Add a font

1. Download the font files. These often come compressed in *.zip folders*. In one .zip folder, you might find several variations on the same font, such as "light" and "heavy." A .zip folder usually looks like this:

2. If the font files are zipped, unzip them by right-clicking the .zip folder and then clicking **Extract**. Now you'll see the available TrueType and OpenType font files:

3. Right-click the fonts you want, and click **Install**.
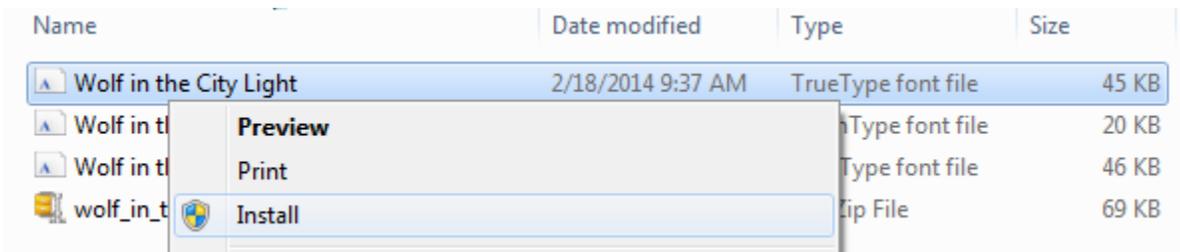
4. If you're prompted to allow the program to make changes to your computer, and if you trust the source of the font, click **Yes**.

   Your new fonts will appear in the fonts list in Word.

Here are two other ways to install and manage fonts:

▪ All fonts are stored in the C:\Windows\Fonts folder. You can also add fonts by simply dragging font files from the extracted files folder into this folder. Windows will automatically install them. If you want to see what a font looks like, open the Fonts folder, right-click the font file, and then click **Preview**.

Add a font

- Another way to see your installed fonts is through Control Panel. In Windows 7 and Windows 10, go to **Control Panel** > **Fonts**. In Windows 8.1, go to **Control Panel** > **Appearance and Personalization** > **Fonts**.