



## Preparing to Install:

**Unzip** the archives containing your fonts and make sure you know where the unzipped font files folder has been placed. **Note: Just downloading and expanding the zip does *not* install the fonts on your computer.**

**Backup** Make a backup copy of the fonts for safe-keeping eg copy to usb stick or burn a CD/DVD.

**Font Manager Installation** If you're using a font manager (eg *Suitcase*, *Font Reserve*, *Font Agent*, *Font Explorer*, *MasterJuggler*, *Font Book*) just follow the program's directions to install, activate and deactivate fonts.

## Manually Installing:

**Please note that installed fonts may not become visible in the font menu of some currently running applications (eg *MS Word*) until you *quit and restart* the application – so it's best to quit *before* installing.**



- **MacOS X 10.3 and later**

Double-click the font file then click the "Install Font" button in the font display window. **You *must* be logged in as admin to install fonts for ALL users.**



- **Windows 8,10**

Double-click the font file then click the "Install" button in the font preview window. **You *must* be logged in as the administrator to install fonts.**



- **iOS (iPad, iPhone)**

**AnyFont** is a third party iOS app (v8 & later) which can directly install TrueType (TTF), OpenType (OTF) or TrueType Collection (TTC) fonts onto your iPhone or iPad. The fonts can then be used throughout the system in apps eg *Word*, *PowerPoint*, *Pages*, *Keynote* etc. Available from the Mac App Store:

<https://itunes.apple.com/au/app/anyfont/id821560738?mt=8&ign-mpt=uo%3D4>

**Apple Configurator 2** is a free MacOS X application (v10.12.2 & later) available from the Mac App Store. Allows for mass-configuration of iOS devices such as iPhone and iPad for business and educational organisations and this includes the ability to install custom fonts (OTF and TTF) on multiple devices:

<https://itunes.apple.com/au/app/apple-configurator-2/id1037126344?mt=12>



- **Android devices**

There are a number of apps (some free, some not) for changing the system fonts and installing new custom fonts on Android devices. Some examples are **GO Launcher**, **iFont** and **Font Installer**. More info and instructions on the **Android Authority** site:

<http://www.androidauthority.com/how-to-change-the-fonts-on-your-android-phone-32078/>



- **Unix (*incl* Ubuntu Linux *etc*)**

Close all applications. Save fonts in a separate folder on > Desktop, e.g. > newfonts. Open > terminal and start command > `sudo cp -R ~/Desktop/newfonts /usr/share/fonts`  
Optional: rebuild font cache with command > `sudo fc-cache -f -v` More info at:

<http://www.makeuseof.com/tag/how-to-install-fonts-on-windows-mac-linux/>



Whenever you are replacing a font with **another version of the same font with exactly the same name (eg an update)**, it is very important to follow the strict procedure below. If this procedure is *not* followed exactly, you cannot be guaranteed an immediate, seamless transition to the new font version.

## MacOS X, Windows 8,10

- 1 Quit any applications that are running.
- 2 Uninstall the original font.
- 3 If you have a font cache cleaning application or if you know how to manually locate and delete your system font caches, do this now.
- 4 **TURN OFF/SHUT DOWN the entire computer – NOT just Restart – THIS IS ESSENTIAL!**
- 5 Start the computer up again.
- 6 Open any application eg Word and confirm that your original font is NO LONGER present in the font menu. Once confirmed, quit the application. If the font IS still present, repeat steps 1-6.
- 7 Install the new font.
- 8 Start your application and confirm the font is now in the font menu. If it isn't, TURN OFF/SHUT DOWN the computer, Start the computer and look for the font in your application's font menu again.