

This article describes how to add and remove fonts in Microsoft Windows.

Note If your computer runs Windows NT 4.0, Windows 2000, Windows XP, or Windows Server 2003, you must be an administrator to add or remove fonts. To verify that you are logged on to Windows with a user account that is a computer administrator, visit the following Microsoft Web site:

<http://support.microsoft.com/gp/admin> (<http://support.microsoft.com/gp/admin>)

↶ [Back to the top](#)

To add a new font

Note To reinstall standard Windows fonts, go to the "[To reinstall the standard fonts included with Windows](#)" section.

Important To install fonts, you must have them on a floppy disk, CD, or your hard disk.

To install a font, follow these steps:

1. Click **Start**, and then click **Run**.
2. Type the following command, and then click **OK**:

```
%windir%\fonts
```

3. On the **File** menu, click **Install New Font**.
4. In the **Drives** box, click the drive that contains the font that you want to add.

Note The floppy disk drive is typically drive A or drive B. The CD drive is typically drive D.

5. In the **Folders** box, click the folder that contains the font that you want to add, and then click **OK**.
6. In the **List of fonts** box, click the font that you want to add. To select more than one font at a time, press and hold the CTRL key while you select each font.
7. Click to select the **Copy Fonts To Fonts Folder** check box. The new font is saved in the **Windows\Fonts** folder.
8. Click **OK**.

Note Windows supports TrueType fonts or fonts that are designed especially for Windows which can be purchased separately. Some programs also include special fonts that are installed as part of the program installation. Additionally, TrueType or special Windows fonts are frequently included with printers. Follow the directions that are included with these products to install these fonts.

↶ [Back to the top](#)

To remove a font

To remove a font from the hard disk, follow these steps:

1. Click **Start**, and then click **Run**.
2. Type the following command, and then click **OK**:

```
%windir%\fonts
```

3. Click the font that you want to remove. To select more than one font at a time, press and hold the CTRL key while you select each font.

4. On the **File** menu, click **Delete**.
5. When you receive the "Are you sure you want to delete these fonts?" prompt, click **Yes**.

Note You can prevent a font from loading without removing it from the hard disk. To do this, move the font from the **Windows\Fonts** folder to another folder.

[↑ Back to the top](#)

To reinstall the standard fonts included with Windows

If any of the standard fonts that are included with Windows are missing, you can run Windows Setup again. Setup replaces missing or changed files. If the standard fonts are missing, other Windows files may also be missing. Setup also reinstalls these files.

Warning If you run Windows Setup, you may lose programs and hardware drivers that you have installed since the last time Windows was set up on your computer. If you need more information about the files you could lose, you might want to contact Support. For information about how to contact Support, please visit the following Microsoft Web site:

<http://support.microsoft.com/contactus> (<http://support.microsoft.com/contactus>)

The following fonts are included with Windows and are installed on every computer:

- Courier New (TrueType, including Bold, Italic, and Bold Italic variations)
- Arial (TrueType, including Bold, Italic, and Bold Italic variations)
- Times New Roman (TrueType, including Bold, Italic, and Bold Italic variations)
- Symbol (TrueType)
- Wingdings (TrueType)
- MS Serif
- MS Sans Serif