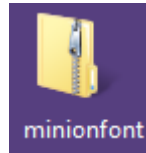


How to Install a Font (Windows 7)

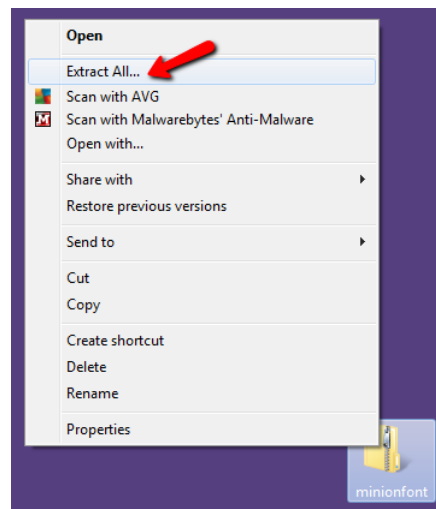
Step 1.

Download the font family folder to your computer. The folder will include varieties of the same font (bold, italic, regular, etc.).



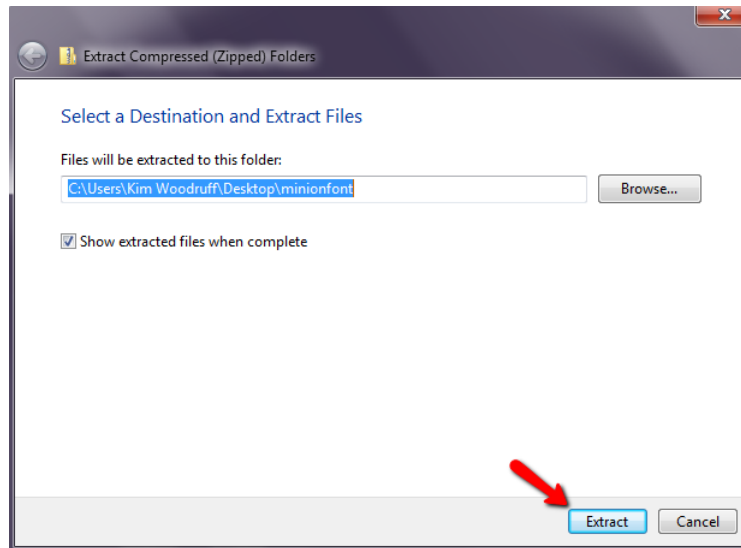
Step 2.

Initially, the folder for a font family will be a zipped or compressed folder and must be extracted before the fonts can be installed. Zipped or compressed folders can be identified by the zipper that appears on the folder icon.

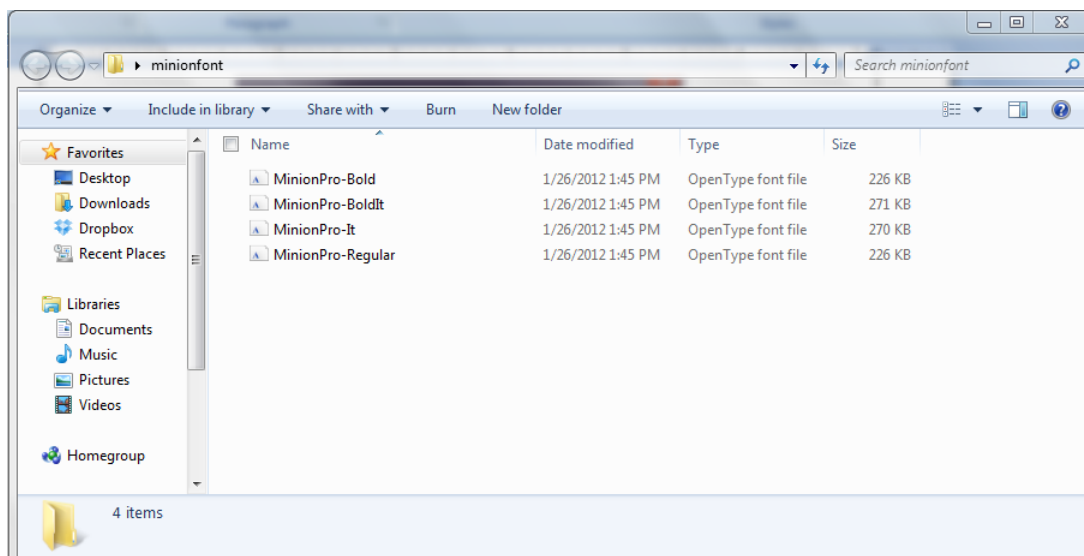


Step 3.

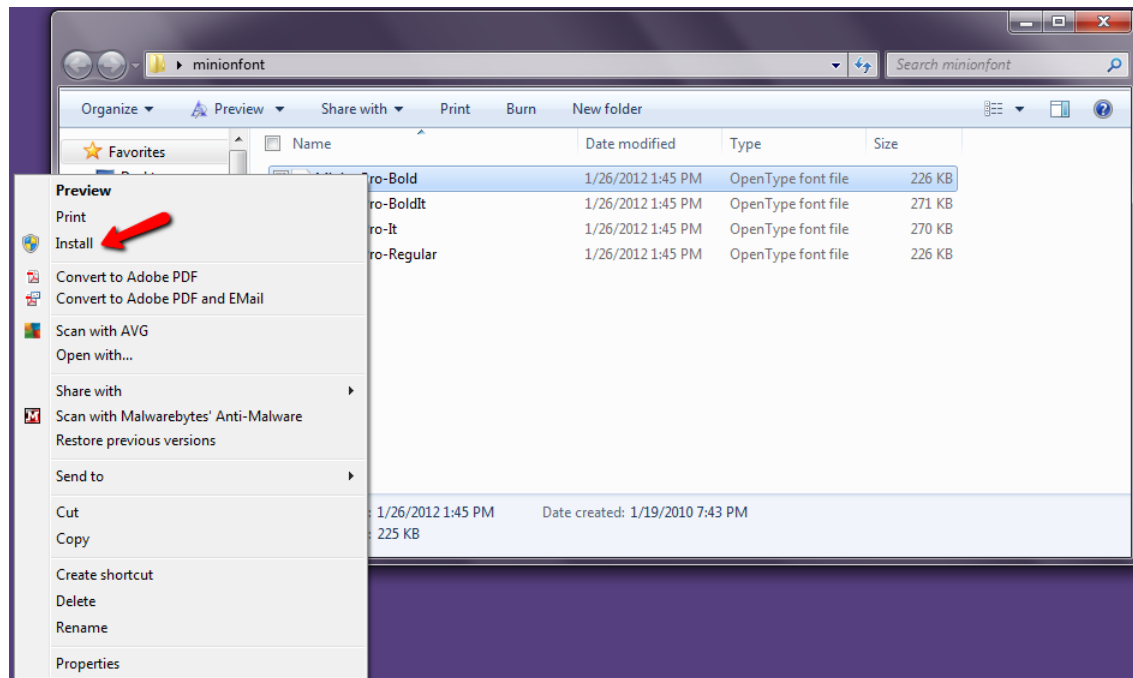
To extract the zipped folder, right click on the folder and select **Extract All...** from the list of options.

**Step 4.**

A pop-up window will appear. Click on **Extract** in the lower right corner. By default, the new extracted folder will appear in the same location as the original zipped folder and the new folder's contents will appear automatically once the extraction is complete.

**Step 5.**

A pop-up window will appear with the contents of the extracted folder. The individual font files are now ready to be installed.



Step 6.

One at a time, right click on the individual font files and select **Install** from the list of options. A temporary pop-up window will appear as each font is being installed. Repeat this process for each file. The font family is now installed on your computer and is ready to use.