

## FONTS

**Always** supply a copy of your fonts, or better, if your application allows, **embed** the fonts. Some drawing/layout programs allow you to **convert to curves**, or turn your fonts from an active, editable table of characters into frozen lines and curves.

## TO COPY

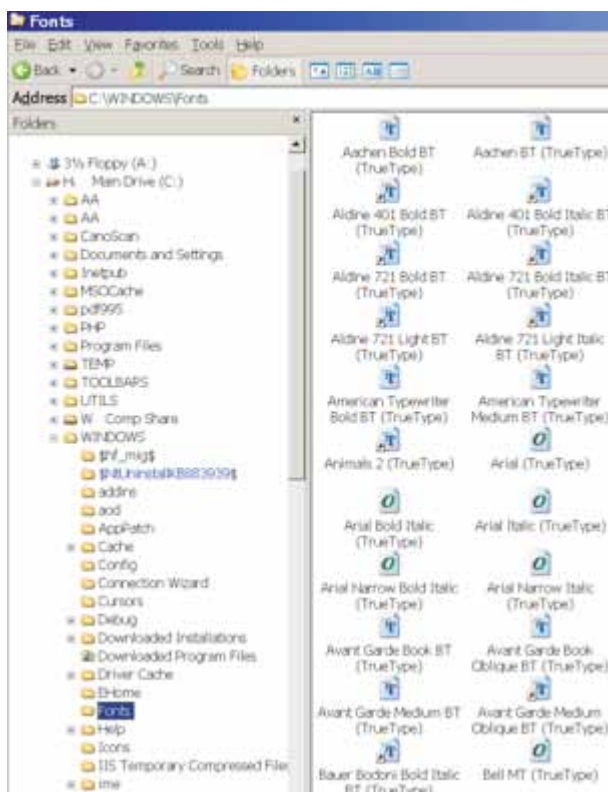
*NOTE: Fonts are copyright by their creators. Users are licensed to use the fonts but not to distribute copies. It is accepted industry practice (despite Adobe's interference) to temporarily install a customer font and uninstall after printing.*

# Font Copy Instructions

1) From START MENU or the Explorer ICON, **start** Explorer



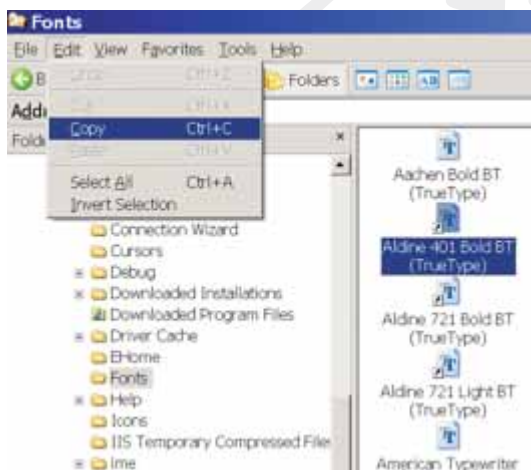
2) Open the WINDOWS / FONTS folder



NOTE: Depending how your computer is setup, when you click on the WINDOWS folder you may get a message like: *“This folder’s contents are hidden. It is recommended you do not open this folder unless you are experienced. Click to show files.”*

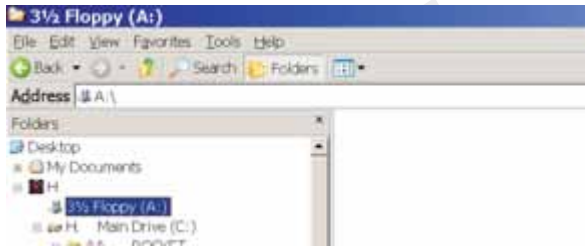
This is just a safety measure to stop accidental deleting. **Click** to show files and then move to FONTS.

3) **SELECT** font(s) (hold CTL button as you click for multiple fonts)



4) **COPY**: go to EDIT / COPY, or use shortcut key: CTL + C

5) SELECT 3.5" Floppy (or other device - USB Flash, etc.)



6) PASTE: go to EDIT / PASTE, or use shortcut key: CTL + V



Copying fonts is just like copying any file: go to location, SELECT, COPY, go to destination, PASTE.

*NOTE: depending on your Windows version and circumstances, if you "drag and drop" fonts from your fonts folder, they might uninstall. It is better to COPY / PASTE.*