



enfocus **PITSTOP** FONT FIX⁰¹

Reference Guide

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2. PitStop Font Fix at a glance

PitStop Font Fix is a free plug-in for Adobe Acrobat (Standard and Pro). It allows you to embed any missing fonts in a PDF document by retrieving them from your local system and/or from the Monotype™ Baseline platform. Monotype Baseline platform is a cloud service from Monotype that provides access to thousands of fonts in real-time (initially over 30,000 fonts).

Why embedding fonts?

Embedding a font means copying the entire font into the PDF. This is useful if your document needs to be displayed, edited, or printed on a different computer, which may not have these fonts installed.

How much does it cost?

The PitStop Font Fix is a **free** plug-in. You can download it from the [Enfocus website](http://enfocus.com). All you have to do, is click the **Get the plug-in now** button.

Once you have installed the plug-in, and registered for a free Monotype Baseline account, you can embed as many **system fonts** as you want. To embed the **Monotype™ Baseline fonts** however, you should pay. For information about pricing, refer to <http://baseline.monotype.com/>



Note: To give you the opportunity to try this service, you get 10 tokens for free when creating an account on the Monotype™ Baseline platform! This means that you can embed 10 missing fonts in your PDF documents, without having to pay.

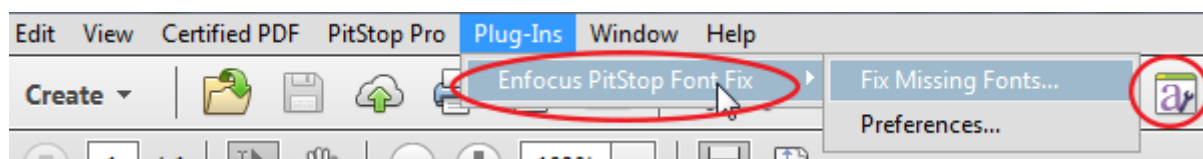
How does it work?

Available in Adobe Acrobat (Standard and Pro)

Once you have installed PitStop Font Fix, you will find it in the **Plug-Ins** menu of Adobe Acrobat.

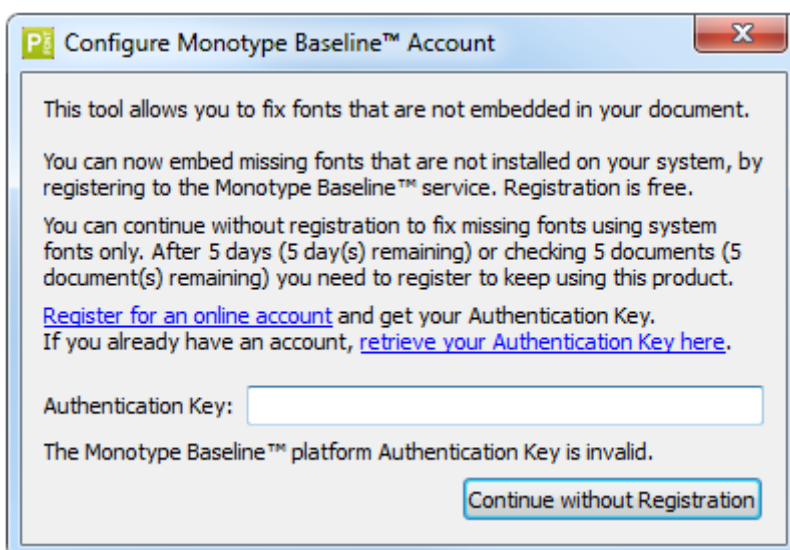


Tip: Add the PitStop Font Fix icon  to the Quick Tools Toolbar. In that way, you only have to click the icon to have the plug-in check your document for missing fonts.



Register for a Monotype Baseline account

The first time you're using the PitStop Font Fix, you are asked to create a free online account on the Monotype™ Baseline platform. This only takes a couple of minutes. You will receive an authentication key, which enables the plug-in and provides access to more than 30.000 fonts.

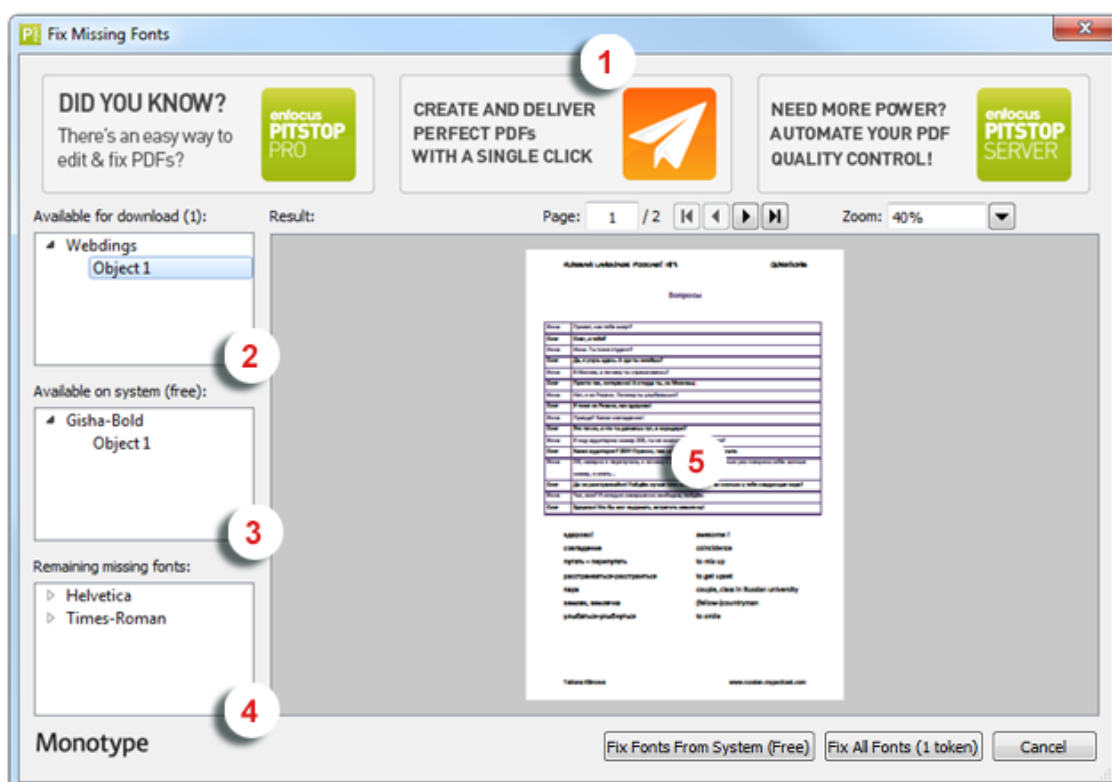


The PitStop Font Fix user interface

PitStop Font Fix checks your document for missing fonts.

- If no fonts are missing, you're informed with a short message.
- If at least one font is missing, the **Fix Missing Fonts** dialog appears.

The screen parts are described in the table below.



#	Description
1	At the top of the screen, you will find interesting information about other Enfocus products. Click the ads to find out more.
2	This section lists the missing fonts that are not available on your local system, but are available in the Monotype Baseline platform. For each missing font, all occurrences (= "objects") in your PDF document are also listed. If you select one, you will see in the Result section where the missing font is located and how it would look if embedded.
3	Lists the missing fonts that are available on your local system.
4	Lists the missing fonts that are not available on your local system or in the Monotype Baseline platform.
5	Window where you can preview how your document would look with the missing fonts embedded. You can: • Navigate through the different pages of your PDF document. • Zoom in and out. • Locate where fonts are embedded by selecting an object in the Available for download, Available on system or Remaining missing fonts section.

Fixing fonts

Once you have seen which fonts are missing, you can fix the fonts by clicking the buttons at the bottom of the dialog:

- **Fix Fonts From System (Free)** embeds the missing fonts from your local system in your PDF document. This is a free service.



Note: If you haven't registered for the Monotype Baseline platform, you can embed the system fonts for free during 5 days (with a maximum of 5 documents).

- **Fix All Fonts (x tokens)** buys the missing fonts from Monotype and embeds them in your PDF document. The number put in brackets indicates how many tokens you need for this document.



Note: If there are more missing fonts than you have tokens, you have to buy extra tokens first (<https://baseline.monotype.com/BuyCredits>).

The fonts are embedded, but the document is not saved automatically. **Do not forget to save your document, in order to keep the downloaded fonts embedded in your document.**

- **Cancel** closes the dialog box without buying the missing fonts or embedding local fonts. No fonts will be embedded in your PDF document.

Good to know

- The PitStop Font Fix is available in many different languages (German, Portuguese, Chinese, Japanese,...). You can set the required language in the Plug-in Preferences.
- As Enfocus is constantly improving its products, we recommend enabling the automatic update notifications, so you are informed about any new versions of the PitStop Font Fix application.

3. Downloading and installing PitStop Font Fix

The PitStop Font Fix is a **free** plug-in for Adobe Acrobat (Standard and Professional). You can download it from the Enfocus website.

To download and install PitStop Font Fix

1. Navigate to [the PitStop Font Fix product page on the Enfocus website](#).
2. Click **Get the plug-in now**.
3. Save the .zip file locally and extract the installation file you need (.dmg or .exe).
4. Close Adobe Acrobat if it is open.
5. Double-click the installation file to start the installation.
6. Follow the on-screen instructions.

PitStop Font Fix must be installed in the Acrobat installation folder. PitStop automatically detects the latest version, but you can change the installation folder as required (e.g. if you have different Acrobat versions installed):

- On Windows, you can simply select a different folder.
- On Mac, you can select the Acrobat installation of your choice.



Important: If you want to use PitStop Font Fix with Acrobat Professional DC or 2015, make sure to select **Acrobat Pro 15.x**. This is the internal version number used by Acrobat.

7. Once you have finished the installation, open a PDF in Acrobat.
8. Click **Plug-Ins > Enfocus PitStop Font Fix** .
You will see two options:
 - **Fix Missing Fonts** gives access to the application.
 - **Preferences** allows you to choose the preferred language and to configure update notifications.

4. Working with PitStop Font Fix

4.1 Adding the PitStop Font Fix icon to the Tools pane (Acrobat X and XI)

If you are used to working with tools in the Tools pane, it may be handy to also add the PitStop Font Fix panel with the PitStop Font Fix icon  to the Tools pane.



Note: This option is only available in Acrobat X and higher.

To add the PitStop Font Fix icon to the Tools pane

1. In Adobe Acrobat (Pro), click **View > Tools > PitStop Font Fix**.
The PitStop Font Fix panel is now available in the Tools pane.
2. Click the panel to expand it.

You will see the PitStop Font Fix icon . Clicking the icon gives access to the application.

4.2 Adding the PitStop Font Fix icon to the Tools pane (Acrobat DC and Acrobat 2015)

If you are used to working with tools in the Tools pane, it may be handy to also add the PitStop Font Fix panel with the PitStop Font Fix icon  to the Tools pane.



Note: This option is only available in Acrobat X and higher.

To add the PitStop Font Fix icon to the Tools pane

1. In Adobe Acrobat (Pro), in the Quick Tools toolbar, click **Tools**.
2. Type `PitStop Font Fix` in the search field.
3. From the menu under PitStop Font Fix, select **Add**.
The PitStop Font Fix panel appears in the Tools pane.
4. Click the panel to expand it.

You will see the PitStop Font Fix icon  just below the Quick Tools Toolbar. Clicking the icon gives access to the application.

4.3 Adding the PitStop Font Fix icon to the Quick Tools Toolbar (Acrobat X and XI)

We recommend adding the PitStop Font Fix icon  to the Quick Tools Toolbar in Adobe Acrobat. This gives you quick access to the application.



Note: This option is only available in Acrobat X and higher.

To add an icon to the Quick Tools Toolbar

1. In Adobe Acrobat, click **View > Show/Hide > Toolbar Items > Edit Current Tool Set**.
2. In the **Edit Tool Set - Default Tools** dialog, in the left part of the dialog (under **Choose tools to add**) click **PitStop Font Fix**.

You will see the PitStop Font Fix icon .

3. Click .

A preview of the toolbar is shown at the top of the dialog. You can use the buttons in the top right corner to change the position of the icons in the toolbar:

- To move the inserted/selected icon to the left, click .
- To move the inserted/selected icon to the right, click .
- To remove an icon from the toolbar, select it and click .
- To insert a divider (vertical line between the buttons in the toolbar), click .

4. Click **Save**.

4.4 Adding the PitStop Font Fix icon to the Quick Tools Toolbar (Acrobat DC and Acrobat 2015)

We recommend adding the PitStop Font Fix icon  to the Quick Tools Toolbar in Adobe Acrobat. This gives you quick access to the application.



Note: This option is only available in Acrobat X and higher.

To add an icon to the Quick Tools Toolbar

1. In Adobe Acrobat, click **View > Show/Hide > Toolbar Items > Customize Quick Tools**.
2. In the **Customize Quick Tools** dialog, in the left part of the dialog (under **Choose tools to add**) click **PitStop Font Fix**.

You will see the PitStop Font Fix icon .

3. Click .
A preview of the toolbar is shown at the top of the dialog. You can use the buttons in the top right corner to change the position of the icons in the toolbar:
 - To move the inserted/selected icon to the left, click .
 - To move the inserted/selected icon to the right, click .
 - To remove an icon from the toolbar, select it and click .
 - To insert a divider (vertical line between the buttons in the toolbar), click .
4. Click **Save**.

4.5 Registering for a Monotype Baseline account

Before you can use the Monotype Baseline platform, you have to register for a (free) Monotype Baseline account.



Note: If you do not register, you can use the Enfocus Font Fix application to embed *system* fonts only. This option is limited to a period of 5 days (with a maximum of 5 documents).

To register for a Monotype Baseline account

1. Do one of the following:
 - To start from Adobe Acrobat:
 1. Open a PDF.
 2. Select **Plug-Ins > Enfocus PitStop Font Fix > Fix Missing Fonts** or click  in the Quick Tools Toolbar.
 3. Click the **Register for an online account** link.
 - To go to the Monotype website right away, use the following URL: <http://baseline.monotype.com/Home/SignUp>.
2. Create and activate a Monotype Baseline account:
 - a. On the Monotype website, click **Sign Up**.
 - b. Enter your name, email address, password and TwitterID (optionally) and click **SUBMIT**.
 - c. Activate your account by clicking the link in the mail you received from Monotype.

You can use the same account on multiple installations of PitStop Font Fix.

3. Generate an authentication key:
 - a. On the Monotype website, click **Sign In**.
 - b. Enter your email address and password and click **SUBMIT**.
 - c. In the left part of the screen, click **AUTHENTICATION KEY**.
 - d. Click **GENERATE KEY**.
4. Optionally, buy tokens from Monotype (using the **ADD TOKENS** button under the **AccountBalance** = the number of currently available tokens).



Note:

- One token = License to embed one "subset" of the missing font in the PDF document that is being processed. The font will not become available on your local system and cannot be used by other applications.

Example: If your PDF document contains three missing fonts and PitStop Font Fix finds one on your local system, you need two tokens to retrieve the other two from the Monotype Baseline platform.

- When signing up, you receive 10 tokens for free. You can first use these tokens and afterwards buy more tokens. Note however that you must buy tokens upfront before PitStop Font Fix can retrieve missing fonts from the Monotype Baseline platform.

5. In Adobe Acrobat (Pro), if it is not open yet, open the Configure Monotype™ Baseline Account dialog.

To do so, select **Plug-Ins > Enfocus PitStop Font Fix > Fix Missing Fonts** or click  in the Quick Tools Toolbar

6. In the **Authentication Key** field, enter the authentication key generated in step 3.
7. Click **Continue**.

If you haven't registered, you can click the **Continue without Registration** button. You will only be able to embed system fonts, for a period of 5 days (with a maximum of 5 documents).

The Fix Missing Fonts dialog appears and gives an overview of the missing fonts in the current PDF document. Your registration is remembered, so next time you can fix missing fonts without having to enter the authentication code.

4.6 Fixing fonts with PitStop Font Fix

Once you have registered for a Monotype Baseline account, you can use the PitStop Font Fix plug-in to check for missing fonts in your PDF documents. PitStop Font Fix will list all missing fonts, and indicate if they are available for download on your own system, or in the Monotype Baseline platform. Based on that information, you can decide whether or not to embed them.

To fix fonts with PitStop Font Fix

1. Open a PDF document in Adobe Acrobat.

2. Select **Plug-Ins > PitStop Font Fix > Fix Missing Fonts** .

Alternatively, in the Quick Tools Toolbar, click .

If you haven't registered for a Monotype Baseline account yet, a dialog pops up. We recommend registering before continuing. See [Registering for a Monotype Baseline account](#) on page 10.

PitStop Font Fix immediately starts checking the document for missing fonts. This may take a while.

- If no fonts are missing, a dialog will pop up to inform you that the document does not contain any missing fonts. You can skip the following steps of this procedure.
- If at least one font is missing, the **Fix Missing Fonts** dialog appears. Proceed with the next step.

3. If the **Fix Missing Fonts** dialog appears, locate the missing fonts and preview how your document would look with the missing fonts embedded:

- For each missing font, all occurrences (= "objects") in your PDF document are listed. If you select one, you will see in the Result section where the missing font is located and how it would look if embedded.
- You can navigate through the different pages of your PDF document.
- You can zoom in and out.

Refer to the description of the PitStop Font Fix user interface in [PitStop Font Fix at a glance](#) on page 4.

4. Decide whether you want to buy the missing fonts from Monotype Imaging Inc.

- To only embed the missing fonts that are available on your local system (listed in the **Available on system** section), click **Fix Fonts From System (Free)**. This is a free service for registered users.
- To also embed the missing fonts that are available for download from the Monotype platform (listed in the **Available for download** section), click **Fix All fonts**.
- To continue without embedding any fonts, click **Cancel**.

The number of tokens (i.e. licenses to embed a subset) needed to download all missing fonts from Monotype is put in brackets. If there are more missing fonts than you have tokens, you have to buy extra tokens first (<https://baseline.monotype.com/BuyCredits>).



Note: If you haven't set entered a valid authentication key, PitStop Font Fix doesn't know whether or not the missing fonts are available in the Monotype Baseline database. The **Available for download** section will be grayed out.

After embedding the downloaded fonts, PitStop Font Fix does not save the document automatically. **Do not forget to save it yourself, if you want to keep your changes (especially if you bought fonts)!**

5. Setting the PitStop Font Fix preferences

5.1 Changing the language of PitStop Font Fix user interface

To change the language of the PitStop Font Fix user interface

1. Select **Plug-Ins > Enfocus PitStop Font Fix > Preferences** .
2. Select the desired language from the Language list:
 - Same language as Acrobat (see Adobe Preferences)
 - Chinese
 - Dutch
 - English
 - French
 - German
 - Italian
 - Japanese
 - Polish
 - Portuguese
 - Spanish
3. Click **OK**.
4. Restart Adobe Acrobat.

5.2 Configuring update notifications

As Enfocus is constantly improving its products, it may be interesting to be informed about updates of the PitStop Font Fix application.

To configure the update notifications

1. Select **Plug-Ins > Enfocus PitStop Font Fix > Preferences** .
2. Determine how often you want PitStop Font Fix to check for updates:
 - At startup
 - Daily
 - Weekly
 - Monthly
 - Manually

If you select **Manually**, you're not informed about any updates. To manually check if a new version is available, select **Help > Plug-In Help > Enfocus PitStop Font Fix Help > Check for updates**.

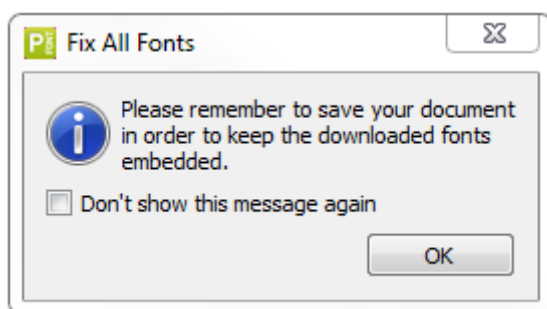
3. Determine how often you want to receive notifications if updates are found:

- At startup
- Once a day
- Once a week
- Once a month

If a new version of PitStop Font Fix is available, you will receive a notification. You can then download the new version from the Enfocus website and install it. You won't have to enter your authentication key anymore; PitStop Font Fix will remember it from the previous version.

5.3 Resetting warning dialogs

By default, if you have fixed a missing Monotype font, the following warning appears:



If you decide to hide this message (by selecting **Don't show this message again**), it will not be shown anymore, next time when you fix a missing font.

To reset this warning dialog, i.e. to make sure it is shown again

1. Select **Plug-Ins > Enfocus PitStop Font Fix > Preferences**.
2. Click **Reset all Warning Dialogs**.
3. Click **OK**.

6. Uninstalling PitStop Font Fix

6.1 Uninstalling PitStop Font Fix (Windows)

To uninstall the PitStop Font Fix plug-in installed on Windows

1. Close Adobe Acrobat.
2. Open **Control panel**.
3. Select **Programs and Features**.
4. Right-click **Enfocus Pitstop Font Fix** and select **Uninstall**.
The InstallShield Wizard appears.
5. To confirm, click **OK**.
6. Click **Finish**.

6.2 Uninstalling PitStop Font Fix (Mac)

To uninstall the PitStop Font Fix plug-in installed on Mac

1. Close Adobe Acrobat.
2. In the Finder, go to **Applications**.
3. Right-click **Adobe Acrobat** and select **Show Package Content**.
4. Go to **Contents > Plug-ins > Enfocus**.
5. Remove **FontFix.acroplugin**.