Fonts Installing and removing

By default, Word and other Microsoft Office programs come with an ample collection of fonts that you can use with your documents and other files. In addition, Word and other Office programs can use fonts that have already been installed on your computer by your operating system and other programs. If you find that you'd like to add to your fonts collection (or even pare it down), you'll be happy to know that it's easy to install new fonts that can be used by Word and other programs on your system. There are many fonts as free downloads from font web sites.

To do so on Windows systems, access Control Panel by clicking Start | Settings | Control Panel. (In XP just click Start | Control Panel).

Double-click on the Fonts icon, and then choose File | Install New Font from the Fonts window's menu bar. Using the Add Fonts dialog box, locate the folder in which the font you wish to add is stored, doubleclick the folder and select the particular font or fonts you wish to install , and then click OK.

Finally, close the Fonts window and Control Panel. (If you're using Word on a Macintosh, simply move or copy the new font file to the System Folder\Fonts directory on your hard drive.) You can now access the new font in Word and other programs. To remove a font from your system, access the Fonts window, select the font you'd like to remove, and then choose File | Delete from the Fonts window's menu bar. Click Yes when prompted to delete the selected font. (If you're using a Macintosh, simply drag the unwanted font file to the Trash.)

Revised 5/29/2009 JMM