

Font Installation Guide

Windows

Please note: Your user account needs to have administrator rights in order to install new fonts. The university student accounts do not fulfill this requirement and are therefore not available for font installation. You will have to install the fonts we list on the website on a private computer with administrator rights.

Steps to new font installation:

1. Download the font you wish to install.
2. The font will be downloaded in a compressed ZIP folder. Go to the folder containing the download and extract the ZIP file (right click on the file, use the button „extract all files“).
3. The extraction of a file can also be done with other programmes. If you use the Windows programme, you will be guided through the process. (After extracting the file, it will appear in a new folder. The file type will be listed as „True Type Font File“.)
4. Open the Windows Control Panel and change the view to „classic view“ (Windows XP users). Open the folder named „Fonts“.
5. Copy the ttf file into the font folder by clicking on it and holding the left mouse button down while dragging it to said folder. A window informing you on the installation status will appear as soon as you release the mouse button and drop the file in the folder. The window will vanish after the installation is completed. The font is now available for usage.
6. Check your writing programme to see if the installation was successful. If the font is not yet listed, try closing and reopening the programme or rebooting your computer.