

How to Install a Font (Windows XP)

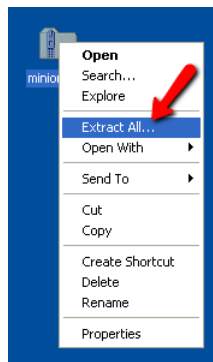
Step 1.

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



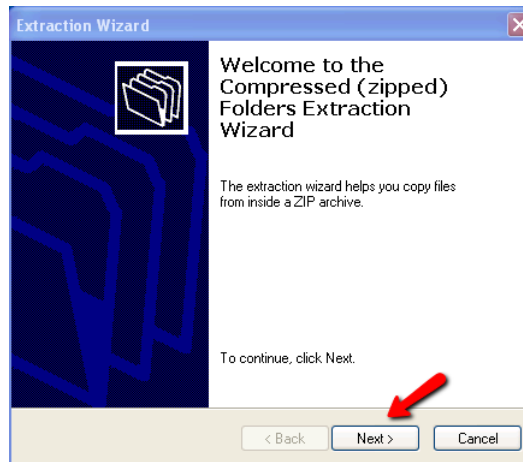
Step 2.

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.

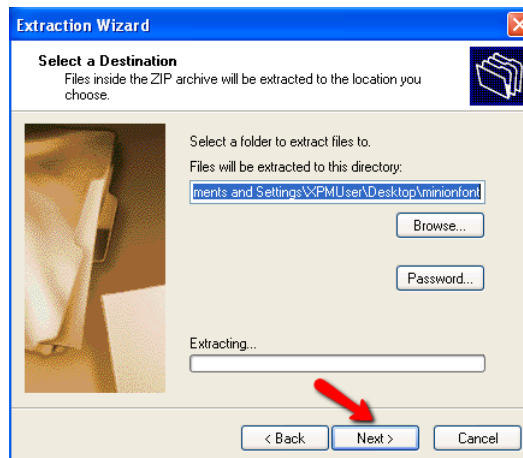


Step 3.

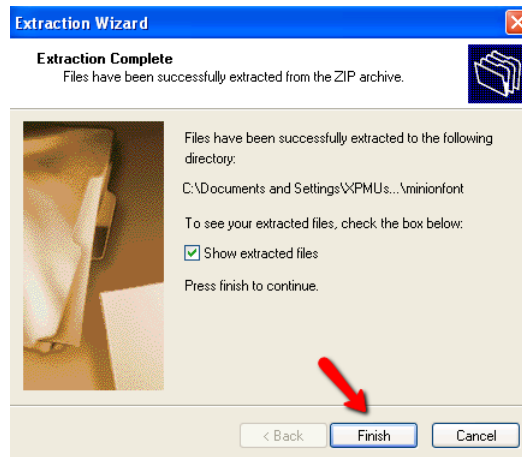
To extract the zipped folder, right click on the folder and select **Extract All...** from the list of options.

**Step 4.**

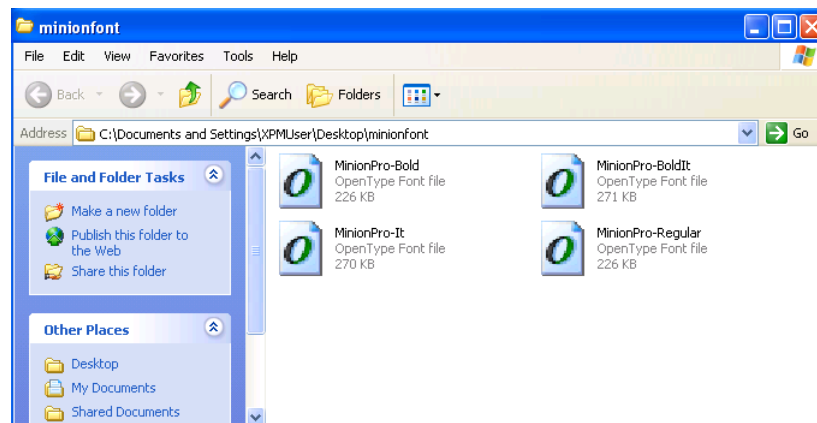
A pop-up window will appear. Click on **Next** to utilize the **Folders Extraction Wizard**.

**Step 5.**

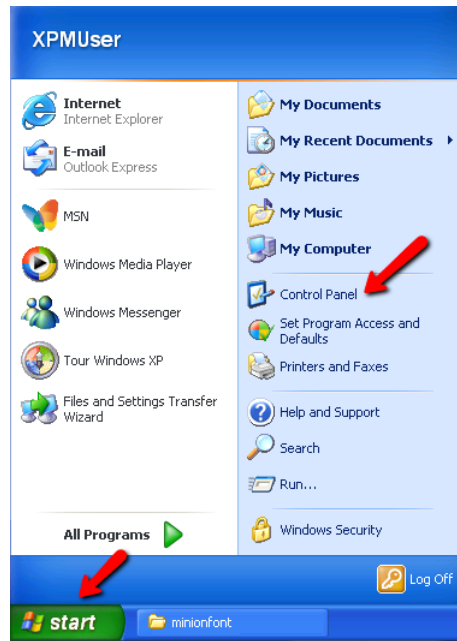
By default, the new extracted folder will appear in the same location as the original zipped folder. To choose an alternate location, click on **Browse**. Once the desired location appears, click on **Next**.

**Step 6.**

By default, the new folder's contents will appear automatically once the extraction is complete. Click on **Finish** to complete the extraction process and view the files.

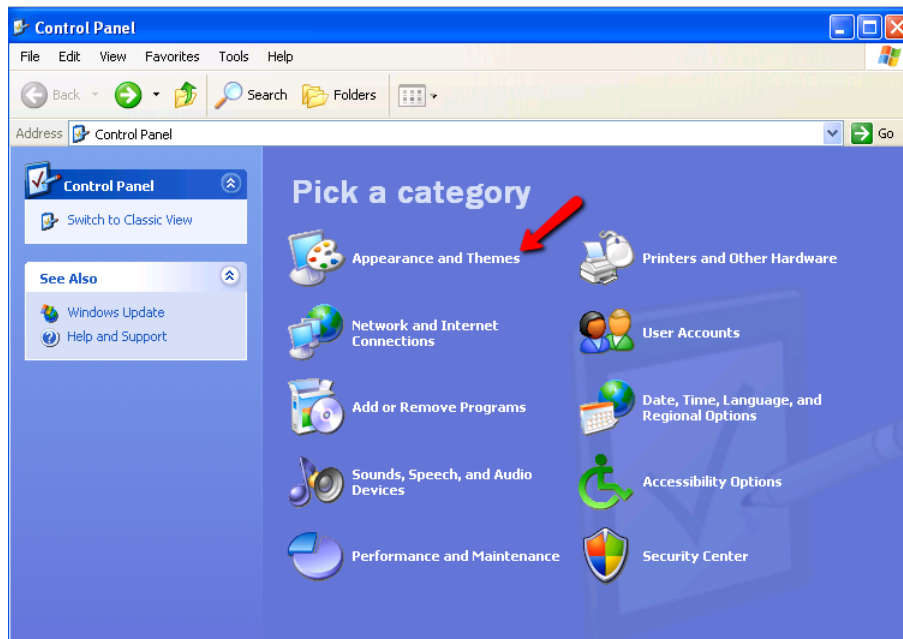
**Step 7.**

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



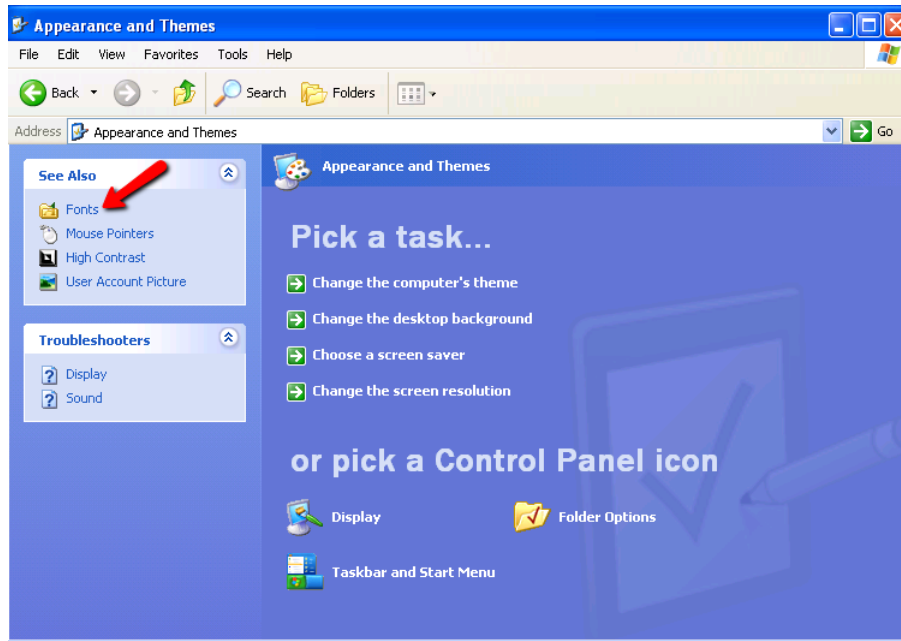
Step 8.

Click on the **Start button** to open the **Start Menu**. Next, click on **Control Panel**.



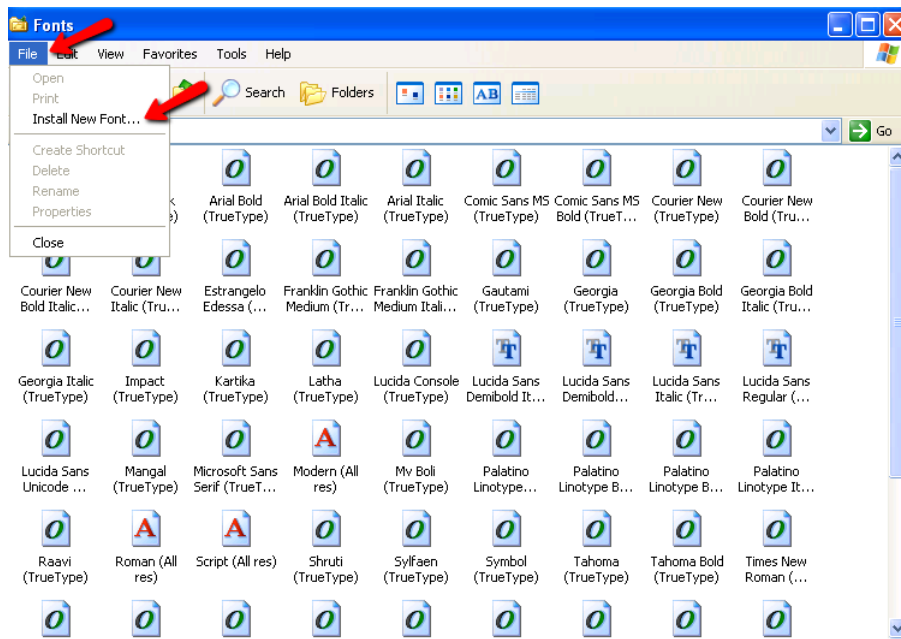
Step 9.

Click on **Appearance and Themes**.



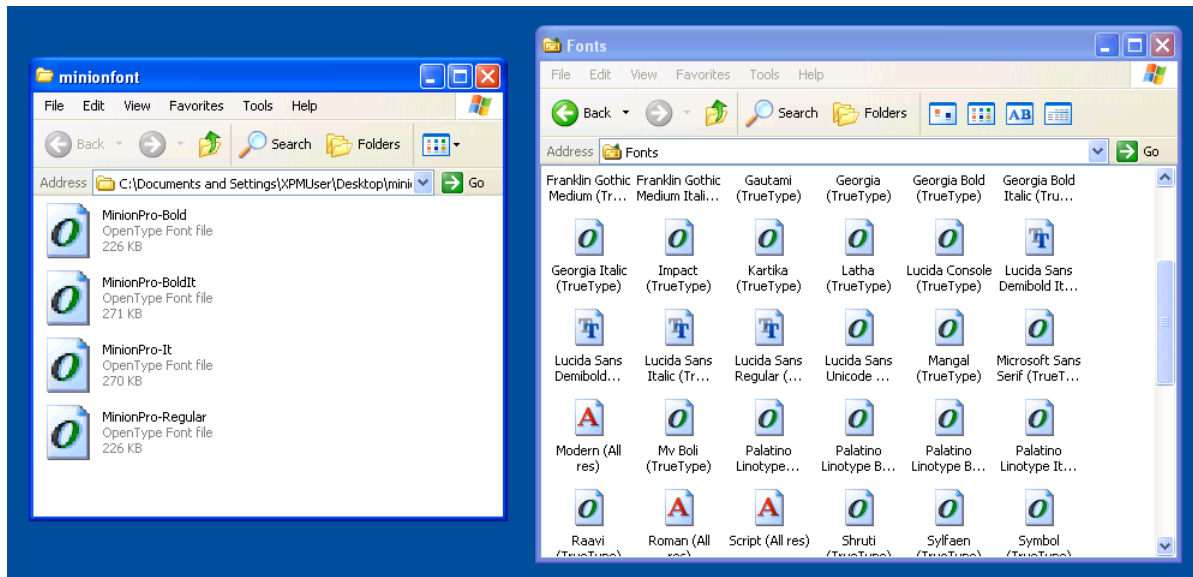
Step 10.

On the left side of the window, click on **Fonts**.

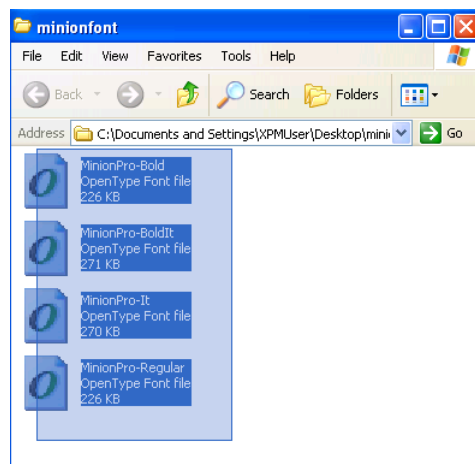


Step 11.

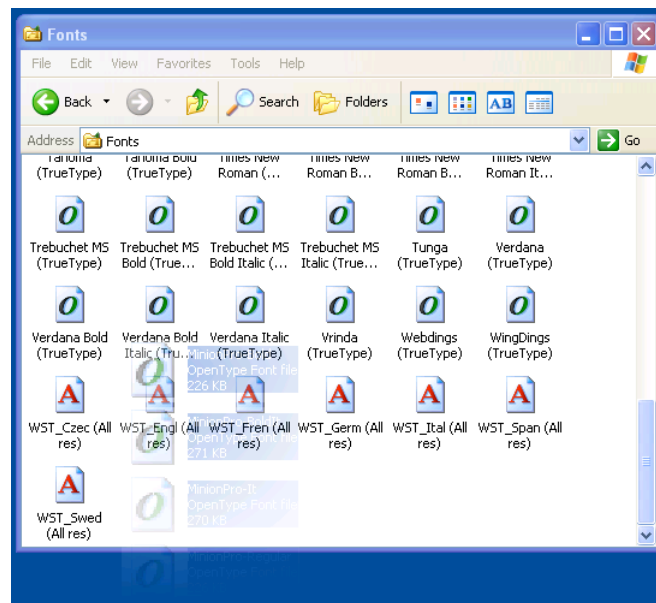
A window will appear that lists all of the installed font files. Click on **File** and select **Install New Font...**

**Step 12.**

Arrange the desktop so that you can see the contents of the **Fonts** folder as well as the folder that contains the fonts you would like to install.

**Step 13.**

Click and drag to select all of the fonts that you would like to install in the fonts folder. You can also select one font at a time.

**Step 13.**

Drag the selected font(s) to the **Fonts** folder. If you have more fonts to install, continue dragging the fonts into the folder until all desired fonts have been installed. The installed fonts are now ready to use.