

Fonts

Virginia Mauldin did a program on downloading and installing fonts. Here are some notes on the program taken by Joan Hall:

- The Font folder is in the control panel:
- You can find new free fonts on Google. To get them to your control panel, click download; open install or just drop them in the font folder.
- To manage them, go to documents and create a folder called Fonts Installed. Then make subfolders (such as comics, scripts, large, tall, etc.)
- Be sure to back up your fonts folder by going to the control panel, highlighting all the fonts, right click, copy and paste to an external hard drive.
- When using these new fonts, remember that the recipient must also have that font. If you are not sure, then send your item pdf or jpg.