WordPerfect X4
NEW FONTS AVAILABLE
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Click on the blue, underlined text to go to its linked reference. [1]

To insert news Fonts for WordPerfect the easy way:

1. Insert the "WP Clipart, Fonts, Photos, etc." disc into your PC.

2. If you get the popup menu options (which you should), select "Open to view files." If you do not get it, select Start ➤ Computer (Vista, Win 7) or Start ➤ My Computer (98, XP). Then double, left-click on the CD's shortcut (icon).

NOTE: From this point, I'll be describing the Win 7 screen. If you're using an older version, your screen will vary somewhat.

3. You'll be viewing two columns with Favorites, Libraries, Computer, and Network in the left column and the contents of your CD in the right column.

4. Double, left-click on the "Fonts" folder.

5. Left-click on the Arrowhead to the left of the OS (C:) icon to see its content.

6. You must be able to see the "Fonts" folder, in the left column, because it will be your Target folder (where you'll be copying the fonts).

7. In the right column, select the files you want.

☆ ALL: If you want to select ALL the files, Left-click on any file name, hold down the Ctrl key, and touch the A key — releasing both quickly. This will select all the files, so all are highlighted.

✭ Contiguous: If you want to select files that are "contiguous" (1-after-the-other), left-click on the first file. Hold down the Shift key as you click on the last file. All the files from the first one you selected to the last one you selected are highlighted.

✭ Non-Contiguous. If you want files that are "non-contiguous" (not one-after-the-other), left click on the first file. Hold down the Ctrl key as you click on any additional files you want selected.

8. RIGHT-click, hold, and drag the files you've selected in the right column to the "Fonts" folder. Release. (Yes, I'm aware that if you left-click and do this it will copy the files, but if you make a mistake when you release, all those files are copied into the wrong folder.)

9. Left-click on "Copy files".

10. Open WordPerfect.

11. Select Format ➤ Fonts, and you'll see all your new fonts.