

# HOW TO ACCESS ALTERNATE GLYPHS

## *Access Alternate at Photoshop/Illustrator*

There are three ways to insert alternate glyphs:

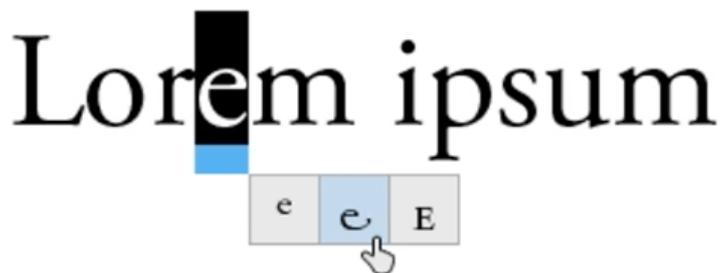
- The *Selection in-context menu* lets you view and insert glyphs available for a selected character.
- The *Glyphs panel* lets you view and insert glyphs from any typeface.
- The *OpenType panel* lets you set up rules for using glyphs. For example, you can specify that you want to use ligatures, titling characters, and fractions in a given text block. Using the OpenType panel is easier than inserting glyphs one at a time and ensures a more consistent result. However, the panel works only with OpenType fonts.

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### Replace a character with on-canvas alternate glyphs

*Introduced in Illustrator CC 2017 release*

When you're working on a type object, you can select a character to quickly view alternate glyphs right next to it in the in-context menu. Simply click the alternate glyph to replace the character with it.



*In-context alternate glyphs*

**Note:**

*Illustrator displays a maximum of five alternate glyphs for a selected character on the canvas. If more than five alternatives are available, Illustrator displays the  icon to the right of the displayed alternate glyphs. Click the  icon to open the Glyphs panel and view more alternatives.*

## Glyphs panel overview

You use the Glyphs panel (Window > Type > Glyphs) to view the glyphs in a font and insert specific glyphs in your document.

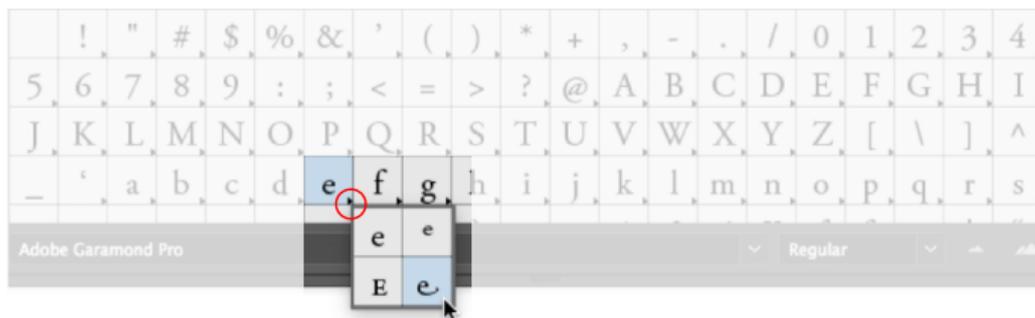
By default, the Glyphs panel displays all the glyphs for the currently selected font. You can change the font by selecting a different font family and style at the bottom of the panel. If any characters are currently selected in your document, you can display alternate characters by selecting Alternates For Current Selection from the Show menu at the top of the panel.



### *Glyphs panel*

**A.** Show menu **B.** Font family **C.** Font style **D.** Zoom buttons

When you select an OpenType font in the Glyphs panel, you can restrict the panel to display certain kinds of glyphs by selecting a category from the Show menu. You can also display a popup menu of alternate glyphs by clicking the triangle in the lower right corner of the glyph box where applicable.



### *Popup menu for alternate glyphs*

## Insert or replace a character using the Glyphs panel

1. To insert a character, click with a type tool to place the insertion point where you want to enter the character, and then double-click the character you want to insert in the Glyphs panel.
2. To replace a character, choose Alternates For Current Selection from the Show popup menu, select a character in your document using a type tool. Double-click a glyph in the Glyphs panel, if one is available.

### Note:

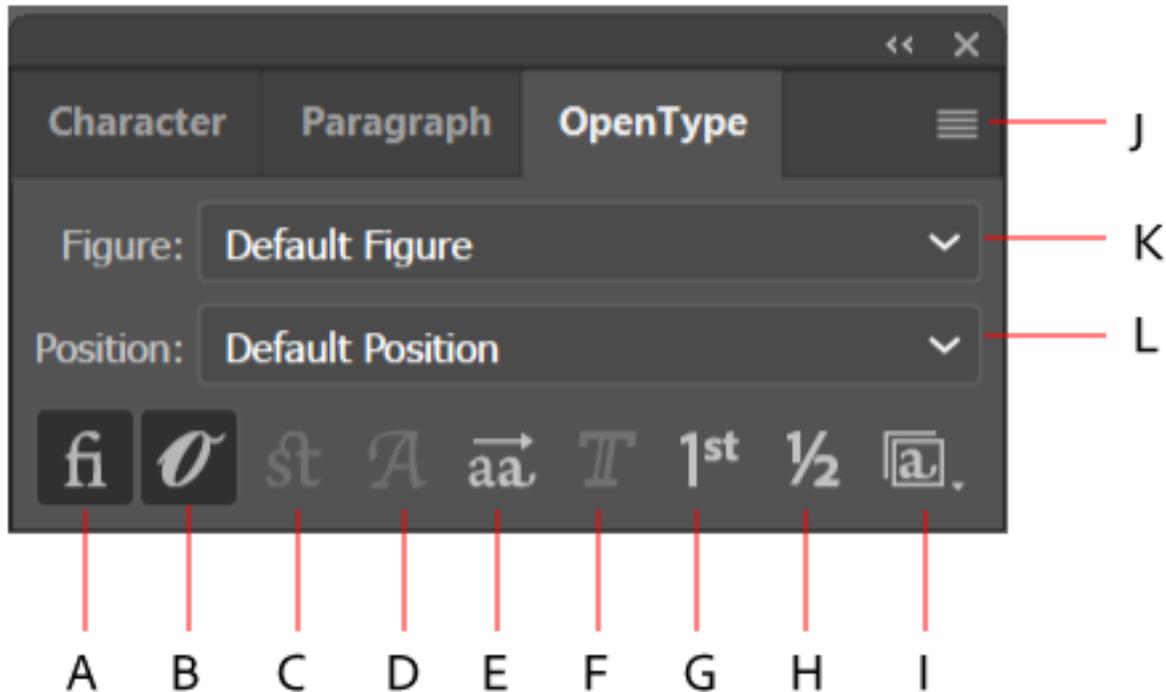
Additional replacement options are available for Asian glyphs.

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## OpenType panel overview

You use the OpenType panel (Window > Type > OpenType) to specify how you want to apply alternate characters in OpenType fonts. For example, you can specify that you want to use standard ligatures in new or existing text.

Keep in mind that OpenType fonts vary greatly in the kinds of features they offer; not all options in the OpenType panel are available in every font. You can view the characters in a font using the Glyphs panel.



### OpenType panel

**A.** Standard Ligatures **B.** Contextual Alternates **C.** Discretionary Ligatures **D.** Swash **E.** Stylistic Alternates **F.** Titling Alternates **G.** Ordinals **H.** Fractions **I.** Stylistic Sets **J.** Panel menu **K.** Figure type **L.** Character position

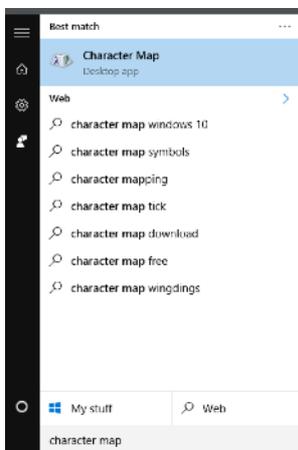
# Using PUA in Character Maps / Font Book

PUA stands for “Private Use Areas”. When a font is PUA encoded it means that you can access all special characters such as the flourishes and swirly lines through Windows and Mac and that you can load them into applications such as Cricut Design Space, Silhouette Studio and **all software that not support OpenType features**.

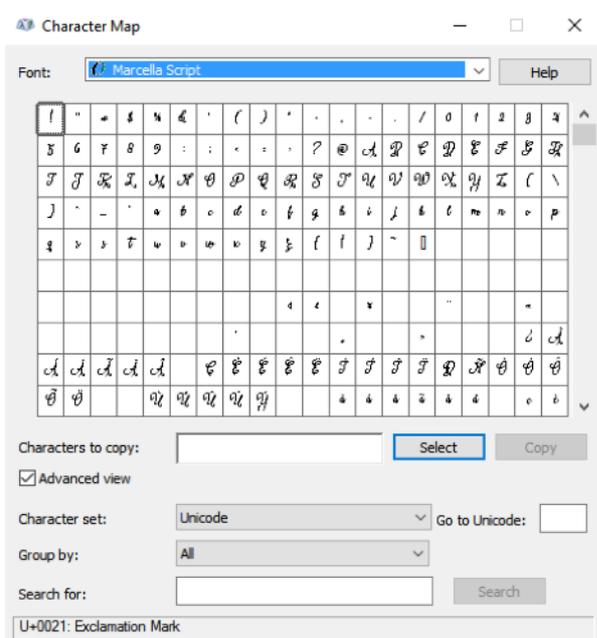
Windows Character Map and Mac Font Book are the most standard ways of accessing PUA encoded characters.

## Character Map (Windows)

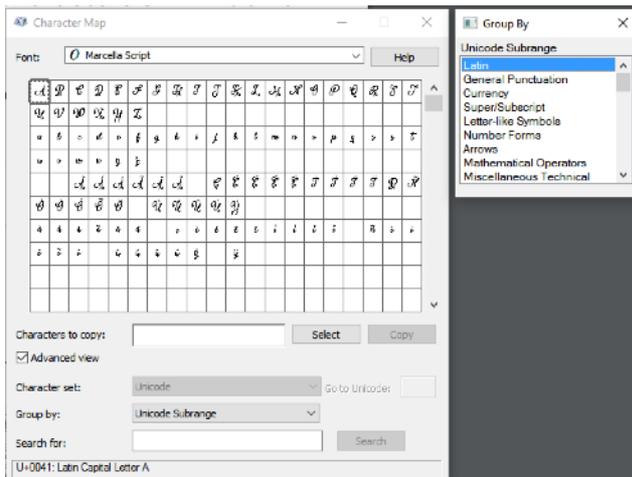
- To access Character Map just hit the windows bar and start typing “Character Map”.



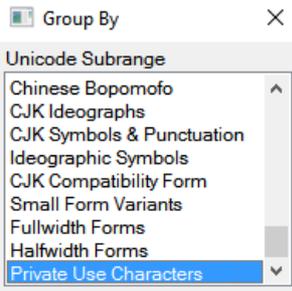
- Open the application and in the “Font” dropdown, select the font you want to use and make sure the “Advanced View” box is checked.



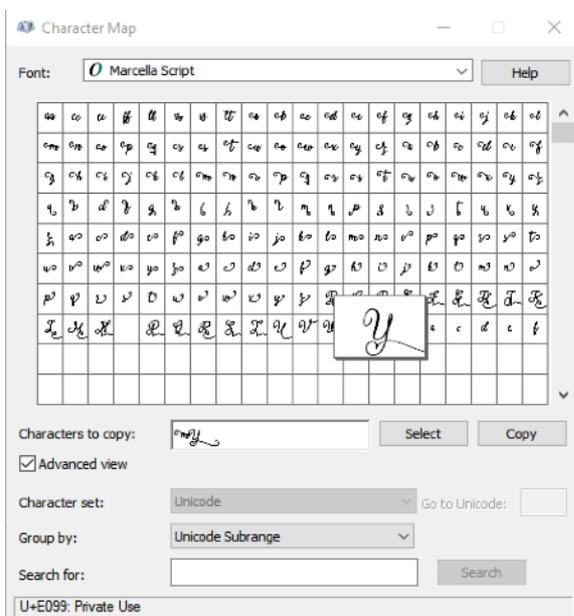
- In the “Group by” dropdown select “Unicode Subrange”



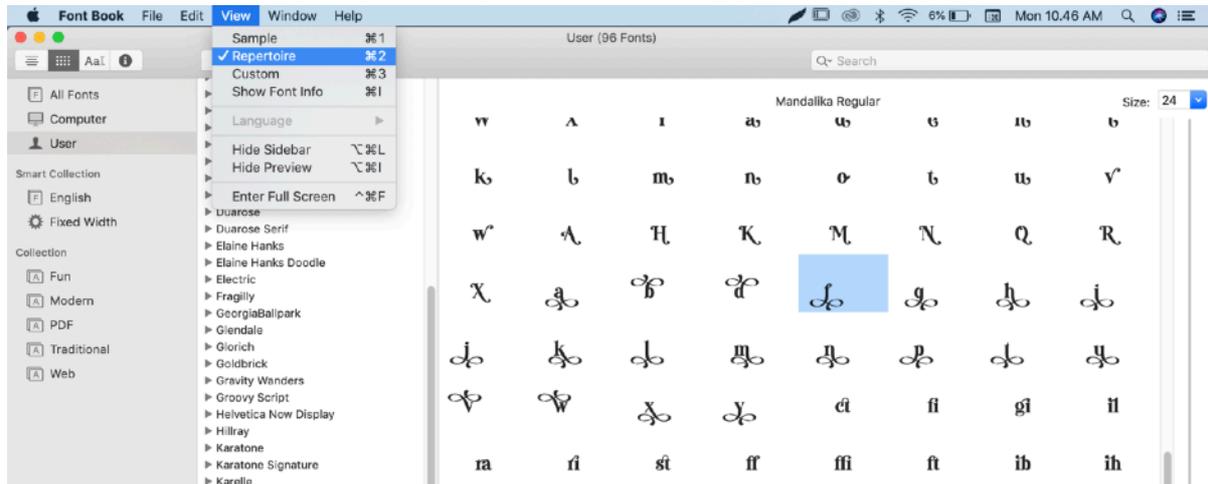
- In the “Group By” menu that opened on the right side, scroll to the bottom and select “Private Use Characters”.



- Now on the left side you will see all the PUA encoded characters. You can click on the characters to see them a little bit bigger. If you want to use one of the characters click “Select” and after click “Copy”. Now you can go to your application and ctrl+v the character and it will show up!



## Font Book (Mac)



- Go to your Applications Folder.
- Search for the program called “Font Book” (this is the program that is also used for installing fonts).
- Open Font Book and click View on top of your screen.
- Select “Repertoire”.
- Now you will see all the characters included in the font that you select.
- Select the character that you want to use and click “Edit” and “Copy” or “CMD + C”.
- Go to your application where you want the character to show up and right click and paste or “CMD + V”.
- Now the character is visible in the application you are using.



Find all my fonts at:

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