

Proicere, Inc.

Window Fonts

Lesson Notes

Author: Pamela Schmidt

Downloading

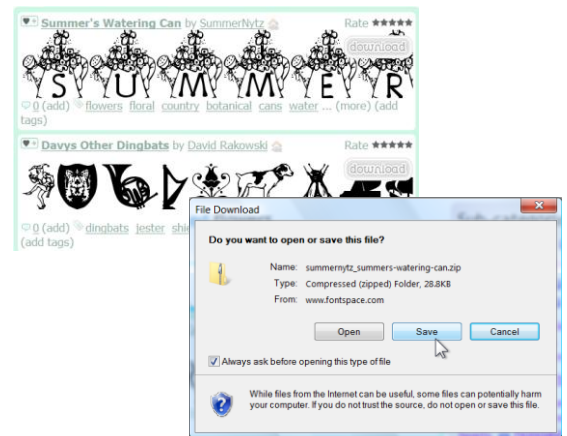
Window fonts can be downloaded for free from the internet.

Note: without the quotes search for “fonts free”

Note: Fonts that are pictures instead of letters are called “Dingbats”

The web sites will have instructions for downloading the fonts. When the dialog box open choose “Save”

Be sure to note where you are downloading the font.



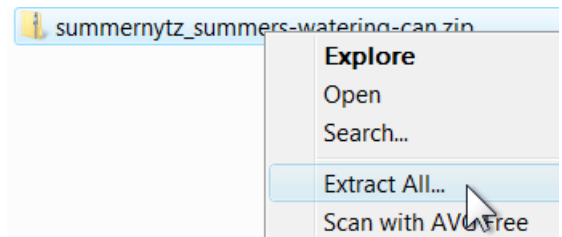
Unzipping

The downloaded fonts are usually in a zip file that needs to be unzipped or extracted.

Find the downloaded file and click on it with the right mouse button. A menu should appear with either unzip or extract all on the list.

Unzip/Extract the file to a location you will remember.

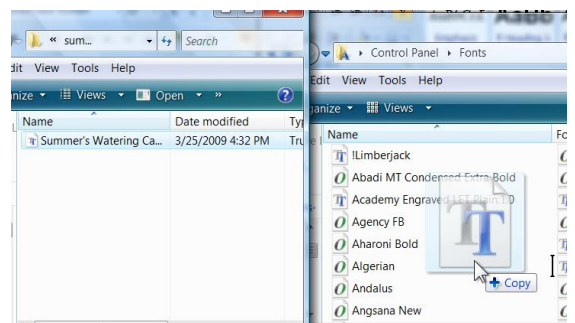
The Unzipped/Extracted font should have the extension .ttf



Installing Fonts

Once the file is Unzipped/Extracted, it then needs to be put into the font directory.

Open the control panel and look for, and open the Font folder. Copy the new extracted font into the folder.



Using Fonts

Once the fonts are installed in the Windows Font directory/folder, they are then available to be used in any program that uses the Windows Fonts. If you already had a program open, you may need to close it and open it again in order for the program to see the font.