

Simple Guide: Install and Use Geez Fonts (Non-Technical)

This step-by-step guide is for non-technical users. It explains how to:

- Install the Geez fonts from this project
 - Enable a Geez keyboard (Tigrinya/Amharic) on your computer
 - Use the fonts in Microsoft Word and (as an alternative) with Google Docs
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0) Before You Start

You need:

- A computer running **Windows 10/11** or **macOS**
- The font folders included in this project (each city has its own folder), for example:
 - Asmara/AsmaraSansGeez-Regular.ttf
 - Keren/..., Nakfa/..., Mendefera/..., Massawa/..., etc.

You **do not need administrator rights** if you install fonts for your user account only.

1) Install the Fonts

A. Windows (recommended: install for your user account)

1. Open **File Explorer** and go to the **project root** (where you see folders like Asmara/ , Keren/ , Nakfa/ , etc.).
2. Open one city folder, for example: Asmara .
3. Press **Ctrl + A** to select all .ttf files.
4. Right-click the selection and choose:
 - **Install** (installs for your user only), or
 - **Install for all users** (requires admin; makes fonts available to everyone)
5. Repeat for each city folder you want (Asmara, Keren, Nakfa, Massawa, etc.), or use Windows search to find all .ttf files and install them in one pass.
6. Close and re-open your applications (Word, browser, etc.) so they can detect the new fonts.

Windows tips:

- On **Windows 11**, if you don't see **Install**, click **Show more options** first.
- User-only installation is usually enough and does **not** require admin access.

B. macOS

1. Open **Finder** and go to the **project root** (folders like Asmara/ , Keren/ , etc.).
 2. Select one or more .ttf files (for example, all files inside Asmara).
 3. Choose one method:
 - Double-click a .ttf file → **Font Book** opens → click **Install Font**, or
 - Open **Font Book** and **drag & drop** multiple .ttf files into it.
 4. Close and re-open the apps where you want to use the fonts.
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2) Enable a Geez Keyboard (to type ጽሑፍ)

Fonts control how text looks. To type ጽሑፍ characters, you must add an **input language/keyboard** (Tigrinya or Amharic) to your system.

A. Windows — Add a Tigrinya/Amharic keyboard

1. Open **Settings**.
2. Go to **Time & language → Language & region**.
3. Click **Add a language**.
4. Search for **Tigrinya** or **Amharic** and add it.
5. Switch keyboards using:
 - **Win + Space**, or
 - the language icon (e.g., “ENG”) in the taskbar.

B. macOS — Add a Tigrinya/Amharic keyboard

1. Open **System Settings**.
2. Go to **Keyboard → Text Input → Input Sources**.
3. Click **Add (+)**.
4. Search for **Amharic** or **Tigrinya** and add it.
5. Switch keyboards using:
 - the input menu in the menu bar, or
 - **Ctrl + Space** (if configured as a shortcut).

3) Use the Fonts in Microsoft Word (desktop app)

1. Open **Microsoft Word** (desktop app) and create a new document.
2. Make sure your **Geez keyboard** is active (Tigrinya/Amharic from step 2).
3. In the **Home** tab, open the **Font** dropdown.
4. Start typing the family name, for example:
 - Asmara Sans Geez
 - Asmara Serif Geez
 - Keren
 - Nakfa
 - Massawa
 - Senafe
 - Tsorona
5. Select the font family you want.
6. If available, choose a **specific style/weight** (Regular, Bold, Thin, SemiBold, etc.).
7. Start typing in Geez.

Notes (Word):

- If you **don't see the fonts**, fully close Word and open it again.
- **Word Online (web)** may not use your locally installed fonts.
 - If you need the exact appearance for sharing, use **Word desktop** → **Export to PDF** and share the PDF.

4) Use Geez Text with Google Docs

Google Docs runs in the browser and usually **does not use fonts installed on your computer**. You cannot directly import these `.ttf` files into Google Docs.

Use one of these options:

Option 1 — Use Google fonts (approximate rendering)

1. Open a document in **Google Docs**.
2. Open the **Font** menu.
3. Click **More fonts...**
4. Search for and add a font that supports Geez (availability can vary).
5. Select the font in the menu.
6. Make sure your **Geez keyboard** is active (Tigrinya/Amharic on your OS).
7. Type your text.

The look may not match this project's fonts exactly, but Geez characters should display.

Option 2 — Keep the exact appearance (recommended for sharing)

1. Create your document in **Microsoft Word (desktop)** using the fonts from this project.
2. Export as PDF: **File** → **Save As / Export** → **PDF**.
3. Upload the PDF to **Google Drive** and share it.

Important:

- If you upload a Word document to Drive and open it with **Google Docs**, Google may substitute fonts and the layout can change.

5) Uninstall the Fonts (if needed)

A. Windows

1. Open **Settings**.
2. Go to **Personalization** → **Fonts**.
3. Search for a family name (e.g., Asmara , Keren , etc.).
4. Open the font family page.
5. Click **Uninstall**.

B. macOS

1. Open **Font Book**.
2. Find the family (Asmara, Keren, etc.).
3. Right-click (or Ctrl-click) the family.
4. Select **Remove**.

6) Troubleshooting (Quick Checklist)

Fonts do not appear in Word (or other apps)

- Close the app completely and reopen it.
- If still missing, **restart your computer**.
- Confirm installation:
 - Windows: **Settings** → **Personalization** → **Fonts**

You see Latin letters instead of ሀሂሃ

- Make sure your **Geez keyboard** (Tigrinya/Amharic) is selected — not English.
- Windows shortcut: **Win + Space**
- macOS: use the input menu in the menu bar (or your configured shortcut)

Bold/Italic does not change anything

- Not all fonts have every style.
- In Word, select an actual font weight from the font family (SemiBold, Bold, Thin, etc.) if available, instead of relying on simulated bold/italic.

Other people don't see the correct font

- If they don't have the fonts installed, their system will replace them.
- Share a **PDF** if you need identical rendering.

7) Where Are the Fonts in This Project?

- Fonts are grouped by **city folders at the project root**, for example:
 - Asmara/AsmaraSansGeez-Regular.ttf
 - Keren/..., Nakfa/..., Mendefera/..., Massawa/..., etc.
- For the list of cities, see `Eritrean-city.md`.
- For licensing and full documentation, see the project `README.md`.

Metadata (Reference)

This information helps identify the fonts and usage terms. For the latest details, refer to `README.md`.

- `version` = "Geez font Version 1.0.0.0"
- `copyright` = "Geez font © FidelPE — Asmara, 24 May 2023. All rights reserved."
- `trademark` = "Geez font © FidelPE — Asmara"
- `manufacturer` = "FidelPE Projects"
- `designer` = "FidelPE Team"
- `license_description` = "This font may be used free of charge for personal or educational non-profit projects only. Any commercial use, redistribution, modification, or inclusion in products intended for sale requires prior written permission from FidelPE."
- `compatible_full` = "<https://hdrimedia.com/>"

Tip: move these metadata into a separate file (`METADATA.md` or `metadata.json`) to simplify maintenance.

Acknowledgements

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For questions or attribution requests, see `README.md` and the **Support & Contact** section.