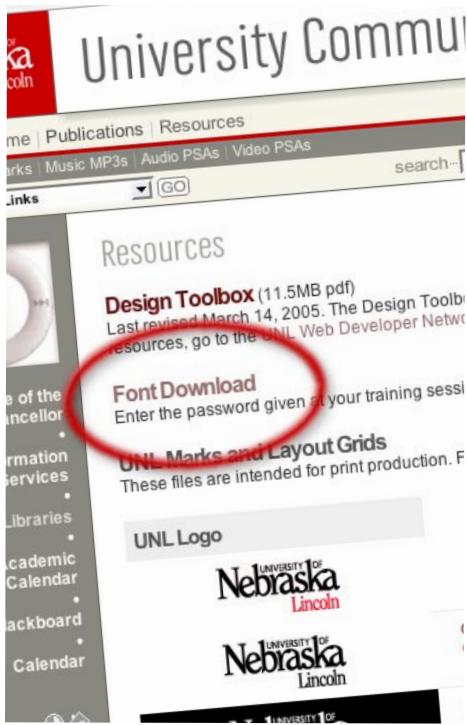


Downloading and Installing the UNL Fontset



Download the Files

1 Go to <http://www.unl.edu/pr/resources.shtml>

2 Click 'Font Download'

A 'Communicators Toolbox Login' page appears.

3 Enter your password (as distributed in the communicators' Toolbox training session) in the 'Password' field, and proceed to the appropriate download page for your computer. Fonts are saved in compressed archives, using ZIP for Windows and Stuffit (SITX) for Mac.

Install on Windows XP or 2000

1 Choose Start > Settings > Control Panel

Note: In Windows XP, choose Start > Control Panel

2 Double-click the Fonts folder.

3 Choose File > Install New Font.

4 Locate the fonts you want to install.

* In the Drives list, select the drive and the folder containing the fonts you want to install.

* In the Folders list, select a folder that contains the fonts you want to install. (Make sure you have unzipped them first.) The fonts in the folder appear under List of Fonts.

5 Select the fonts to install. To select more than one font, hold down the CTRL key and click each font.

6 To copy the fonts to the Fonts folder, make sure the Copy fonts to the Fonts folder check box is selected.

Note: If installing fonts from a floppy disk or a CD-ROM, you should make sure this check box is selected. Otherwise, to use the fonts in your applications, you must always keep the disk in the disk drive.

7 Click OK to install the fonts.

Install on Mac OS X

1 In the Finder, open the folder or disk that contains the fonts you want to install.

2 Select the font suitcases for the fonts you want to install. For PostScript Type 1 fonts, select the printer outline files as well.

3 Drag and drop the fonts into the Fonts folder in the Library folder.

Note: Fonts may not be available in an application until that application is restarted.

Install on Mac OS 8 or 9

(or Mac OS X Classic mode)

1 In the Finder, open the folder or disk that contains the fonts you want to install.

2 Select the font suitcases for the fonts you want to install. For PostScript Type 1 fonts, select the printer outline files as well.

3 Drag and drop the fonts onto the closed System Folder icon. (For Classic mode, drop them directly into the Fonts folder with the System Folder.)

4 Click OK to install the fonts.

Note: Fonts may not be available in an application until that application is restarted.

PASSWORD: _____