

Technology Tips

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Question:

My computer has very few fonts on it. How do I install more?



Answer:

Windows comes with a few standard fonts such as Arial, Courier and Times New Roman. Other programs such as Microsoft Office 97 will add more fonts to your computer as part of their installation process. Adding too many fonts may make your computer run slower and crash more easily. Therefore, your county technology staff may not install the fonts when they install Office. If you need more fonts, you can add them later, but remember not to add too many. Here's how to add more fonts from Microsoft Office 97 to a Windows 98 computer:

- 1 Close any open programs. Put the Office 97 CD in your CD tray and hold down the **Shift** button **while you close the tray**. This will keep the Office 97 CD from running any programs when you insert it.
- 2 Click the **Start** button, click **Settings**, and then click **Control Panel**. In Control Panel, find the icon labeled **Fonts** and double-click it.
- 3 On the menu bar in the fonts dialog box, click **File**. Then click **Install New Font**.
- 4 In the Add Fonts dialog box, find the list of drives. Click the down triangle to see all of the drives on your computer. Click on the **CD drive** (it will look like a rectangle with a half circle in the middle).
- 5 Now look at the list of folders (left of the list of drives). Scroll down the list to the end and double-click on **Valupak** to open this folder. Scroll down the list of folders and double-click the one labeled **MSFonts**. Your computer should now retrieve a list of fonts in that folder. Be patient, this may take a few minutes. Occasionally Windows balks at this point and does not retrieve the fonts list and you may need to go through the whole procedure again. (*Note: For Office 2000 Premium, most of the extra fonts are on CD #3 in the Windows folder*).
- 6 Make sure the box next to **Copy Fonts to Fonts Folder** is checked. Then **select the fonts** you want to install from the list of fonts. To select more than one font, click on the first font that you want, then hold down the Control button while you click on additional fonts. When you are done selecting fonts, click the **OK** button. The fonts will now be installed. Click **File** and then **Close** to close the fonts dialog. Click **File** and then **Close** to close the Control Panel.
- 7 You may later decide to remove unused fonts. Be sure not to delete standard or essential system fonts such as Arial, Courier, Marlett, MS Sans Serif, MS Serif, Symbol, or Times New Roman. To delete a font, click **Start**, then **Settings**, then **Control Panel**. Double-click on the **Fonts** icon. In the fonts dialog, **right click on the font** that you want to remove. Then left click **Delete** in the pop-up menu.