

Welcome to "ITS Technology Tips," where we bring you some useful information about the technology here at Loyola and effective ways to use the technology. Remember to visit the weekly [Tech Tips Blog](#) for the latest tips and the [Technology Tips Archive](#), to find all Tech Tips in PDF format, categorized for easy access.

Finding and Installing Free, Funky, Fabulous (and some Freaky) Fonts!

Are you tired of the fonts that come installed on your computer like Boring Ole' Baskerville, Arial, or design horrors like Braggadacio? Or do you feel the Comics Sans font is abused and exploited in the world like the folks at www.bancomicsans.com? Maybe you want to emulate cyber-scholar Lawrence Lessig's famed PowerPoint presentations, but can't because you don't have his famed PS Typewriter font. By the way, if you have no idea what I'm talking about, visit <http://randomfoo.net/oscon/2002/lessig> to see one of Lessig's presentations and learn where to get his font.

It is very easy to find and download free fonts so you can have the coolest invitations ever. Why not send hip and styling invitations to your colleagues, friends, and neighbors to your next party (plus an Evite, of course). You can get download fonts like HALLOWEEN and Technodeslight. And traveling typewriter. You can get fonts with faces and cartoons and logos. You can get fonts that will let you type in cursive. There are also plenty of hideous fonts that are available on the Internet as well. Unfortunately, you can't download taste or style. We recommend using a fair bit of caution before spreading your joy of fonts to the world at large.

How do you do it?

1. Go to a font website that has free fonts available. Avoid free font sites that assault you with pop-up ads and requests for you to install software programs. These can be havens for spyware or adware.

Visit one of these legitimate sites:

<http://www.1001freefonts.com> (To download, click on the WIN or Apple icon)

<http://www.dafont.com> (To download, click on the WIN or Apple icon.)

<http://www.fontfreak.com/index3.htm> (To download, left-click on the picture of font.)

WINDOWS

2. In Windows, download the font you want onto your desktop. You need to right-click on the zipped file and choose "**Extract All**". The "**Compressed Folders (Extraction) Wizard**" will open. Click through the wizard until the file has completed the extraction process. You should see the font files, which usually end in .ttf and are marked with the letters "Tt" for "True Type".
3. **Right-click** on the font file and select **Copy**.
4. Go to your desktop and click on **My Computer**. Click on your **C:** drive.
5. Navigate to **C:\WINDOWS\FONTS**
6. Right-click and select **Paste**. Windows will **INSTALL** your font. When you open up any application that uses fonts, you will see your new font in the font list.
7. Delete the fonts and zipped files that are on your desktop after you have pasted them into your font folder.

MAC OS X

Mac users have it easy. Download the font onto your desktop, which will come packaged as a Stuffit archive. Click on the archive. The font folder will automatically extract onto your desktop. Open the

font folder and click on the font. A window will pop up that will display the font you are installing. At the bottom of the window, you will see a button with the command "Install Font". Click on this and your font will automatically be installed into your System Folder.

IMPORTANT NOTE:

Remember that if you are e-mailing documents you create with your new fonts -- or uploading them as documents in Blackboard, your fonts will be replaced by something else unless the people who download your document have the very same font. You should convert your document to a .pdf in order to preserve the formatting. Otherwise, you'll have to send your fonts to people in order for them to view your file as you created it. If you don't remember how to convert your document to a .pdf, check out our previous tech tip on .pdfs.

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