Installing New Fonts on your Computer

Would you like to put fonts like these in an Email or a Document?

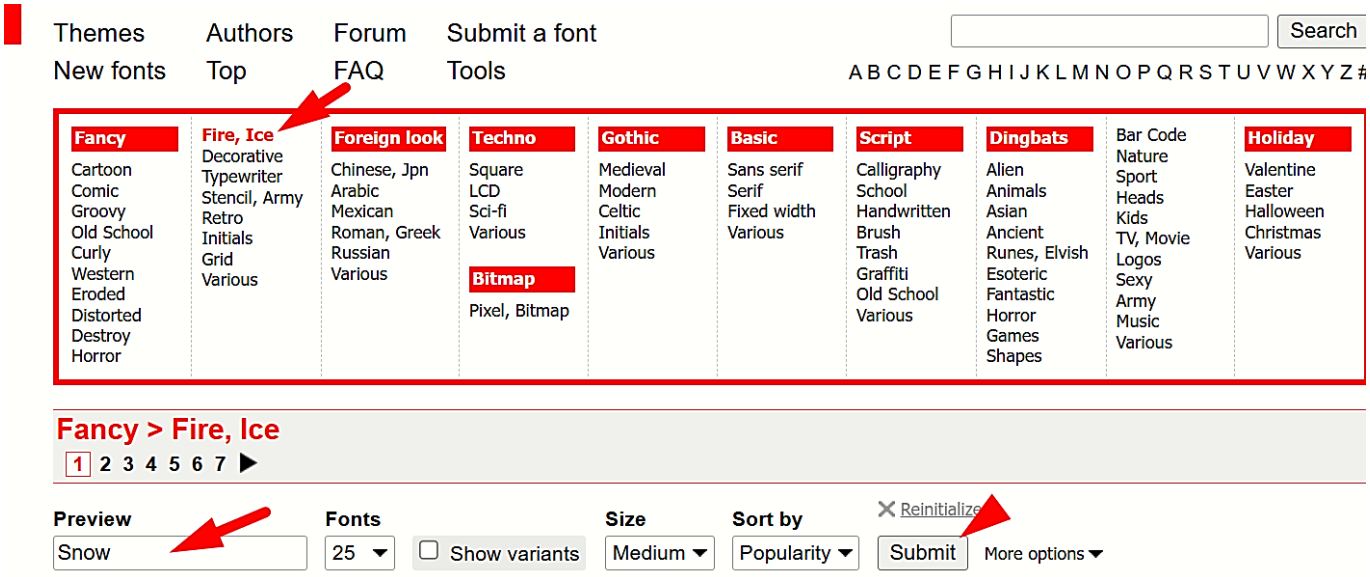
It is snowing here NOW IT IS RAINING

Happy Birthday Best Wishes

HAVE A LOVELY DAY

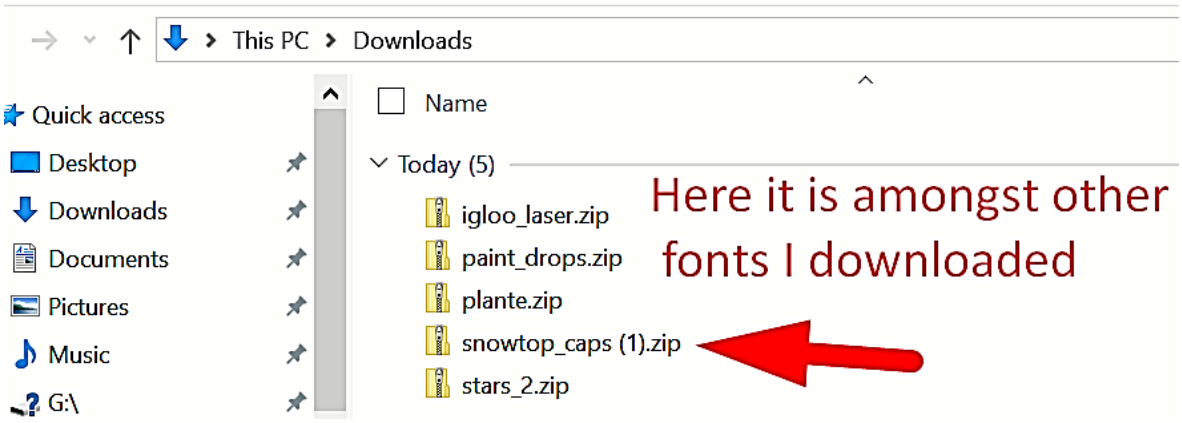
You can easily download and install new and interesting Fonts on your computer. Either a friend can send you a font or there are reliable websites that you can download the Fonts. Fonts have a very small file size under 100kb
The best fonts to use have a file extension of .ttf (True type font) or .otf (open type file) which is used by both Apple and Microsoft

An excellent website is **http://www.dafont.com/** which has hundreds of fonts in different categories. Below is the website.

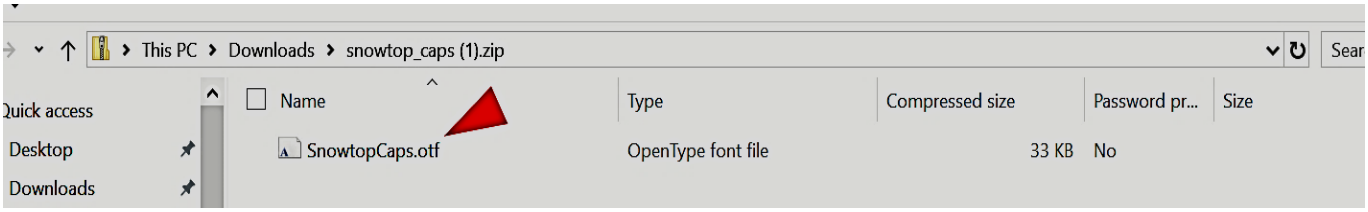


I clicked on **"Fire, Ice"** and typed in "**Snow**" in the **preview** box and then clicked "**Submit**". A wide range of possible Fonts appeared. You may have to scroll down to find a font you want.

When I clicked "**Download**" the file went into my downloads folder



If you **double click on the Zip file** it will open to show you the file inside.



Now double click on this file itself and you will have a view of the font letters. When you click "**Install**" the font will go **directly into your font folder**. It will then appear in the drop box in your Word document when you type some words, highlight them and change the font using the drop arrow.

If you do not want the font, later you can delete it from the Fonts folder in the control panel

I have a **zip file** of several fonts which you can download without going to the site. For those who want some of the fancy fonts that I use I have zipped them together and they are on our website www.u3ahavelocknorth.com under the **tutorials** tab for you to download. The downloaded zip file will go into your downloads folder.

When it is in the Downloads folder, double click on the folder and the fonts can be downloaded as shown above into your font folder. Note the font names.

Colouring Fonts

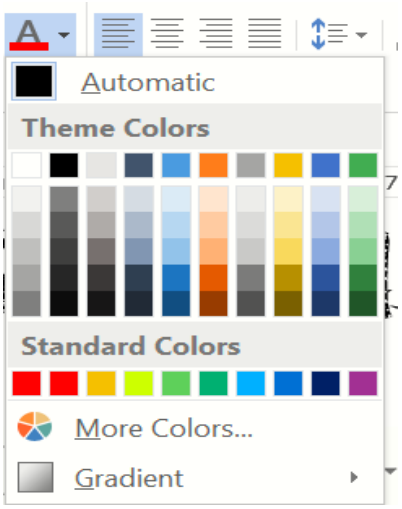
When you download a font it will be in black. This is how **to colour** the letters.
I typed in “Best Wishes” in Arial 14. Highlighted (selected it) the words and using the dropdown arrows changed the font to “**Razzle Dazzle**” and size to **48**.

BEST WISHES

Then I highlighted the letter “B”. On the ribbon in Word I clicked on the colour “Red”

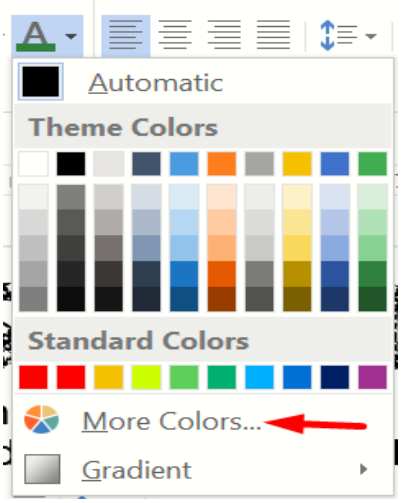
BEST WISHES

Then I highlighted the letter “E”. Using the **drop arrow of font colour** it opened up the **theme colours box** and I clicked on “Blue”. Next letter I chose “Green” and so on.



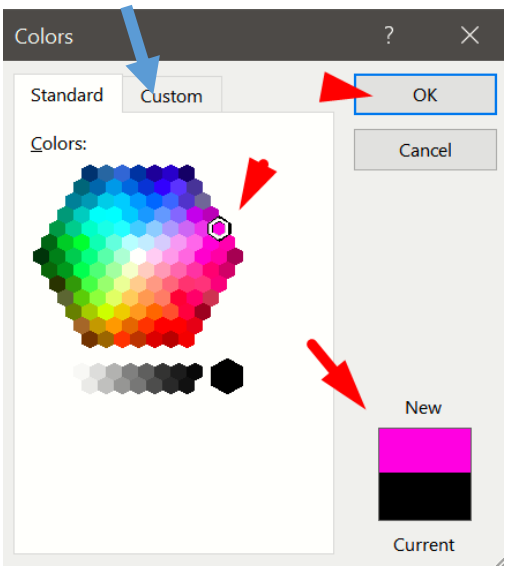
BEST WISHES

These theme colours can be expanded to give more choice.



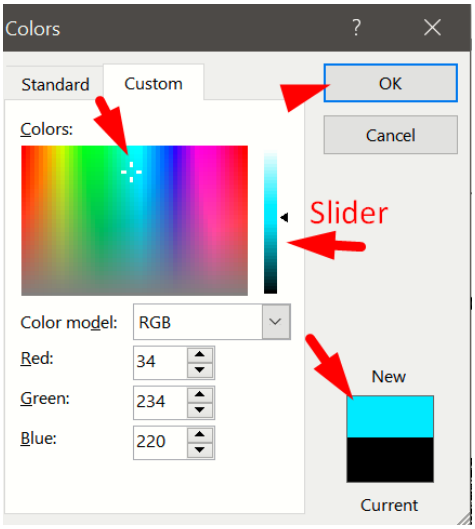
When you open the Theme colour box click on **“More Colours”**

BEST WISHES



If you click on a colour in the hexagon it shows up as a “**New**” colour so click “**OK**” to use it.

There are even a greater variation of colours by clicking on the “**Custom**” tab. There is a **white cross** to **move** to a colour. A **vertical slider** to change the **intensity** of the colour. A box to show the **new colour** and finally click **OK** to use it.



Now you have a Fancy Text in colour for you to use. The next tutorial will how you can use the text.

Norris Kenwright August 2024.

P.S. Here are two more font sites I use.

https://www.1001fonts.com/christmas-fonts.html

https://www.fontspace.com/category/fancy