HOW TO INSTALL THE BERKELEY FONT

The official University font is Berkeley. The following instructions will guide you through installing the font on your personal computer for use in your documents.

**Step 1:** Using a *Windows’s 7* PC logged in to the *Kettering Domain*, go to the network drive.

- Mapped drive \ShareDoc\BERKELEY
- \kbode\shares\ShareDoc\BERKELEY

**Step 2:** Right-click on the following two fonts, and select *Install*. This step will install the fonts on your computer.

- BERKOMI_.PFM
- BERKOMI_.TTF

For further information on how to properly use the Berkeley font in representing the University’s name, visit the [Marketing & Communication’s website >>](http://kettering.edu/it/marketing/communication/)