



# FREQUENTLY ASKED QUESTIONS

## INSTALLATION

### Should I use the OpenType (.otf) or OpenType TT (.ttf) fonts?

Both formats are compatible with Windows and OS X. However, if you primarily use Microsoft Office on Windows or WordPerfect, you should use the OpenType TT fonts. Otherwise, use the standard OpenType fonts.

### Can I have the OpenType and OpenType TT fonts installed simultaneously?

No. Use one format or the other.

### How do I install or remove the fonts in Windows?

Right-click the fonts and select *Install*. Or from the Start menu, open *Control Panel* → *Appearance and Personalization* → *Fonts* (on Windows XP, it's *Control Panel* → *Fonts*) and drag the fonts into this folder. To remove fonts, delete them from this folder. I've found that it's wise to restart after installing fonts, and before deleting. For more detailed installation and removal instructions, see <http://typo.la/wininstall> and <http://typo.la/winremove>.

### How do I install or remove the fonts on OS X?

From the main directory of your system drive, open the folder *Library*, then the folder *Fonts*. Drag the fonts into this folder. (To remove fonts, delete them from this folder.) You can also use *Applications* → *Font Book* to install and remove fonts. For more detailed installation and removal instructions, see <http://typo.la/macinstall>.

### How should I upgrade to new versions of the fonts?

Following the instructions above, remove the old versions, and then install the new ones. On Windows, it's wise to restart before removing the old versions, and restart again after installing the new ones.

### I installed the standard OpenType fonts, but they don't appear correctly in PDFs made with the PDF generator built into WordPerfect or Word for Windows.

This is a known limitation of WordPerfect and Word (see <http://typo.la/wordpdf>). Switching to the OpenType TT fonts will cure the problem. So will switching to other software to make your PDFs (such as the Adobe PDF printer driver, which is included with Adobe Acrobat Pro). In this typographer's opinion, the Adobe PDF printer is a wise investment, as it makes the best quality PDFs, and can be used with all your programs.

### The font-embedding feature of Microsoft Word isn't working.

This feature is only supported in Windows versions of Microsoft Word, and requires using the OpenType TT fonts.

### The OpenType layout features don't work in Word 2010 for Windows or Word 2011 for the Mac.

If the title bar of your document window says "Compatibility Mode," Word has disabled OpenType layout features for the current document. To fix this on Windows, go to *File* → *Info* → *Convert*. On the Mac, save a copy in .docx format.

### The OpenType layout features don't work in Pages 5.

Yes—unfortunately, Apple removed support for OpenType layout features from this version of Pages. You can still use the previous version (Pages '09).

## LANGUAGES

### What languages do the fonts support?

Afrikaans, Albanian, Basque, Catalan, the Celtic languages (Welsh, Cornish, Breton, Irish, Scottish Gaelic, Manx), Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Galician, German, Hungarian, Icelandic, Indonesian, Irish, Italian, Latvian, Lithuanian, Malay, Maltese, Norwegian, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swahili, Swedish, Tagalog, and Turkish.

## LICENSE

### Can I use the fonts in an e-book or software app?

If your e-book or app format supports read-only embedding of fonts, it's fine—this is already permitted by the license.

### Can I use the fonts on my website?

Sure, subject to the limitations in the license.

### Where are the webfonts?

You make them yourself. See the last page of this FAQ for my quick webfont-making tutorial.

### I bought a multiple-person license. Where is it?

The terms are the same as the one-person license. You are deemed to have a set of one-person licenses to hand out within your organization.

### Can I upgrade my license to cover more people?

Yes, you can upgrade anytime for the difference in price between licenses. Email me ([mb@mbtype.com](mailto:mb@mbtype.com)) for details.

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## EQUITY

### How do I use Equity in my documents?

Once installed, Equity will show up in your Font menu under four separate names: *Equity Text A*, *Equity Text B*, *Equity Caps A*, and *Equity Caps B*. If you install the Tab versions, you'll also see *Equity Text A Tab*, *Equity Text B Tab*, *Equity Caps A Tab*, and *Equity Caps B Tab*.

### What's the difference between Equity Text and Equity Caps?

Equity Text is for body text. Equity Caps has the same uppercase characters as Equity Text, but it has small caps in the lowercase positions. Equity Caps also has wider default spacing than Equity Text.

### What are the Tab fonts, and should I use them?

The Tab fonts are identical to the standard fonts, but they have their tabular figures in the default positions, rather than proportionally spaced figures. They're provided primarily for compatibility with programs like Microsoft Excel that need tabular figures but don't support the OpenType features. But you can use them in any program. You can also have them installed alongside the standard fonts—they won't conflict with each other.

### What's the difference between the A and B fonts?

Only the weight: the B fonts are slightly lighter than the A fonts, to account for office printers that tend to produce darker text. I recommend printing some test documents in both A and B to see which works best on your printer.

### Can I have the A and B fonts installed simultaneously?

Yes. They show up in your Font menu separately.

### Do I have to keep both the A and B fonts installed if I only use one set?

No. They work independently of each other. If you want, you can remove the set you're not using.

### Can I mix the A and B fonts?

To avoid inconsistencies, I don't recommend mixing A and B fonts in the same document. But you might find that A works better in some documents, B in others. If you use Equity at large sizes, try the B weight.

## TYPOGRAPHIC FEATURES

### How do I get small caps?

Change your font to Equity Caps and use the lowercase characters.

### What about that box in my layout program for small-cap formatting? Should I turn it on?

Please don't! This box does not trigger the Equity small caps. Rather, it creates synthetic small caps by scaling down the uppercase characters. This doesn't look nearly as good as Equity's genuine small caps.

### Can I add letterspacing to Equity Caps?

Sure. It's not mandatory—consistent with [my letterspacing recommendations](#), Equity Caps has about 8% more letterspacing than Equity Text. But if you want to, go ahead.

### If I'm setting all caps, should I use Equity Text or Equity Caps?

You can use either. The uppercase letters look the same, but they have more letterspacing in Equity Caps, which can be convenient.

### Should I use ligatures?

Use Equity's ligatures if your typesetting program supports automatic ligature substitution (this includes all professional page-layout programs, as well as Word 2010 on Windows, Word 2011 on the Mac, and Pages '09 on the Mac).

### What ligatures are in Equity Text?

The roman styles have ligatures for ff, fi, fj, fl, ffi, and ffl:

off fin fjord floe affine piffle

The italic styles have these ligatures, plus gg, gy, and ggy:

*off fin fjord floe affine piffle  
egged gyro foggy*

### Are there any groovy stylistic alternates in Equity?

The italic fonts have a set of alternate forms that are available through OpenType stylistic set 3 ('ss03').

*Jfhk v w y → Jfhk v w γ*

### Does Equity have fractions?

Yes, it has all the standard single-digit fractions. These fractions are accessible in programs that support OpenType fractions. Microsoft Word does not—so use the *Insert* → *Symbol* option to put these fractions in your document. Pages '09 allegedly supports OpenType fractions, but I've never gotten it to work. Instead, use *Edit* → *Special Characters* → *Symbols* → *Numbers and Number Symbols* to insert them.

### Does Equity have tabular figures?

The default figures in Equity are proportional lining figures (*proportional* = different widths; *lining* = same heights). Tabular figures—i.e., figures that are the same width—are available as an OpenType feature. Word 2010 for Windows, Word 2011 for Mac, and Pages '09 for Mac can all use the OpenType tabular figures. If you need tabular figures in a program that doesn't support OpenType tabular figures, like Microsoft Excel, just use the Tab versions of the fonts.

### Does Equity have old-style (non-lining) figures?

Yes. They're available as an OpenType layout feature.

### Gee, Equity has a lot of figures. Are there others?

Yes. Equity also has tall figures that align with the caps. They can be accessed through the OpenType feature for capital forms ('case'), or stylistic set 2 ('ss02').

|                        |                       |
|------------------------|-----------------------|
| <i>Regular figures</i> | H0H1H2H3H4H5H6H7H8H9H |
| <i>Tall figures</i>    | H0H1H2H3H4H5H6H7H8H9H |

The Equity Caps fonts also have small-cap figures that align with the small caps. They can be accessed through the OpenType feature for caps-to-small-caps ('c2sc') or stylistic set 10 ('ss10').

|                          |                       |
|--------------------------|-----------------------|
| <i>Regular figures</i>   | H0H1H2H3H4H5H6H7H8H9H |
| <i>Small-cap figures</i> | H0H1H2H3H4H5H6H7H8H9H |

### So that's it for typographic features?

If you find the default quotation marks too large, you can get smaller ones using OpenType stylistic set 1 ('ss01').

|                       |                                       |
|-----------------------|---------------------------------------|
| <i>Default quotes</i> | “So he didn't say ‘uncle’ after all?” |
| <i>Small quotes</i>   | “So he didn't say ‘uncle’ after all?” |

### Where can I see these typographic features in use?

In the Equity [PDF specimen](#) and throughout [Butterick's Practical Typography](#).

### Do you have any other document-formatting advice?

Of course.

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## CONCOURSE

### How do I use Concourse in my documents?

Once installed, Concourse will show up in your Font menu under 12 separate names: *Concourse T2, T3, T4, T6, T7, T8* and *Concourse C2, C3, C4, C6, C7, C8*. Each number corresponds to one of six weights. If you install the Tab versions, you'll also see *Concourse T2 Tab, T3 Tab*, etc.

### What are the Tab fonts, and should I use them?

[Answer on page 2 of the FAQ.]

### What's the difference between the T series and the C series?

The Concourse T series is for body text. The C series is for caps typesetting—it has the same uppercase characters as the T series, but with small caps in the lowercase positions. The C series also has wider spacing than the T series.

### Why do some styles of Concourse have bold versions, but not all?

Concourse weights 2, 3, and 4 use a copy of weight 6 as their bold style. That way, if you're using Concourse as a text font, you can apply bold formatting in your document-layout program and you'll get the right result. Weights 6, 7, and 8 are already bold, so they can't be further emboldened.

### So what's the difference between using the regular style of Concourse T6 and, say, the bold style of Concourse T3?

Nothing. They're the same. Use whichever method suits your workflow and document-formatting habits.

### Equity has weight grades. Why doesn't Concourse?

Concourse weights 3 and 4 are close enough to act as grades for each other, if you need fine weight control. Beyond that, it was a command decision—given the typical uses of a sans serif family, having a wider range of weights is more useful than having grades.

## TYPOGRAPHIC FEATURES

### How do I get small caps?

Change your font to one of the Concourse C series fonts and use the lowercase characters.

### What about that box in my layout program for small-cap formatting?

Don't use it. It does not trigger the Concourse small caps. Rather, it creates synthetic small caps by scaling down the uppercase characters. This doesn't look nearly as good.

### Can I add letterspacing to the C series?

Sure. It's not mandatory—consistent with [my letterspacing recommendations](#), the C series has about 8% more letter-spacing than the T series. But if you want to, go ahead.

### If I'm setting all caps, should I use Concourse C or Concourse T?

You can use either. The uppercase letters look the same, but they have more letterspacing in the C series, which can be convenient.

### What ligatures are in Concourse?

Concourse has no ligatures. It doesn't need them, because the characters are designed not to collide (which is the problem that ligatures exist to solve).

### Does Concourse have fractions?

Yes, a complete set of single-digit fractions. If your layout program supports OpenType numerators and denominators, you can also set your own arbitrary fractions.

### Does Concourse have old-style (non-lining) figures?

Yes, it has a set of short figures designed to work alongside lowercase or small caps. But unlike traditional old-style figures, there are no ascenders or descenders.

### Does Concourse have tabular figures?

Yes, Concourse has tabular versions of both the standard and old-style figures.

### Why do the stylistic sets have names like "British Mode," "German Mode," and so on?

Each of the stylistic sets, except one, is inspired by a sans serif face associated with that area. The names are meant as a nod to these models. Unfortunately, there's no way to make these names show up in layout programs, so you'll have to remember their boring OpenType names—

|              |   |                 |
|--------------|---|-----------------|
| Eastern Mode | = | Stylistic set 1 |
| British Mode | = | Stylistic set 2 |
| French Mode  | = | Stylistic set 3 |
| Swiss Mode   | = | Stylistic set 4 |
| German Mode  | = | Stylistic set 5 |
| Swedish Mode | = | Stylistic set 6 |

### Where can I see these typographic features in use?

In the Concourse [PDF specimen](#), the Concourse [web specimen](#), and throughout [Butterick's Practical Typography](#).

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## TRIPPLICATE

### How do I use Triplicate in my documents?

Once installed, Triplicate will show up in your Font menu under four separate names: *Triplicate T3*, *Triplicate T4*, *Triplicate C3*, and *Triplicate C4* (with additional qualifiers if you install one of the variant families described below).

### What's the difference between the T series and the C series?

The Concourse T series is for body text. The C series is for caps typesetting—it has the same uppercase characters as the T series, but with small caps in the lowercase positions.

### Should I use T3 or T4 for body text?

Whatever looks best. If you're trying to match an existing layout, T4 is closer in weight to the default Courier font on OS X; T3 is closer to the Courier New font that's included with Microsoft Office.

### What are the Poly & Code fonts?

They're just like the regular fonts, but with the Poly or Code alternates in the default positions, so they can be used in programs that don't support OpenType layout features. In your font menu, the Poly fonts have a "p" appended to the family name; the Code fonts have a "c."

### What are the Short fonts?

They're just like the regular fonts, but they have vertical spacing that matches the standard OS X Courier font, for use in programs that expect a font with those metrics. The Short fonts have an "s" appended to the family name.

### Can I have the Code, Poly, and Short fonts installed simultaneously?

Yes. They will show up in your font menu under separate family names.

### Why doesn't Triplicate have Tab fonts, like Equity & Concourse?

The default figures in Triplicate are already the same width, so there's no need for Tab versions.

## TYPOGRAPHIC FEATURES

### How do I get small caps?

Change your font to one of the Triplicate C series fonts and use the lowercase characters.

### What about that box in my layout program for small-cap formatting?

Don't use it. It does not trigger the Triplicate small caps. Rather, it creates synthetic small caps by scaling down the uppercase characters. This doesn't look nearly as good.

### Can I add letterspacing to the C series?

Sure. It's not mandatory, but if you want to, go ahead. Note that if you add letterspacing, the font won't be monospaced anymore.

### If I'm setting all caps, should I use Triplicate C or Triplicate T?

You can use either. The uppercase letters are the same.

### What ligatures are in Triplicate?

As a monospaced font, Triplicate needs no ligatures and thus has no ligatures.

### Does Triplicate have fractions?

Yes, a complete set of single-digit fractions. If your layout program supports OpenType numerators and denominators, you can also set your own arbitrary fractions.

### Does Triplicate have old-style (non-lining) figures?

Yes. They're available as an OpenType layout feature.

### Are the Poly & Code alternates available as OpenType features?

Yes. The Poly alternates are available as Stylistic Set 1; the Code alternates as Stylistic Set 2.

### Does Triplicate have tabular figures?

The default figures are already tabular, so there's no separate OpenType feature for tabular figures.

### Where can I see these typographic features in use?

In the Triplicate [PDF specimen](#) and throughout *Butterick's Practical Typography*.

## HOW TO MAKE WEBFONTS

Though my font license permits webfont usage, I don't ship the actual webfonts. Why? Because most designers and developers prefer to customize the webfont conversion settings—for instance, to omit unused characters and make the files smaller.

You can use any webfont converter you like. But I use Font Squirrel's webfont generator (see <http://typo.la/squirrel>). This tool is supported by voluntary payments, so if you like it, please consider donating using the link at the bottom of its page.

To start, select the “Expert” button at the top, which will reveal the other options.

Click the “Add Fonts” button and select the fonts you want to convert. I recommend using the OpenType TTF fonts, because they're already hinted for better screen display on Windows. Thus, you should also go to “TrueType Hinting” and select “Keep Existing.”

For “Font Formats,” nearly all modern browsers support the wOFF format. Unless you know you need other formats, just stick with that.

The “Subsetting” option will open a panel showing you glyphs that you can include or omit. This will produce smaller font files (though for most websites, this is a needless optimization).

**The most important setting on this page is the “Em Square Value.”** (It's the one marked with a red box.) By default, Font Squirrel will use 2048. You should change this to 1000 to match the existing settings within the fonts. Without this change, screen quality of the webfonts will suffer, especially on Windows.

|   |  |  |   |  |          |
|---|--|--|---|--|----------|
| <b>Add Fonts</b>  |  |  |   |  |          |
| <b>Equity Text A Regular</b>  |  | OTF  | 653 glyphs  | 120 KB   | <b>X</b> |
|   |  | <input type="radio"/> <b>BASIC</b><br>Straight conversion with minimal processing.   | <input type="radio"/> <b>OPTIMAL</b><br>Recommended settings for performance and speed.   | <input checked="" type="radio"/> <b>EXPERT...</b><br>You decide how best to optimize your fonts. |          |
| <b>Font Formats:</b>  | <input type="checkbox"/> TrueType<br><input checked="" type="checkbox"/> WOFF  | <input type="checkbox"/> EOT Lite<br><input type="checkbox"/> EOT Compressed   | <input type="checkbox"/> SVG  |  |          |
| <b>Truetype Hinting:</b>  | <input type="radio"/> Font Squirrel  | <input checked="" type="radio"/> Keep Existing   | <input type="radio"/> TTFAutohint   |  |          |
| <b>Rendering:</b>   | <input checked="" type="checkbox"/> Fix Vertical Metrics<br>Normalize across browsers  | <input checked="" type="checkbox"/> Fix GASP Table<br>Better DirectWrite Rendering   | <input type="checkbox"/> Remove Kerning<br>Strip kerning data   |  |          |
| <b>Fix Missing Glyphs:</b>  | <input type="checkbox"/> Spaces  | <input type="checkbox"/> Hyphens   |   |  |          |
| <b>X-height Matching:</b><br><small>Resize to match the selected font's x-height.</small>                                   | <input checked="" type="radio"/> None<br><input type="radio"/> 100 %   | <input type="radio"/> Arial<br><input type="radio"/> Verdana<br><input type="radio"/> Trebuchet  | <input type="radio"/> Georgia<br><input type="radio"/> Times New Roman<br><input type="radio"/> Courier   |  |          |
| <b>Protection:</b>  | <input checked="" type="checkbox"/> WebOnly™<br>Disable desktop use  |  |   |  |          |
| <b>Subsetting:</b>  | <input type="radio"/> Basic Subsetting<br>Western languages  | <input type="radio"/> Custom Subsetting...<br>Custom language support  | <input checked="" type="radio"/> No Subsetting  |  |          |
| <b>OpenType Flattening:</b><br><small>If the features are available, the generator will flatten them into the font.</small> | <input type="checkbox"/> Small Caps<br><input type="checkbox"/> Caps to Sm. Caps   | <input type="checkbox"/> Old Style Numerals<br><input type="checkbox"/> Lining Numerals<br><input type="checkbox"/> Tabular Numerals<br><input type="checkbox"/> Proportl. Numerals<br><input type="checkbox"/> Slashed Zero | <input type="checkbox"/> Stylistic Alts<br><input type="checkbox"/> Style Set 1<br><input type="checkbox"/> Style Set 2<br><input type="checkbox"/> Style Set 3<br><input type="checkbox"/> Style Set 4<br><input type="checkbox"/> Style Set 5 |  |          |
| <b>CSS:</b>   | <input type="checkbox"/> Base64 Encode<br>Embed font in CSS  | <input type="checkbox"/> Style Link<br>Family Support in CSS   | CSS Filename<br><input type="text" value="stylesheet.css"/>   |  |          |
| <b>Advanced Options:</b>  | Font Name Suffix<br><input type="text" value="-webfont"/>  | <b>Em Square Value</b><br><input type="text" value="1000"/>  | Adjust Glyph Spacing<br><input type="text" value="0"/><br><small>In units of the em square</small>  |  |          |
| <b>Shortcuts:</b>   | <input checked="" type="checkbox"/> Remember my settings   |  |   |  |          |
| <b>Agreement:</b>   | <input checked="" type="checkbox"/> <b>Yes, the fonts I'm uploading are legally eligible for web embedding.</b><br><small>Font Squirrel offers this service in good faith. Please honor the EULAs of your fonts.</small> |  |   |  |          |
| <b>DOWNLOAD YOUR KIT</b>  |  |  |   |  |          |

Finally, click the “Agreement”—because yes, as a licensed user, these fonts are legally eligible for web use—and then click “Download Your Kit.” You'll receive a zip file containing the webfonts, plus a type-specimen web page. This page gives you an easy way to check that the fonts came out the way you wanted them to.

You can't break anything using the Font Squirrel generator, and you can make as many webfont kits as you like. Don't be afraid to experiment with different settings.