Installing Fonts on Windows XP

I. Where are fonts located?
   A. C:> Windows folder > Fonts folder
   B. How to find the Fonts folder from the desktop
      1. Double click on My Computer > Other Places > Switch to Classic view > Control Panel > Fonts
      2. Start menu > My Computer > C: drive > Windows folder > Fonts folder
      3. Start menu > Control Panel (switch to Classic view) > Fonts folder
      4. Start menu > Control Panel (in Category View) > Appearances and Themes > See Also > Fonts folder

II. About the Fonts folder
   A. This is where all fonts reside — system fonts, application fonts (installed from Office/Adobe CS4), and fonts you’ve installed
   B. View buttons: 📷 📑 📚 📄 (Large Icons, List, Similarity, Details)
      1. Large Icons: if you roll the mouse over a font, you see its name and font type (OpenType, PostScript, or TrueType)
      2. List: displays a list of fonts/font type in a list view
      3. Similarity: you select a font and Windows provides a list of fonts that are similar, not similar, and “sorta” similar based on the type style (ex: serif or sans serif)
      4. Details: displays additional font information, including size and date modified.
   C. If you double click on a font, you see a preview of the font in a waterfall display which can be viewed and printed (one page per font) — a true fontaholic will have a printed preview book of all your favorite fonts for browsing.
   D. Can also view a font in Word, under the Format>font menu

III. Installing/uninstalling fonts
   A. Make sure the fonts are compatible with the PC (no Mac PostScript or Mac TrueType fonts)
   B. If you’ve downloaded fonts, they’re apt to be zipped files — extract the fonts before preceding
   C. Manual copy to Fonts folder
      1. Locate the font(s) you want to add to the Fonts folder
      2. Copy/paste the fonts
   D. Using the Start menu > Control Panel
      1. Locate the fonts folder (Classic View or Category View)
      2. Choose the File..Install New Font menu
3. Locate the fonts you want to add (shift or ctrl will add multiple fonts) and install

E. To uninstall a font, move it out of the folder but not in the trash — I suggest having a special fonts folder that has a backup copy of your fonts and serves as a master repository for deactivated fonts (and current fonts)

F. I always quit applications before installing/removing fonts

IV. What fonts are automatically installed in the Windows OS?

A. Primarily TrueType fonts (Windows standard)

B. Web resources:

   a. Lists system fonts for different versions of Windows
   b. Lists fonts that are installed with different applications (PC-oriented but useful for Mac users, also)

   a. Provides information and history on different system/application fonts up to Windows XP

3. [http://www.kayskreations.net/fonts/fonttb.html](http://www.kayskreations.net/fonts/fonttb.html)
   a. Lists system fonts for different versions of Windows
   b. Note the comment that you don’t want to delete these fonts

   a. Formatted list of Windows XP fonts
   b. Arial: Helvetica imitation and considered to be the most popular font Since 1999, Microsoft Office has shipped with a special Unicode version of Arial
   c. Courier: the original monospaced font
   d. Verdana: a font actually designed for the computer monitor and popular with web designers (second most common font with 94% install on Windows and 93% install on Mac)
   e. Tahoma: very close to Verdana with tighter letter spacing and greater Unicode coverage, it is the default screen font used in Windows XP

V. Clear type

   a. With Windows XP, ClearType delivers improved font display quality over traditional forms of font smoothing or anti-aliasing
   b. ClearType improves readability on color LCD displays with a digital interface, such as those in laptops and high-quality flat panel displays
   c. Windows Vista and XP users can use the **ClearType Web tuner** to tune their ClearType settings.
VI. **Vista comes with 6 new fonts and Office 2007 has 4 additional fonts**
   
   A. They are Calibri, Cambria, Candara, Consolas, Constantia, Corbel, Nyala, Segoe UI, Segoe Print, and Segoe Script
   
   B. Microsoft created the Clear Type font collection
   
   C. The Vista fonts are designed for on-screen reading
   
   D. You can see the list of new fonts at:
      

VII. **Installing fonts in Vista**

   A. Start menu > Control Panel > Appearances and Personalization > Fonts
   
   B. In the Fonts window, right-click in the list of fonts and choose Install New Font
   
   C. Navigate to the desired font and select it (more fonts can be selected with shift+ctrl)
   
   D. Install the font(s)

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**Installing Fonts on Windows Vista**

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**Installing Fonts in Windows 7**

   a. New fonts installed with Windows 7

2. [http://www.prepressure.com/fonts/basics/windows-7-font-handling](http://www.prepressure.com/fonts/basics/windows-7-font-handling)
   a. Describes how fonts are handled in Windows 7

   a. Information about installing fonts on Windows 7

4. Windows 7 includes a built-in ClearType tuner that can be found in the Control Panel under Appearance and Personalization

5. In Windows 7, you must right Click on a downloaded font and then Click on Properties.
   Under General tab you’ll see a Unblock Button, Click on it (Ignore this step if there is no Unblock button.

6. To installing you can:
   
   a. Double Click on the Font and click on the Install button
b. Drag and drop the font into the Fonts Control Panel page location.
   NOTE: You can either navigate to C:\Windows\Fonts in Windows Explorer or open the Control Panel (All items View) and click on the Fonts icon to open the Fonts Control Panel page

c. Double click on the downloaded font and click on Install.

VIII. Why is this useful to know the installed fonts?

1. If your business used only Windows computers, you could send documents to anyone in your organization using these fonts and not lose your formatting

2. A web designer has limited control over what fonts are displayed in a web page — this list helps the designer choose common fonts that most everybody will have on their computer

IX. Can you have too many fonts installed?

A. Yes for the operating system, never for a fontaholic (3rd party font management utilities help)

B. Some versions of Windows store installed TrueType font information in a Registry Key, which has a size limit

C. Installation problems will probably occur with more than 1000 fonts — let’s be practical! Who wants to scroll through a font menu of so many fonts?

D. Related article: http://desktoppub.about.com/od/fonttechnologies/f/toomanyfontswin.htm which also has a list of what fonts should not be deleted

X. Printing Font Samples

A. Windows makes it easy to print a page with information about the font, and a waterfall view of the print, using a sentence in various font sizes.

B. Double click on a font in the C: drive >Windows>Fonts folder. On the top right is a button to push to print the font.
Installing Fonts in Macintosh

I. More difficult system that Windows (which uses 1 folder!)
   A. Looks sequentially in a series of Fonts folders to find the font
      Yes, there are multiple Fonts folders in different locations
   B. Font Access Order

<table>
<thead>
<tr>
<th>Fonts Folder</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current applications Fonts folder as:</td>
<td>Fonts that are active exclusively for the Creative Suites programs CS3 and earlier (InDesign, Illustrator, and Photoshop) and for Microsoft Office fonts (Word, Excel, Access, PowerPoint)</td>
</tr>
<tr>
<td>MacHD/Library/Application Support/Adobe/Fonts</td>
<td></td>
</tr>
<tr>
<td>Applications/Microsoft Office 20XX/Office\Fonts</td>
<td></td>
</tr>
<tr>
<td>User/Library/Fonts</td>
<td>If there are more than one user for the computer</td>
</tr>
<tr>
<td>Mac HD/Library/Fonts</td>
<td>For all users on the Macintosh</td>
</tr>
<tr>
<td>Network/Library/Fonts</td>
<td>For users in a shared network</td>
</tr>
<tr>
<td>System/Library/Fonts</td>
<td>This is where the system fonts reside. Do not delete these fonts</td>
</tr>
<tr>
<td>Classic Mode OS9</td>
<td>The only fonts available to OS9</td>
</tr>
</tbody>
</table>

C. How many is too many? Apple recommends a limit of 700-1800 font families but also warns that too many fonts take up a lot of RAM (watch your system performance)

http://desktoppub.about.com/od/fonttechnologies/f/toomany-fontsmac.htm

II. Installing and Deactivating fonts
   A. To install a font, add it to the appropriate Fonts folder — to deactivate remove it from the folder
      1. As with Windows, it is a good idea to quit applications before installing or deactivating a font.
      2. If you’re not planning on using a 3rd party font management program, I suggest having a folder of all the installed/uninstalled fonts for backup purposes.
      3. Copy the desired font(s) keeping the original in place using the option key when you drag.
      4. The installed fonts can be in a subfolder in the Fonts folder, such as all the Warnock Pro fonts in a Warnock folder.
   B. Be careful not to remove a font that is required by the system or applications.
   C. The original list of what fonts are installed where by the system and applications.

The fonts that are installed by default with Office for Mac are also installed with Windows versions of Office. So it’s a safe bet that when you choose from these fonts, other people will see the same fonts that you see. You can choose the following fonts with confidence: Arial, Arial Black, Century Gothic, Comic Sans MS, Copperplate Gothic Bold, Copperplate Gothic Light, Curier MT, Edwardian Script ITC, Impact, Lucida Handwriting, Monotype Sorts, Tekton, Times New Roman, Verdana, and Wingdings. — from Microsoft Website.
Installing fonts on a Mac requires strategy — who/what program needs to use the font?

I. Fonts folders for applications (exclusive or limited use)

A. Special Fonts folders for exclusive use in Adobe CS4 (or limited use of Microsoft Office fonts)

B. Adobe Creative Suites 4
   1. The Creative Suite 4 installer installs fonts into a default system font directory. Many of these fonts are newer versions of fonts installed by Creative Suite 3. The default is Macintosh HD: Library/Fonts
   2. If the installer finds older versions of these fonts in the default system font directory, it will de-install the older versions, and save them to a new directory. Mac HD/Library/Application Support/Adobe/SavedFonts/current

This new directory will also contain a file named “ReadMe.html” which lists the saved fonts, and the version numbers of the new and of the old font files. Cs applications install Open-Type fonts (Adobe standard)

3. Don’t ever trash the Required folder — CS programs need it to work. I am not sure if this is still true in CS4, but better be safe than sorry.

4. As a side note: Typefaces you might have seen in CS3 that aren’t in CS4: Arno Pro, Bickham Script Pro, Garamond Premier Pro. Further typefaces bundled with InDesign CS3 but not InDesign CS4: Bernhard Modern Std, Caflisch Script Pro. If you installed CS3 and upgraded to CS4, you will still have these font. If you just installed CS4, you will not have these fonts.

5. Adobe InDesign (special just for this program)
   Applications/Adobe InDesign CS3
   Just for Adobe InDesign exclusively
   Useful for one-time use of “flaky” fonts or temporary install fonts on a clients computer

C. Microsoft Office

1. Applications/Microsoft Office 20xx/Office/Fonts

2. The fonts in this Fonts folder are actually a backup copy — they were automatically copied into the User/Library/Fonts folder when Office installed

3. Microsoft also offers Office 2007 fonts if you are working on the Office 2003 edition. They will be found in the Mac HD/Library/Fonts/Microsoft folder. You need to download the Open XML File Format Converter for Mac 1.0

II. Font folders for each User

A. User/Library/Fonts (ex: Windsor/Library/Fonts)
1. These are the fonts for one user only
2. On my computer, that would be just for me. This may not make a difference if there is only one user.

**III. Fonts folders for all users (global environment)**

A. Mac HD/Library/Fonts
   1. These can be used by anyone using this computer
   2. Mac OS X does not require these additional fonts for system operation
   3. This is the recommended location for fonts that are shared among applications.

**IV. Network fonts**

A. This feature is normally used on network file servers

**V. System fonts**

A. Macintosh HD: System/Library/Fonts`
   1. Typically dFonts
   2. The extension is .dfont
   3. Activated by the operating system.
   4. The sets under in the System Fonts location cannot be deleted. You cannot create sets or add fonts to the system location.
   5. System fonts are displayed with a “locked” icon.

**VI. Classic Mode   Mac OS9**

A. This is the only folder Classic can get to

**VII. Safari download woes**

A. Safari sometimes downloads files and adds a .txt extension to the end of the filename
   B. Take off the .txt (which then leaves the original file extension only) and everything should be OK

**VIII. Great information from Lynda.com**

A. Be careful of loose fonts in OS X
   1. Older single-font “legacy” fonts
   2. If not shown as a suitcase icon, they will not work properly according to Lynda.com
   B. If you **manually** install and deactivate your fonts you’ll need an organizer system
      1. You can install a subfolder into the desired Fonts folder
      2. You can create an archival folder that contains a copy of all the fonts you ever owned (some installed, some not installed)
      3. Suggestions for how to organize massive amounts of fonts into folders
         a. Font family name (all the Garamonds into a Garamond folder)
b. Classification (by serif, sans serif, handwriting, symbol)
c. Font foundry (Adobe fonts, Linotype fonts)
d. Job name or client name (this will probably create duplicate fonts)

C. Deactivating a system or application font can have disastrous effects!
   1. One time I accidentally deleted a system font and my menu commands were blank. Another time I couldn’t read my email — the messages were blank
   2. Read the article Best Practices for Managing Fonts in Mac OS X (PDF) 700 KB
      b. Although a reference guide for Extensis font management programs, there is a lot of good information in here

D. Empty font cache
   1. Do this if you have font-related problems (distorted fonts on screen, fonts not printing properly, or trouble making PDFs)
   2. The font cache stores info on recently used fonts and helps the OS be more efficient
   3. Trashing the font cache and restarting the computer regenerates a new fresh font cache
   4. To empty the cache, do the following:
      a. Remove the following from the /System/Library/Caches folder:
         com.apple.ATS.System.fcache
         com.apple.ATSServer.FODB_System
         fontTablesAnnex
      b. Remove the folder com.apple.ATS from /Library/Caches
      c. Remove com.apple.ATS.plist from the /Users/username/Library/Preferences
      d. Empty the trash and restart your Mac

E. A better way is to use the application Font Doctor, and let it empty the fonts cache folders, then restart.

F. Or use Font Finagler, a shareware application

   http://download.cnet.com/Font-Finagler/3000-2316_4-48185.html
IX. Printing font Samples on the Mac

A. If you are using Leopard or Snow Leopard, the application FontBook, included with the Mac, will make prints of font samples. It is found in the Application folder.

1. Several previews are available to print.

B. If you are using Tiger Mac OS10.4, you need to download a free application, also called FontBook from Lemke.

1. http://www.lemkesoft.com/content/190/fontbook.html

2. It is a bit confusing, using the same name as Apples Fontbook