

PC *Installing Fonts*

If your internal packaging feature or Good To Go flags a font as missing, it is because that font, or the specific style of that font, is not installed on the computer you are using to check the pages. An easy way to fix this problem is to install the font. (**NOTE:** If you do not have the ability to install programs on your computer, you probably cannot install fonts, either. In that case, you'll have to ask the school's technology coordinator to install the font for you.)

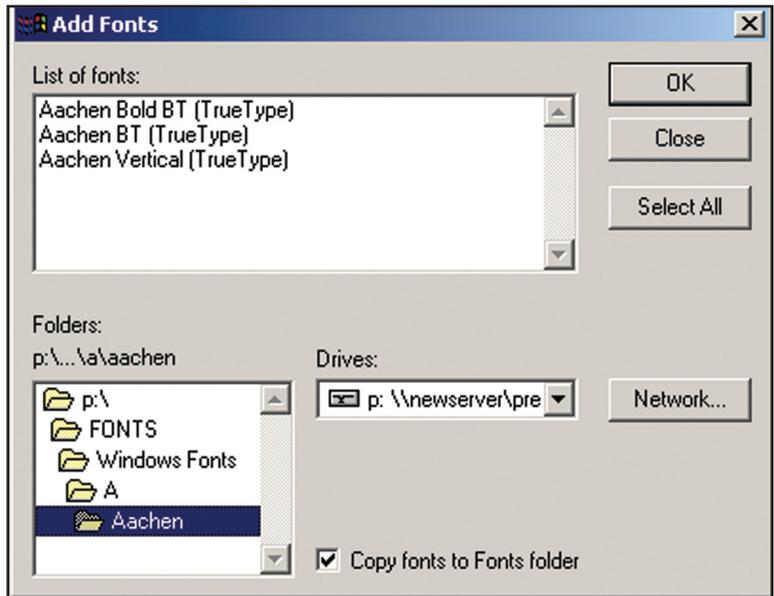
To install a font on a PC, first make sure you have the font file in a location you can easily access from your computer (for example, a disk or a folder on the computer or network).

Open the Fonts folder, which is in **My Computer>Control Panel>Fonts**. Once you have opened the Fonts folder, select **File>Install New Font**, as in the picture at right.



After you select Install New Font, a browse window will open, as shown on the right. Browse to the location of the font file(s), select the file(s) you want and click **OK**.

You may need to restart the computer before Good To Go or your internal packaging utility detects the new font.



MAC *Installing Fonts*

If your internal packaging feature or Good To Go flags a font as missing, it is because that font, or the specific style of that font, is not installed on the computer you are using to check the pages. An easy way to fix this problem is to install the font. **(NOTE:** If you do not have the ability to install programs on your computer, you probably cannot install fonts, either. In that case, you will have to ask the school's technology coordinator to install the font for you.)

To install a font on a Mac, first make sure you have the font file in a location you can easily access from your computer. Select the font file(s) and drag the file(s) into the Fonts folder inside the **System Folder**, as in the picture on the left below.

WARNING: In Mac OSX, fonts can be saved in another location as well, but Good To Go or your internal packaging feature cannot collect fonts if they are not stored in the System Folder's Fonts folder. Therefore, make sure you do not install fonts in the Library folder's Fonts folder, as in the picture on the right below.

