



Coffee Break

Question on Software or Operating system.

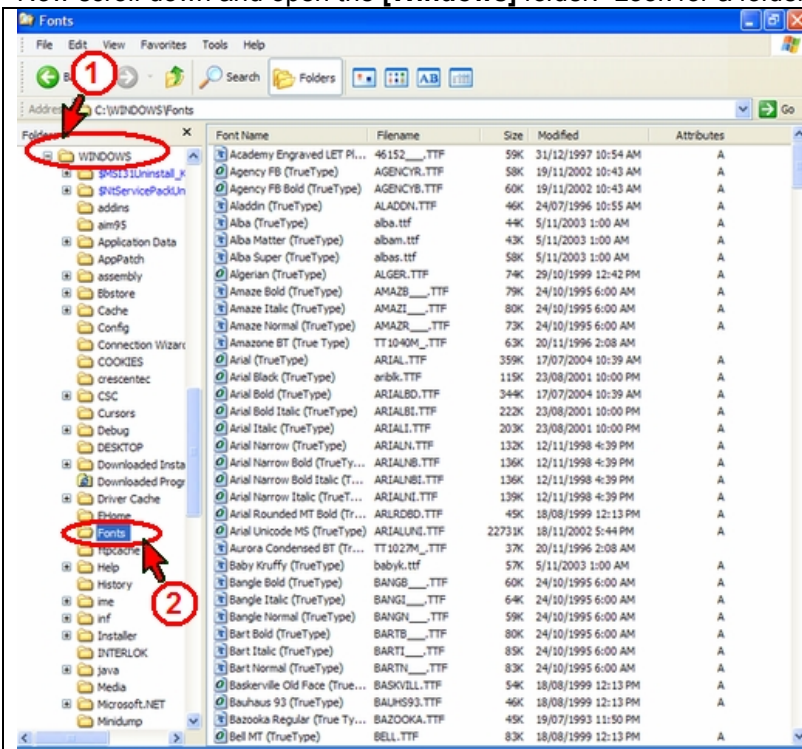
Removing Extra Fonts for Speed.

It's nice to have all those unique fonts on your computer for special assignments, newsletters or notices. But do you use them all? Having a large collections of fonts slows up your computer at startup. When Windows XP was first install there were 116 font types in the font folder. As you load other software some install their own fonts, plus you may install extra fonts of your own. When you run programs like PrintShop, PhotoShop, Paint Shop Pro, Windows Paint, Microsoft Word, Publisher or any other software where you have a choice of fonts. The program loads all the fonts available on your computer into memory, slowing your access time. 572 fonts on my computer takes up 62,458kb of memory when using a word processor. This may not seem a lot when you have 1 gigabyte memory. But it is a waste, writing this Coffee Break the author is using just two fonts.

Don't just delete the fonts that are not used as you may need them at later date.

Open windows Explorer and make a folder and call it 'FontsBackup'.

Now scroll down and open the **[Windows]** folder. Look for a folder named **[Fonts]**.

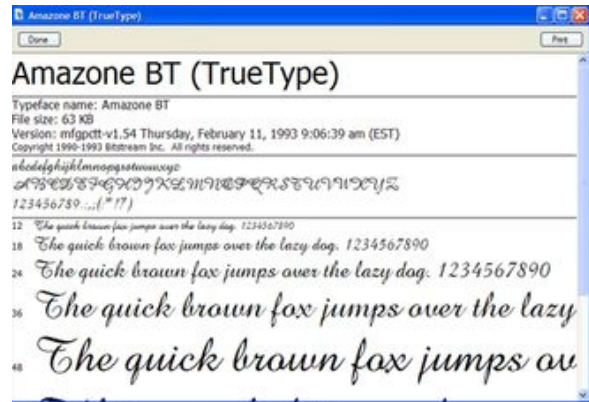


(1) Note the **Windows** folder, this is your operating files.

(2) Scroll down and locate the **Fonts** folder.

Click the folder to show its contents in the right window of Explorer.

Double click a font file name to open the Typeface viewer.



Decide if this is a rarely used font, taking up memory space. If so just click and drag to "FontsBackup" folder you made earlier. Continue checking for fonts rarely used.

Note; when you drag and drop anything on your computer to a new folder, Explorer moves the file and deletes it from the original folder. When you copy, it does just that. Makes a copy and then you can paste it elsewhere. If you drag and drop to another device, USB or floppy disc, Explorer makes a copy and leaves the original file.

Recommended Fonts to Keep

Font Name	Reason
Verdana	Often used on web pages and applications.
Arial	Often used within applications such as Outlook.
Trebuchet	Used in the Windows interface on the Title Bar.
Tahoma	Used in the Windows interface on the Menu Bar as well as in many applications and web pages.
Times New Roman	The default font for web pages as well as applications such as Word.
MS Sans Serif	Used in some applications and web pages.