

Windows FONTS MANAGEMENT


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1. OCCUPIED SPACE

If you're trying to speed up your Windows Start up and gain hard disk space, remove unused fonts. To check the space taken up by all your fonts:

- 1 Open Windows Explorer
- 2 On the left-side, RIGHT-click on the Fonts folder.
- 3 Select "Properties". The dialog box will tell you the total size of all installed fonts.

 **WARNING:** Do ***NOT*** try to find out how much space they all take up by opening the Control Panel's Fonts folder, selecting all the fonts inside, RIGHT-clicking the selection and choosing Properties. Windows will open a Properties dialog box for EVERY selected font, crashing your PC.

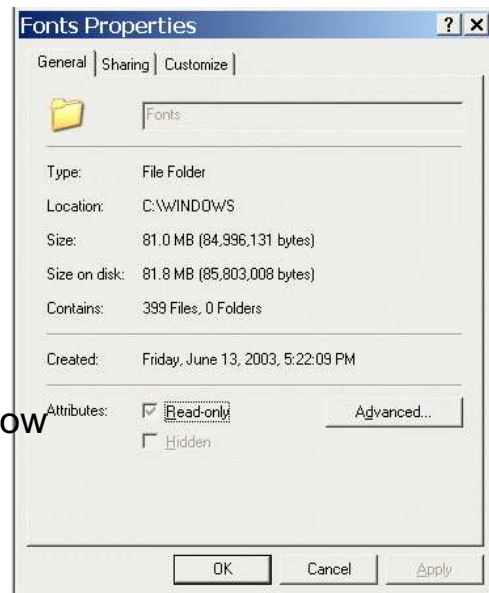


Figure 1 — **BEFORE**
399 fonts; 81.8 Mb

2. BACKUP FONTS

BEFORE you delete any fonts, backup ALL fonts. Backup to a writeable CD or a folder on a *separate* drive. Here's how:

- 1 Open *Windows Explorer* — Start > Programs > Windows Explorer — or — Start > Programs > Accessories > Windows Explorer, depending upon your version of Windows.
- 2 On the left-side of the vertical dividing line, left-click on the "+" next to the *Windows* folder.
- 3 Scroll down on the left-side until you can see your destination drive.
- 4 In the right pane, RIGHT-click on the *Fonts* folder, HOLD, and drag until the destination drive (in the left pane) is highlighted.

⑤ Release it. This creates a *Fonts* folder, complete with all fonts on your destination drive.

⚠ **WARNING:** Do NOT open Fonts folder and select all fonts, dragging them to the destination drive. To do so will change the default font of your system and result in lost and in damaged fonts.

3. DELETE FONTS

To delete a font from your computer:

- ① Select Start > Control Panel.
- ② Double-click “Fonts” to open the Fonts folder.
- ③ Click the icon for the font you want to delete. (To select more than one font to delete, hold down the Ctrl key, and then click each of the fonts you want.)
- ④ From the MenuBar, select File > Delete.

4. INSTALL NEW FONT

- ① Select Start > Control Panel.
- ② Select Fonts.
- ③ From the MenuBar, select File > Install New Fonts.
- ④ At the prompt, state the location of the fonts to be loaded, i.e., A:\ (if on a floppy disk); D:\ if on a CD/DVD. Use the Browse button if you are not sure where the fonts are on a CD.

5. REQUIRED & RECOMMENDED FONTS

Deleting excess fonts has a direct impact on system speed. Here are the fonts **required** to run your system and some fonts I recommend you keep.

NOTE: You may *not* have all the required fonts if you do not have programs associated with them.



Figure 2 — **AFTER**
229 fonts; 43.0 Mb

FONTS

✓ = **Required: leave it alone**; ⇨ = Nice to have: retain or delete

- ✓ *.FON (System fonts)
- ⇨ Alien Encounters Regular
- ⇨ Almonte Snow Regular
- ⇨ AmerType Md BT Medium
- ✓ Arial
- ⇨ Arriba
- ⇨ Ashly Inline
- ⇨ Bertram
- ⇨ BibleScrT Regular
- ✓ Bodoni WP (WordPerfect)
- ⇨ Boulder
- ⇨ Broadway
- ⇨ Brush455 BT Regular
- ⇨ BusterD Regular
- ⇨ Candybits BT
- ✓ CarslonOpnFace BT
- ⇨ Comic Sans MS Bold
- ⇨ Comic Sans MS Regular
- ✓ Courier (Newsgroups)
- ✓ Courier New (Web surveys)
- ⇨ Creepy Regular
- ⇨ Decorated035 BT Regular
- ⇨ Eclipse Regular
- ⇨ Eklektic Regular
- ⇨ Eras Contour Regular
- ⇨ Firecat Medium
- ⇨ Gazzarelli Regular
- ⇨ Ginko Regular
- ⇨ Glowworm
- ⇨ Good Times Regular
- ⇨ Keystroke Regular
- ⇨ Kidprint
- ⇨ Marker Felt Thin Regular
- ✓ Microsoft Sans Serif Regular
- ✓ MS*.* (Microsoft programs)
- ⇨ Neon Lights Regular
- ⇨ OCRA (HP scanner)
- ⇨ Parry Hotter Regular
- ⇨ Pioneer BT Regular
- ⇨ PrincetownD Regular
- ⇨ Shlop Regular
- ⇨ Signature Regular
- ⇨ Signboard Regular
- ⇨ Signet Roundhand Italic
- ⇨ Slipstream LET Plain
- ⇨ Snowdrift Regular
- ⇨ Stars & Stripes Regular
- ⇨ Stencil Sans Regular
- ✓ Symbol
- ✓ Tahoma
- ⇨ Terminator Two Regular
- ⇨ Thunderbird BT Regular
- ✓ Times New Roman (WordPerfect)
- ⇨ Todds Manuscript Regular
- ⇨ Transistor
- ✓ Trebuc
- ✓ VGA
- ⇨ Vineta BT Regular
- ⇨ Webdings
- ⇨ Wide Latin
- ✓ Wingdings
- ✓ WP*.* (WordPerfect)