

ShowFonts

User Guide

Everything you need to scan, review, and package presentation fonts on macOS.

Version 1.0

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www.showfonts.com

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1. Welcome to ShowFonts

ShowFonts is a Mac utility built for presenters, designers, and AV production teams. It scans Keynote and PowerPoint files, identifies every font used in the presentation, and packages everything into a clean folder ready to hand off.

If you have ever opened a presentation on the wrong Mac and watched the fonts shift, the layout break, and the speaker get stressed — ShowFonts solves exactly that.

What ShowFonts does

- Scans Keynote (.key) and PowerPoint (.pptx / .ppt) files locally on your Mac
- Identifies every font used in slides and slide masters
- Classifies each font as Found, System, Restricted, Missing, or Needs Review
- Packages installed fonts into a clean folder for the AV team
- Generates an optional report listing every font, with notes
- Runs entirely on your Mac — no cloud, no analytics, no tracking

2. Installation

System Requirements

- macOS 14.6 (Sonoma) or later
- Apple Silicon or Intel Mac
- Approximately 10 MB of disk space

Installing on Your Mac

1. Download ShowFonts-1.0.dmg from www.showfonts.com.
2. Double-click the DMG to mount it.
3. Drag the ShowFonts icon onto the Applications folder shortcut.
4. Eject the DMG.
5. Launch ShowFonts from your Applications folder.

First-launch note: macOS may show a prompt the first time you open ShowFonts since it was downloaded from the internet. Click Open to confirm.

3. The Three-Step Workflow

ShowFonts is organized into three numbered steps. Work top to bottom.

Step 1 — Select Presentation

Choose your Keynote or PowerPoint file. You can either drag the file onto the drop zone, or click Browse Files and pick it from a panel.

Supported formats: .key, .pptx, and .ppt.

Step 2 — Review Font Status

ShowFonts scans the file and shows you exactly which fonts are used and whether they are installed on this Mac. The summary at the top shows five categories with counts.

Expand the Font List to see every font with its status, location, and a live preview.

Step 3 — Create Package

Click Create Package, choose a destination folder, and ShowFonts will build a clean handoff folder containing the installed fonts (and optionally the presentation file and a text report).

4. Understanding Font Statuses

Every font is classified into one of five categories. Understanding what each one means helps you know exactly what to send to your AV team.

Found *(Green)*

The font is installed on this Mac. It will be included in your handoff package by default.

System *(Gray)*

A font built into macOS. The receiving Mac already has it, so it is excluded from the package.

Restricted *(Purple)*

A licensed font, typically from Adobe Creative Cloud. These cannot be redistributed — the receiving Mac needs its own Adobe subscription to use them.

Missing *(Red)*

The font is not installed anywhere on this Mac. Click the font name to search Google and find a source. ShowFonts cannot package what is not installed.

Needs Review *(Orange)*

The font is registered with macOS, but ShowFonts could not locate the file. Manual review may be needed.

Tip: Use the Hide system fonts toggle to focus only on fonts that need attention. System fonts are typically not relevant to your handoff.

5. Portable Mode (USB Drive)

ShowFonts is designed to work from a USB drive. This is the recommended setup for AV teams and freelance presentation specialists who scan presenter Macs on-site.

Why use Portable Mode?

When you carry ShowFonts on a USB stick, you can plug it into any Mac and scan the fonts on that machine without installing anything. Your license travels with the drive, so the same stick works on every event you attend.

Setting up a Portable USB Drive

6. Format a USB stick as APFS or macOS Extended. 8 GB or larger is more than enough.
7. Mount the USB drive on your Mac.
8. Open the ShowFonts DMG.
9. Instead of dragging the app to Applications, drag it directly onto your USB drive.
10. Eject the DMG.
11. Launch ShowFonts directly from the USB drive.

What to expect

ShowFonts automatically detects that it is running from a removable drive. From the License menu, choose Show License Info and you will see the storage shown as Portable Drive (instead of This Mac).

Your license key, trial state, and activation data are stored in a hidden file next to the app on the USB drive — not on the host Mac. When you unplug the drive, the host Mac is left untouched.

Using ShowFonts on a presenter's Mac

12. Plug the USB drive into the presenter's Mac.
13. Open the drive in Finder and double-click ShowFonts.
14. Drag the presenter's .key or .pptx file onto the drop zone.
15. Review the font list.
16. Click Create Package and choose a folder on your USB drive as the destination.
17. Quit ShowFonts, eject the USB drive, and you are done.

Important: Each USB drive counts as one of your three license activations. If you have multiple USB sticks, each one is its own activation. You can deactivate old drives at any time from the License menu or your LemonSqueezy account portal.

6. Creating Your Handoff Package

When you click Create Package, ShowFonts asks where to save the folder and then assembles everything in one place.

What goes in the package

- **Fonts folder** — all selected Found fonts as TrueType or OpenType files
- **Presentation file (optional)** — a copy of the original .key or .pptx
- **font-report.txt (optional)** — a plain-text summary listing every font used, classified by status

Customizing what is included

In the Package Contents card you can toggle each section on or off. By default the presentation file is excluded and the font report is included — adjust to your needs.

Open package when done

Toggle Open package when done on the Create Package card (top right) to have Finder automatically reveal the new folder after it is created.

7. License Activation

Free Trial

ShowFonts launches with a 7-day free trial. No credit card required. The countdown appears as a banner at the top of the app. When the trial ends, you will be prompted to enter a license key to continue.

Entering Your License Key

After purchasing ShowFonts, you will receive a license key by email from Lemon Squeezy. To activate:

18. Open ShowFonts.
19. Click Enter License in the trial banner, or use the trial-expired screen.
20. Paste your key into the field.
21. Click Activate.

Device Activations

Each license includes three activations. You can use ShowFonts on up to three Macs or USB drives at the same time. To free up an activation slot — for example, when moving to a new device — open License > Show License Info and click Deactivate This Device.

Managing Activations Online

You can also manage activations from your Lemon Squeezy customer portal. The link is included in your purchase confirmation email.

8. Tips and Shortcuts

Keyboard Shortcuts

- **Cmd + Shift + 1** — Switch to Light mode
- **Cmd + Shift + 2** — Switch to Dark mode
- **Cmd + Shift + 3** — Follow system appearance
- **Cmd + Shift + L** — Show License Info
- **Cmd + Q** — Quit ShowFonts

Hidden Gems

- **Click a missing font's name** to search Google for where to buy or download it.
- **Click an installed font's path** to reveal the font file in Finder.
- **Drag any installed font** out of the table to copy the font file elsewhere.
- **Right-click any font** for context-menu options (Copy name, Copy path, Show in Finder).
- **Sort the font table** by clicking the Font Name or Status column headers.

9. Frequently Asked Questions

Does ShowFonts upload my presentation file?

No. Everything is processed locally on your Mac. No file content ever leaves your device.

Can I install ShowFonts on multiple Macs?

Yes — up to three activations per license. You can deactivate a Mac at any time to free up a slot.

What happens if I lose my USB drive?

Deactivate it from your Lemon Squeezy customer portal, then activate a new USB drive. You do not need to buy a new license.

Can ShowFonts include Adobe Creative Cloud fonts in the package?

No. Adobe fonts are licensed and cannot be redistributed. The receiving Mac needs its own Adobe Creative Cloud subscription with the same fonts activated.

Why are some fonts marked Needs Review?

The font name is registered with macOS but the actual file location could not be determined. This happens with certain composite fonts or virtual font registrations. Manual review is required to confirm whether the font is needed.

Does ShowFonts work with .ppt files (the old PowerPoint format)?

Yes, ShowFonts supports both .pptx and the legacy .ppt format, as well as Keynote .key files.

How do I get updates?

When installed on an internal drive, ShowFonts can check for updates automatically. Choose Check for Updates from the ShowFonts menu, or wait for the prompt. Updates are not enabled in Portable Mode — simply download a new version and replace the app on your USB drive.

Can I get a refund?

Yes, within 14 days of purchase. Contact us and we will process it through Lemon Squeezy.

10. Support

If something is not working as expected, we want to know.

Before contacting support

- Confirm you are running macOS 14.6 or later.
- Try quitting and relaunching ShowFonts.
- Check License > Show License Info to confirm your license status.
- If running from a USB drive, try also from your Applications folder to isolate the issue.

Get in touch

Email: hello@showfonts.com

Website: www.showfonts.com

Thank you for using ShowFonts. Built with care for the people behind every great presentation.