How to e-mail fonts from your Windows 2000 System to UCLA DocuWorX:

1. Open a new e-mail message and address to one (or all) of the following DocuWorX Staff:
   - Herb Brancato: hbrancato@be.ucla.edu
   - Michael Jones: mjones@be.ucla.edu
   - Eric Laws: xstaff@be.ucla.edu
   - Michel VanLancker: mvanlancker@be.ucla.edu
   - Karen Wickman: kwickman@be.ucla.edu

2. Go to your windows desktop and open “My Computer” and double-click on the “C:” drive, then double-click on the “WINNT” folder. You must now click on the blue text at the Left of the “My Computer” window that says “Show Files.”
3. Now you will be able to view all of the folders inside of your “C:\WINNT” folder. Double-click on the “FONTS” folder. You may be required to click on the blue text at the Left of the “My Computer” window that says “Show Files”.

4. You will now be able to see all of the fonts that are currently installed on your system. Click on the font you wish to send to DocuWorX, or hold down the control key to select more than one font.

5. While the correct fonts are highlighted, click on “Edit” from the toolbar at the top of the window and click on “Copy” from the pull down Edit menu.
6. Now go back to your new e-mail message and **Right** Mouse Click anywhere inside the message area of the e-mail window. Select “Paste” from the menu. The selected fonts will be attached to your e-mail message. Click on “Send” to send the fonts to the DocuWorX Staff.