

How to Load A Font

1. From www.dafont.com or any other web site download your chosen font to the desktop.
2. From the desktop Open My computer.
3. Select - system disk: which is the (C:) drive.
4. Select the Program Files folder
5. Select the ADOBE file folder
6. Select the Adobe In-Design CS4 folder
7. Select the Fonts file folder.
8. Drag the Font you have download from the desktop into this file folder. The font must be a .ttf file extension.
9. Your font is now ready to use in Adobe In-Design.

In order to Export the Font to a .PDF you will have to create outlines on the text to change its extension to a graphic output.

1. Highlight your text.
2. From the File Menu select - Type. and then Create Outlines
3. Your text is now a graphic file extension and can be Downloaded into Adobe .PDF. You will now not be able to make any changes to the font for editing purposes.

Remember that all School Computers reload to default status every night, so it is essential that you save the .ttf file to be reloaded every time you switch computers.

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