside in the same folder. The default folder in the Font Manager is called **My fonts**. It includes all installed Windows fonts and all fonts in your added folders.

To add a folder:

- **File** > **Add Folder**; or
- Click the **Add folder** icon on the toolbar.
- Browse to the folder that has the fonts and click **Select Folder**.
- Now that folder appears in the Font Manager.

To remove a folder, select the folder in the **Libraries** pane and then:

- Go to **File** > **Remove Folder or Collection**; or
- Click the **Remove** icon on the toolbar; or
- Right-click on the folder and select **Remove Folder or Collection**.

Collections

Collections are ideal for easy access to fonts that reside in different folders. For example, you can create a collection that includes all the fonts used in a project, or a collection of a certain style of fonts such as scripts.

To create a collection:

- Go to **File** > **Add Collection** or click the **Add collection** icon on the toolbar.
- Enter a name for the collection.
- Click a folder or another collection to display a list of fonts and select the font you want to add.
- To add the font to the collection:
  - Drag it from the **Preview** pane to the collection; or
  - Right-click on the font in the **Preview** pane and select **Add to collection**; or
  - Go to **Font** > **Add to collection**.

To remove a font from a collection, right-click on the font in the **Preview** pane and select **Remove from [collection name]**. You can also go to **Font** > **Remove from [collection name]**.

NOTE: removing a font from a collection does not delete or uninstall the font.

Filters

In the **Filters** section you can select certain options to filter what is displayed in the **Preview** pane, such as Font Status, Style, OpenType features and more.

Click on the arrows beside a filter category to open it, then select the filters you want to use. You can use multiple filters at the same time.

To remove individual filters simply uncheck them. To remove *all* filters, click the **Remove font filters** button in the top right corner of the **Filters** section.
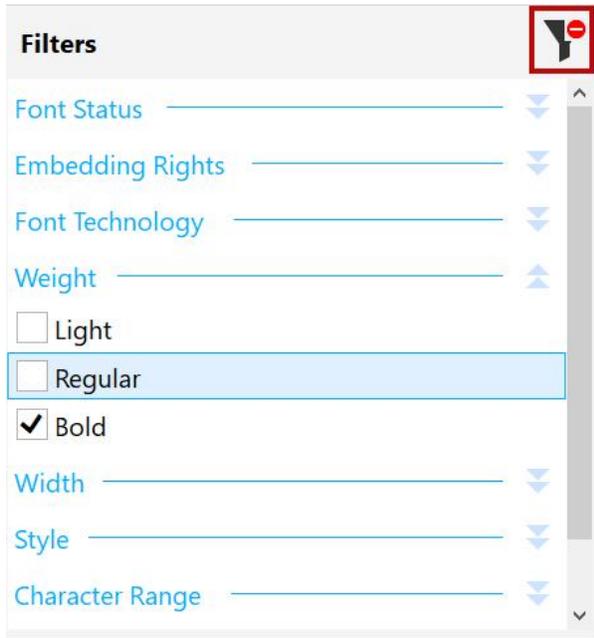
Acquiring More Fonts

You can download additional fonts from within the Font Manager using the **Get More** icon on the toolbar. In the **Get More** window you can find many new font packs, some for free and some for purchase. The downloaded packs will appear under **My Collections**.