

Helpsheet 3 - How to install new font files

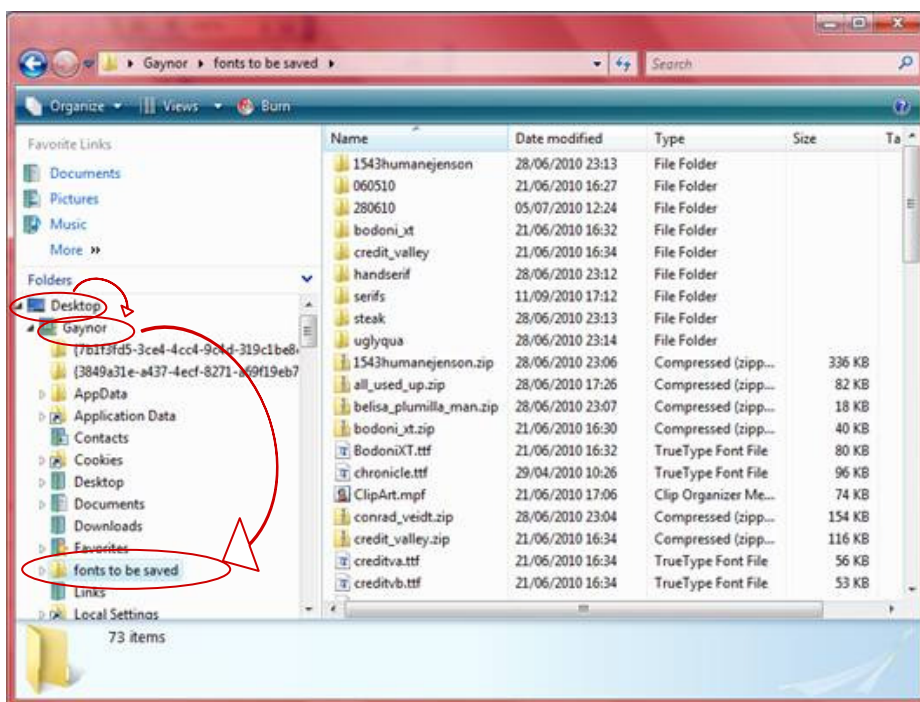
Useful websites for free fonts: www.dafont.com
www.1001freefonts.com
www.free-fonts.com
 Many more are available, so use a search engine to find what you're after.
Remember all downloads are at your own risk.

Using interesting and unusual fonts can be a great way to create or reinforce your brand, or to design attractive and attention-grabbing documents (used sparingly!). So you'd be forgiven for thinking that if you want to install a new font onto your computer, you just paste it into the Fonts folder - unfortunately, it's not always quite that simple!

If you've tried and failed, try this method which should give you a bit more success. There are plenty of ways to install fonts - this is just one way, which hopefully you'll find easy to do.

Font files will usually (but not exclusively) come to you from one of two places - either you'll have received a font file sent to you as an email attachment, or you may choose to download a font file (either as a free font or one you've bought) from one of the many websites available. Either way, the process is essentially the same - read on...

1. First of all, you'll need to create a 'holding' folder in an easy-to-find location to store the font file in before you install it. So if you have a 'Yourname' user folder, for example, create a new folder in there and call it 'font holding folder' or something obvious!
 - see mine below (mine is in Desktop>Gaynor>fonts to be saved): -



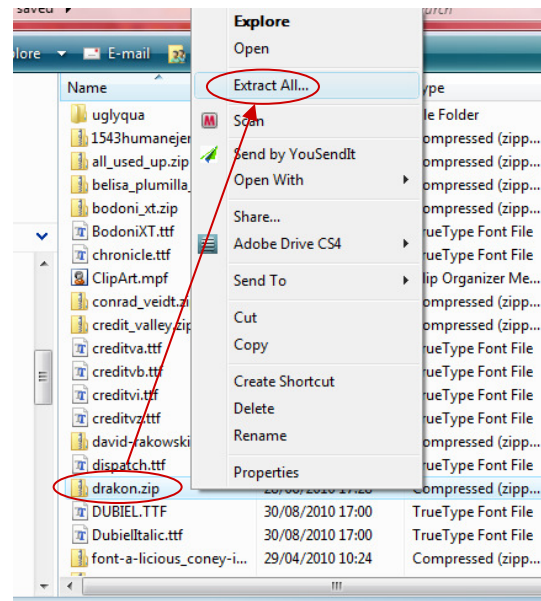
2. Then either:

2a. For a font file attached to an email, right-click the font attachment and choose either 'Save As', or 'Copy', then save or paste it into your newly created holding folder. Now move on to point 3 below.

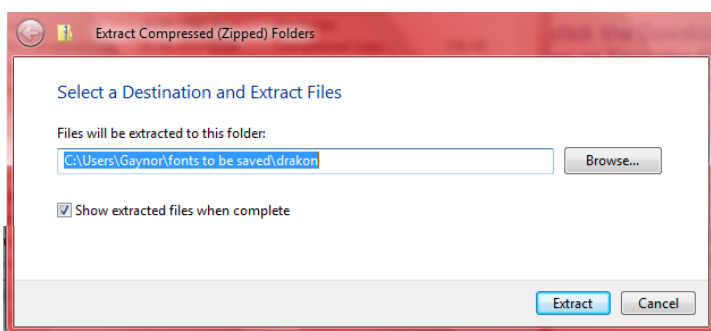
2b. If you're downloading a font file from a website, click the Download button, then where it asks you whether you'd like to Open or Save the file, choose Save, and navigate to the folder you've just created, and save the downloaded file in there.

It's quite likely that your font will download as a 'zip file' from which you will need to extract the actual font files before you can install them. (If it doesn't download a zip file, just a normal file ending in .ttf (true type font file) or .otf (open type font file), that's great - just go straight to point 3).

To extract the files from a zip file, right-click on the font zip file which you've just downloaded (I'm using the 'drakon' font in this example), and select 'Extract All...' from the popup menu (see right):



Then you'll be asked which folder you want to extract the files to, and the system will suggest a folder with the name of the font:

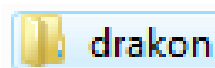
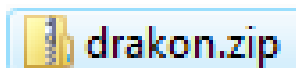


Unless you want to save the file elsewhere, accept this suggestion by clicking 'Extract'.

You'll see that in your folder you now have 2 sub-folders:

- the zip folder you downloaded

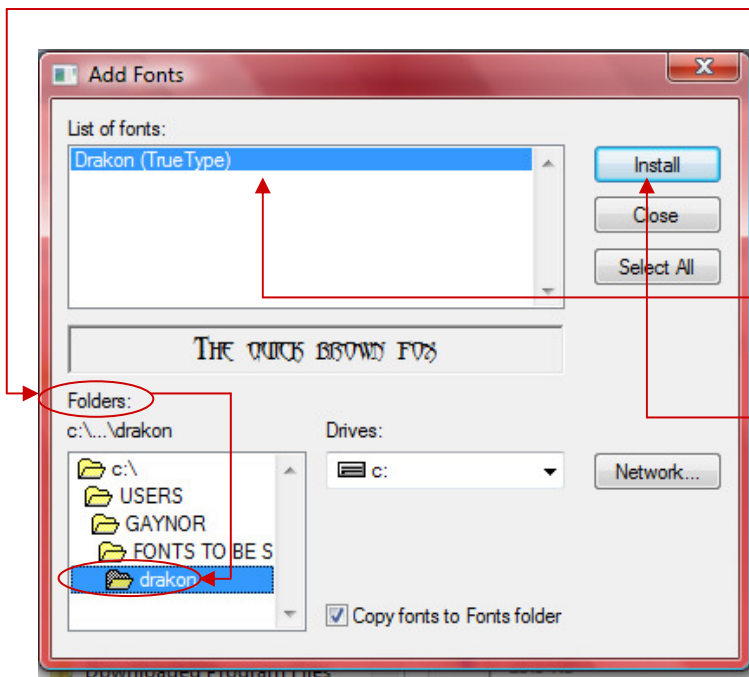
- and the 'extracted files' folder



- This part now applies to both methods (2a (in red) and 2b (in blue) above).

In Windows Explorer ('My Computer' or 'Computer'), go to your computer's Fonts folder - usually in 'Computer > Local Disk (C:) > Windows > Fonts'

- Right-click anywhere in the fonts folder and select 'Install new font' from the popup menu.
- You'll get a dialogue box like this:



- In the 'Folders' list (bottom left), navigate to the folder you've just created as your holding folder, then to the 'unzipped font folder'
- The font(s) should then appear in the top box ('List of fonts')
- Click on it (or them) to highlight, then click 'Install'.

- Wait a few seconds for the installation, and then the files should appear in your proper Fonts folder (Computer > Local Disk (C:) > Windows > Fonts). They will then be available just as a normal font on your machine.

BUT don't forget that if you produce anything in this font which you plan to email out (a word document for example, or text in an email), other people won't see it in your chosen font unless they also have that font installed on their computer (unlikely), so their computer will choose a replacement font. It's therefore best to PDF your document before sending to anyone - this will retain the font's appearance. If you haven't used PDFs before, have a look at 'Helpsheet 2 - How to use PDFs' on my website.

Good luck installing and using new fonts - I hope this helpsheet has been useful and your newly-branded documents help to make you more successful!

If you would like more help with formatting, layout or presentation of documents, please get back to me - I'll be delighted to help!

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