

# Fonts

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- Windows 10 comes with a good basic font set
- To see all fonts in Windows 10 version 1903 or later, go Settings > Personalisation > Fonts. Put your own text/size in to see what they look like
- For other Windows versions open Control Panel > Fonts
- All fonts are available in most Word processors, and Publisher, Powerpoint, and some other apps.
- Other applications like Gmail in a web browser only offer limited font set.

## Get new fonts

- You can get more fonts, some are free, the good ones cost
- Fonts can contain malware, so only get fonts from a well-established supplier.
- A limited number of fonts is available in the Microsoft Store
- If you have Office 365, you have access to Office 365 “Font cloud” for use in Office 365 only
- Or from one of the many Font foundries:
  - Direct from foundries - Microsoft approved foundry list
  - Myfonts.com has a good selection of fonts

## Install new fonts

- Fonts may be installed just for just your user profile, or for all users of your computer.
- Fonts obtained from the Microsoft Store are installed for you only
- Fonts downloaded from other sources can be installed for all users.
- If your downloaded font is a zip file, extract the contents into a new folder.
- Right click on a font and choose either Install or Install for all users

## Kerning (character spacing)

- Word: Home > Font > Advanced
- Publisher/Powerpoint: Home > Character spacing tool
- Libre/Open Office: Format > Character > Position/Spacing

## Font Effects

### Font/Size

Can have different font and size for individual characters

### Outlining

- Word: Font > Text effects > Text fill and Text outline
- Publisher: Font > More effects
- Powerpoint: Drawing tools > Format, Text fill, Text outline
- Libre/Open Office: Format > Character > Font effects – can only tick box “Outline”

### Other effects like Glow, Shadow, Reflection, bevel

- Word: Font > Text effects > Text effects
- Publisher: Font > More effects > Text effects
- Powerpoint: Drawing tools > Format, Text effect (includes Bevel)
- Libre/Open Office (Shadow only): Format > Character > Font effects – can only tick box “Shadow”

## Other enhancement options (not related to fonts)

### Page colour

- Word: Design > Page colour
- Publisher: Page design > Background
- Powerpoint: Design > Format background
- Libre/Open: Format > Page > Colour

## Pictures

You can use effects like Glow, Soft edges with pictures