

Introduction

This guide shows how to access the additional characters and features of an OpenType font. All these examples use OpenType Postscript® fonts on Mac OS and Windows.

An OpenType font is a single file that works on both Macintosh and Windows. It can contain many thousands of characters, or glyphs. The word 'glyph' has become more widely used in relation to OpenType fonts. One character may be represented by many glyphs. In the example below, the character 'h' can be represented by six glyphs, all of which are still 'h'.

h

Character

h h h h h h

Glyph

The power of an OpenType font is far more than just the ability to contain many glyphs, such as swash, small capitals and ligatures. A font file can, for example, support many additional languages. This, together with its cross platform capability, is immensely useful and practical for the far reaching requirements of today's commerce.

Unicode

OpenType fonts make use of the Unicode standard. Applications and operating systems that support Unicode are able to access the additional glyphs within an OpenType font. Non-Unicode savvy applications and operating systems will only have access to the basic characters that make up Windows codepage 1252 or the MacRoman codepage.

Macintosh

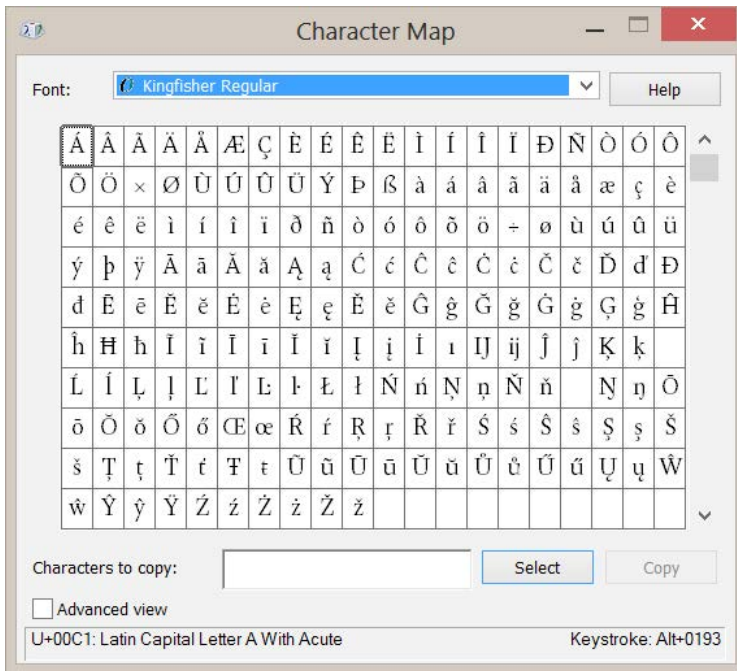
Accented characters are accessible via the Character Viewer or via the 'U.S. Extended' keyboard, or 'ABC - Extended'. This is turned on in System Preferences / Keyboard / Input Sources. It's wise to also turn on the Keyboard Viewer. This useful utility shows the keyboard combinations required to access all the many accented characters. The extended keyboard is only available to applications that support Unicode.



In the above image, the ~ (option / alt) key is held down to reveal the accents. As you can see there are many more available than on the standard keyboard. As an example, to type the Polish character 'ł slash' the following needs to be entered $\text{alt} + \text{L} + \text{L} = \text{ł}$

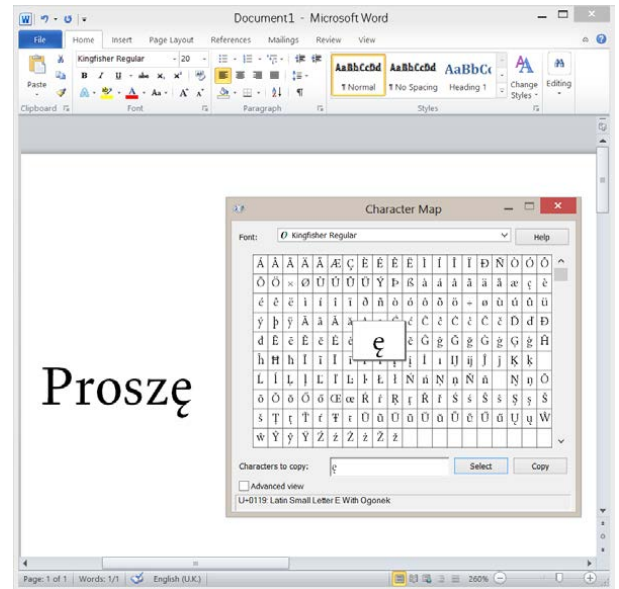
Windows

Windows includes the Character Map allows glyphs to be copied and pasted into any application that supports Unicode.

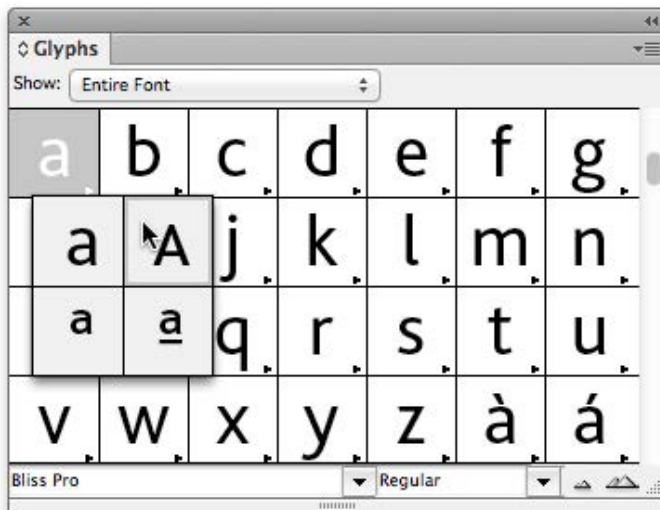


Applications and OpenType

Some applications have limited support for OpenType fonts. Here various glyphs can be inserted via the Character Palette or the extended keyboard on the Mac OS X, or via the Character Map on Windows.

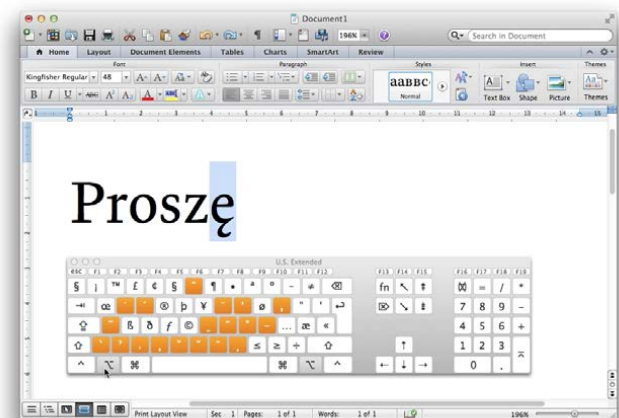


Microsoft Word on Windows



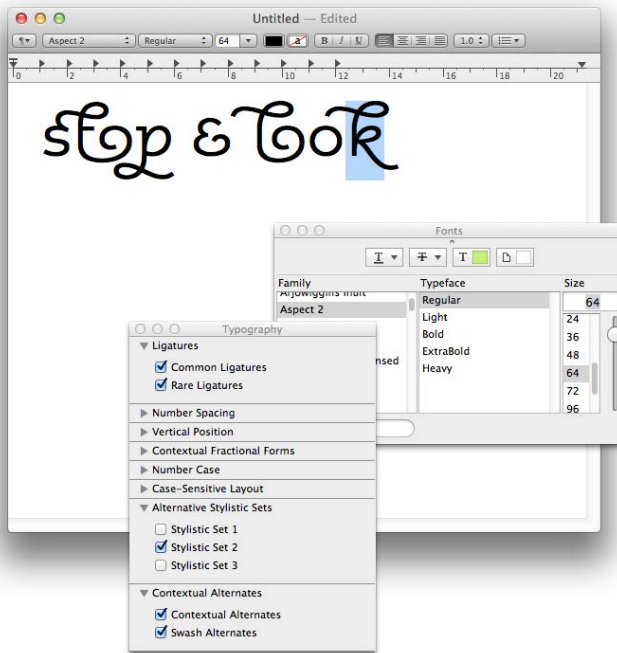
Adobe's Glyphs palette showing access to the variant glyphs of the lowercase 'a'

Some applications offer a Glyphs palette which allows the user to look through all the glyphs available in a particular font, select one and then insert it in the document.



Microsoft Word on Mac OS X

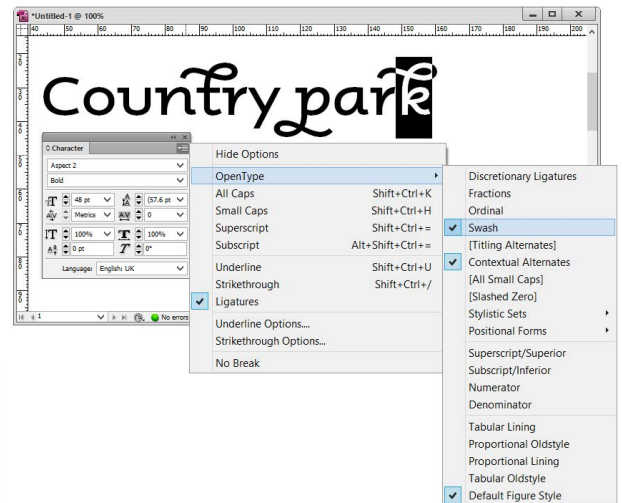
The **TextEdit** application on Macintosh



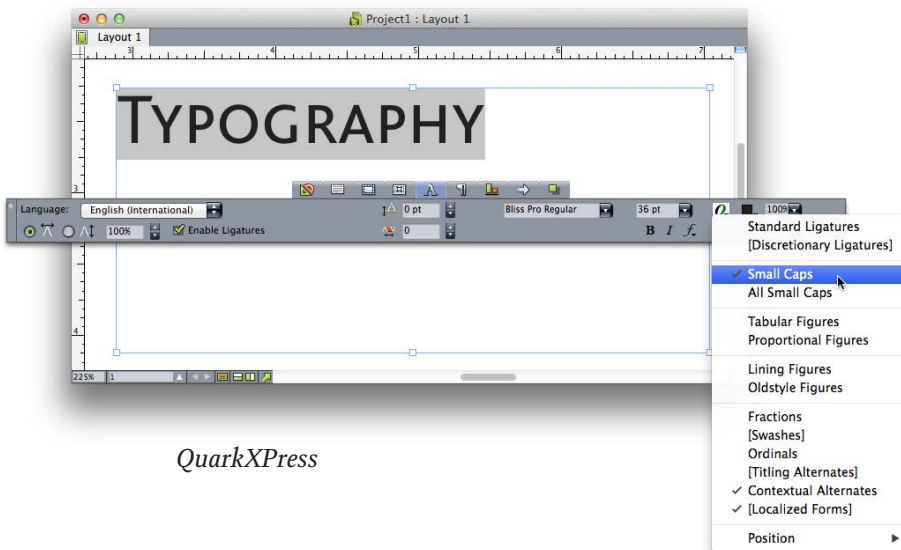
Adobe InDesign has many OpenType features. These are accessed by clicking on the top right icon of the Character palette, then selecting OpenType.



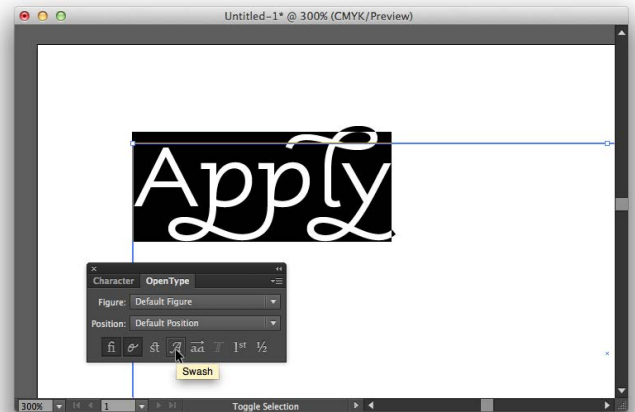
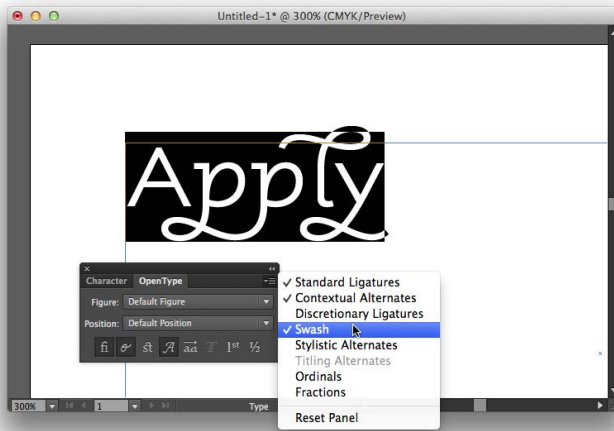
Adobe InDesign on Macintosh and Windows



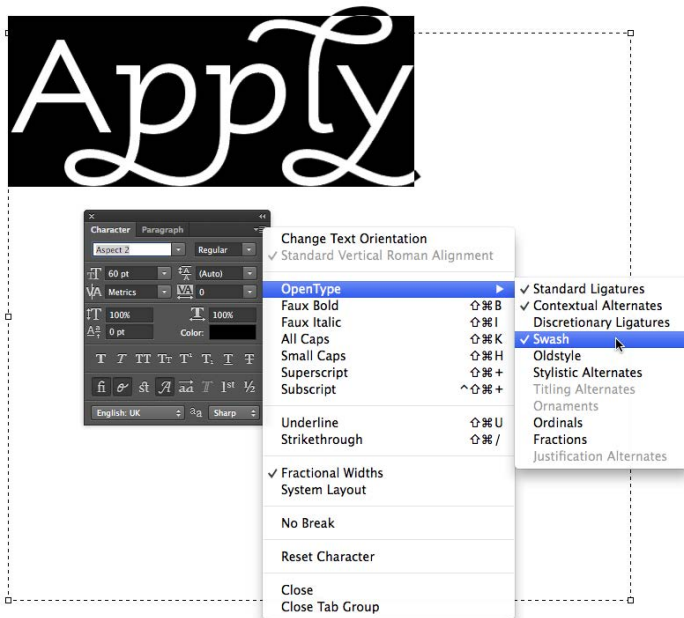
Users of **QuarkXPress** can access the OpenType features by clicking on the OpenType icon – a green and black italic *O*.



QuarkXPress



Adobe Illustrator offer's a slightly different method of accessing the OpenType features. Either the sub-menu can be used or the buttons that appear on the OpenType palette.



Adobe Photoshop has a similar interface