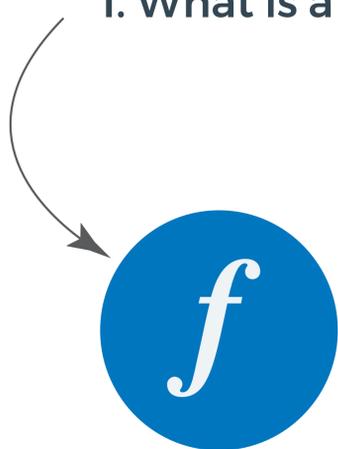




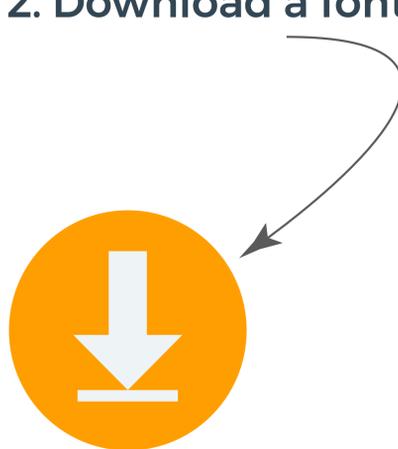
How to Download & Install a Font

1. What is a font?



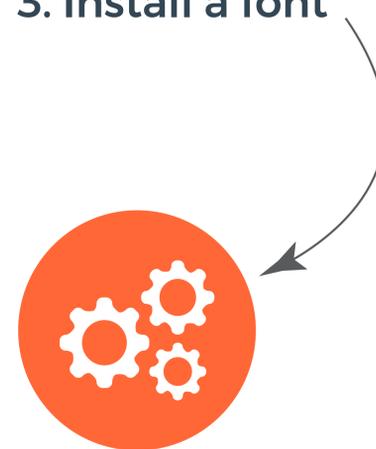
A font is a set of characters, usually letters, numbers, punctuation marks and other symbols.

2. Download a font



In order to download a font, either find a free or paid one you like and click on the "Download" link. It will be saved to your "Downloads" directory as a ".zip" file.

3. Install a font



In order to install the font, you need to first extract all related files. Double-click them one by one and then select "Install font" in the resulting window (Win/Mac).

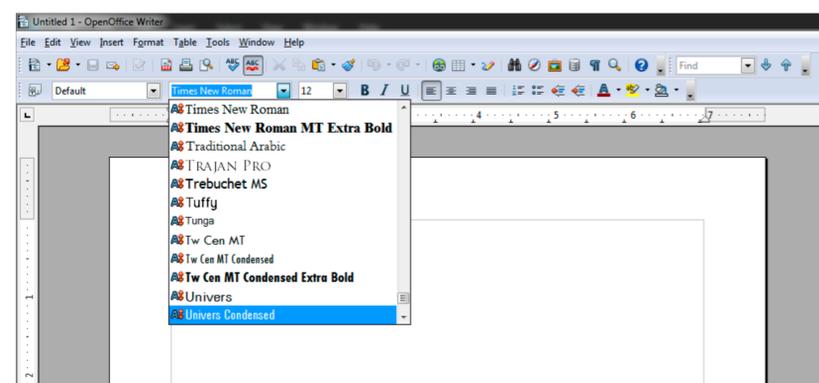


Check first if the font you need/want is already installed

Windows PC: located in **Control Panel | Fonts**

Mac: Mac OS X has multiple Fonts folders. Where you install a font determines who can use it and when

Alternatively, check the list in any application which would use fonts, such as OpenOffice Writer.





Search for the font you need/want by name and download it

Some fonts are free, such as Google fonts. Others require a purchase.

The screenshot shows a Google search for "Montserrat font" with approximately 26,700,000 results. The top result is "Montserrat - Google Fonts" with the URL <https://fonts.google.com/specimen/Montserrat>. Below this, the Google Fonts website interface is shown. The "Montserrat" font family is selected, and the "SELECT THIS FONT" button is highlighted with an orange box. A large orange arrow points from this button to the "Family Selected" panel on the left. This panel shows "Montserrat" as the selected font, with options to "EMBED" or "CUSTOMIZE". The "EMBED" section provides the following code to copy into an HTML document:

```
<link href="https://fonts.googleapis.com/css?family=Montserrat" rel="stylesheet">
```

The "Specify in CSS" section provides the following CSS rule:

```
font-family: 'Montserrat', sans-serif;
```

The "Characters" section displays a sample of the font, including uppercase and lowercase letters, numbers, and special characters.



Downloaded fonts appear as ZIP files in your default Downloads directory

In order to install the font, you will need to extract it first.

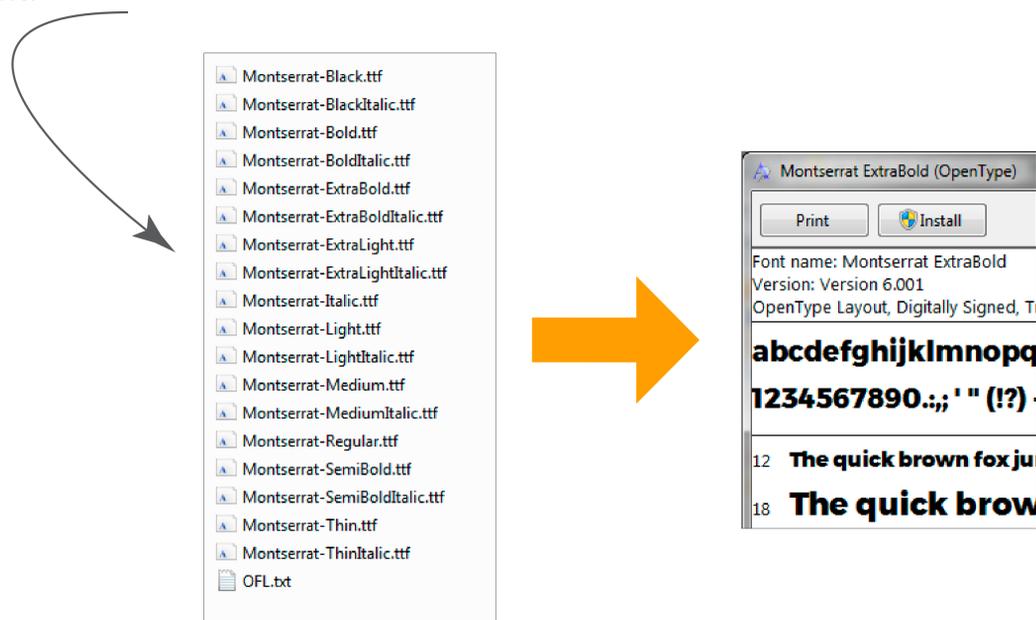
The screenshot shows a Windows file explorer window titled "Downloads" with a file named "Montserrat.zip". A dialog box titled "Extract Compressed (Zipped) Folders" is open, showing the destination folder as "C:\ZippedFonts\Downloads\Montserrat". The "Show extracted files when complete" checkbox is checked. A large orange arrow points from the "Extract" button to a list of extracted files:

- Montserrat-Black.ttf
- Montserrat-BlackItalic.ttf
- Montserrat-Bold.ttf
- Montserrat-BoldItalic.ttf
- Montserrat-ExtraBold.ttf
- Montserrat-ExtraBoldItalic.ttf
- Montserrat-ExtraLight.ttf
- Montserrat-ExtraLightItalic.ttf
- Montserrat-Italic.ttf
- Montserrat-Light.ttf
- Montserrat-LightItalic.ttf
- Montserrat-Medium.ttf
- Montserrat-MediumItalic.ttf
- Montserrat-Regular.ttf
- Montserrat-SemiBold.ttf
- Montserrat-SemiBoldItalic.ttf
- Montserrat-Thin.ttf
- Montserrat-ThinItalic.ttf
- OFL.txt



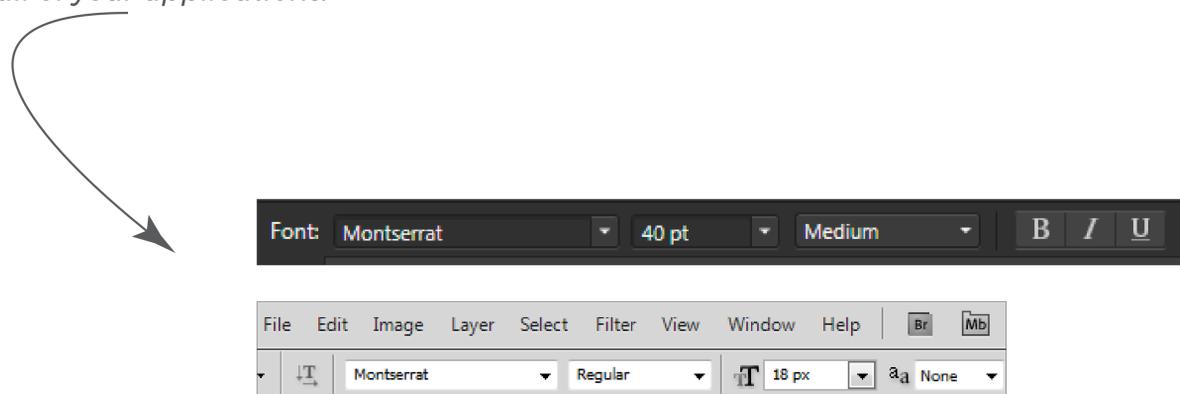
Install the fonts one by one

The easiest way to do this is double-clicking each file. Afterwards they will appear in the list of available fonts.



Fonts will be available in all applications

You may need to close any open applications, but after installation, your new font(s) should be available in all of your applications.



"Faux" italics/bold versus font family

PRO TIP: IF AVAILABLE, ALWAYS USE THE "PROPER" FONT FAMILY REPRESENTING THE ITALICIZED/BOLD STYLE THAT YOU WANT.

REASON: No matter what you are designing, you will run into browser rendering issues (web design) or other problems. So, if the font family you have picked gives you a proper type face for certain styles you are looking for, pick those, not the "faux" version your program of choice may allow. (Trust us, just roll with that recommendation.)

