

Monotype Fonts PRH UK & DK Quick Start Guide

- Version 1.03 (21 August 2023)

This is a guide covering using the [Monotype Fonts](#) website and the associated Monotype Desktop Application. Both the website and the application work together to provide access to fonts in your local applications.

Note on updates to this guide:

Monotype updates their documentation and systems regularly, so occasionally you may find differences between the content of this guide and what you see on the website or in the application. If you have any questions please contact fonts@uk.dk.com / fonts@penguinrandomhouse.co.uk

Note on legacy applications:

From 2014 to 2022, Font Explorer X (FEX) was PRH and DK's internal font management system. From late October 2022, this will be replaced by the [Monotype Fonts](#) system.

From 2016 to 2019, SkyFonts was PRH & DK's external font management system. From 2019, this was replaced by the Monotype Desktop application.

Quick Start:

To get started right away, follow these steps:

1. Ensure you have the **Monotype Desktop Application** installed:
 - a. If working on a PRH computer, this may be pre-installed or can be found in Self Service / Font Management.
 - b. If working externally on a personal computer, this can be found as a link in the user menu top right of the Monotype Fonts dashboard once you login to the website.
2. Make sure you have bookmarked and have access to the [Monotype Fonts Website](#)
3. Login to both **Monotype Desktop Application** & [Monotype Fonts Website](#)
 - a. If working on a PRH computer, this will use Okta
 - b. If working externally on a personal computer, this will be via the username and password you created when setting up your account.
4. Search for and sync any font families you need on the [Monotype Fonts Website](#) using the sync options of any font or font family.
5. Open an InDesign file and use the auto sync/autoactivation dialogue box that appears to select the correct versions of the fonts used in the document (CFF Pro primarily)

For more detail on these steps, please review the relevant sections in this document.

PRH IT Support

If you are working on a PRH computer and need the Monotype Desktop Application installed, do not see the update or installer in Self-Service, or you are having issues with Okta please contact PRH IT directly:

Technology Support Hub

01206 255900

Support Hours

08:00 - 18:00 Mon to Fri

Alternatively, raise a request at the [Technology & Facilities Support Hub](#)

For all other issues, or if working externally, please contact the fonts team: fonts@uk.dk.com / fonts@penguinrandomhouse.co.uk

Monotype Fonts

The [Monotype Fonts](#) system comes in two parts:

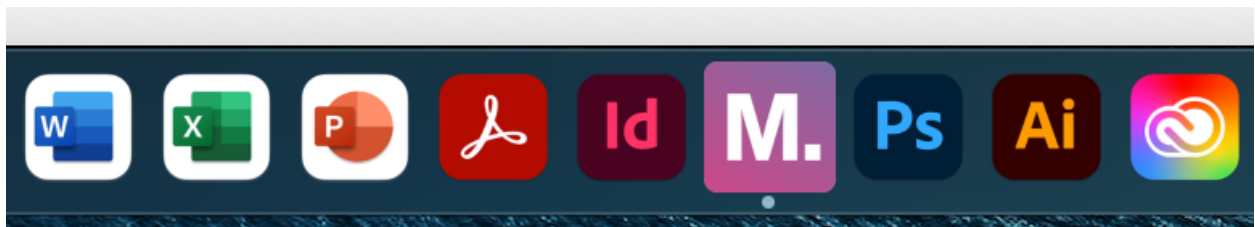
- **Monotype Desktop Application**, which allows you to sync and install fonts on your computer and use them in applications.
- [Monotype Fonts website](#), a repository and portal offering a broad preview experience and the ability to sync fonts to your account, which can then be installed using the Monotype Desktop Application.

Prior to starting any project, ensure that you have access to both, and have logged in on both elements.

Monotype Desktop Application

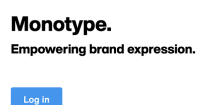
Once the Monotype Desktop Application has been installed, you should have the icon for the application in your Dock on Mac or Taskbar on Windows:

This is the icon on a Mac:

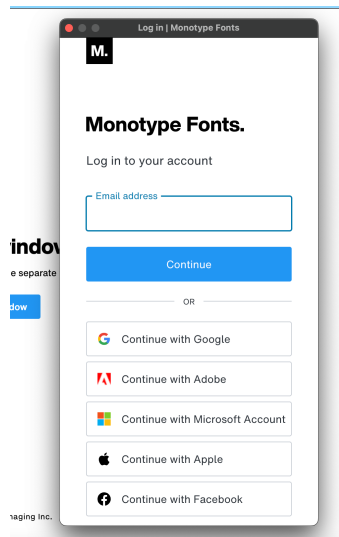


If not, press Command-Spacebar on Mac (Taskbar search on PC) to search for the installed application on your computer using the term 'Monotype desktop app'.

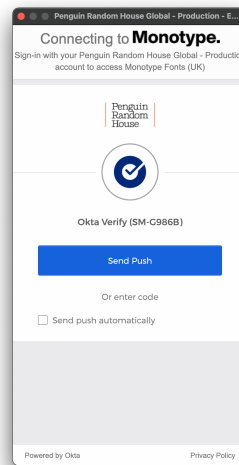
When opening the application, it will generate a login prompt as below:



If working on a PRH computer, the login for Monotype Fonts requires two factor authentication using Okta. This is called Single Sign On as you will be able to use your main PRH network username and password to login to this service. When you click Login, you will be prompted to enter your email address.



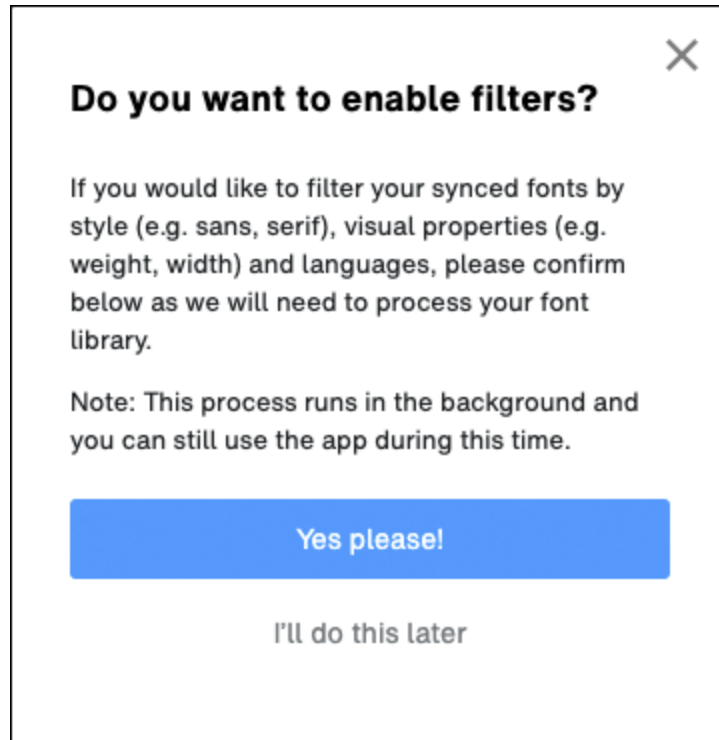
If working internally (using an organisational email), and you enter your email address (and not using any of the login services below the email address login field), you will be asked to verify via Okta. Do select Send Push automatically for ease.



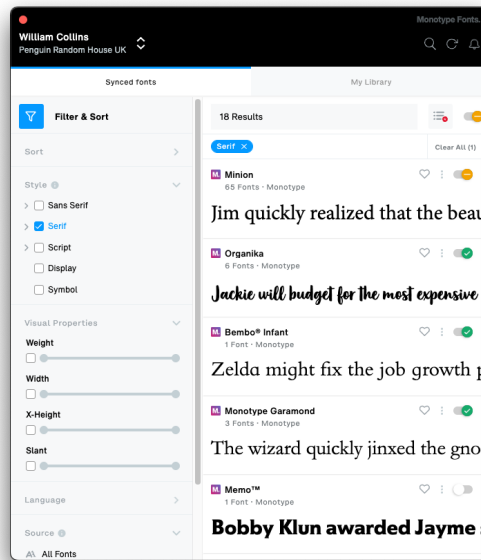
Verify on Okta and you will be logged into your account automatically within the Monotype Desktop Application.

If working on a personal account, the login process will just require the username and password that you used to create your account.

When you sign in for the first time (or indeed if any make any changes), you may be prompted to scan your fonts for classification via filter:



Clicking Yes please! Will enable you to organise and filter your local synced collection inside the Monotype Desktop Application:



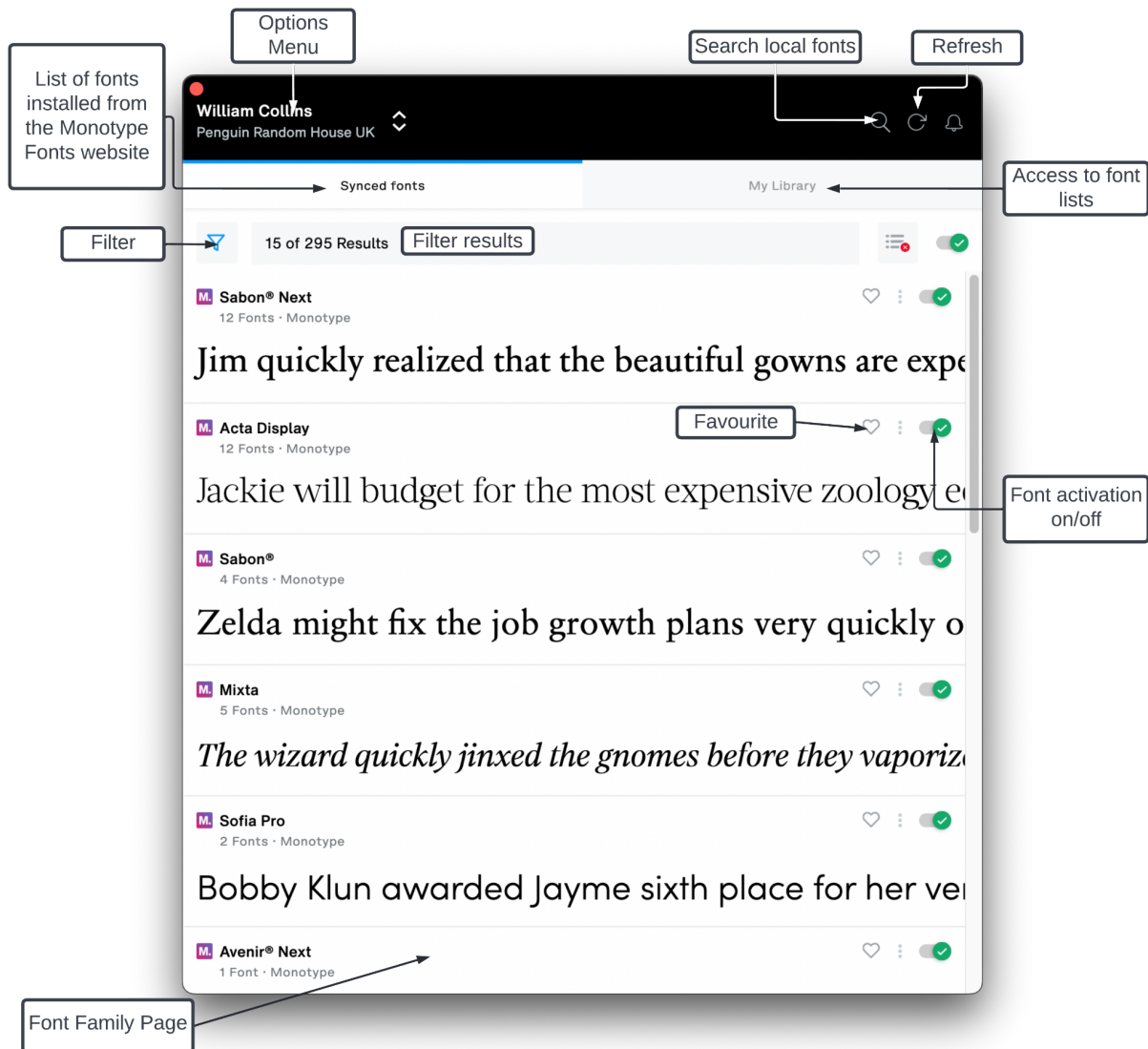
For more information, please see our short training video on logging into the Monotype Desktop Application internally [here](#).

For more information, please see our short training video on logging into the [Monotype Fonts](#) website [here](#).

If you have further difficulties with your account or you do not have [Monotype Fonts](#) access through Okta, please contact fonts@uk.dk.com / fonts@penguinrandomhouse.co.uk.

Monotype App: User Interface

Once you login to the Monotype Desktop Application, you will be presented with the following dashboard:

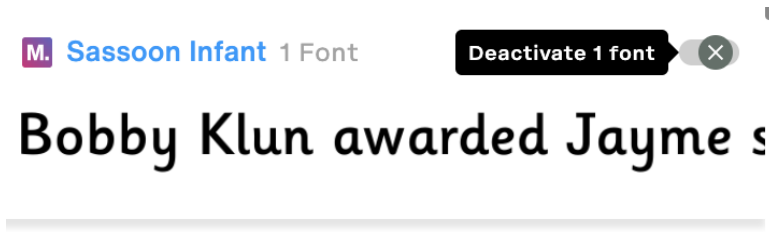


The options menu contains preferences and troubleshooting options. Refresh the synced fonts view with any recent changes made on the [Monotype Fonts](#) website

Synched Fonts

Synched Fonts contains a list of the fonts currently activated on your [Monotype Fonts](#) account.

This view also allows you to activate and deactivate those fonts using the slider widget on each font's information card:

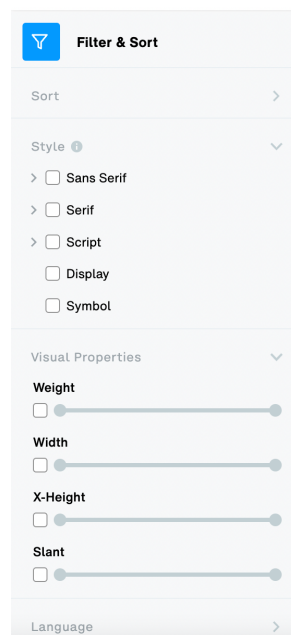


The My Library tab or section now lists the library structure and font lists that you have created on the [Monotype Fonts](https://monotype.com) website. This allows you to sync your library faster and allow load groups of fonts more easily.

Please also see Monotype's Help Centre which contains useful guides on the various sections of the website- <https://enterprise.monotype.com/help>

Synched Fonts - Filters

Inside the Desktop application, you can filter the fonts synced to your account by clicking on the filter symbol:



This allows you to filter your collection by properties such as:

- Classification - Sans Serif, Serif etc
- Visual properties - Weight, X-Height etc
- Language support

My Library

The My Library functionality in the Montotype Desktop Application allows you to access the [My Library](#) content created and managed via the [Monotype Fonts](#) website.

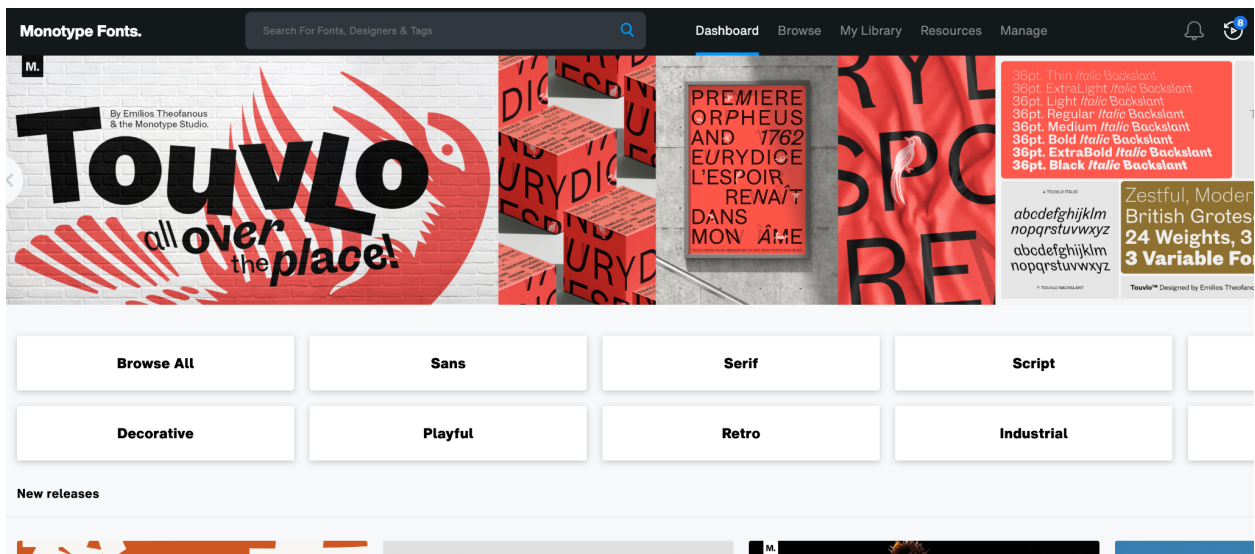
The My Library section of the Monotype Desktop application contains the following sections:

1. Favourites - quick access to your favourite fonts
2. Personal - a collection of lists created by you.
3. Shared with me - a collection of lists shared with you by someone else

Monotype Fonts Website

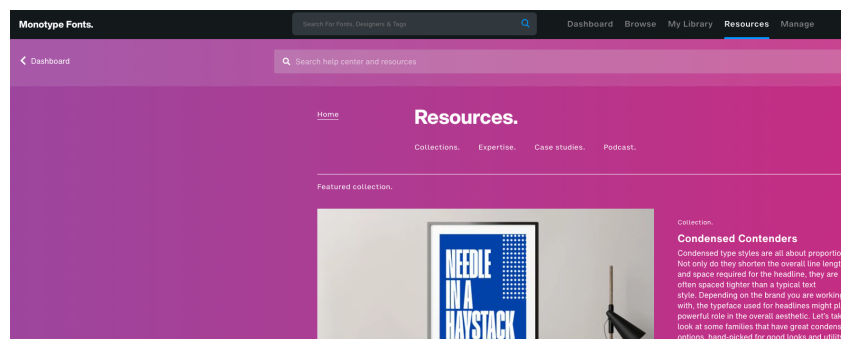
The [Monotype Fonts](#) is a website based portal that allows you to find, explore, and access all the fonts in Monotype's current collection. Once activated on the website you will be able to install them locally on your computer through the companioning Monotype Desktop Application.

When accessing the [Monotype Fonts](#) website, you will need to login via Okta to access it.



As this is an actively curated collection, Monotype will sometimes remove or add fonts. The fonts currently listed on the website may also differ from those used in any files you may have received. If you encounter any issues regarding this, please contact fonts@uk.dk.com.

Monotype maintains an active help section and has resources on typography. This is available under the Resources tab:



User Interface

The Dashboard

The [Monotype Fonts](#) Dashboard is the starting point of all user interaction and the most important source of information regarding [Monotype Fonts](#). The features of the dashboard are subject to change and rotation, but can include:

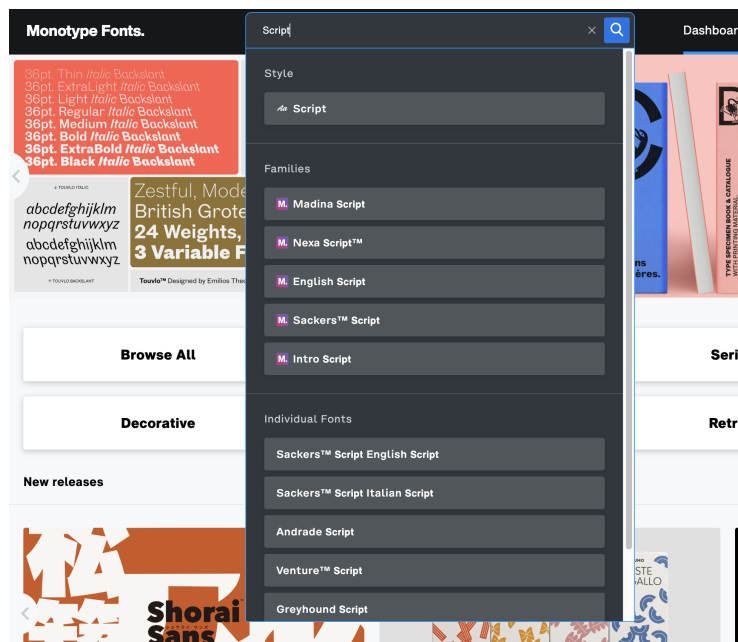
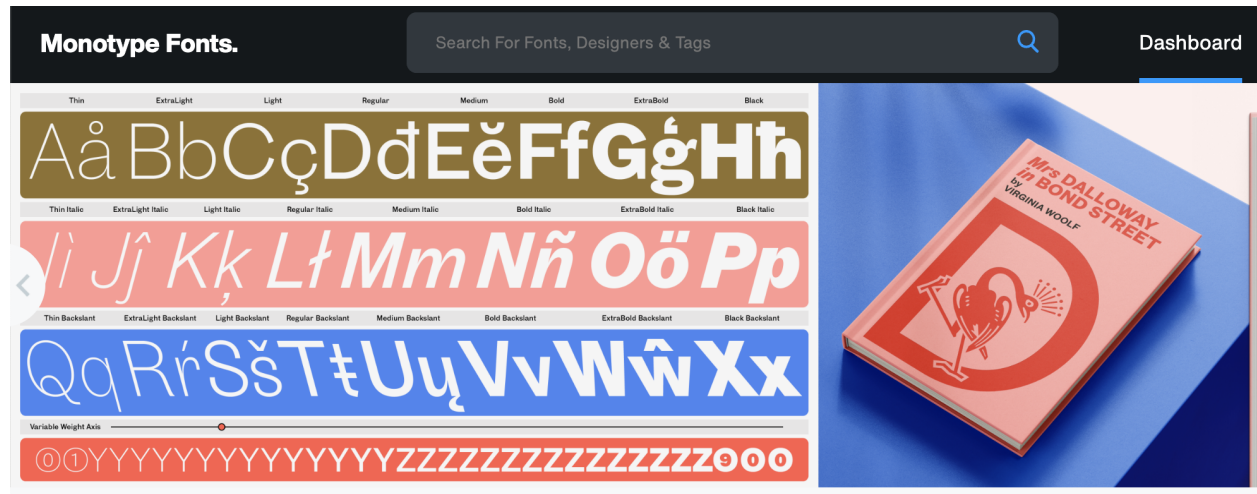
- 'Hero' carousels - rotating collections of the latest and greatest typefaces added to or featured in the [Monotype Fonts](#) collection.
- Type styles - blocks allowing you to jump start your typographic searches by immediately filtering to certain styles or trends.
- New Releases - all new typefaces added to the collection
- Type Foundries - featured suppliers and contributors.
- Trending fonts - fonts in use by other users.

Alongside the top of the Dashboard you will find the key navigation functionality - access to Browse, My Library, Help and the search field bar.

If you have any questions or suggestions regarding how the Dashboard functions, please contact fonts@uk.dk.com / fonts@penguinrandomhouse.co.uk.

Search function

In the field with the spyglass and suggestion to search for fonts, designers, & tags, it is possible to Search for the fonts used in your project by typing the font's name.



Font Naming: Using search

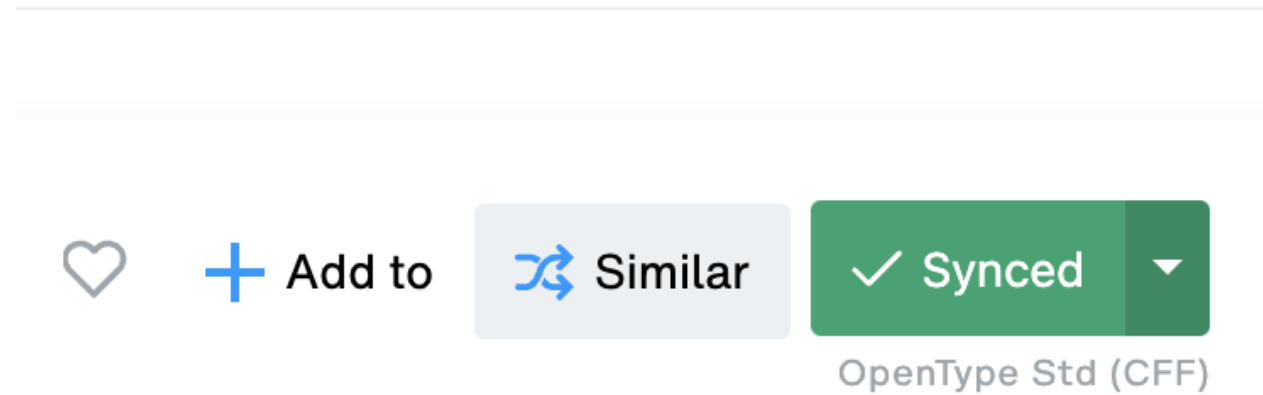
Typefaces and fonts have multiple naming conventions and systems. The naming system most commonly used by design applications can and does vary from that used by asset suppliers such as Monotype.

Do not search for the full font name as it appears in InDesign, but instead, simplify your search. For example, if InDesign is showing you that are missing 'Din Next Pro Light' please search for 'Din Next' or merely 'DIN' and review the results.

You can then select the exact weights, flavours and the Pro version in the steps explained below.

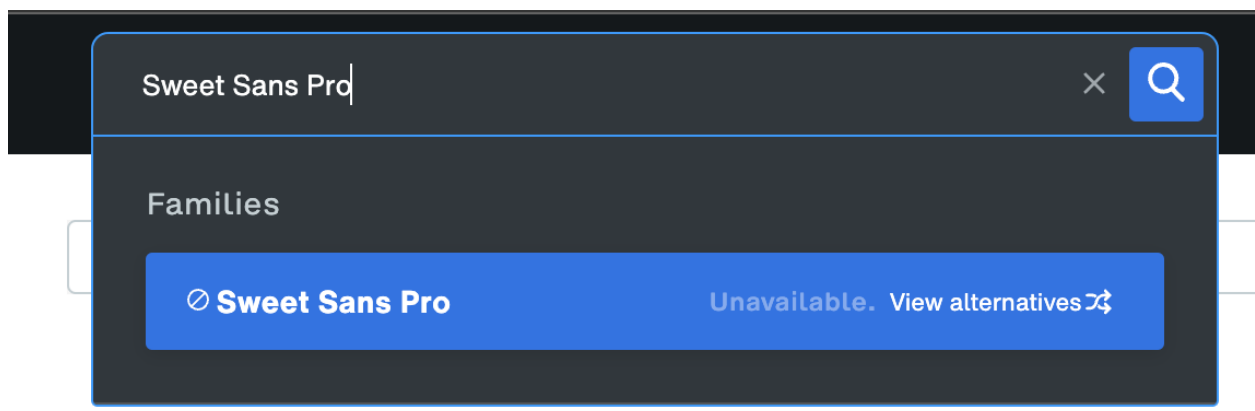
Finding Similar or Alternative Fonts

A powerful feature of the [Monotype Fonts](#) website is the ability to find more fonts based on your current search. Look for the **Similar** option next on any font or font family toolbar.



This will return a list of fonts that are comparable with the font chosen.

You can also view [Monotype Fonts](#) alternatives to fonts not included in the collection by typing the name of the non-[Monotype Fonts](#) font into Search and selecting **View alternatives**.



For more information, please see our short training video on finding similar fonts on the Monotype Fonts website [here](#).

Font variants

Fonts come in a number of different variants and formats. Much of this is based on historical factors that are unrelated to modern design considerations but it is important that the choices of format and flavour are consistent across the business.

	CFF	TTF
Std	CFF Std	TTF Std
Pro	CFF Pro	TTF Pro

For this reason and in order, our **preference is CFF Pro**, then **CFF Std**, and only then **TTF Pro**, **TTF Std**.

Font Flavour: CFF vs. TTF

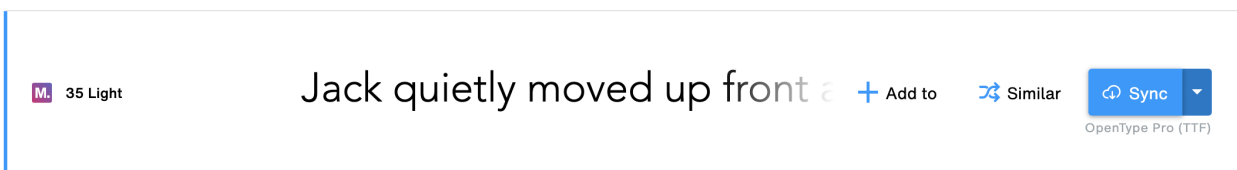
Font files come in flavours. A flavour is a subtype of a font file and describes how the font is constructed (what technologies are used) and how the font is rendered and does not affect the output functionality of the font from a design perspective.

Historically CFF (**also known as Compact Font Format or OpenType Postscript or OpenType Type 1**) worked better in the Mac OS environment so its use was preferred. Modern TTF (also known as TrueType Format) based fonts perform equally well but the convention remains to

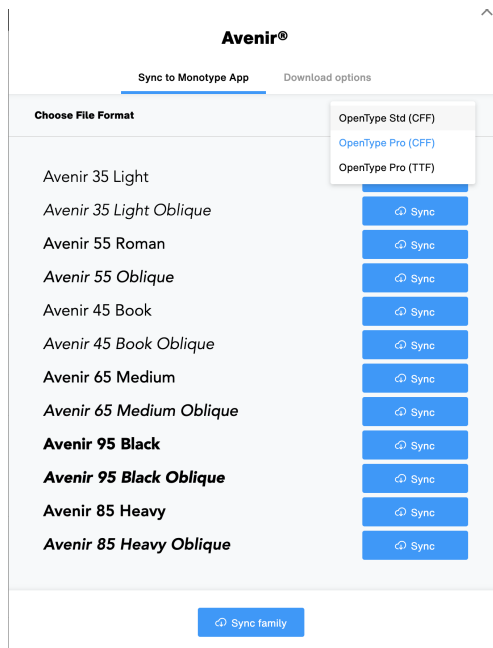
avoid a random split in usage between the two flavours e.g. a mix of CFF and TTF being used across documents, or within font family selections.

Please ensure that, when it is available, always **sync the CFF** version of any font you need. Only use TTF if that is the **only** format of the font available.

Even fonts with the same name will appear as missing in your creative application if the wrong flavour of font is selected e.g. TTF is selected and CFF is used in the file. Each font now carries a warning beneath the Sync dialogue displaying what format is activated by the sync button for that particular font:



To get access to further flavours and formats of a particular font or font family, click the down arrow next to Sync or Sync Family and select Sync and Download options. This will bring up the Sync and Download options panel that allows you to choose which font styles are synced and in what font format. Availability of font formats varies by typeface family, with most typefaces available in multiple font formats.



Font Format: Pro vs. Std

OpenType Pro fonts share the same technical specifications as OpenType Standard (Std, or simply OT) fonts, but support a broader range of languages. Standard OT fonts contain support for Western languages, while Pro fonts include Central European, and often Cyrillic and/or Greek.

Most fonts not only come in multiple CFF or TTF flavours but also in Pro or Std versions. Pro versions of any given font usually contain extended language support and more character support than the Std version.

Always use the **Pro version** when available.

My Library

[My Library](#) offers a variety of features to streamline your font-management workflow. Organise your fonts in folders, font lists and more, and share them. You can also see a list of the fonts that you have already synced and have access to in the Monotype Desktop application.

The [My Library](#) screen is divided into two views—the sidebar on the left, and the main view on the right. The sidebar provides a unified experience with all the tools you need to organise your library.

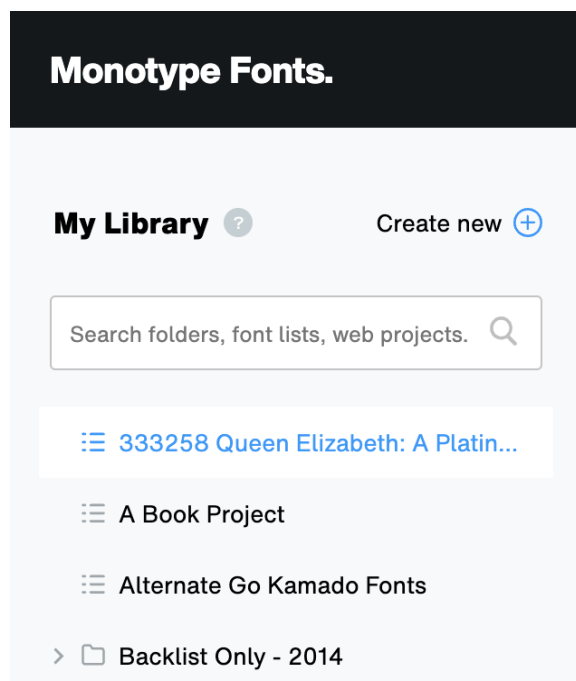
Font lists

These lists can have certain project specific benefits:

- Create a list of total fonts used that can be shared with all members of the the project team
- Lock in font formats such as Pro or CFF
- A single sync button on each list that activates all the fonts in that list
- A quick place of reference to activate fonts for older projects

Inside [Monotype Fonts](#) > [My Library](#)

Click **Create new**



This generates the create list dialogue:

Group fonts in font lists.

Font list
Group fonts together for desktop use and team sharing.

Web project
Like font lists, but can be deployed online with tracking.

Organise font lists with folders.

Folder
Nested folders help organise font lists, web projects and digital ads. Fonts cannot be added directly.

Create a new font list

Name

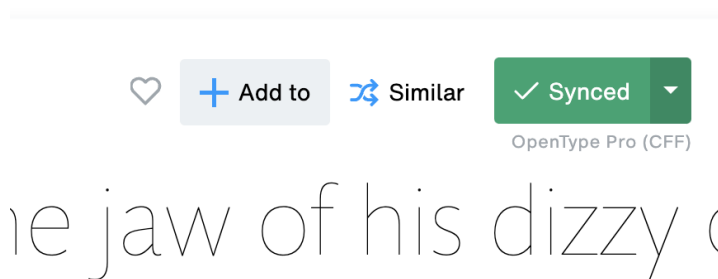
Description (optional)

Create

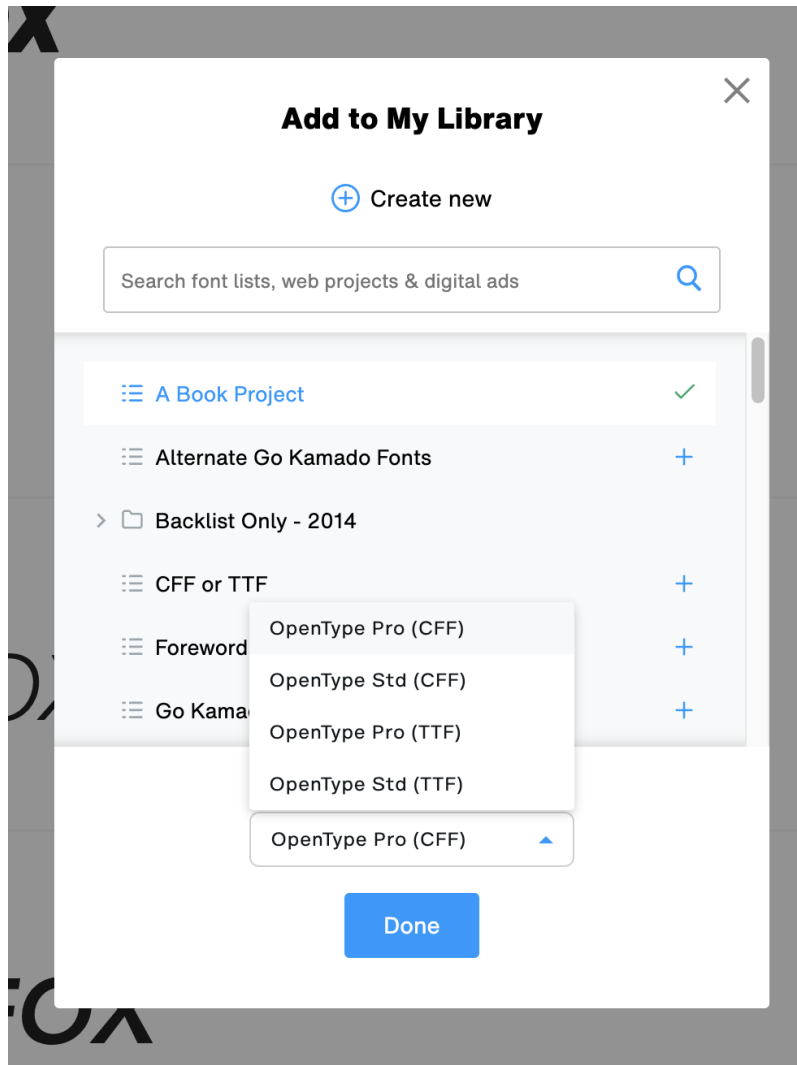
Name your list and optionally provide a description.

If any fonts are added to the project after the initial list has been created (after the template has been created), please ensure that these additional fonts are also added and that the font list is kept updated.

In any [Monotype Fonts](#) search, the + Add to functionality on any font or font family will allow you to add them to a new or existing list.



In the Add to My Library dialogue, you can create a new list or add to existing:



When adding a font or font family to the list, you can also select what format (Pro or Std) and flavour (CFF or TTF) to add to that list. Anyone accessing that list will only be able to see these selections.

To remove a font from a list, click the X next to the font's name in the list:

8 Fonts . 3 Families

☰ The quick brown fox who jumped over a lazy dog.

>  **Avenir® Next** 1 of 32 added

The quick b



>  **Bembo® Infant** 1 of 5 added

The quick b1

You can also create new lists inside the [My Library](#) section itself and search for fonts to add to this list. Once a list has been created, you can share it with colleagues.

Share “333258 Queen Elizabeth: A Platinum Jubilee”



Search for a user or group



William Collins

William.Collins@uk.dk.com

Is owner



Admin Team

William Collins, William Collins, Amy Moss, Sara... [more](#)

View only ↕



DK

Abigail Ellis, Penny Smith, Fiona Gacki, Gilda P..., [+ 246 more](#)

Can edit ↕



When sharing a font list, you can assign permissions to the person receiving access. These are:

- **Is owner** - full access to the list and usually the creator

- **Can edit** - allows user to make changes to the list
- **View only** - can see the list but not make changes

The recipient of the font list share will receive an email:



Monotype Fonts.

Hello, William.

The Font List "333258 Queen Elizabeth: A Platinum Jubilee" has been shared with you by William Collins (William.Collins@uk.dk.com) from Penguin Random House UK. You will see this Font List in the "Shared with me" section of your My Library.

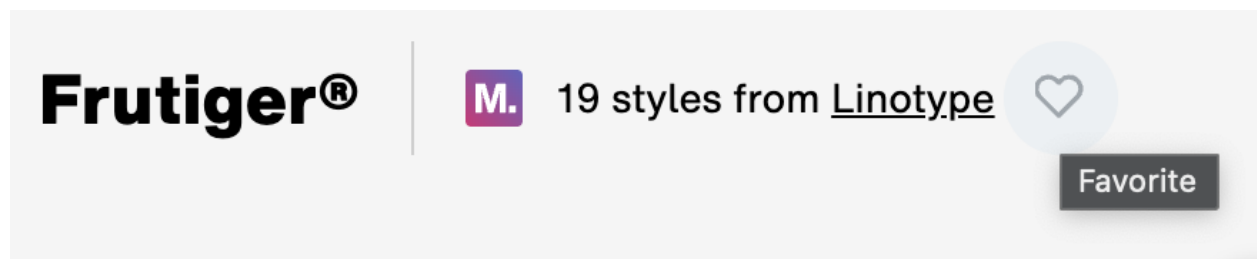
Thanks,
Your Monotype Fonts team.

[Go to Font List](#)

For more information, please see our short training video on creating font lists [here](#).

Favourites

Quickly adding a font or font family to your favourites using the heart icon next to the name.



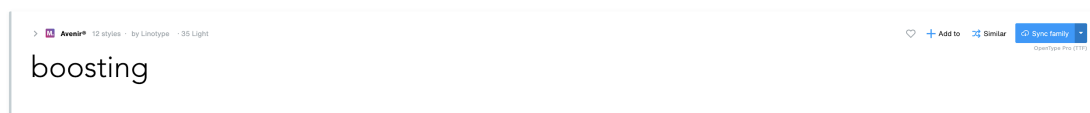
In [My Library](#), favourites are accessible as an option in the sidebar.

The Favourites pane is open in the main view on the right by default when you enter your library listing all the fonts you've favorited in the past. You can sync fonts, search for similar fonts, or add your favourites to your fonts lists.

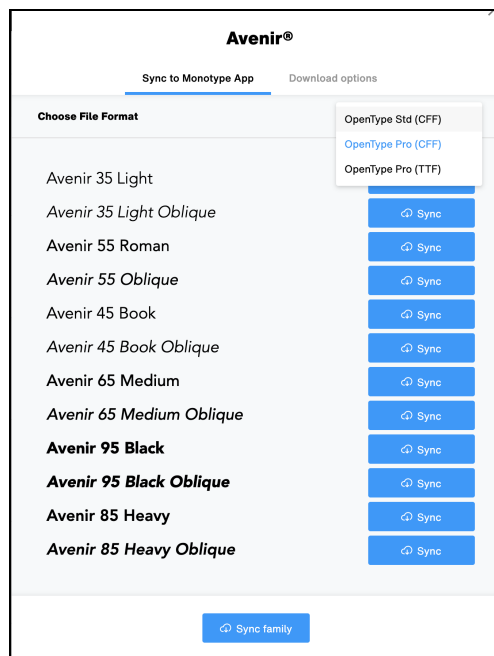
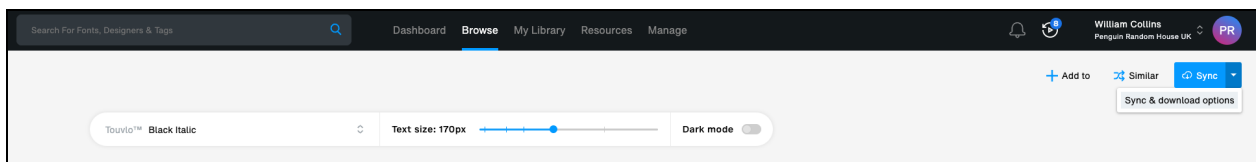
Activating fonts

Once you have found an individual font or font family and you are confident that you have picked both the correct format (CFF) and the correct Pro or Std version (Pro) then to activate a font you will need to click on **Sync** or **Sync Family** font.

Syncing is the processing of activating the font for your account, and making it available in the associated Monotype Desktop Application.



If you need to check format or flavour details, fonts can also be synced within the **Sync and download** options menus. This menu is accessible as the down arrow option on any Sync function.

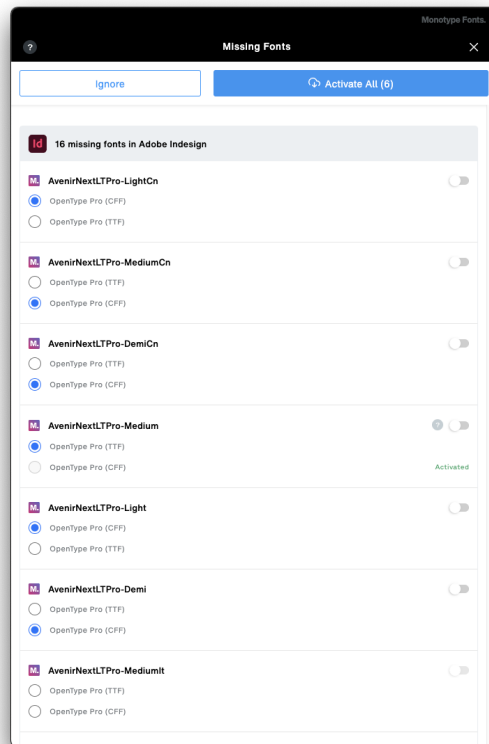


Under **Choose File Format**, you can change the parameters of the font. Once you have selected the correct version of the font or font family click **Sync**. For font families, there is also the option of **Sync family** which allows all weights to be synced at the same time.

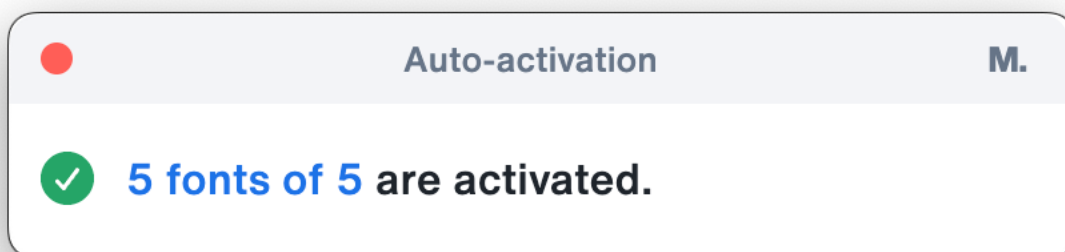
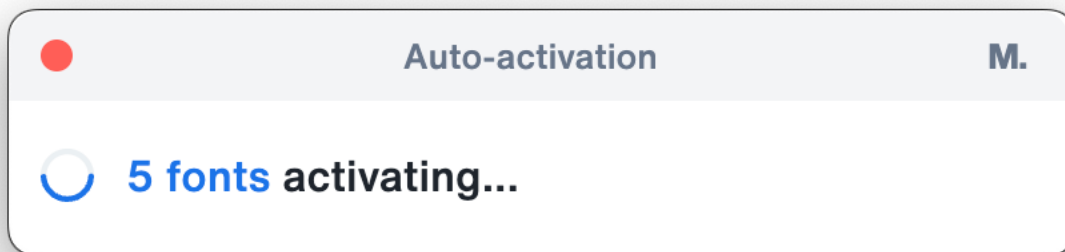
Autoactivation

Autoactivation occurs when launching a document in a supported creative application. This is the process of that creative application communicating what fonts are needed to the Monotype Desktop Application and then offering a dialogue box that allows you to activate them.

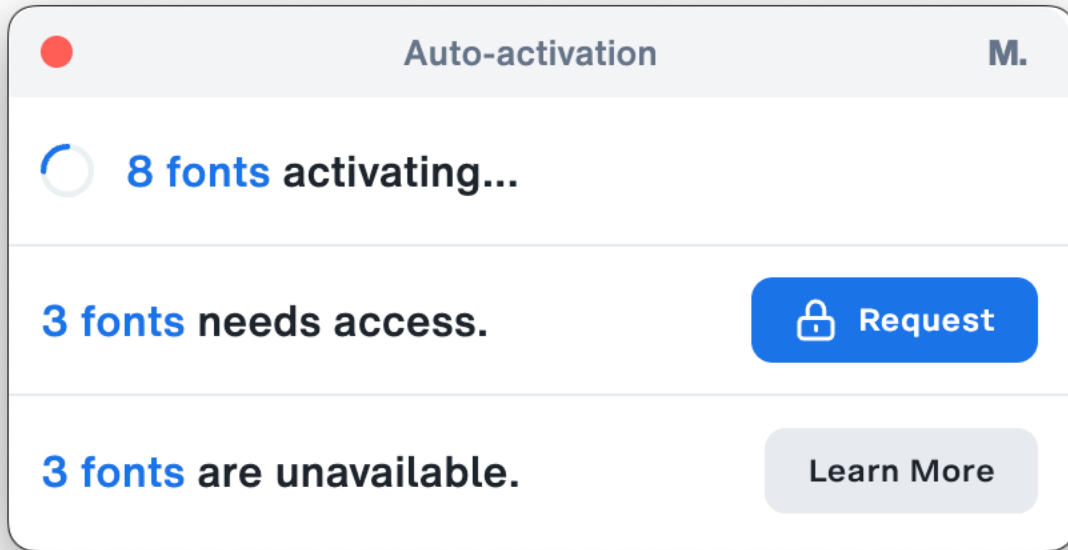
Previously it looked like this:



Recently Monotype updated this functionality to include automation selection of CFF and TTF:



This dialogue box will also flag if fonts are unavailable on the platform or if you need to request access. You can request access by selecting the option. If a font is unavailable, contact fonts@uk.dk.com or fonts@penguinrandomhouse.co.uk.



This ensures that for most fonts, we are all working in the same format and flavour.

Frequently Asked Questions (FAQ)

What is the URL for the Monotype Fonts website?

The website can be found here: <https://enterprise.monotype.com/>

What browser should I use?

We recommend Chrome but any browser is fine. If you have an issue with the website, it is advisable to check whether the same issue is visible using a different browser.

Do I need to log into the website in order to use fonts via the Monotype Desktop application?

The Monotype Desktop Application can sync and deliver fonts that you previously activated through the [Monotype Fonts](#) website. You do not need to log into the website for this to work. However, if you wish to browse and activate more fonts, you will need to use the website.

Can I log in via multiple devices?

Your Monotype account allows you to log in on multiple computers. Currently we ask that you only sync fonts on one computer.

PRH Internal: I can't see the Monotype Desktop Application in my Self-Service

If you need the Monotype Desktop Application installed, do not see the update or installer in Self-Service please contact PRH IT directly:

Technology Support Hub

01206 255900

Support Hours

08:00 - 18:00 Mon to Fri

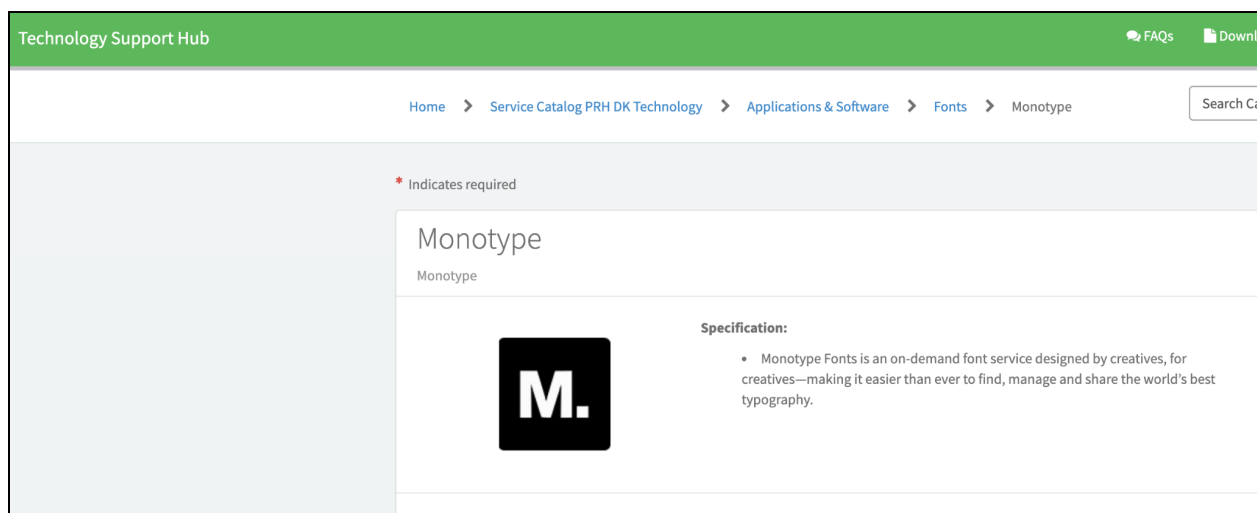
Alternatively, raise a ticket at the [Technology & Facilities Support Hub](#)

While I have the Monotype Fonts application on my computer, I can't see the Monotype Desktop Application in my Dock or Taskbar?

If the Monotype Desktop application is installed on your computer, you can launch the application using your desktop search function on either Mac or PC. Once launched, use your Operating system dependent process to pin or add the application to your Dock/Taskbar.

PRH Internal: I don't have access to Monotype Fonts - how do I get access?

To gain access, you will need to be given access to the [Monotype Fonts](#) group via PRH IT. Please raise a PRH Technology Support hub request to be added to the [Monotype Fonts](#) group. It is listed under Home > Service Catalogue > PRH DK Technology > Applications & Software > Fonts.



External Contractor: I don't have access to Monotype Fonts - how do I get access?

If you are working externally and find that you can't login to Monotype Fonts it is likely that your account is currently inactive. Monotype Fonts accounts are limited by capacity and we deactivate accounts when not in use.

Contact fonts@uk.dk.com or fonts@penguinrandomhouse.co.uk and provide your in-house contact, project information (name of project), and the duration of access (when are you due to stop working on this project and won't need Monotype Fonts access).

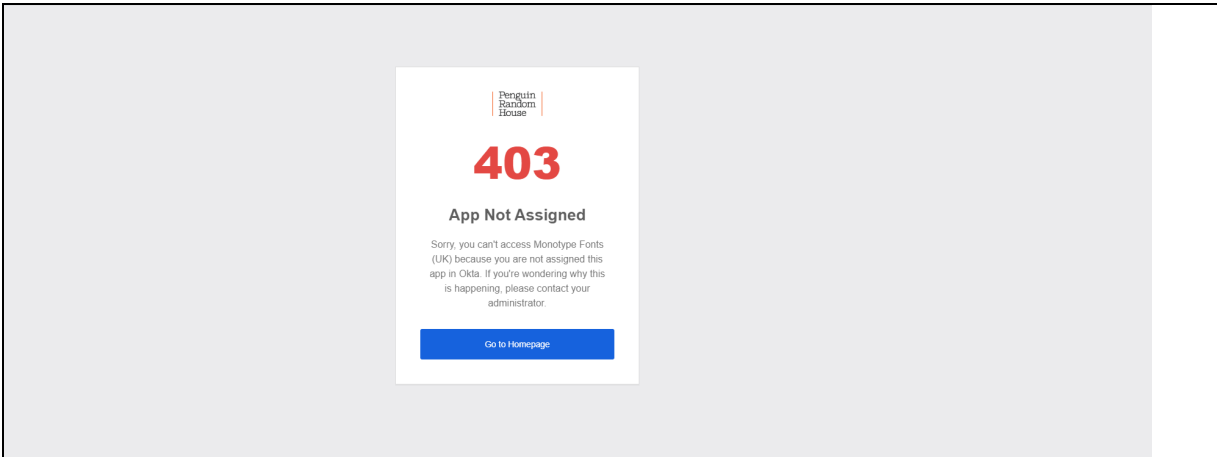
PRH Internal: How do I get access to Monotype Fonts for a new starter in my team?

For your new starter to gain access, you will need them to request access to the [Monotype Fonts](#) group via PRH IT. Please raise a PRH Technology Support hub request to be added to the

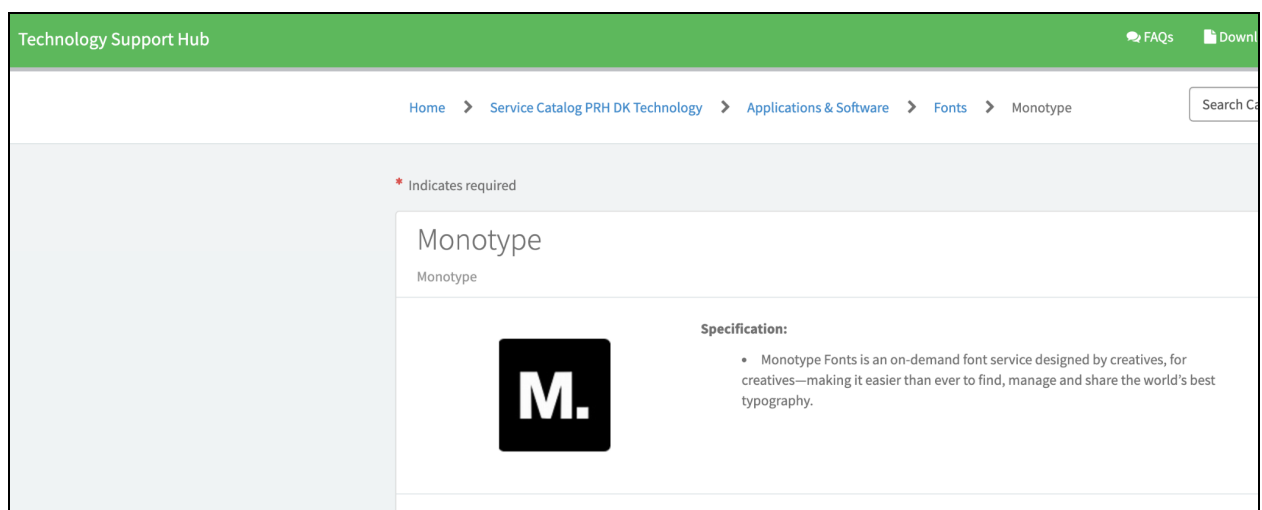
[Monotype Fonts](#) group. It is listed under Home > Service Catalogue > PRH DK Technology > Applications & Software > Fonts.

I tried logging in using Okta and I received an error message. How do I resolve this?

If you are not currently assigned [Monotype Fonts](#) access in Okta you will receive an error message when attempting to login such as this:

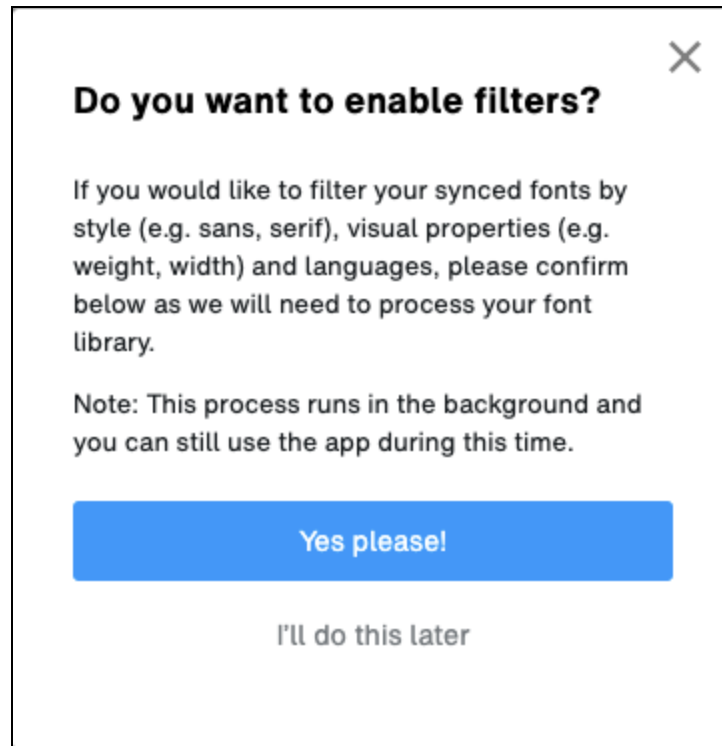


To gain access, you will need to be given access to the [Monotype Fonts](#) group via PRH IT. Please raise a PRH Technology Support hub request to be added to the [Monotype Fonts](#) group. It is listed under Home > Service Catalogue > PRH DK Technology > Applications & Software > Fonts.



When I launch the application, I am being asked whether to activate filters?

The Monotype Desktop Application allows you to segment and filter your locally synced fonts using visual properties. If this is a feature you would like to use, then approve this request.



Do I need to be connected to PRH VPN to use Monotype Fonts?

No, unlike FEX, VPN is not required to use [Monotype Fonts](#) but it does require user verification via Okta to sign in.

Can I access the Monotype Fonts website from any device?

The [Monotype Fonts](#) website is accessible from any web browser but requires user verification via Okta to sign in.

I am having trouble finding fonts. How can I improve my search experience?

Firstly, you may find that not all of the fonts used in your projects are included in the [Monotype Fonts](#) collection.

In addition to the large [Monotype Fonts](#) collection fonts, the fonts used in your projects may include commercially sold limited licence fonts, Open Source licensed fonts, and fonts directly licensed from the copyright holders. If you are having trouble trying to find a font, please start by searching under simplified search terms. Here are a few examples below which might help you:

InDesign name: Mark Pro Book

Try searching for 'Mark' as the font appears in the listing as "FF Mark" and then select the CFF Pro when you activate the font.

InDesign name: Tw Cen MT Std

Try searching for 'Twentieth Century' within the website and then select the CFF Std when you activate the font.

InDesign name: Avenir LT Pro

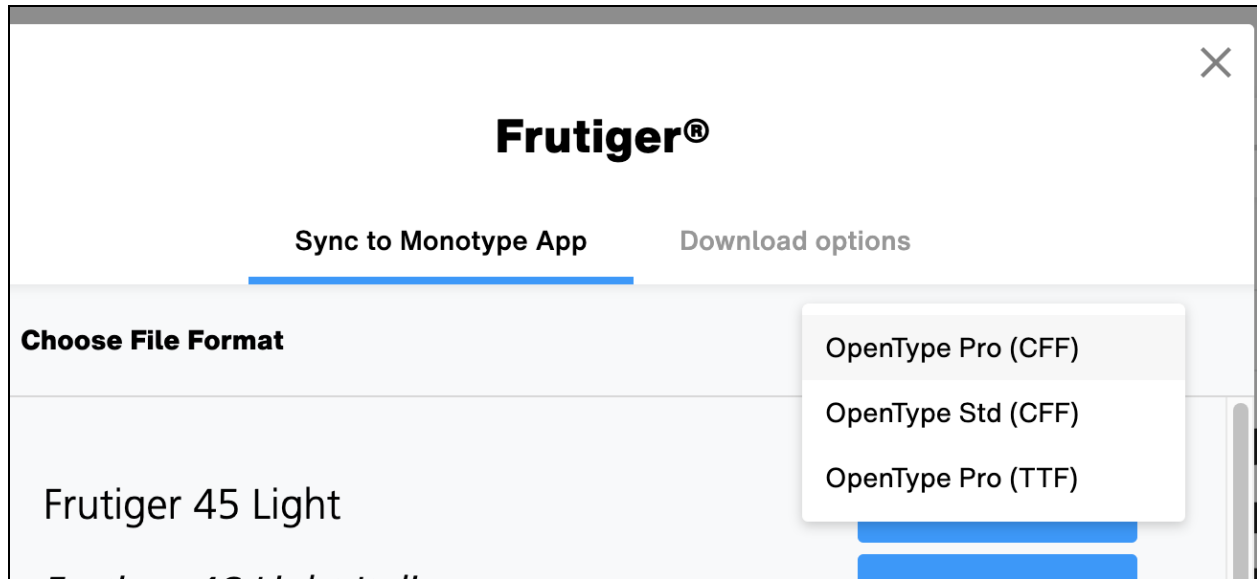
Try searching for 'Avenir' and then select the CFF Pro version when you activate the font.

If you still cannot locate the font you need for your project then please contact the PRH Fonts team on fonts@uk.dk.com / fonts@penguinrandomhouse.co.uk.

What font format and flavour should I use?

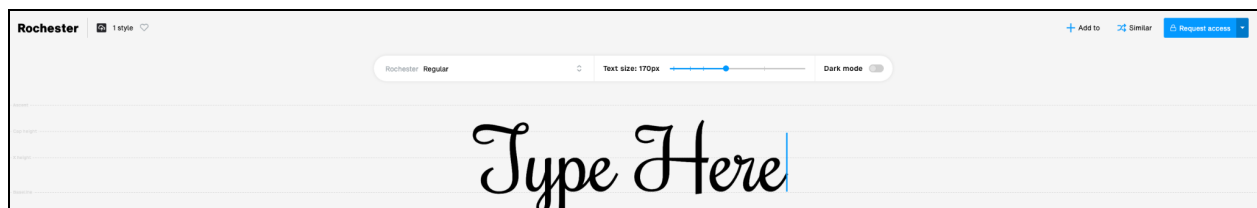
Inside [Monotype Fonts](#), our order of preference is:

1. CFF Pro
2. CFF Std (only if no CFF Pro)
3. TTF Pro (only if no CFF)*
4. TTF Std (only if no CFF or TTF Pro)*



*only if the CFF version of a particular font family is unavailable. Some type designers and foundries produce fonts in the TTF flavour only.

I have found the font I need but the sync button has been replaced by a Request access button. How do I get access?



Fonts uploaded to [Monotype Fonts](#) may have restrictions and access can be limited. To gain access to a font with the Request Access button, email fonts@uk.dk.com / fonts@penguinrandomhouse.co.uk with details of why you need the font.

Clicking Request Access will trigger an alert to the fonts team but this request is without context and access will not be provided without verification.

PRH Internal: I have created a font list, can I share it with an internal colleague who is working on the project?

Each font list has a Share To function that will allow you to nominate another user who can access your list.

PRH Internal: I have created a font list, can I share it with an external contractor who is working on the project?

Currently all PRH UK and DK colleagues are using an instance of the [Monotype Fonts](#) environment that does not allow direct sharing of font lists. This list can be saved or copied and sent externally.

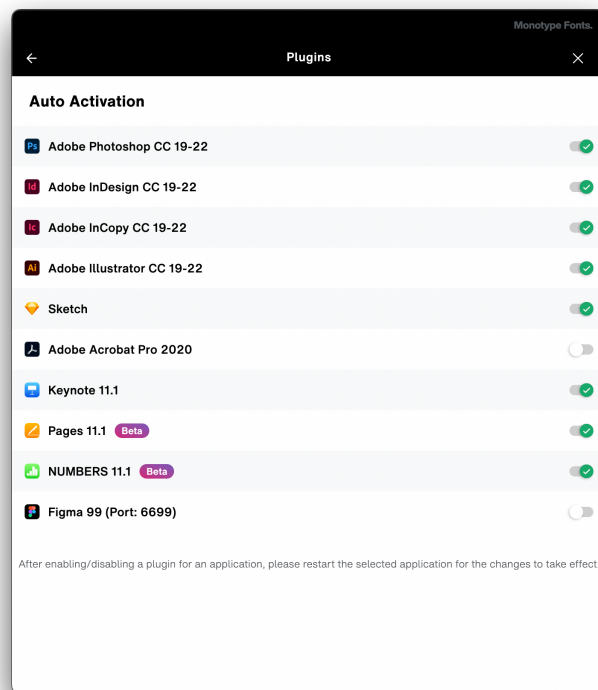
PRH Internal: I am working with an external contractor who is also using Monotype Fonts. Are there any differences I should be aware of?

There are no differences between the internal and external instances of [Monotype Fonts](#) except that external contractors do not require user verification via Okta to sign in. The fonts and versions are the same.

When I launch a document, I do not get a prompt to autoactivate the fonts required?

The first thing to check is whether you have the autoactivation plugins installed. Under Settings > Plugins

Check that the switches for the plugins for Adobe Photoshop, Adobe Illustrator, and Adobe InDesign are all switched to the on position.



When I autoactivate fonts, I see duplicates in the list. Which should I select?

Depending on the metadata from the file, the autoactivation window can list multiple listings for a particular font. Choose the version that you need for your project as the duplicate will not affect functionality.

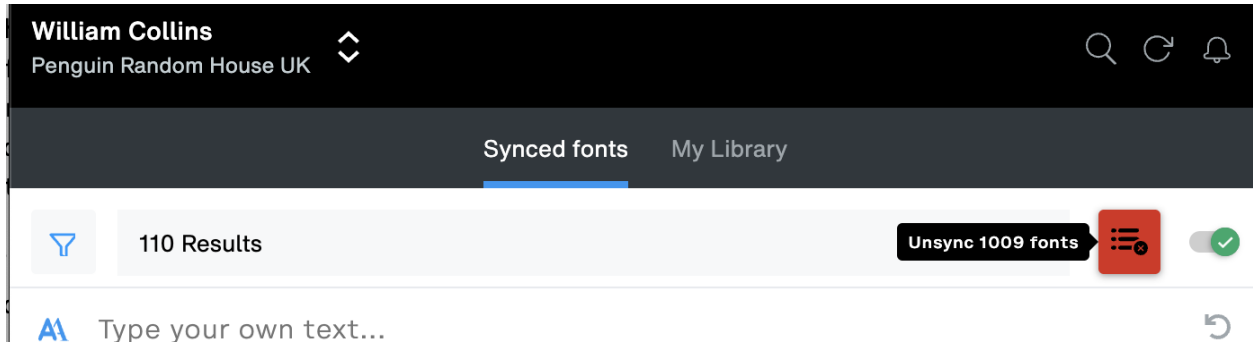
Recently I have been unable to activate new fonts in the application - what is going on?

There is currently a known issue with large synced font collections due to a technical limitation of the application. The application has a limit of 1000 synced fonts. Anything above it will sync once but these typefaces will not remain synced to your account. You can check how many fonts you have synced in your My Library page here:

<https://enterprise.monotype.com/en/mylibrary/syncedfonts>

If this begins to happen, you will notice that you need to reactivate the same fonts each time you start the application.

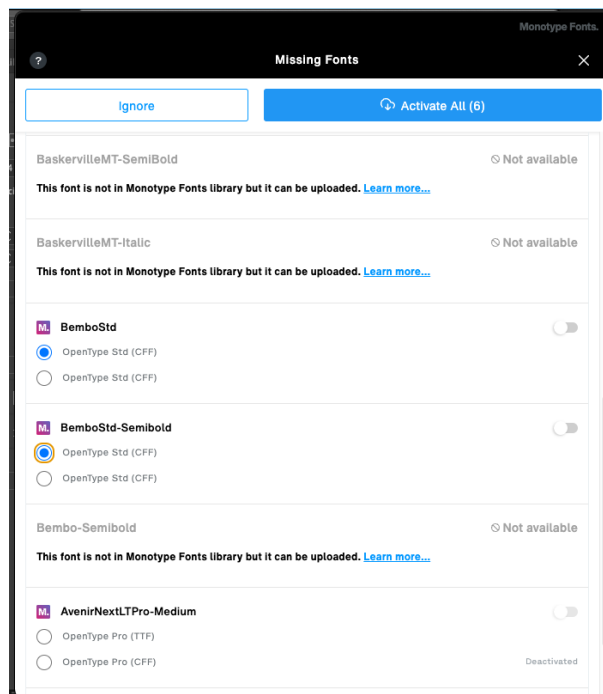
To resolve, you will need to unsync as many of your fonts as possible and get the number of synced fonts below 1000. This can be done inside the Desktop application itself:



Please use favourites or font lists to keep a record of your working list of fonts.

When I autoactivate fonts, some of the fonts in my document are marked ‘This Font is not in Monotype Fonts library but it can be uploaded.’ How can I get access to these fonts?

Not all of the fonts used in PRH UK or DK project files will be available in [Monotype Fonts](#). We ask that projects originating in-house use Monotype originated fonts as much as possible but older projects and projects originating elsewhere will possibly use fonts that we do not have access to. Depending on the licensing, it may be possible to upload these to [Monotype Fonts](#) but that is not always possible. In such cases, an additional licence may be required or the font may need to be replaced.



I have synced fonts in Monotype Fonts, and yet in InDesign I am receiving a missing font notification?

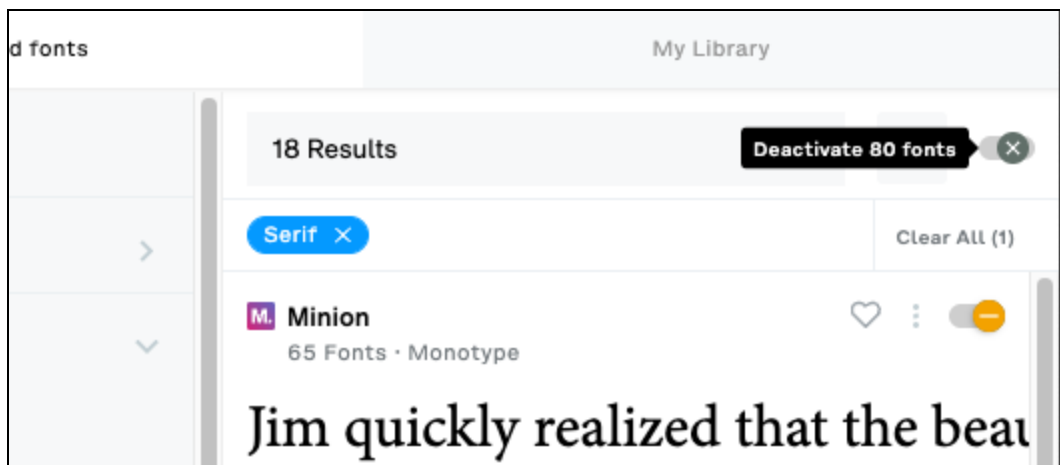
Please double check that the name, format, flavour of the fonts listed in InDesign matches that seen in [Monotype Fonts](#). If you cannot establish a reason for the missing font, do email the fonts team and include a copy of the InDesign file using the fonts.

When using autoactivation, do I need to select the type of font I need each time I open a document?

Once you have selected a flavour (CFF or TTF) or format (Pro or Std) for a font or font family once via autoactivation, that choice remains in your account. Next time autoactivation runs, if the font is listed but not activated the application will automatically activate the font or font family for you.

Can I deactivate all of the fonts in my collection of synced fonts?

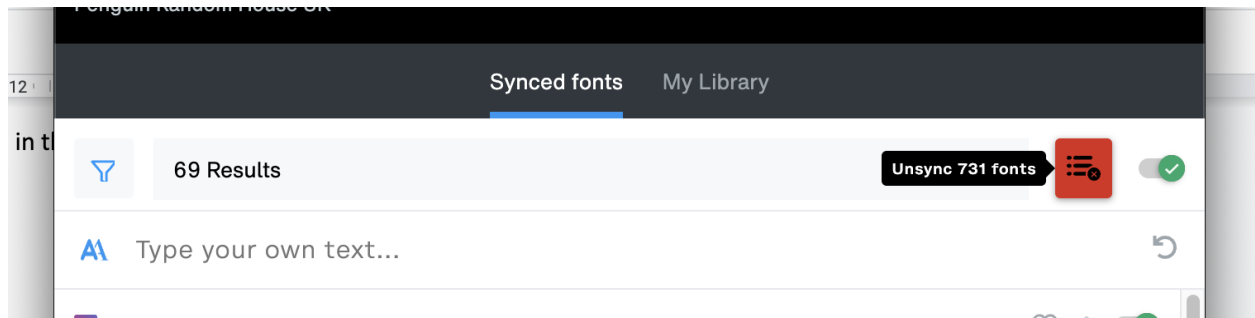
Yes, there is an option at the top of the column of activation buttons in the Desktop application to deactivate all of your fonts:



Having too many fonts activated simultaneously can occupy system resources so it is not advisable to have fonts activated if you are not using them.

Can I unsync all of the fonts in my collection?

Yes, there is an option at the top of the column of activation buttons in the Desktop application to unsync (sic) all of your fonts:



I have synced fonts in Monotype Fonts, and yet in InDesign some are missing and there is an (OTF) message next to the fonts name?

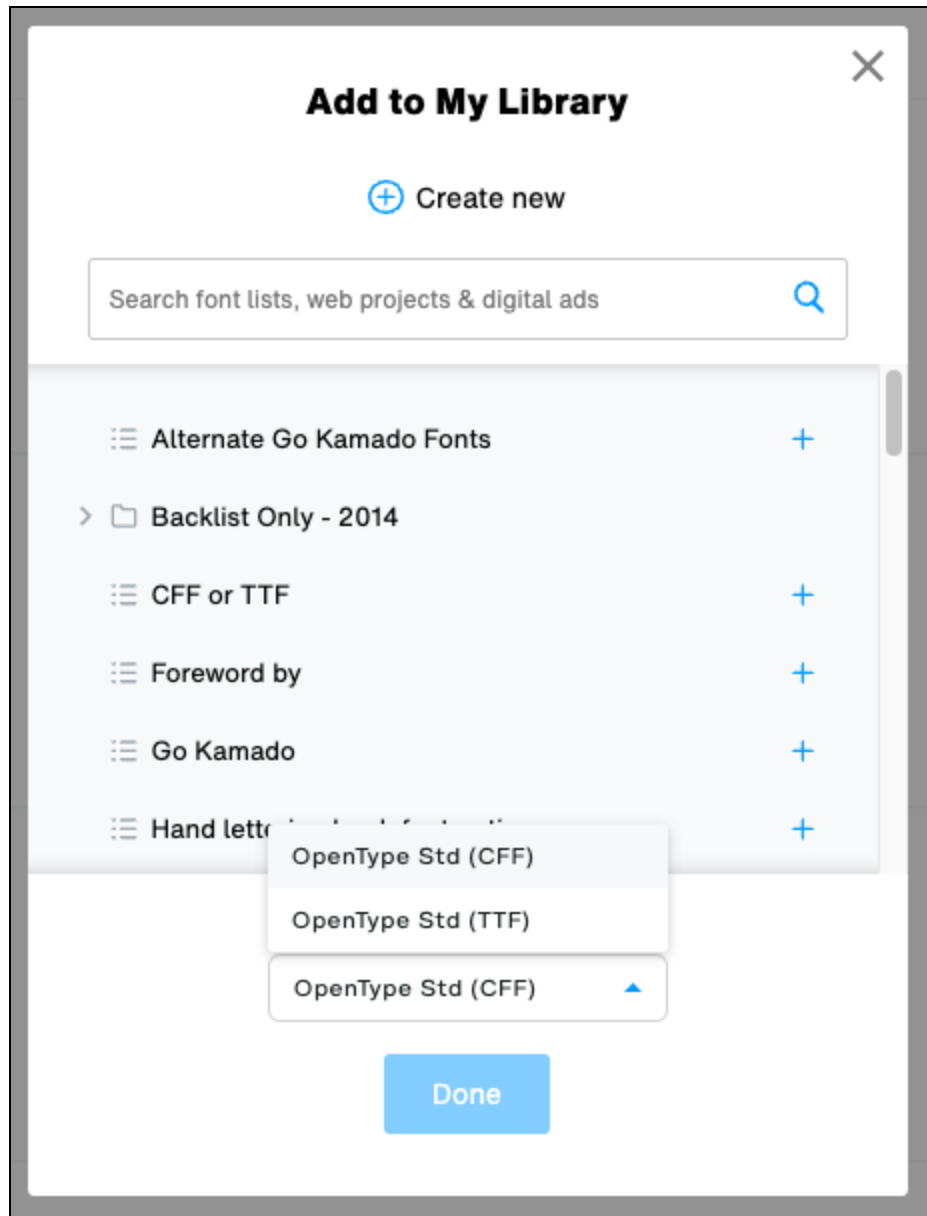
If you have the right font activated but the flavour is different (e.g. InDesign file expects/was created with CFF but you have TTF activated) it flags it with a (OTF) warning.

For instance, the document is using the Avenir Next TTF Pro family but locally Avenir Next CFF Pro is synced and active. In this instance, change the flavour of the font in the document to CFF Pro and this message will be removed.

To remove the error and load fonts for your document you need to swap the TTF for the CFF:

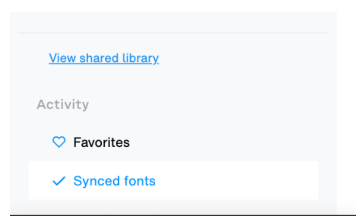
Can I select the flavour and/or format of a font or font family when adding it to a list?

Yes - after clicking to add a font or font family to a list, the **Add to My Library** dialog box will show a selector box allowing you to select both properties when adding the font. As always add OpenType Pro (CFF) as a first priority, OpenType Std (CFF) as a second priority, and OpenType Pro (TTF)/OpenType Std (TTF) if those are the only flavour/format available for that font font family.



Can I see a list of my synced fonts on the Monotype Fonts website?

Yes, in the My Library tab there is a section called Activity / Synced fonts



> **ITC Coventry™** 1 of 3 synced

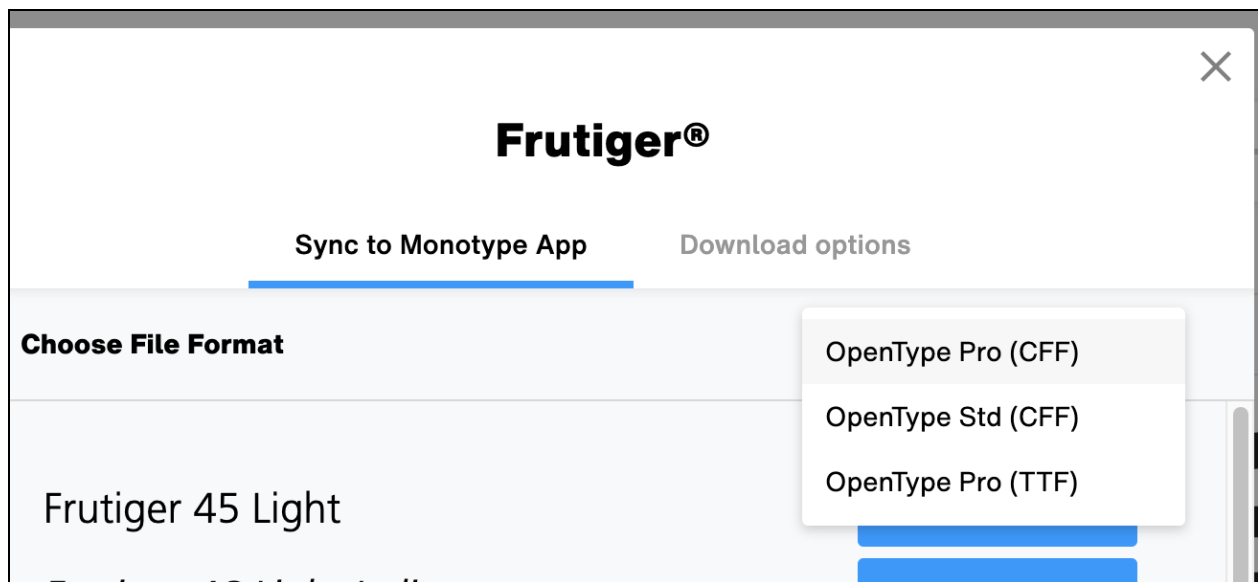
We promptly judged antique in

This will contain a list of the fonts you have previously synced.

What font format should my outsourcers use?

Inside [Monotype Fonts](#), our order of preference is:

5. CFF Pro
6. CFF Std (only if no CFF Pro)
7. TTF Pro (only if no CFF)*
8. TTF Std (only if no CFF or TTF Pro)*

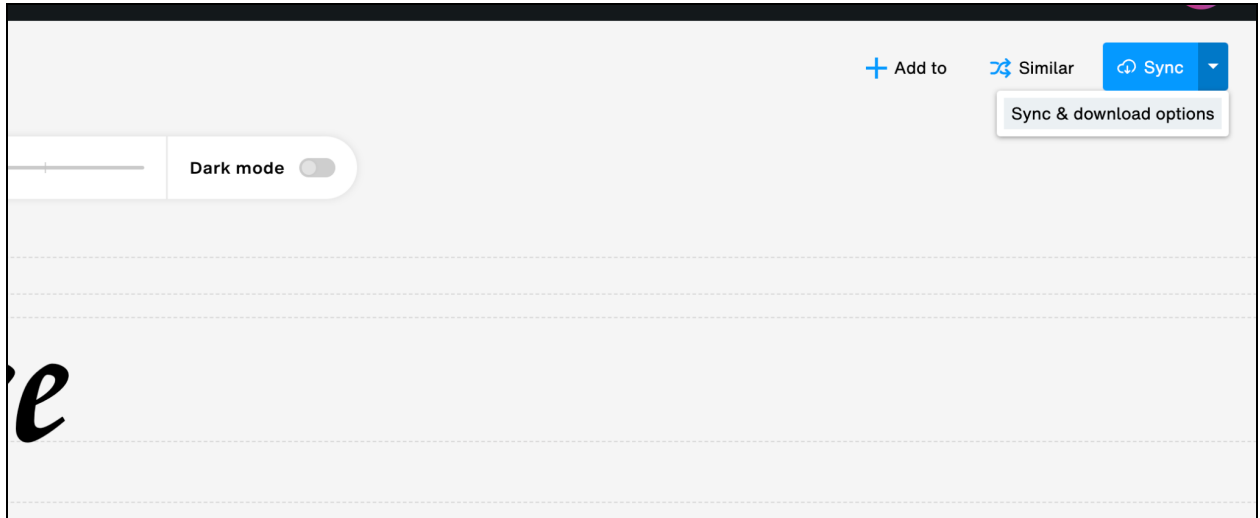


*only if the CFF version of a particular font family is unavailable. Some type designers and foundries produce fonts in the TTF flavour only.

The order in Monotype has been prioritised to show this order in each menu.

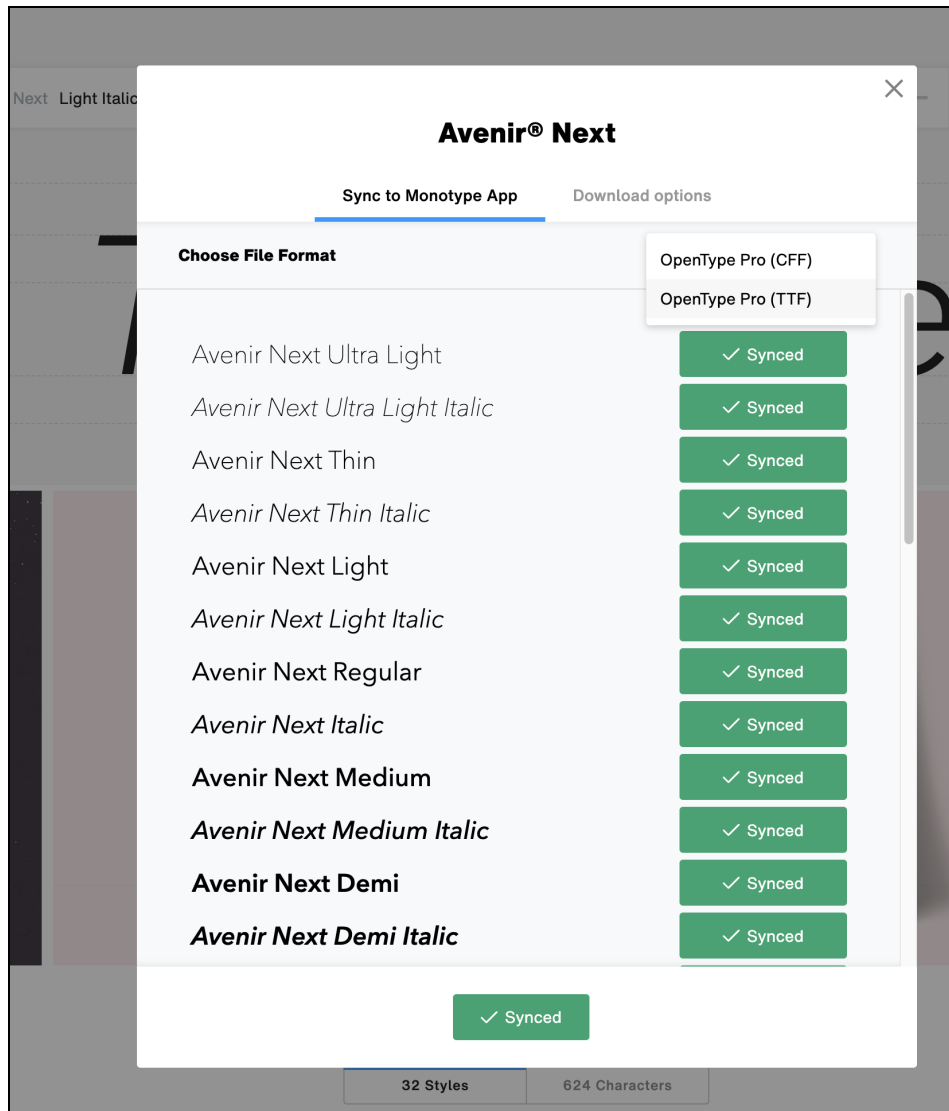
I accidentally synced the wrong type of font for my document, how do I change it?

Navigate to the page for the font family in question e.g. Avenir Next LT Pro. Near the sync button, access the Sync options box (down arrow next to Sync):



NB: Sync & download options will be visible as an admin function only. Sync options is the default.

In the dialogue box that appears, select the version of the font family that you **DON'T** want to be active e.g. OpenType Pro (TTF) and click on the Synced button at the bottom to unsync all of the members of the family:



Now change the format selector to the version of the font family that you **DO** want active e.g. OpenType Pro (CFF) and click Sync at the bottom to sync all members of the family.

Can I have both CFF and TTF versions of a font or font family active?

It is possible to do this in [Monotype Fonts](#) but it is **NOT** recommended. InDesign may not allow you to use either version if both are actively synced to your account. Always deactivate the TTF version first (unless TTF is the only version available, in which case this doesn't apply).

At all times, aim to have only one flavour of a font active e.g. just CFF

Can I have both Std and Pro versions of a font or font family active?

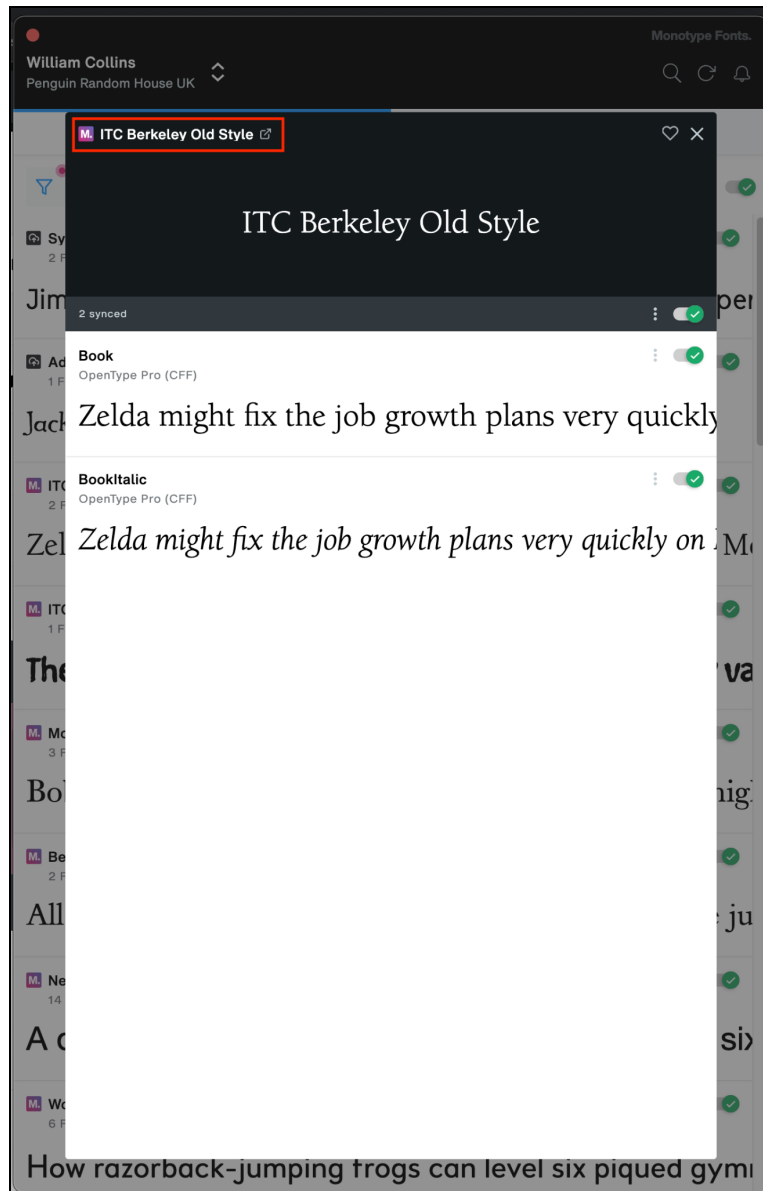
It is possible to do this in [Monotype Fonts](#) but it is **NOT** recommended. This will make font mixing more likely in your InDesign documents (Std and Pro formats of the same font family e.g. the Bold is Pro, the Italic Std) and will make the resulting files more disorganised and difficult to use in the future or by anyone external.

This raises the chance that anyone working with the files in future will need to replace fonts with that of a single format.

At all times, aim to have only one format of a font family active e.g. just the Pro.

Is there a quick way to get from one of my synced fonts in the Monotype Desktop Application back to its main font or family page in Monotype Fonts? For instance if I wanted to sync more weights from the same family.

Inside the Monotype Desktop Application, click on the synced font/font family that you have already and it will bring up a card showing the various weights you have synced. At the top of that card is a small link to the family page back on the [Monotype Fonts](#) website. This will take you to the specific location for this font or font family.



Can I download font files from Monotype Fonts?

Due to our governance policies, downloading font files is not permitted. All fonts must be synced and loaded from [Monotype Fonts](#).

Can I sideload fonts from a Documents folder? For instance in InDesign packaging.

Due to our governance policies, sideloading packaged font files is not permitted and is a breach of PRH IT policy on the use of licensed software. All fonts must be synced and loaded from [Monotype Fonts](#).

I have received font files from an external source. Can I share these with an outsourcer?

Due to our governance policies, sharing font files with anyone is not permitted without authorisation and is a breach of PRH IT policy on the use of licensed software. All fonts must be synced and loaded from [Monotype Fonts](#). Please contact the fonts team to discuss best practice in these circumstances.

In font purchasing, what does a 'seat' mean?

In font licensing, a seat refers to the access given to an unnamed user to use protected font software. For instance, a 5 seat licence allows any individual in the business to access the font but only up to a maximum of 5 of those individuals at any one time.

The concept arises from seats in a commercial establishment such as a restaurant or cinema. Many customers can be seated, these seats can be reused by different customers at various times, but there is a finite total number of seats at the venue.

How do I purchase a font for my book project?

Fonts are licensed software and in order for PRH or DK to download, install, and use a font, a licence must be purchased from the copyright holder. In many cases, this is the person or entity that designed the font originally but it may not be the case. For example, it may be an authorised vendor operating on behalf of the copyright holder.

A licence is a contract containing an offer, in this case covering the use of a copyrighted asset, subject to certain conditions and restrictions. Before money is paid to secure a licence, these conditions and restrictions must be checked to ensure that they align with both the legal and business requirements of PRH UK and DK. If a licence is purchased and these conditions are not met, the business cannot install or use the font.

Before purchasing a font of any description, please email the PRH & DK Typography team via fonts@uk.dk.com / fonts@penguinrandomhouse.co.uk with details of what font you would like to purchase and details of where to find the seller's page. Please also include:

- The maximum number of internal staff who will need access to the font(s) at one time e.g. 5 people or 5 seats.
- Whether the use of the font is print only or whether you want to embed the font file in ebook editions.

Can we upload all purchased fonts to Monotype Fonts?

All potential font purchases now have their cloud upload rights assessed as part of their routine purchase licence check. Some fonts are sold, and were sold to PRH UK and DK in the past, under end user licences that do not allow their upload to cloud font management systems and we can not permit their use.

Please submit the details of any potential font purchase to the fonts team and we will let you know whether we can support the font through [Monotype Fonts](#).

Can outsourcers access Monotype Fonts?

PRH UK and DK have a limited number of external accounts that can be given to outsourcers on a temporary basis. Prior to access, a font software agreement must be signed between us and the outsourcer and we require some personal information for this to happen.

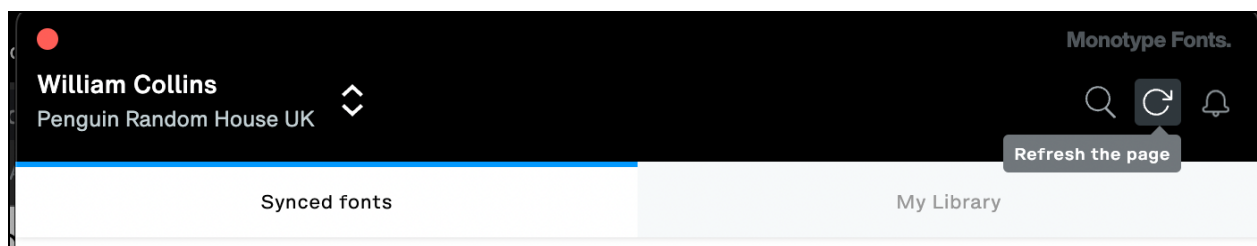
If the outsourcer has had an account in the past but is currently not active, contact the fonts team with the details of the following:

- Name of outsourcer
- Email of outsourcer
- Title of the project /work reference
- Duration of access required/end date for access.

If the outsourcer has not had an account in the past, or you are unsure whether they have, please complete the following form: [New Monotype Fonts User Account](#).

I synced fonts to my account on Monotype Fonts are not appearing in the Monotype Desktop Application

If you have activated/synced a font on [Monotype Fonts](#) website but it is not appearing in the Monotype Desktop Application, in the first instance use the manual refresh inside the MDA:



Failing this, try logging out of the MDA and then back in again. If this doesn't work and you still can't see the fonts you need, please email the PRH & DK Typography team via fonts@uk.dk.com / fonts@penguinrandomhouse.co.uk.

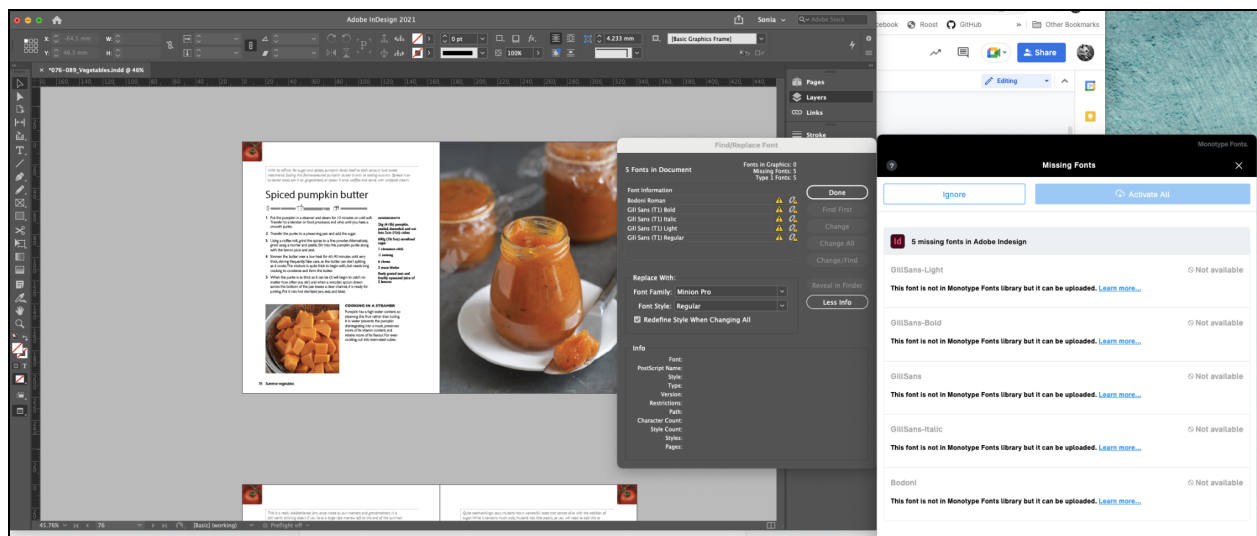
Can I use PostScript fonts?

PostScript or T1 Fonts are a legacy format of font software created by Adobe in the 1980s. These fonts were very popular, and were used extensively across all desktop publishing industries. In the mid 1990s they were replaced by a newer format called OpenType. Support for PostScript technology was incorporated into OpenType and it was designated as its successor. From January 2023, Adobe applications will no longer be supporting PostScript fonts. [Monotype Fonts](#) does not support PostScript fonts.

Some older projects may still contain PostScript fonts. It is important that these are replaced by newer OpenType replacements or alternatives as soon as possible. Report the presence of any PostScript fonts in files you receive to fonts@uk.dk.com / fonts@penguinrandomhouse.co.uk and your in-house contacts.

How do I know if PostScript fonts are used in my project?

PostScript fonts have a lowercase 'a' logo and will be flagged as not in our library.



Why does InDesign and Monotype Fonts refer to font files in different ways?

Terminology in the fonts industry has never been standardised and this variation has only increased over time as new technologies presented themselves. Adobe is a pioneer of the current font technology so has its own guidelines on terms for things. For example:

Monotype	InDesign	Industry
	OpenType TrueType	
	OpenType Type 1	OpenType PostScript

CFF or Compact Font Format is based on PostScript Type 1 technology. Type 1 comes from Adobe's own 1990s PostScript Type 1 (aka T1 fonts). It basically places it inside an OpenType shell and based on industry variation takes both the Type 1 and PostScript naming convention on.

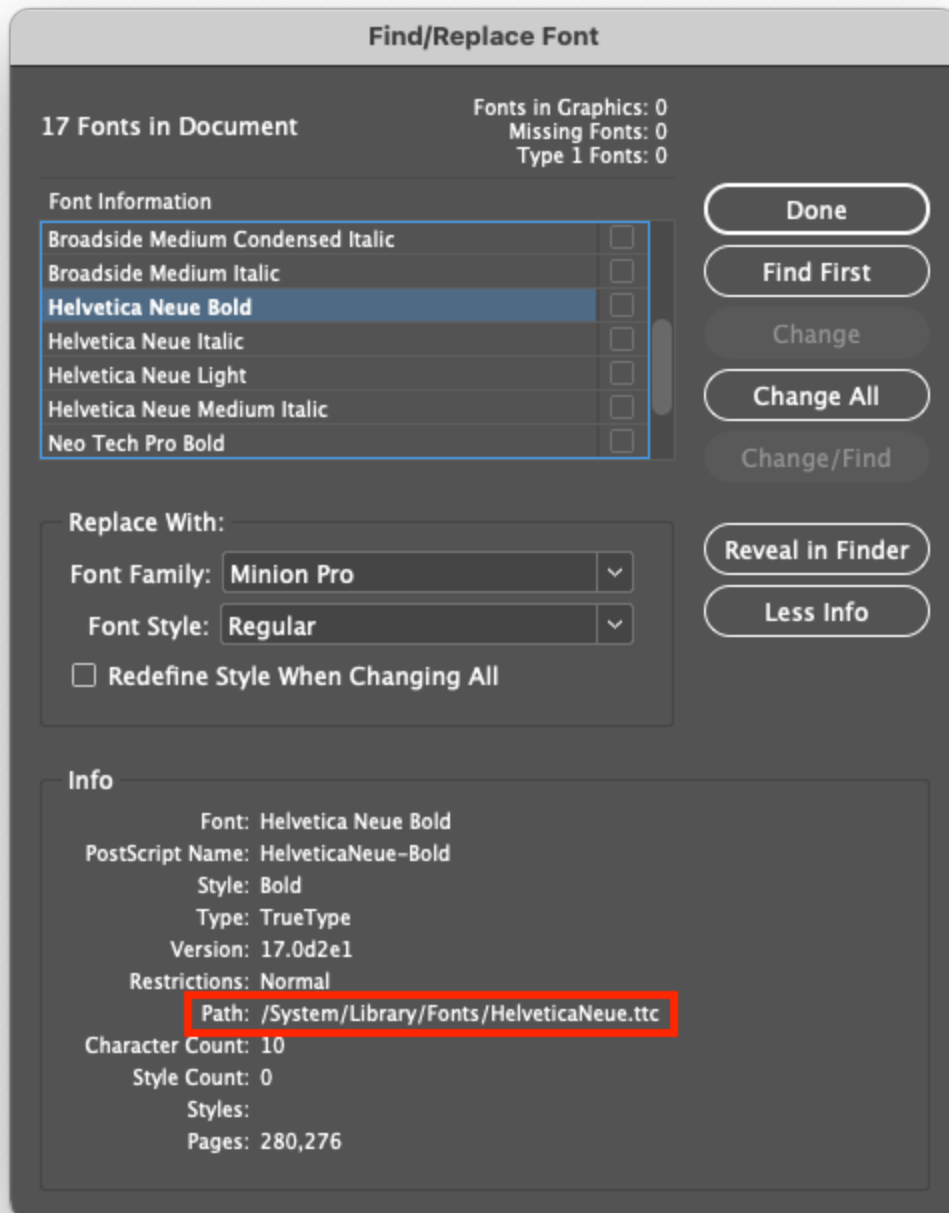
How can I tell system fonts and Monotype Fonts apart?

In InDesign, System fonts are labelled TT in the select font menu and never contain any company markings such as 'LT' for Linotype. Please compare these Helvetica Neue versions below:

Neue Ha...esk Display Pro 76 Bold Italic	<i>Helvetica</i>	O
Neue Ha...rotesk Display Pro 95 Black	Helvetica	O
Neue Ha...sk Display Pro 96 Black Italic	<i>Helvetica</i>	O
Helvetica Neue Bold	Helvetica	T
Helvetica Neue Bold Italic	<i>Helvetica</i>	T
Helvetica Neue Condensed Black	Helvetica	T
Helvetica Neue Condensed Bold	Helvetica	T
Helvetica Neue Italic	<i>Helvetica</i>	T
Helvetica Neue Light	Helvetica	T
Helvetica Neue Light Italic	<i>Helvetica</i>	T
Helvetica Neue LT Pro 25 Ultra Light	Helvetica	O
Helvetica Neue LT Pro 35 Thin	Helvetica	O
Helveti...ue LT Pro 37 Thin Condensed	Helvetica	O
Helvetica Neue LT Pro 45 Light	Helvetica	O
Helvetica Neue LT Pro 46 Light Italic	<i>Helvetica</i>	≈ O
Helveti...ue LT Pro 47 Light Condensed	Helvetica	O

The Monotype version is O for CFF OpenType and has LT for Linotype.

They can also be separated by checking the path in the Find/Replace Font dialog box. It will begin /System/Library/Fonts for any system font.



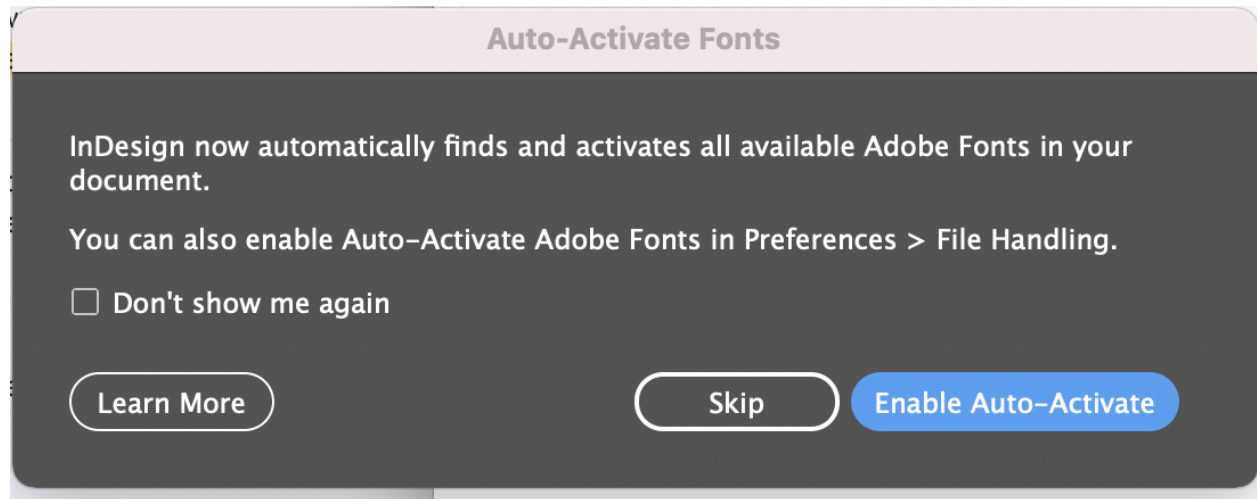
Can I package fonts from InDesign using Monotype Fonts?

The InDesign function to package font files alongside project files is restricted by both PRH UK and DK. Any font files required for a project must be sourced through the Monotype Desktop App. If the font is not available please contact the PRH Fonts team.

We request that you do not ask outsourcers to package and supply font files on your behalf. It is a serious breach of our policy to share font files with anyone inside or outside the business.

Inside InDesign, I have received a notification regarding Adobe Fonts. Should I accept it?

If you receive any application communication or request to use Adobe Fonts such as the one below, please decline and skip this option and if available tick don't show again.



When activating fonts using the Monotype Desktop Application inside InDesign, you will sometimes be offered the option to activate missing fonts from Adobe Fonts. Again please do not use this option and avoid it. Once used in a file, Adobe Fonts can be difficult to replace.

Adobe Fonts does not allow access to the font files themselves and therefore any product created using these fonts will not be supported with that same font version in the future. This could result in the need to change all of the fonts in your project.

Can I use colour fonts using Monotype Fonts?

Colour/SVG fonts are a new OpenType font technology that allow for the embedding of RGB colour elements inside a font file. At this time, and until such time as this new font technology has been fully tested in the publishing space, DK is not supporting the use of colour fonts in its projects.

Can I use variable fonts using Monotype Fonts?

Variable fonts are a new OpenType font technology that allow for the interpolation of many font weights (up to a whole typeface family) inside a single font file. At this time, and until such time as this new font technology has been fully tested in the publishing space, DK and PRH UK is not supporting the use of variable fonts in its projects.

I have a banner telling me to update the application - should I?

Banners such as this will appear in the application when a new version is available:

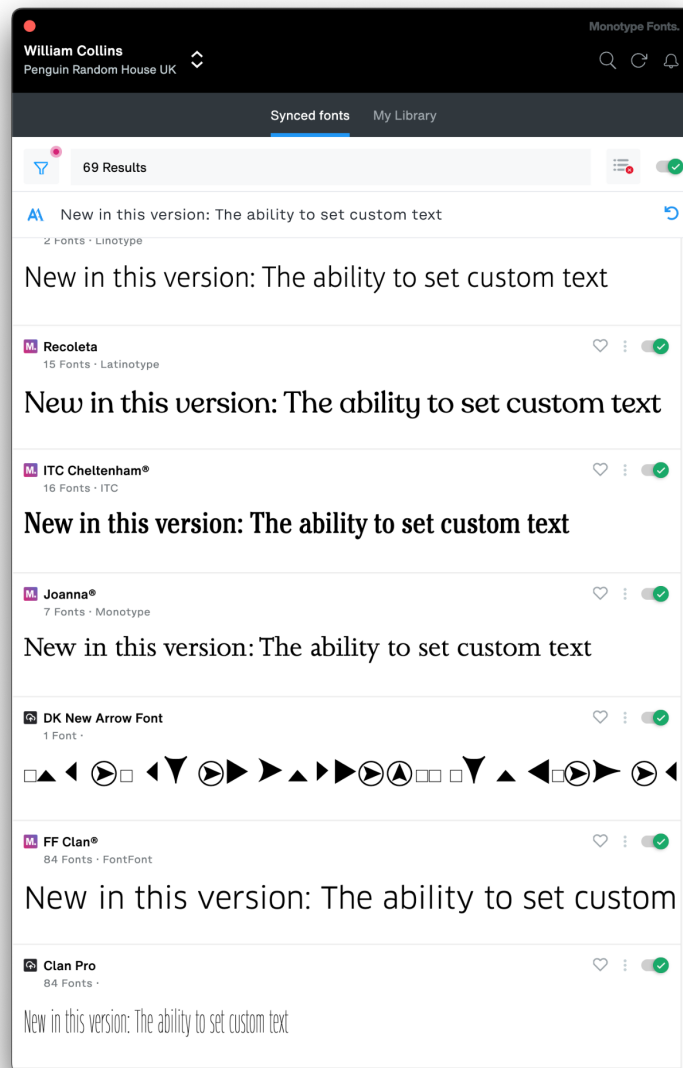


As with many cloud enabled applications, the frequency of updates and refinements is higher and often these will be pushed out many times per year. We are working with our supplier to manage the occurrence of updates and to allow us to control when these changes happen. These updates generally focus on new features and should not affect continuity of service.

If you see a notification banner to update the application, in most cases this is fine but do contact fonts@uk.dk.com / fonts@penguinrandomhouse.co.uk if unsure whether you want to update your application at this moment in time.

What's new in version 6.2.0 of the Monotype Desktop Application?

In this release of Monotype Desktop App, you can now iteratively test sample text across families and fonts without having to navigate to the web.



Can I modify a font file?

Under most licences, including Monotype, you may import characters from the font as graphical objects into a drawing program and modify such graphical objects as vector paths.

Most licences prohibit you from modifying, adapting, translating, reverse engineering, decompiling, disassembling, or creating derivative works based on the font software itself without the prior written consent of the copyright holder.

Who do I contact if I need help?

For primary support, and in the first instance, please email the PRH Fonts team via fonts@uk.dk.com or alternatively via fonts@penguinrandomhouse.co.uk. If your query is related to an InDesign file, it is always preferable to send a copy of that InDesign file as an attachment. This will allow a headstart on reviewing the metadata of the file.

Please also see Monotype's Help Centre which contains useful guides on the various sections of the website- <https://enterprise.monotype.com/help>

The PRH UK & DK Typography Team:

William Collins
**Head of Creative
Technical
Operations,
DK & PRH UK**

Audrey Curl
**Global Fonts & Text
Design Coordinator,
PRH UK**

Stefania Flanz
**Publishing Rights
Administrator,
DK**