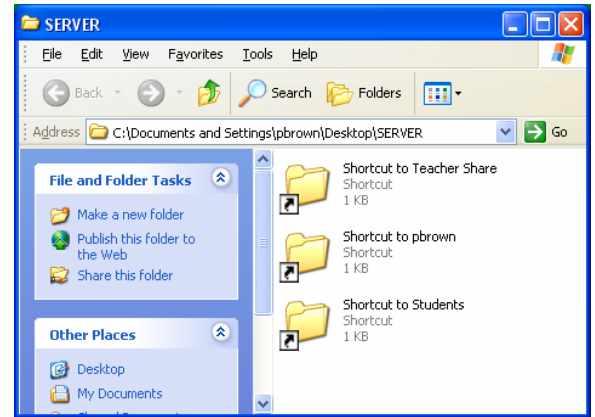


## INSTRUCTIONS FOR ADDING NEW FONTS TO YOUR COMPUTER:

Double-Click the SERVER folder on your desktop

Double-Click on the TeacherShare shortcut



Inside the TeacherShare folder look for the Fonts folder and double-click it.

Go to Edit on the menu bar at the top - Select All

Then go back to Edit and select Copy

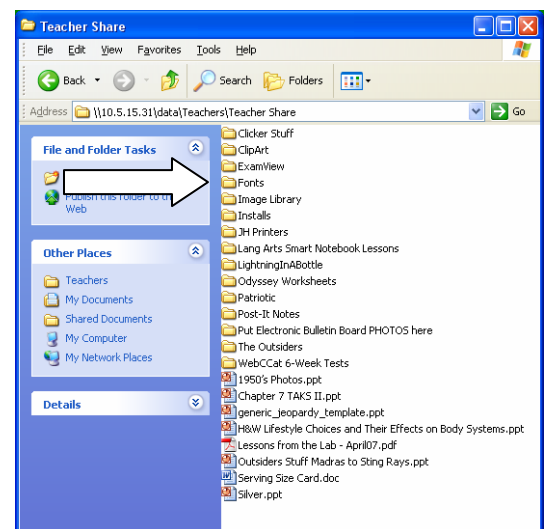
Make this window smaller so you can see part of your desktop and still see the fonts folder at the same time

Double-click on My Computer then double-click Local Disk(C:)

Find Windows or Winnt

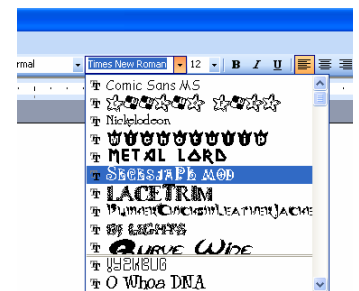
Find the Fonts folder and double-click

Go to Edit - Paste.



If you get any messages about overwriting - select Yes to All

When you are done, open up Microsoft Word and look at your list of fonts. You should see your additional fonts listed there.



*please let me know if you have any questions or need help*

**WARNING:** If you are emailing a document (Attachment) to someone with a fancy font they will not be able to read it unless they have that font. For attachments you want to stick with generic fonts, like Arial, Times New Roman, Comic Sans, Verdana...