

HOW TO INSTALL A FONT FAMILY ON A PC

Important!

You can download the Typefaces by visiting the Communications Office section on either myBU or the University website.

Zipped folders **MUST** be unzipped. Fonts cannot be installed if they are zipped. Some Windows operating systems allow you to peek inside a zipped folder. This does not mean it is actually unzipped.

For Clearsans, use the TTF format

WINDOWS 10

- Unzip the folder containing the fonts first.
- Right click on the font file and select Install.

OR

- Search for Fonts in the search box by the start menu.
- Click on the Fonts (Control Panel) link to open the Fonts Manager
- Drag and Drop or Copy and Paste the unzipped fonts into the Fonts Manager to install.

WINDOWS 8

- Unzip the folder containing the fonts first.
- Right click on the font file and select Install.

OR

- Go to search in the start menu.
- Search for Fonts in settings.
- Click on the Fonts Folder to open the Font folder.
- Drag and Drop or Copy and Paste the unzipped fonts files into the Fonts folder to install.

WINDOWS 7

- Unzip the fonts first.
- Right click the font file and select "Install."

WINDOWS VISTA

- Unzip the fonts first.
- From the "Start" menu select "Control Panel."
- Then select "Appearance and Personalization."
- Then click on "Fonts."
- Click "File", and then click "Install New Font."
- If you don't see the File menu, press "ALT".
- Navigate to the folder that contains the fonts you want to install.
- Select the fonts you want to install.
- Press the "Install" button to install the fonts.

WINDOWS XP

- Unzip the fonts first.
- From the "Start" menu select "Control Panel."
- Select the "Appearance and Themes" category.
- Select "Fonts" from the "See Also" panel at the left of the screen.
- In the Fonts window, select the "File menu", and choose "Install New Font."
- Navigate to the folder that contains the fonts you want to install.
- Select the fonts you want to install.
- Press the "OK" button to install the fonts.

UNINSTALL FONTS

If you decide you don't like a font after all, you can remove it from your computer.

- Navigate to the Fonts folder.
- Click the font you want to remove and press Delete (or select Delete from the File menu).
- Click Yes if a prompt window appears asking if you want to delete the font(s).

HOW TO INSTALL A FONT FAMILY ON A MAC

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For Clearsans, use the TTF format

Fonts can be installed in several folders in OS X, but we recommend that you do the following:

INSTALL USING FONT BOOK

- First, close any open applications. Newly installed fonts may not appear in your font menu if you ignore this step.
- Double click the unzipped font file and Font Book will open a preview of the font.
- Click “Install Font” at the bottom of the preview.

MANUALLY INSTALL

- First, close any open applications. Newly installed fonts may not appear in your font menu if you ignore this step.
- Open Finder and click the Go menu at the top of the screen.
- While in the Go menu, hold down both the Alt/Option and Shift keys on your keyboard to reveal the hidden link to the Library folder
- Navigate to your Fonts folder:
/Users/Your_Username/Library/Fonts
- Drag and drop the unzipped font files into this folder.