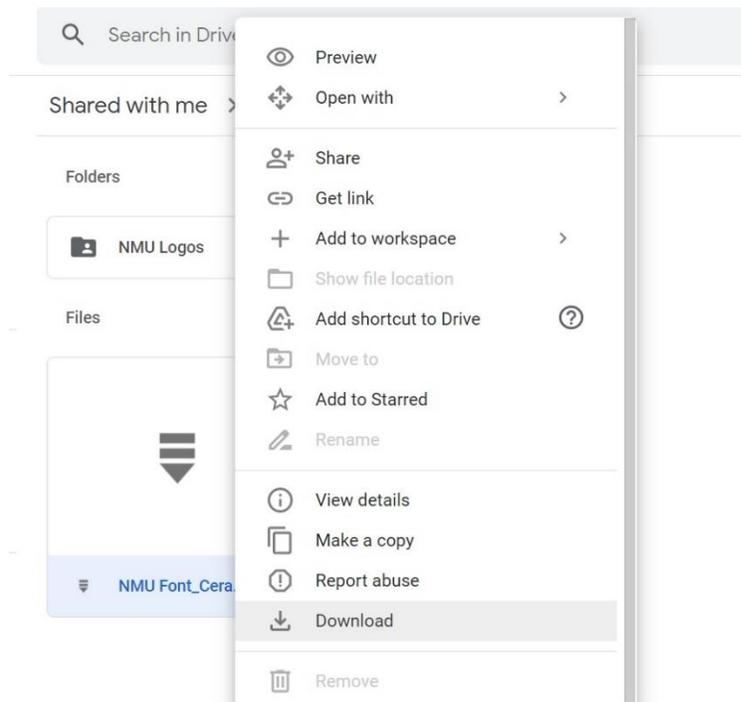Steps to download NMU Fonts for Word & PowerPoint

1. Visit the Virtual Toolkit for NMU Admissions Counselors and scroll down to "NMU Branding Resources".
2. Click the "NMU Fonts" link. This will take you to a Google Drive labeled NMU Branding Resources.
3. Right click on the **NMU Font_Cera.zip** file and click Download.



4. Click on downloaded file in the web browser window or go to My Computer > Downloads. The file would have downloaded as a zip file, so you will first need to extract the files, or "unzip" it.
   a. Right click the file and hit "Extract all."
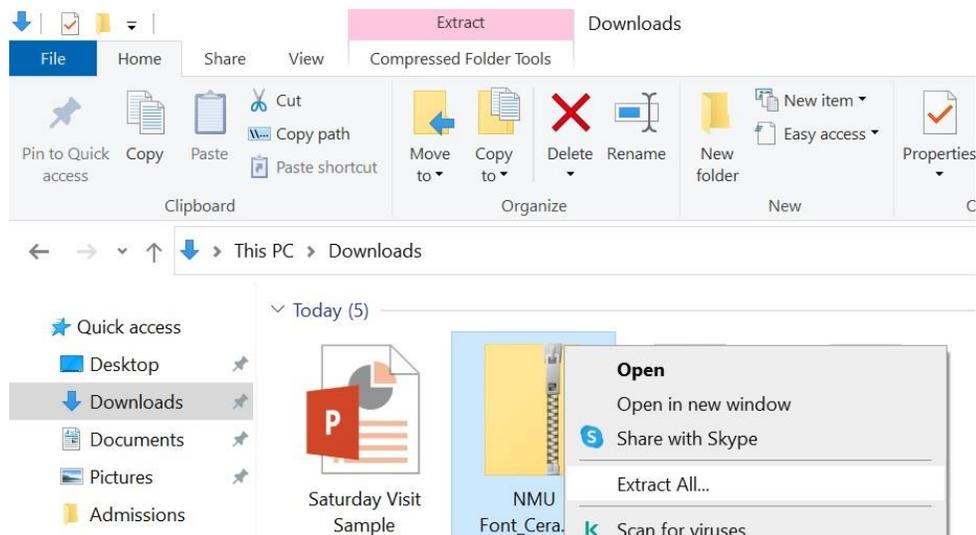
b. A new window will pop up that reads "Select a Destination and Extract Files." Go ahead and click "Extract" on the bottom right hand corner of the window.
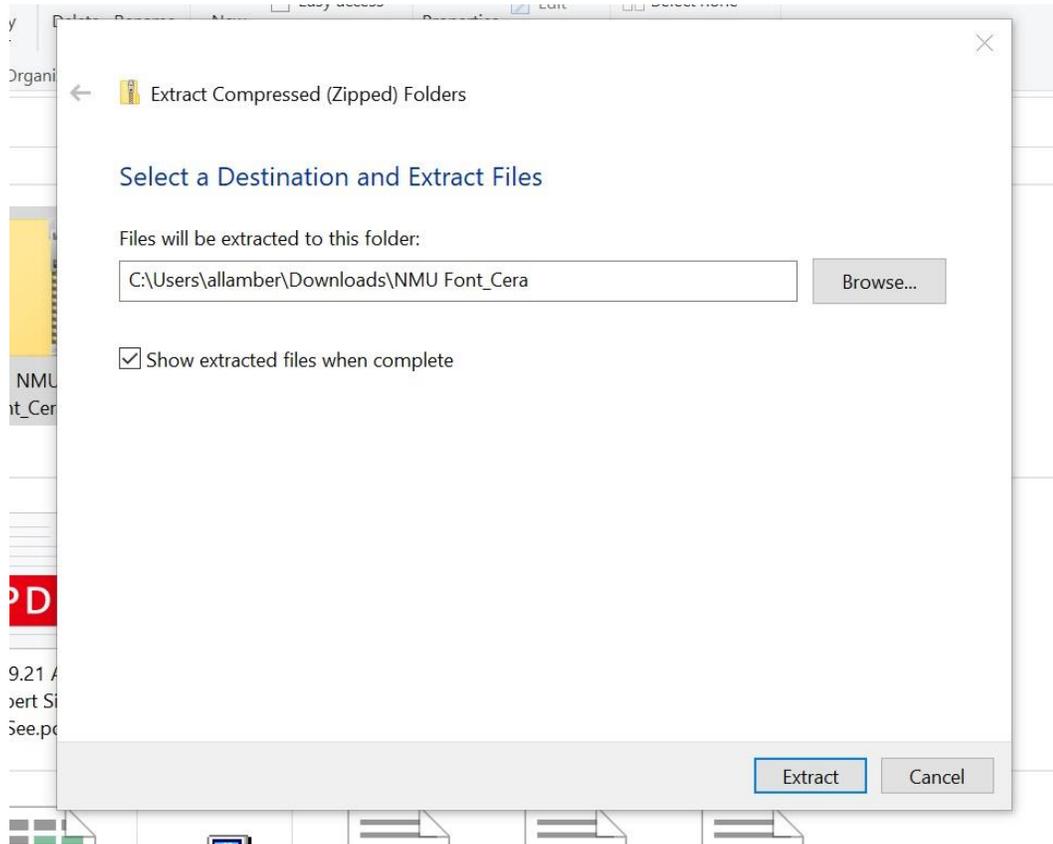


5. A new window should appear, opened to a new folder called **NMU Font_Cera**. If you are using an NMU-issued laptop, click on the second folder just labeled **Cera**.
6. Select all of the files in the folder. Then, right click the group of selected files and select "Install for all users."
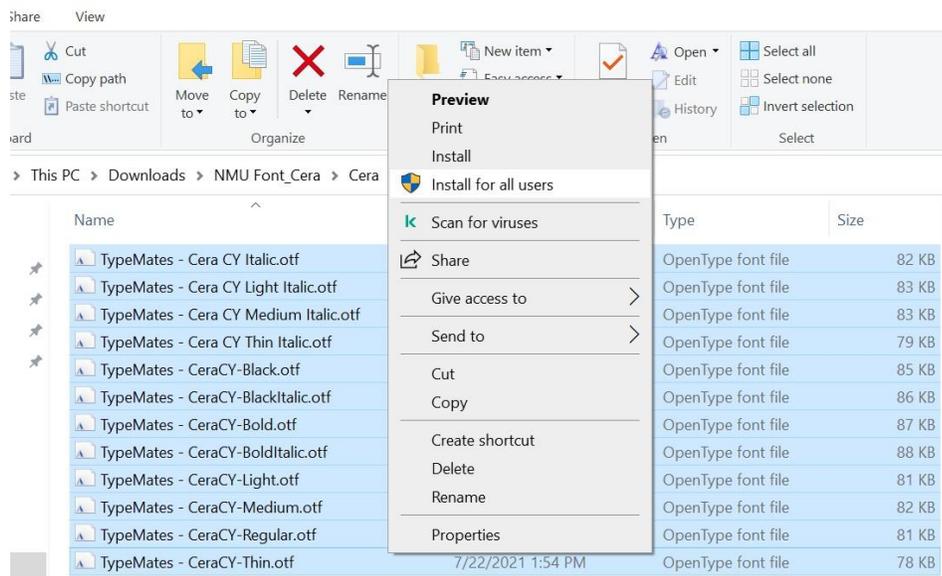
7. Open a new or existing Microsoft Word document to make sure the font installed properly. The new fonts will be under **Cera**.
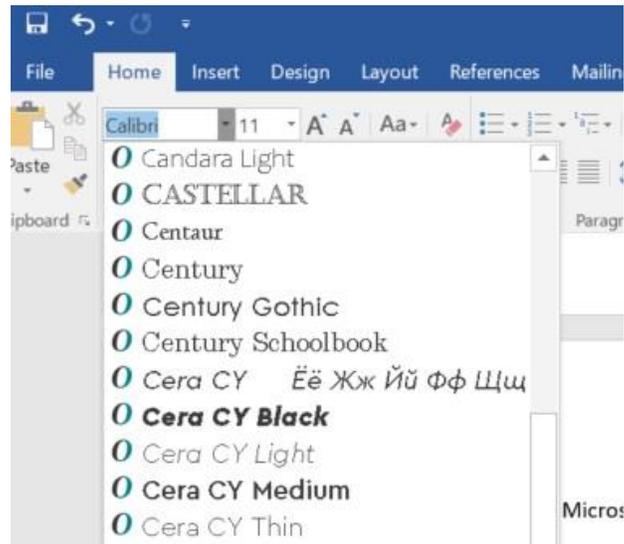


*NOTE*: *If you are attempting to use these fonts in Microsoft Word, it will not work on existing text, only in new text boxes. You will need to re-type the text, or copy and paste the text from PowerPoint into Word and change the font. Then, copy and paste the text from Word back into PowerPoint.*