

## Steps to Install your new font:

- **Go to Control Panel.**  
Click on your Start button and select Settings > Control Panel (or Open My Computer then Control Panel)
- **Go to your Fonts folder.**  
Open (Doubleclick) the Fonts folder.
- **Go to Install New Font.**  
Select File | Install New Font.  
Check the Font FAQ if your [Install New Font command is missing](#).
- **Find the directory/folder with the font(s) you want to install.**  
Use the Folders: and Drives: windows to move to the folder on your hard drive, a disk, or CD where your new TrueType or OpenType fonts are located.
- **Find the font(s) you want to install.**  
TrueType fonts have the extension .TTF and an icon that is a dog-eared page with two overlapping Ts and require only this one file for installation and use. OpenType fonts have the extension .TTF or .OTF and a little icon with an O and require only this one file for installation and use.  
Highlight the TrueType or OpenType font to install from the List of fonts window.
- **Install the font(s).**  
Click OK. This completes your TrueType or OpenType font installation.

## Tips:

1. **Put Installed Fonts on Your Hard Drive.**  
If you are going to install TrueType or OpenType fonts from a CD be sure the 'Copy fonts to folder' box is checked; otherwise, fonts may not be available to use if the CD is not in the drive at all times.
2. **Use the Right Fonts for Windows.**  
There are slight differences in the TrueType fonts designed for each OS therefore Mac and Windows users cannot share TrueType fonts. But, OpenType fonts are cross-platform, the same font file works under both Macintosh and Windows Operating systems.
3. **Restart Computer.**  
If you have some programs running while installing fonts under Windows, they may require that you exit the application and restart for the new fonts to be available in the font menu.
4. **Avoid Font Duplication.**  
OpenType fonts install in the same manner as TrueType fonts and co-exist peacefully with TrueType and PostScript Type 1 fonts. However, it is wise not to have the same font installed in multiple formats. That is, don't install both Helvetica in TrueType format and Helvetica in Type 1 format at the same time. It could cause font conflicts when trying to use the fonts.