



Information Security Policy		Use of Fonts	
Sponsor: Corporate Information Security Office		Number: 500-23	Version: 1.1
Approval: Pearson Shared Operations		Issue Date: 01/22/07	Rev Date: 05/07/07

**1.0 Purpose**

The goal of this policy is to provide information and guidance on Pearson’s use of fonts, including font licensing and protection. This policy applies to all Pearson systems and web sites, as well as third party documents, addresses, Computers, Writing Systems, and Stored Documents that contain authorized Pearson intellectual property. The policy defines business management responsibilities for ensuring that Pearson uses and authorizes others to use only approved and licensed fonts for the creation and publishing of Pearson material.

**2.0 Scope**

This policy pertains to all Pearson employees and other users authorized by Pearson to use software, including fonts, as well as production staff members and others who can install fonts.

**3.0 Basic Font Licensing**

There are two types of fonts – system and non-system. A system font is licensed and made available as part of an operating system. A non-system font is not included in the operating system and must be purchased or licensed separately

Computers delivered by Pearson to employees contain only system fonts included with the operating system and fonts that are legally licensed by Pearson together with other installed computer software. Additional fonts may be licensed for use by specific staff members, but only pursuant to and in accordance with End User License Agreement(s) – EULAS. These EULA’s are controlled and audited by Pearson for compliance.

**General Guidelines**

Fonts must be purchased through an approved procurement process. The user and procurement departments are to maintain a copy of the Proof of Ownership Documentation (POD) for the software and must be able to present the POD during a compliance audit.

The POD for licensing the fonts from the font publisher will generally be a Software EULA that contains terms regarding the use, distribution and ownership of the fonts.

Font software license agreements or EULAs most commonly do not allow Pearson users or others to make copies of or distribute the font software to another organization, company or individual. This includes service bureaus, design agencies, PR companies, advertising agencies, printers and other users.

Font software publishers generally permit users, including Pearson, to embed font software into documents, but only for previewing and using the fonts



Information Security Policy		Use of Fonts	
Sponsor: Corporate Information Security Office		Number: 500-23	Version: 1.1
Approval: Pearson Shared Operations		Issue Date: 01/22/07	Rev Date: 05/07/07

in printed documents. But font publishers do not allow a document containing an embedded font to be editable using the licensed software. All PDFs must be locked.

Fonts are not to be modified without the express permission from the licensor/ font publisher (owner).

Managers having projects involving outside vendors are to ensure their vendor partners have font license rights and can support Pearson’s level of work.

## 4.0 Responsibility

### Pearson

Pearson respects and has established reasonable business practices to protect the intellectual property, including copyright, of the owners of fonts who license the Fonts to Pearson and to reduce the risk of inappropriate use of copyrighted licensed computer products.

### Management

All managers are directly responsible for implementing practices to ensure compliance with this Pearson policy within their business areas, and by their staff; managers should approve only authorized licensed fonts for use by their staffs and subject to the limitations of the EULAs.

### Information Security Office and Compliance

The Information Security Officer and Compliance have direct responsibility for issuing guidance regarding software license practices that meet Pearson approval and legal requirements.

### Legal Department

The Pearson Education Legal Department has responsibility for providing guidance as to the proper interpretation of Font license agreements, and the limitations on Pearson’s use of fonts.

## 5.0 Exception Guidance

The policy is as stated with no exceptions.

Approval \_\_\_\_\_ Date \_\_\_\_\_  
Information Security (CSO)

Approval \_\_\_\_\_ Date \_\_\_\_\_  
Chief Information Officer (CIO)

Approval \_\_\_\_\_ Date \_\_\_\_\_  
Chief Compliance Officer

Approval \_\_\_\_\_ Date \_\_\_\_\_  
Division General Counsel

## Adobe Font Family Names available for use on PHHE Titles

Aachen <i>f</i>	Bruno JB <i>f</i>	Coronet <i>f</i>
Adobe Jenson <i>f</i>	Bulmer MT <i>f</i>	Cottonwood <i>f</i>
Adobe Jenson MM <i>f</i>	Bundesbahn Pi <i>f</i>	Courier <i>f</i>
Adobe Sans MM <i>f</i>	Caecilia <i>f</i>	Critter <i>f</i>
Adobe Serif MM <i>f</i>	Caflisch Script MM <i>f</i>	Cronos <i>f</i>
Adobe Wood Type <i>f</i>	Caflisch Script Web CE <i>f</i>	Cronos MM <i>f</i>
Albertus MT <i>f</i>	Caflisch Script Web <i>f</i>	Cushing (ITC)
Aldus <i>f</i>	Caliban <i>f</i>	Cutout <i>f</i>
Alexa <i>f</i>	Calvert MT <i>f</i>	Dante MT <i>f</i>
American Typewriter (ITC)	Candida <i>f</i>	Delphin <i>f</i>
Americana <i>f</i>	Cantoria MT <i>f</i>	DidotLH <i>f</i>
Amigo <i>f</i>	CaravanLH <i>f</i>	DINEngschrift <i>f</i>
Andreas <i>f</i>	Carolina <i>f</i>	DINMittelschrift <i>f</i>
Anna (ITC)	CascadeScript <i>f</i>	DINNeuzeitGrotesk <i>f</i>
AntiqueOlive <i>f</i>	Caslon 224 (ITC)	Diotima <i>f</i>
Apollo MT <i>f</i>	Caslon 3 <i>f</i>	Diskus <i>f</i>
Arcadia <i>f</i>	Caslon Open Face <i>f</i>	Dom Casual <i>f</i>
Ariadne <i>f</i>	CaslonFiveForty <i>f</i>	Dorchester Script MT <i>f</i>
Arnold Boecklin <i>f</i>	CaslonThree <i>f</i>	Doric <i>f</i>
Ashley Script MT <i>f</i>	Caxton <i>f</i>	DucDeBerry <i>f</i>
Auriol <i>f</i>	Celestia Antiqua <i>f</i>	Eccentric <i>f</i>
Avant Garde Gothic MM (ITC)	Centaur MT <i>f</i>	EgyptienneF <i>f</i>
Avenir <i>f</i>	Centennial <i>f</i>	Ehrhardt MT <i>f</i>
Baker <i>f</i>	Century (ITC)	ElectraLH <i>f</i>
Banco <i>f</i>	Century Expanded <i>f</i>	Ellington MT <i>f</i>
Banshee <i>f</i>	Century Handtooled (ITC)	ElseNPL <i>f</i>
BaskervilleCyr <i>f</i>	Century Old Style <i>f</i>	Emmascript MVB <i>f</i>
Bauer Bodoni <i>f</i>	Cerigo (ITC)	EngraversLH <i>f</i>
Bauhaus <i>f</i>	Chaparral <i>f</i>	Eras (ITC)
Bell Centennial <i>f</i>	Chaparral MM <i>f</i>	Esprit (ITC)
Bell Gothic <i>f</i>	Charlemagne <i>f</i>	European Pi <i>f</i>
Bell MT <i>f</i>	Charme <i>f</i>	Eurostile <i>f</i>
Belwe <i>f</i>	Cheltenham (ITC)	Ex Ponto <i>f</i>
Bembo <i>f</i>	Cheltenham Handtooled (ITC)	Ex Ponto MM <i>f</i>
Benguiat (ITC)	Cheq <i>f</i>	Excelsior <i>f</i>
Benguiat Gothic (ITC)	Clairvaux <i>f</i>	ExcelsiorCyr <i>f</i>
Berkeley <i>f</i>	Clarendon <i>f</i>	FairfieldLH <i>f</i>
Berling <i>f</i>	Clearface <i>f</i>	Falstaff MT <i>f</i>
Bermuda LP <i>f</i>	ClearfaceGothicLH <i>f</i>	Fenice (ITC)
Bernhard <i>f</i>	Cloister <i>f</i>	FetteFraktur <i>f</i>
Bickham Script MM <i>f</i>	Club Type Mercurius <i>f</i>	Flood <i>f</i>
Birch <i>f</i>	Cochin <i>f</i>	Flora (ITC)
Blue Island <i>f</i>	Conga Brava MM <i>f</i>	Florens LP <i>f</i>
Bodoni <i>f</i>	Cooper Black <i>f</i>	Flyer <i>f</i>
Border Pi <i>f</i>	Copal <i>f</i>	Folio <i>f</i>
Bossa Nova MVB <i>f</i>	Copperplate Gothic <i>f</i>	Forte MT <i>f</i>
Briem Akademi MM <i>f</i>	Coriander <i>f</i>	Fournier MT <i>f</i>
Briem Script MM <i>f</i>	Corona <i>f</i>	Franklin Gothic (ITC)

## Adobe Font Family Names available for use on PHHE Titles

Franklin Gothic <i>f</i>	Industria <i>f</i>	Lucida Sans Typewriter <i>f</i>
Freestyle Script <i>f</i>	Inflex MT <i>f</i>	Lucida Typewriter <i>f</i>
Friz Quadrata <i>f</i>	Insignia <i>f</i>	Machine (ITC)
Frutiger <i>f</i>	Isabella <i>f</i>	Madrone <i>f</i>
Fusaka <i>f</i>	Isadora (ITC)	Magnesium MVB <i>f</i>
Futura <i>f</i>	Italia <i>f</i>	Magnolia MVB <i>f</i>
Galahad <i>f</i>	Italian Old Style MT <i>f</i>	Manito LP <i>f</i>
Galliard (ITC)	Janson Text <i>f</i>	Marigold <i>f</i>
Garamond (ITC)	JansonText <i>f</i>	Mathematical Pi <i>f</i>
Garamond Handtooled (ITC)	Jimbo <i>f</i>	Matura MT <i>f</i>
Garamond MM (ITC)	Jimbo MM <i>f</i>	Maximus <i>f</i>
GaramondThree <i>f</i>	Joanna MT <i>f</i>	MediciScript <i>f</i>
Garth Graphic <i>f</i>	Juniper <i>f</i>	Melior <i>f</i>
GazetteLH <i>f</i>	Kabel (ITC)	Memphis <i>f</i>
Giddyup <i>f</i>	Kabel <i>f</i>	Mendoza Roman (ITC)
Giddyup Web CE <i>f</i>	Kaufmann <i>f</i>	Meridien <i>f</i>
Giddyup Web <i>f</i>	Kepler <i>f</i>	Mezz <i>f</i>
Gill Floriated Caps MT <i>f</i>	Kepler MM <i>f</i>	Mezz MM <i>f</i>
Gill Sans <i>f</i>	Khaki <i>f</i>	Mezz Web Bold <i>f</i>
Giovanni (ITC)	Kigali <i>f</i>	Mezz Web CE Bold <i>f</i>
Glypha <i>f</i>	Kinesis MM <i>f</i>	MICR <i>f</i>
Gothic 13 <i>f</i>	Klang MT <i>f</i>	Minion Cyrillic <i>f</i>
Goudy <i>f</i>	Koch <i>f</i>	Minion <i>f</i>
Goudy Modern MT <i>f</i>	Kolo LP <i>f</i>	Minion MM <i>f</i>
Goudy Sans (ITC)	Kompakt <i>f</i>	Minion Web CE <i>f</i>
Goudy Text MT <i>f</i>	Korinna (ITC)	Minion Web <i>f</i>
Granjon <i>f</i>	KuenstlerScript <i>f</i>	Minister <i>f</i>
Graphite MM <i>f</i>	LAstrologyPi <i>f</i>	Mojo <i>f</i>
Grey mantle MVB <i>f</i>	Latin MT <i>f</i>	Mona Lisa (ITC)
Grotesque MT <i>f</i>	Leawood (ITC)	Monotype Modern <i>f</i>
Guardi <i>f</i>	Legacy Sans (ITC)	Monotype Old Style MT <i>f</i>
Hadriano <i>f</i>	Legacy Serif (ITC)	Motter Corpus MM (ITC)
Hardwood LP <i>f</i>	Legault <i>f</i>	Myriad Condensed Web CE <i>f</i>
Helvetica <i>f</i>	Letter Gothic <i>f</i>	Myriad Condensed Web <i>f</i>
Helvetica Rounded <i>f</i>	Life <i>f</i>	Myriad <i>f</i>
HelveticaCyr <i>f</i>	LinoLetter <i>f</i>	Myriad MM <i>f</i>
HelveticaInserat <i>f</i>	Linascript <i>f</i>	Myriad Web CE <i>f</i>
HelveticaInseratCyr <i>f</i>	Linotext <i>f</i>	Myriad Web <i>f</i>
HelveticaNeue <i>f</i>	Linotype Audio Pi <i>f</i>	Mythos <i>f</i>
HelveticaRounded <i>f</i>	Linotype Decoration Pi <i>f</i>	National Codes <i>f</i>
Herculanum <i>f</i>	Linotype Game Pi <i>f</i>	Neue Hammer Unziale <i>f</i>
Highlander (ITC)	Linotype Holiday Pi <i>f</i>	Neuland <i>f</i>
Hiroshige <i>f</i>	Linotype Warning Pi <i>f</i>	NeuzeitS <i>f</i>
Hobo <i>f</i>	Lithos <i>f</i>	New Baskerville (ITC)
Horley Old Style MT <i>f</i>	Lubalin Graph (ITC)	New Berolina MT <i>f</i>
Immi 505 <i>f</i>	Lucida <i>f</i>	NewAster <i>f</i>
Impact <i>f</i>	Lucida Math <i>f</i>	NewCaledonia <i>f</i>
Impressum <i>f</i>	Lucida Sans <i>f</i>	NewCenturySchlbk <i>f</i>

## Adobe Font Family Names available for use on PHHE Titles

News Gothic <i>f</i>	Reliq MM <i>f</i>	Studz <i>f</i>
NotreDame <i>f</i>	Reporter <i>f</i>	Symbol (ITC)
Novarese (ITC)	Revue <i>f</i>	Symbol <i>f</i>
Nueva <i>f</i>	Rockwell <i>f</i>	Syntax <i>f</i>
Nueva MM Italic <i>f</i>	Romic <i>f</i>	Tekton <i>f</i>
Nyx <i>f</i>	Rosewood <i>f</i>	Tekton MM <i>f</i>
Ocean Sans MM <i>f</i>	Rotation <i>f</i>	Tempo <i>f</i>
OCRA <i>f</i>	Rotis Sans Serif <i>f</i>	Tiepolo (ITC)
OCRB <i>f</i>	Rotis Semi Sans <i>f</i>	Tiffany (ITC)
Octavian MT <i>f</i>	Rotis Semi Serif <i>f</i>	Times <i>f</i>
Officina Sans (ITC)	Rotis Serif <i>f</i>	Times New Roman <i>f</i>
Officina Serif (ITC)	RulingScript <i>f</i>	Times New Roman MT <i>f</i>
Old Claude LP <i>f</i>	Russell Oblique <i>f</i>	TimesEuropa <i>f</i>
Old Style 7 <i>f</i>	Russell Square <i>f</i>	TimesTen <i>f</i>
Olympian <i>f</i>	Rusticana <i>f</i>	TimesTenCyr <i>f</i>
Omnia <i>f</i>	RuzickaFreehandLH <i>f</i>	Toolbox <i>f</i>
Ondine <i>f</i>	Sabon <i>f</i>	TradeGothic <i>f</i>
Onyx MT <i>f</i>	SanMarco <i>f</i>	TradeGothicLH <i>f</i>
Optima <i>f</i>	Sanvito <i>f</i>	Trajan <i>f</i>
Orator <i>f</i>	Sanvito MM <i>f</i>	TrumpMediaeval <i>f</i>
Origami <i>f</i>	Sassafras <i>f</i>	Umbra <i>f</i>
Ouch! <i>f</i>	Scotch Roman MT <i>f</i>	Univers <i>f</i>
Oxford <i>f</i>	Script MT <i>f</i>	Universal <i>f</i>
Palace Script MT <i>f</i>	Serifa <i>f</i>	Usherwood (ITC)
Palatino <i>f</i>	SerifGothic <i>f</i>	Utopia <i>f</i>
Peignot <i>f</i>	Serlio LH <i>f</i>	VAG Rounded <i>f</i>
Pelican <i>f</i>	Serpentine <i>f</i>	VectoraLH <i>f</i>
Penumbra <i>f</i>	Shannon <i>f</i>	Veljovic (ITC)
Penumbra MM <i>f</i>	Shelley <i>f</i>	Versailles <i>f</i>
Penumbra Serif Web CE <i>f</i>	Sho <i>f</i>	Verve MM <i>f</i>
Penumbra Serif Web <i>f</i>	Shuriken <i>f</i>	Visigoth <i>f</i>
Pepperwood <i>f</i>	SimonciniGaramond <i>f</i>	Viva <i>f</i>
Perpetua <i>f</i>	Slimbach (ITC)	Viva MM <i>f</i>
Photina MT <i>f</i>	Smaragd <i>f</i>	Voluta Script <i>f</i>
Plantin <i>f</i>	SnellRoundhand <i>f</i>	Waters Titling MM <i>f</i>
Poetica <i>f</i>	Sonata <i>f</i>	Weidemann <i>f</i>
Pompeia <i>f</i>	Souvenir (ITC)	Weiss <i>f</i>
Pompeijana <i>f</i>	Spartan <i>f</i>	Wendy LP <i>f</i>
Ponderosa <i>f</i>	Spectrum MT <i>f</i>	Wiesbaden Swing <i>f</i>
Poplar <i>f</i>	Spring LP <i>f</i>	WiesbadenSwing <i>f</i>
Postino <i>f</i>	Spumoni LP <i>f</i>	WilhelmKlingsporGotisch <i>f</i>
Present <i>f</i>	Stempel Schneidler <i>f</i>	Wilke <i>f</i>
Prestige Elite <i>f</i>	StempelGaramond <i>f</i>	Wittenberger Fraktur MT <i>f</i>
Quake <i>f</i>	Stone Informal (ITC)	Zapf Chancery (ITC)
Quorum (ITC)	Stone Sans (ITC)	ZebraWood <i>f</i>
Rad <i>f</i>	Stone Serif (ITC)	Zipty Do <i>f</i>
Raleigh <i>f</i>	Strayhorn MT <i>f</i>	
Raphael <i>f</i>	Strumpf <i>f</i>	

## ImageClub Font Family Names available for use on PHHE Titles

Chilada™	Letraset® Eclat™	Quaint
Badloc™	New Geneva Nine™	QuickSans™ Accurate
Carpenter	Narrowband™ Prime	Vendome® 2
Choc®	Mini Pics™ Lil' Edibles	Tigerteeth™
Farrier™	Letraset® Cabarga Cursiva™	Vendome® 1
Fajita™	Mini Pics™ Uprooted	Qwerty™
Bubbledot™	Mini Pics™ Red Rock	QuickSans™ Fast
Digital™	Letraset® Sinaloa™	Publicity Gothic
Decotura™	Letraset® Compacta™ 1	Paris Flash
Guts™	NIMX Quirks™	Paisley™
Bernhard Modern™	Newtron™	Omni™
Amelia™	Mini Pics™ Lil' Fishies	Rubino™ Serif
Huxley Vertical	Mini Pics™ Lil' Features	Rubino™ Sans
Broadband™	Letraset® Compacta™ 2	Wonton™
Boca Raton™	Mini Pics™ Lil' Creatures	Republik™ Serif
Burweed™	Mini Pics™ Lil' Events	Republik™ Sans
Improv™	Mini Pics™ Art Jam	Radiant™
Bernhard Fashion™	Letraset® Cabaret™	Thunderbird™
East Bloc™	Metropolis	Stuyvesant
Farfel™	Letraset® Ignatius™	Signature™
Arquitectura™	Letraset® Einhorn™	Serpentine Sans™
ITC Studio Script®	Letraset® Aquitaine™	
Corvinus Skyline	Mini Pics™ Lil' Faces	
Lemonade™	Mini Pics™ Lil' Critters	
Jazz Poster™	Mini Pics™ Lil' Ancients	
Bodoni Highlight™	Mini Pics™ International	
Ad Lib™	Mini Pics™ Lil' Stuff	
Futura® Stencil	Mini Pics™ Lil' Folks	
Carver™	Mini Pics™ Lil' Flowers	
	Mini Pics™ Classic	
	Mini Pics™ ASL	
	Letraset® Dolmen™	
	Letraset® Princetown™	
	Letraset® Papyrus™	
	Letraset® Ragtime™	
	Letraset® Van Dijk™	
	Letraset® Laser™	
	Mini Pics™ Directional	
	Letraset® Balmoral™	
	Letraset® Harlow™	
	Letraset® Enviro™	
	Mini Pics™ Doohickies	
	Mini Pics™ Lil' Dinos	
	Mini Pics™ Naked City	
	Mini Pics™ Mardi Gras	
	Mini Pics™ Lil' Vehicles	