

Windows Font Management

Where your fonts are located:

Default System Fonts locations

System fonts are installed via the Fonts control panel

You can drag-copy them from there

Adobe Programs

Program Files/Common Files/Adobe/Fonts

Required Fonts

XP: Do NOT remove these fonts:

Arial (all)
Courier 10, 12, 15
Courier New (all)
Modern
MS Sans Serif
MS Serif
(Any other MS fonts)
Roman
Script
Small fonts
Symbol
Smybol 8, 10, 12, 14, 18, 24
Times New Roman (all)
Wingdings
(And any font with red A)

Adobe

You can leave the fonts here if you wish or move them *if* you are using a font management program

Methods of Removal

Create a new folder in the Shared Documents folder and drag all the fonts into it (except for the fonts you should not remove). To remove those fonts you must be an *administrator*.

You will not need to install ATM Light if using Windows 2000 or XP.

Utilities for Organization and Repair

At this point, you should run your fonts through *Font Agent* to check them for dupes and corruption — and to assist organizing them.

With a Font Management Program

Install the latest version of the font management software

Install your organized fonts into the software

Don't set too many fonts for auto-load — let them *auto-activate* if possible.

Make sure your auto-activated fonts are set to *deactivate* upon restart.