Brand Font Installation Guide

Windows XP

Before starting – make sure that you have placed the brand fonts in a folder on your desktop.

1) Click “Start”, then “Control Panel”

2) Once the Control Panel opens, Double-Click on “Fonts”

3) Once Fonts opens, Click on “File”, then “Install New Font...”
4) Once the Add Fonts screen opens, under the Folders section, navigate to the fonts folder on your desktop (usually under c:\Documents and Settings\Your UserName\Desktop\Name of Folder).

If the fonts are spread out between different folder names, you'll have to repeat this next step for each font.

5) Navigate to the specific font folder – when Windows detects installable font files, they will show up under the “List of Fonts” section of the screen. Click “Select All”, then at the bottom make sure to check “Copy fonts to Fonts folder”. Then Click “OK.”
6) When the file finishes installing, you will be taken back to the “Fonts” folder. If you have additional fonts to install, you can go back to “File, then “Install New Font...” to continue installing fonts.

Once you've installed all the brand font files – it would be a good idea to **save any open files and then restart your computer.** This will ensure that all applications pick up the new fonts files and they become available to use.