# Adding a Font Practice

Very often you want to add new fonts to your computer. They add functionality to your computer because you can type using different fonts than the ones that are originally available with your computer. Follow the steps below to add a font to your computer.

Remember that you have to be logged in as an administrator to add a font to your computer. Ask your teacher to help you log in as an administrator. Remember that you are to only to the changes described below. Doing any other changes could damage the computer and get you in trouble.

1. Obtaining a Font Online

   1. Open your favorite web browser such as Google Chrome or Mozilla Firefox.
   2. Navigate to **www.1001freefonts.com**
   3. Explore the site and find a font that you would like to add to your computer.
   4. Once you have a font that you wish to download, click on the **windows download button**. The button is located on the right side of the web page.
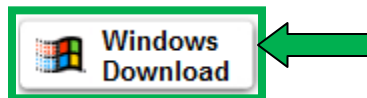
   5. A dialogue box is displayed.

   6. Pay attention to the name of the file being downloaded.
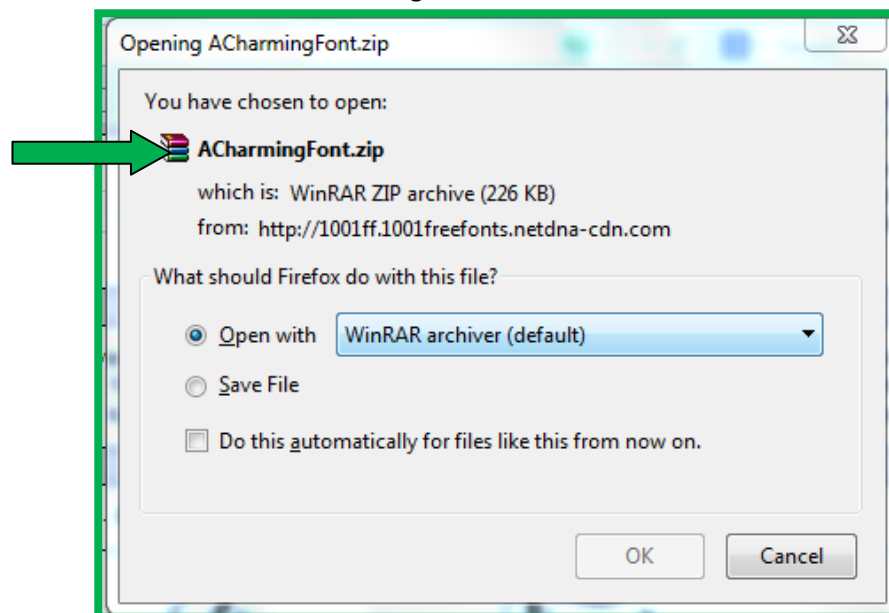
7. Select the **Save File** option in the dialogue box.
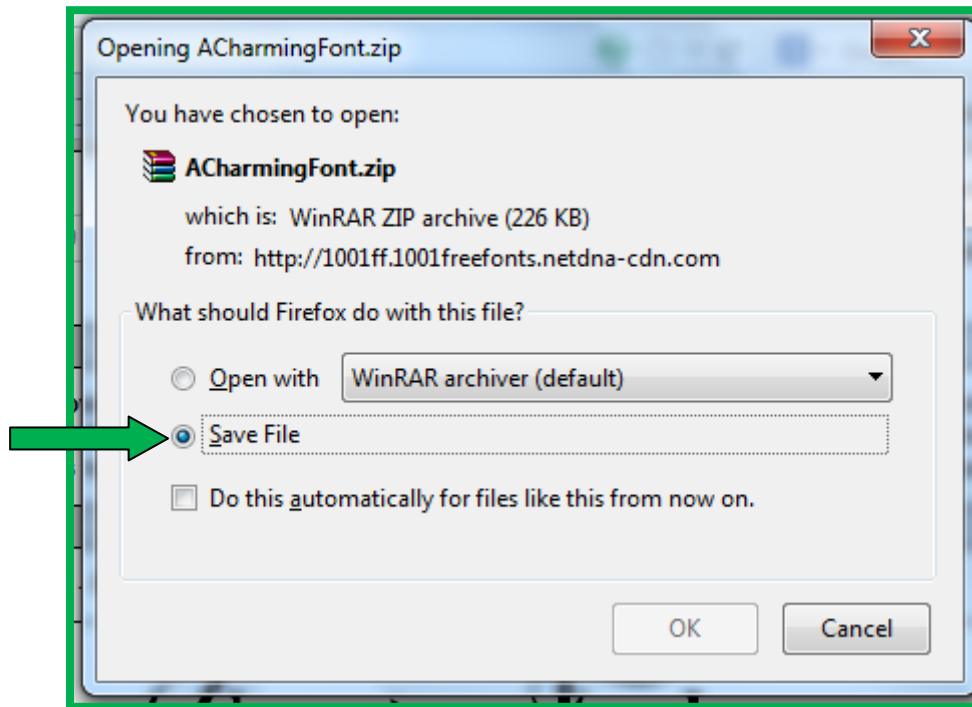
8. Click OK.
9. The file is downloaded to the web browser's default download folder. For Mozilla Firefox the file can be found in **Start➜** D**ocuments ➜ Downloads.**
10. Navigate to the download folder and locate the file.

2. Scan and Extract the File

1. Do not open the file. It must first be scanned for viruses and/or malware.
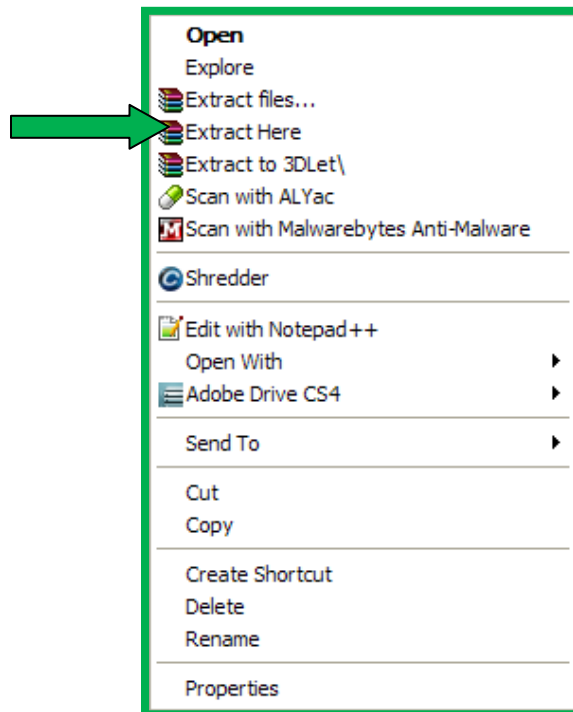2. Right click on the file.
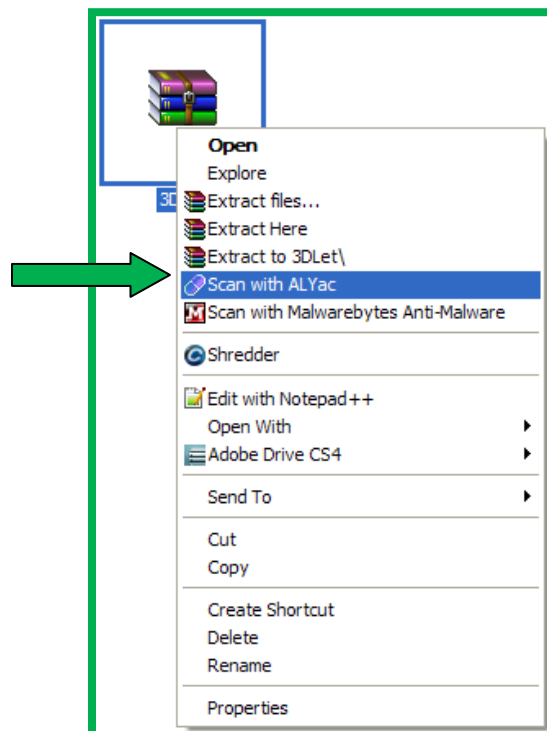
3. Select **Scan with ALYac** from the menu.
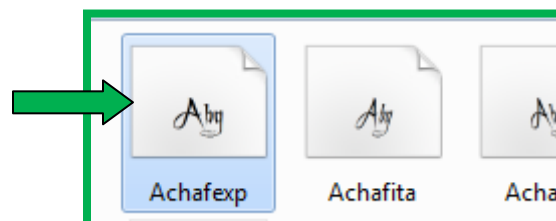4. The anti-virus program will scan the file for viruses.
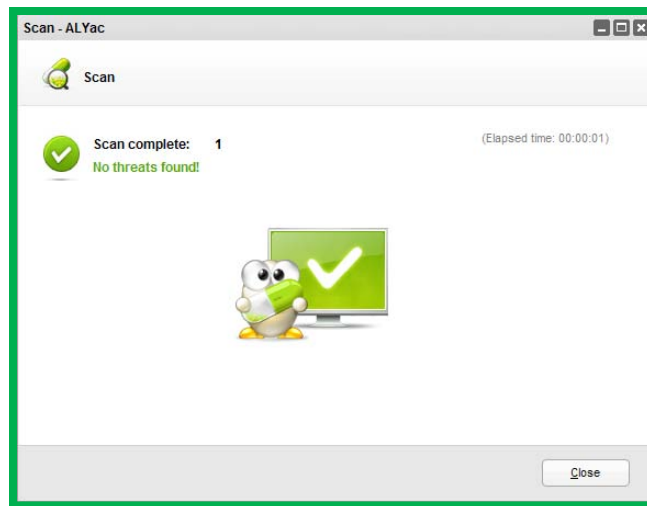
5. If the file is clean and no threats are detected you may continue. If the file contains threats, raise your hand and tell the teacher.
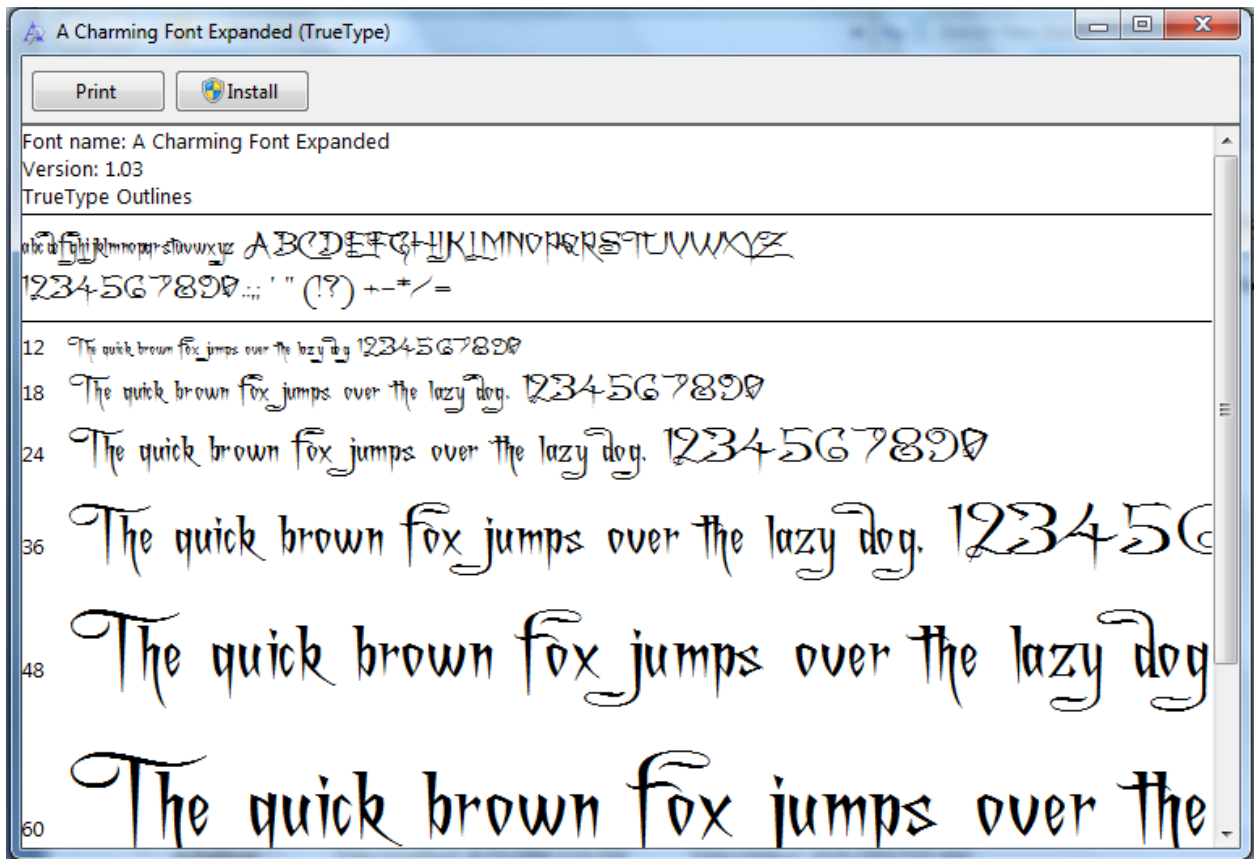
6. Right click the file a second time and choose **Extract Here** from the menu.

7. The font and possibly other files are extracted and now visible.
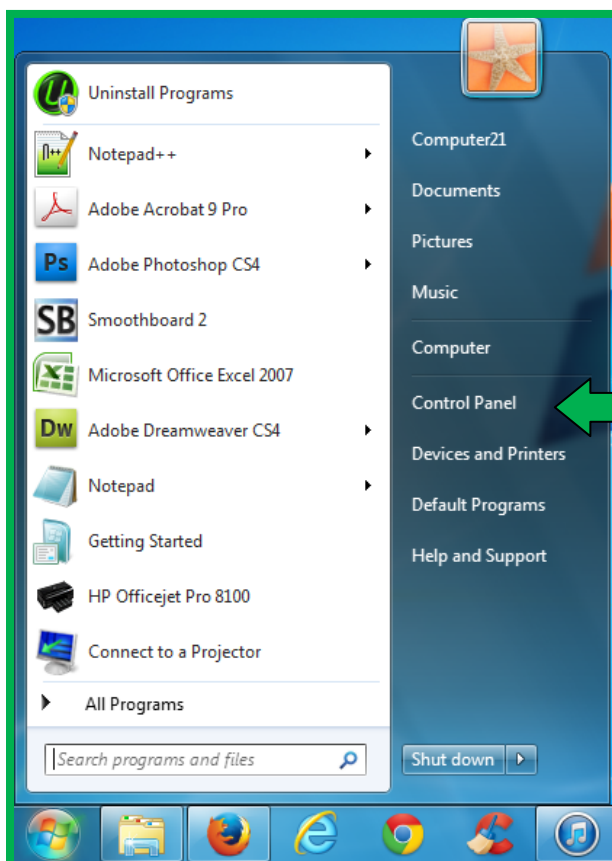

8. Double click the font file to check what the letters, numbers, and symbols look like for that font. Remember that many free fonts will not provide a full list of letters and or numbers.
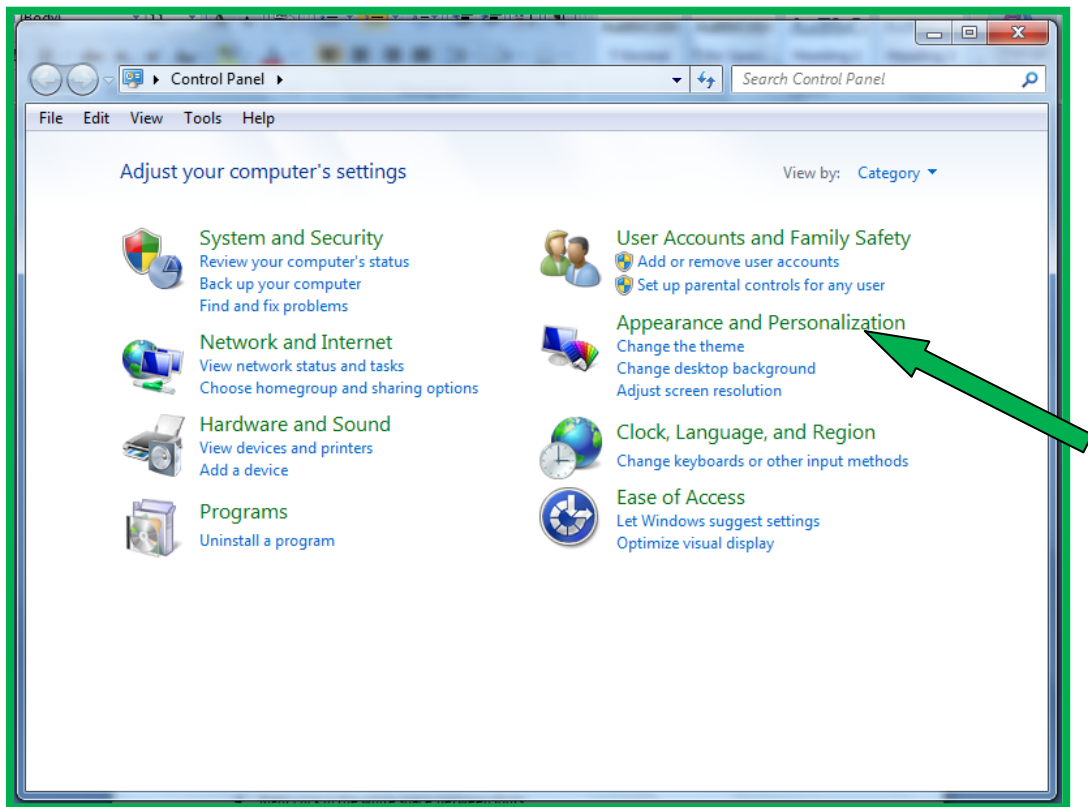
9. Close the dialogue box.
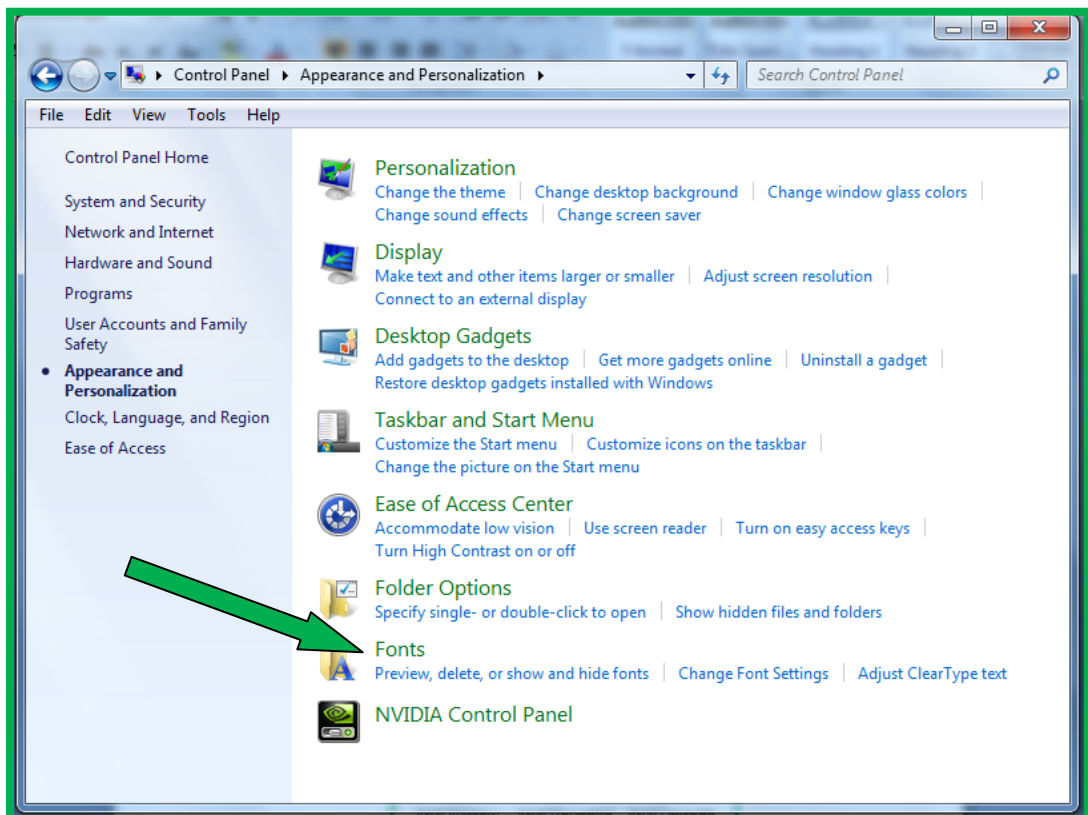10. Right click the font and select copy.

3. Open the Control Panel

1. Click **start**
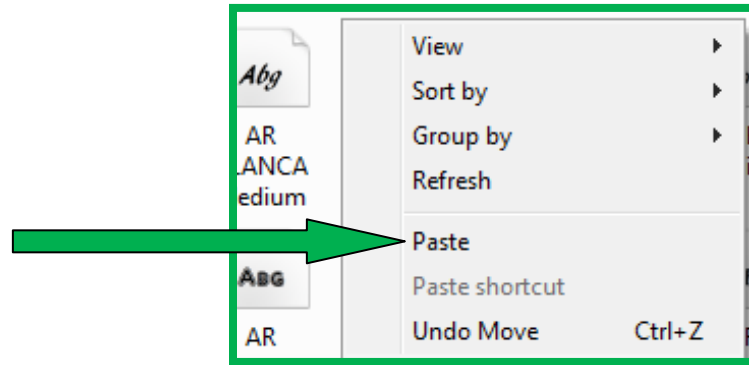2. **Control Panel**

3. In the control panel double click on **Appearance and Personalization**
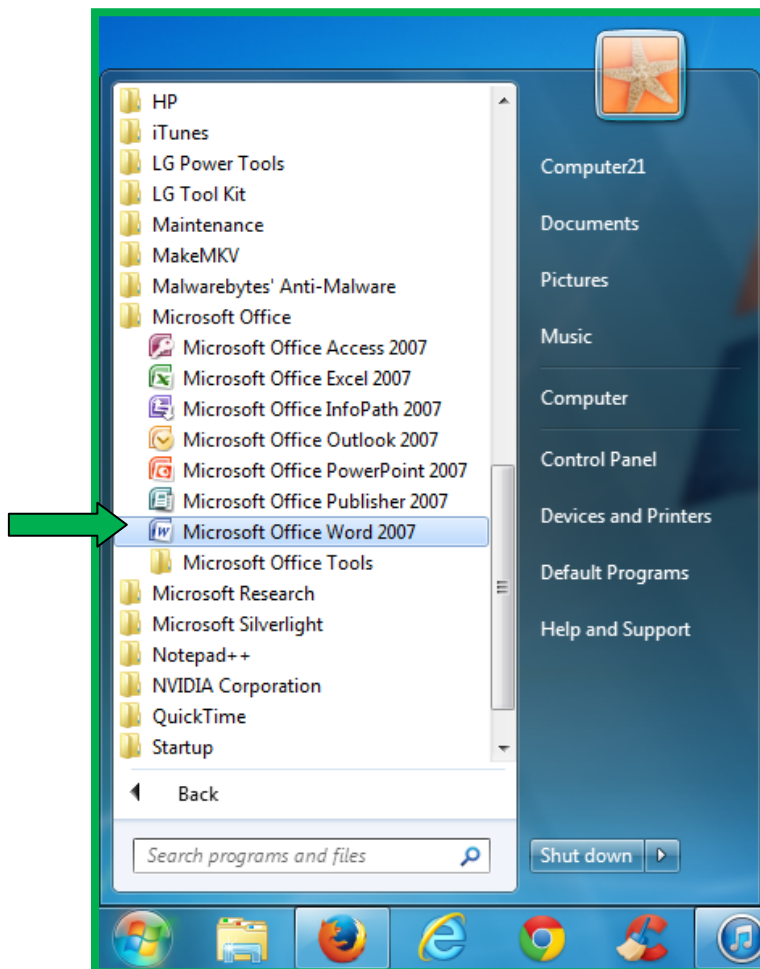

4. Click on **Fonts**
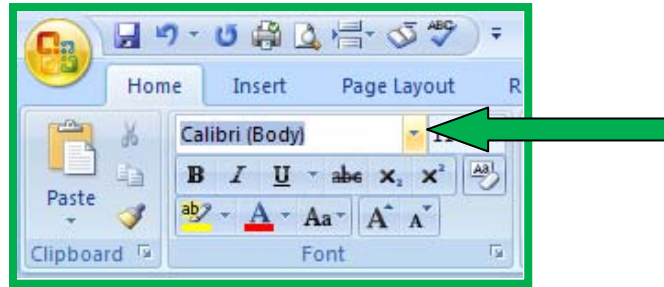
5. Right click in the white space between fonts.

6. Select **Paste** from the menu.
7. The font is now available to use in any program.
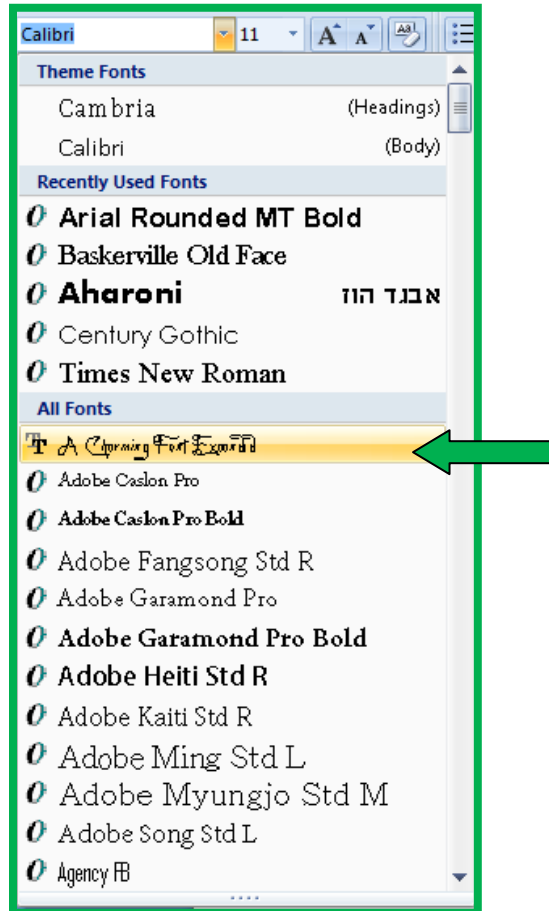
4. Use the New Font in Microsoft Word

1. Turn on Microsoft Word.
    a. **Start ➔ All Programs ➔ Microsoft Office ➔ Microsoft Word 2007**

2. Once Microsoft Word starts, select the **Font button** in the Ribbon.

3. Find and select the new font in the drop down list.

4. Click in the document window below and start typing with the new font.