

GSD. Word – How to Add a Font in Microsoft Word

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Author: {'link':

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General Information:

Possible symptoms/errors:

How to Add a Font in Microsoft Word.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Adding a new text font is one way the user can change the style of a document, such as in Word. This article provides a guide on how to add a font to Word. User will need to download and install them in Windows, where it will become available to all Office applications.

Details:

Note: Before the user downloads a font, advise them to make sure that they are downloading it from a trusted source.

1. Ask the user to download the font file. The file often comes compressed in .zip folder.
2. If the font files are zipped, advise the user to unzip them by right-clicking the .zip folder and then clicking Extract or Extract All.
3. Tell the user to select a destination folder then to click Extract. User should now see the available TrueType and OpenType font files.

Note: In one .zip folder, user might find several variations on the same font.

4. Ask the user to right-click the fonts they want and to click Install.

To see what a font looks like, advise them to right-click the font file and then click Preview.

5. User may be prompted to allow the program to make changes to their computer. If they trust the source of the downloaded font, advise them to click Yes.

6. New fonts should appear in the fonts list in Microsoft Word.

Note: All fonts are stored in the C:\Windows\Fonts folder.

If this article did not resolve the issue, ticket should be sent to local IT department to help with the Font installation.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A