

### SAVING FONTS

- From the 'START' menu select 'FIND FILES OR FOLDERS'
- Type in the name of the font that you are attempting to save (ie: ARIAL); this should display a list of ALL menu styles for that font (ie: Bold, Italic, Bold Italic, etc.)
- Select ALL items from the displayed list (either with the mouse or by holding down the 'Control' button while pressing the 'A' key)
- Copy the selected fonts by either going to the 'EDIT' menu and selecting 'COPY' or holding down the 'Control' button while pressing the 'C' key
- Paste the font into the desired area (CD, DVD, etc.) by either going to the 'EDIT' menu and selecting "PASTE" or holding down the 'Control' button while pressing the 'V' key

### STUFFING FILES USING 'WIN ZIP'

- Put ALL items in a folder (print file, images, and fonts).
- Open Win Zip.
- Drag folder onto Win Zip window.
- In the "ADD TO ARCHIVE" field, type the name you want your file to be.
- Press "ADD" button. File will be placed in the same directory as your source file.

**IT IS CRITICAL** that we get the fonts from the source (ie: the person's computer that actually created the file).

