**Printed on Saturday, April 26, 2008**
*CR SIGNS FONT INSTRUCTIONS*
*For emailing your  font to us*

**HOW TO:**
To choose the font, double click on **My Computer**.
Then, double click on **Control Panel**
Double click on **Fonts**
Scroll down until you see the **name of the font** you want. To check that it is indeed the font you want, double click on the font, the full name of the view bar name of  font will show as well as samples of the font. Close this window.
Your font should still be highlighted, if it is not, **click** again (once) **on the correct font that you want** to send. Now use the command **copy**… **"Ctrl & C"** (by holding down the ctrl and the C key at the same time)
Right click on your **desktop** and choose **PASTE**. This will create a copy of the font on your desktop, without removing the font from your system.

Open your email program, and choose "attach" scroll to you desktop, scroll along until you see your font. Example: "myfont.ttf"  Select the font and choose "okay. Type in our email address and "send"
After you have sent the font, you can just delete it from your desktop, since it is simply a copy.

*If the above instructions did not work try this:*
Open the font folder.
Drag the correct fonts to your desktop
COPY the fonts to a new directory (TEST).
Drag the fonts on the DESKTOP back into the fonts folder. It the fonts remain on the desktop, and are also in your fonts folder you can delete the ones on the desktop.
SEND an email with the ATTACHEMNTS of the fonts from the folder (TEST) you copied the fonts to.
Now you can delete the folder TEST.

Thanks for using our sign and printing services.


*Brian Crothers*