Adding Fonts in Windows®

Downloading from the CD

The folowing instructions are for manually downloading fonts from a compact disc (CD) to your computer's font directory.

1. Turn On (**I**) your computer and allow it to boot up to your normal home page.

Note • For Windows NT 4.0, 2000, XP, and Server 2003, you must be an administator to add or remove fonts.
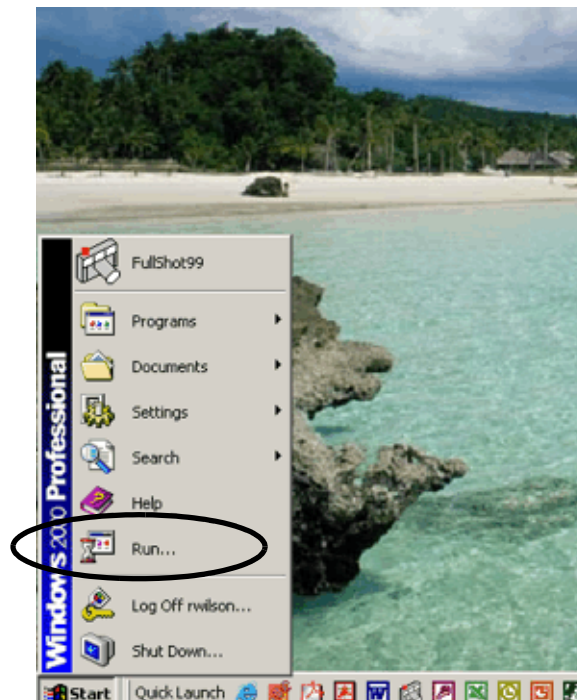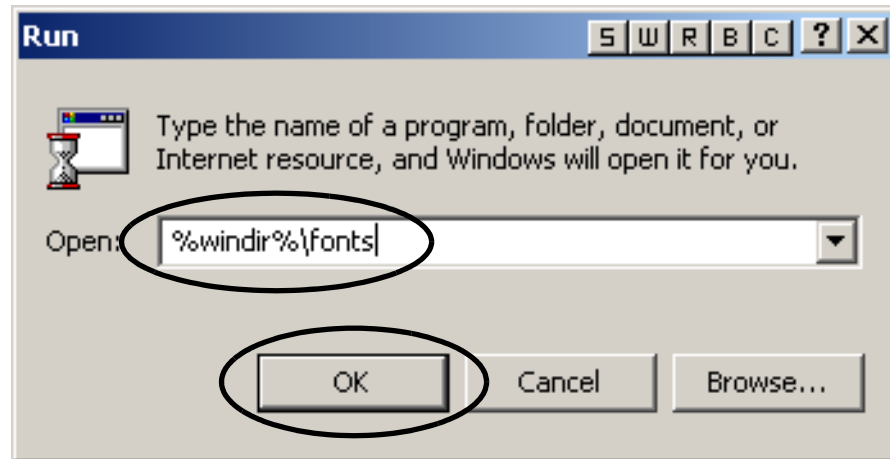
2. Insert the CD into your computer.

3. Click [Start] on your desktop, and then click **Run**.
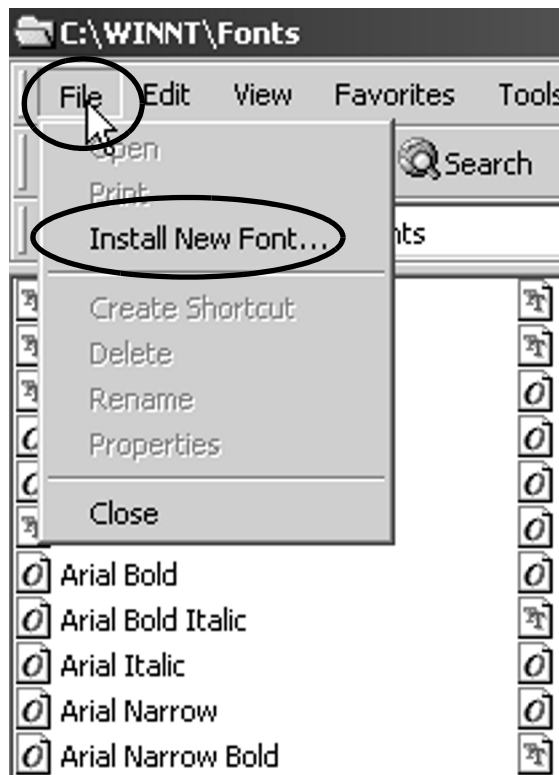
Figure 1 • Select Run

4. Type **%windir%\fonts**, and then click **OK**.

    The Fonts directory opens (see Figure 3).

Figure 2 • Run Window
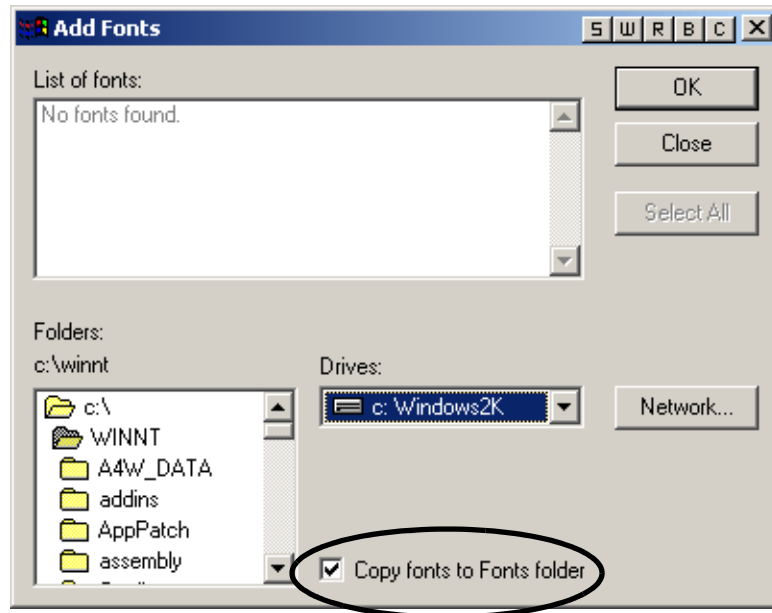

5. See Figure 3, On the file menu, click **Install New Font**.
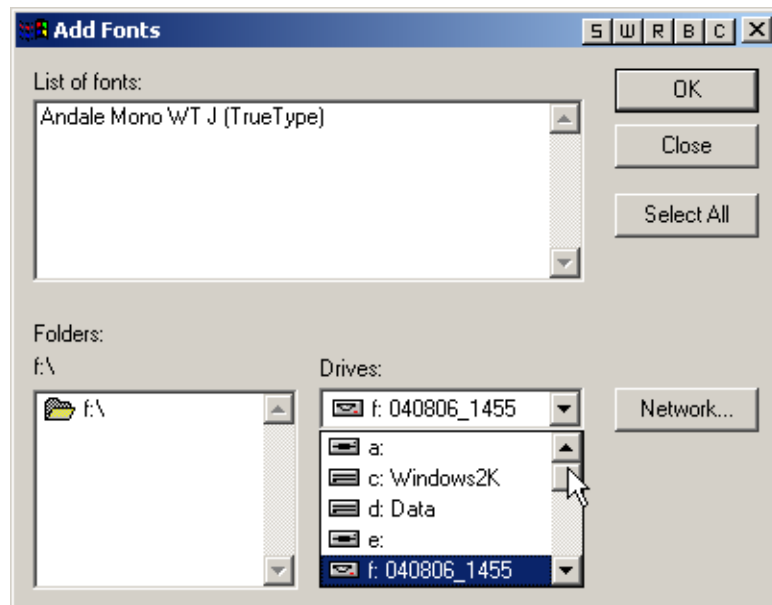
Figure 3 • Font Directory

6. See Figure 4. Select **Copy Fonts To Fonts Folder** check box.

Figure 4 • Copy Fonts to Fonts Folder

7. See Figure 5. In the drives box, click on the drive for your CD-ROM.

Figure 5 • Select Drive

8. Install the fonts.

If you want to install...	Then...
A single font	a. Double click on the font you want to install and it will install automatically
All fonts on the CD	a. Click **Select All**, and then click **OK**.
Some of the fonts on the CD	a. Choose the ones you want install by holding down **CTRL** while clicking on the ones you want to, and then click **OK.**