

# **Font Installation Guide**

## ***Mac***

*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 by double clicking on it. A new folder with the extracted files will appear (the file ending of the font is .ttf = „TrueType Font“).
3. A double click on the extracted ttf file will open an installation window. On the bottom left of the window you will see the information „not installed“ and on the bottom right side the button to install the file. If you press this button, the file will automatically be installed and listed in the font folder of the user account.
4. The font will only be available for usage in word if you reboot your computer.