FONT COMPLIANCE & RISK ASSESSMENT TOOL

Determine how close you are to a legal landmine.

Fonts are seemingly innocuous pieces of software, but when treated improperly can cause big problems for you, your team, and even your entire company.

The problems that fonts can cause come in many forms, from the mere embarrassment of a client, all the way up to multi-million dollar lawsuits.

Font compliance issues have caught many teams off guard, and it hasn't been limited to one type of organization. Presidential candidates, toy manufacturers, broadcasters, publishers and creative agencies have all had serious issues with font compliance.



Font problems can be created in many different ways, some of which include:

- *Casual font copying & trading*
- *Misuse of open source fonts*
- *Under-licensing of fonts*
- *Distribution of fonts to outside groups*
- *No formal internal training procedures*
- *Misunderstanding of copyright laws*
- *Inadvertent or overt font piracy*

It only takes a few minutes to look into your team's font usage, and assess your level of risk. Let's get started.

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Take the Risk Test

Simply tick each checkbox below that applies to you, your team and your organization to determine your level of risk.

SECTION A

- ☐ *I don't know how many people are using each font we license*
- ☐ *We allow users to convert fonts from one format to another*
- ☐ *I'm not sure if we have web use licenses for fonts we use on the web*
- ☐ *We don't have a policy that restricts users from copying and distributing our font collection.*
- ☐ *We have been sued due to font licensing issues.*

SECTION B

- ☐ *We have font purchases going back over many years.*
- ☐ *I don't know the source of our team's entire font collection.*
- ☐ *We allow team members to install software and fonts on their own machines.*
- ☐ *I worry that non-licensed fonts are used in our work.*
- ☐ *I don't know how many licenses we are buying for each font*
- ☐ *We get frequent helpdesk calls related to font issues.*
- ☐ *We don't have an organization-wide font purchase policy.*
- ☐ *We allow teams to self-regulate software purchases.*
- ☐ *We don't have a policy to examine all software license agreements.*
- ☐ *We have yet to implement a centralized font server.*
- ☐ *We don't have a common place to store our licensing records.*
- ☐ *We need help enforcing our copyright procedures.*

Now add up the number of responses you've checked to calculate your score:

Section A: _____ Section B: _____

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SECTION A

If you checked any of the items in this section, you are automatically placed into the High Risk category.

SECTION B

1 - 3 points – Some Risk
4 - 6 points – Definite Risk
7 or more points – High Risk

Some Risk

You have some of the telltale signs of risky behavior when it comes to fonts. You may have flown under the radar for now, but some of your activities could lead you into trouble. Maybe not now, but possibly somewhere down the road. It is recommended that you review your practices to ensure safety. Download the resources below to get started.

Definite Risk

Your team is very likely putting your organization at risk with your treatment of fonts. It's wise to set aside some time soon to examine your internal procedures to ensure that you aren't violating font licensing terms. Consider installing a font server soon to help mitigate your risk.

High Risk

You should immediately examine your internal procedures in reference to the purchase, installation, use and distribution of fonts. Consider adding policies, procedures and periodic examination of font usage in your organization. A font server is highly recommended to help clean up your workflow, and place structure around compliance efforts.

Feeling overwhelmed? Don't worry, we have resources and personnel to help you with the process.

- *Download the Server-based Font Management Best Practices Guide* for more steps that you can take on your journey to a more efficient creative workflow.
- Download the *Font Compliance in Publishing Best Practices Guide* for additional tips.
- *Contact us* and we can talk through your specific needs.

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