

# ALL FONTS MACRO

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Click on the blue, underlined text to go to its linked reference.



As most experienced computer users know, the fewer fonts you have on your system the faster most programs load. For example, Photoshop Elements and MS Office will not open until all fonts are loaded into RAM.

The challenge is which fonts do you keep and which do you delete? However, before you can answer that challenge, you need to know how many and which fonts you have.

Windows XP allows you to select Control Panel ► Fonts to view and to print the fonts you have. However, that is a laborious task and it wastes a lot of paper and time.

Wouldn't it be nice if you could quickly see how many and which fonts you have — and how they appear in print? WordPerfect 9–14 (X4) contains a macro which will do all that for you within minutes. Here's how.

1. Open a blank document.

2. Set your default font for that document by selecting File ► Document ► Default Font (**Figure 1**).

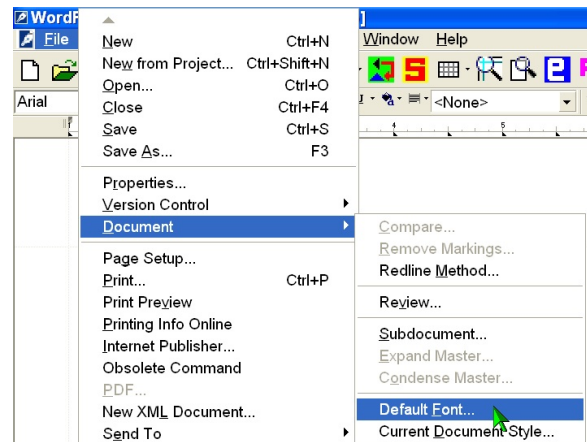


Figure 1

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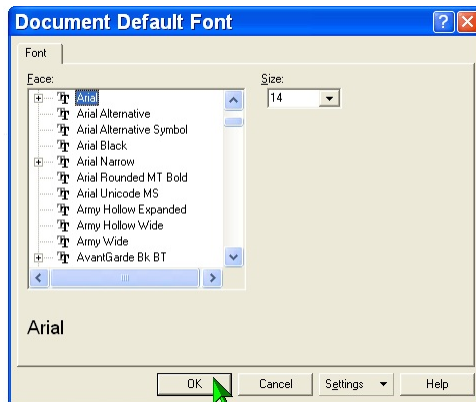


Figure 2

3. I recommend you select Arial, 14-point and click “OK” button (**Figure 2**). This makes it easier to view larger, title fonts effects.

4. From the MenuBar, select Tools ► Macro ► Play (**Figure 3**).

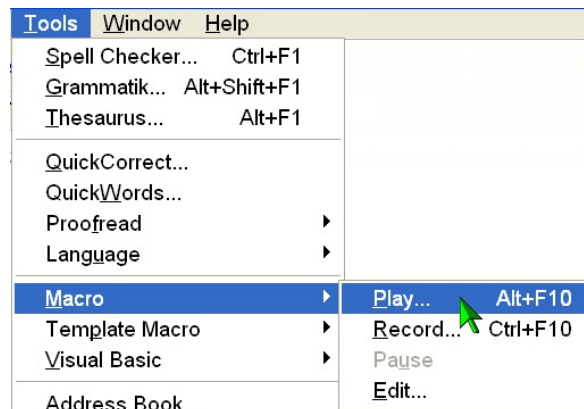


Figure 3

5. Left-click on the “ALLFONTS.WCM” and Left-click on the “Play” button.

6. A document is created with all the fonts listed — in their alphabetical order (**Figure 4**).

7. Left-click, hold, and drag to select any font you don’t want and touch the Delete key, on the keyboard. This will result in a document with only the fonts you want to retain.

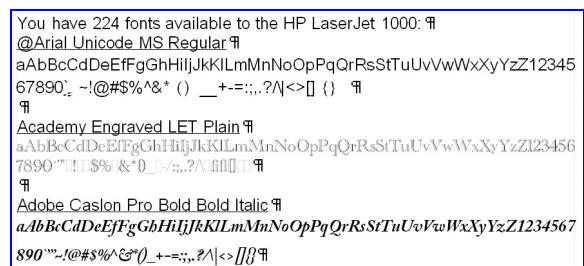


Figure 4

8. Print the document.

9. Exit WordPerfect.

10. Select the Control Panel:

- ▶ In Windows 95, 98, 98SE and Me, select Start ▶ Settings ▶ Control Panel.
- ▶ In Windows XP, select Start ▶ Control Panel.

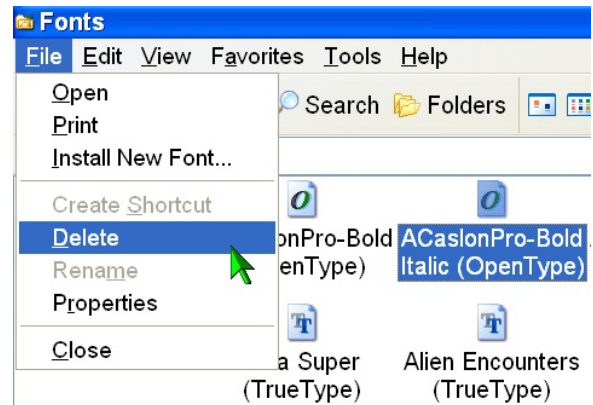


Figure 5

11. Double, left-click on “Fonts”.

12. Single, left-click on a font you want to remove.

13. From the MenuBar, select File ▶ Delete (**Figure 5**). Touch the *Enter* key, on the keyboard.



Figure 6

**CAUTION:** Do ***not*** delete any fonts in red (**Figure 6**). They are system fonts and must stay for programs to run.