How to install and use the Phont fonts

1. Download and unzip

1. Download **Phont-Fonts.zip** from **dbaney.com/phont** (Fonts tab).
2. **Windows:** right-click the zip › `Extract All` › `Extract`. **Mac:** double-click the zip.

2. Install (Windows 10 or 11)

1. Open the unzipped folder and select all 12 **.ttf** files (**Ctrl+A**).
2. Right-click › `Install`. On Windows 11 you may need `Show more options` first. No administrator password is needed.
3. Close Word completely and reopen it.

2. Install (Mac)

1. Open the **Font Book** app.
2. Choose `File › Add Fonts to Current User`, select all 12 **.ttf** files, click `Open`.
3. Quit Word (**⌘Q**) and reopen it.

3. Use it in Word

Required: step 3 below. Without it the font looks completely normal.

1. Select your text (**Ctrl+A** / **⌘A** for the whole document).
2. In the font box, choose the FocusLead font that matches the font you normally use (table below).
3. Open the Font dialog: **Ctrl+D** (Windows) or **⌘D** (Mac). Click the `Advanced` tab, tick `Use Contextual Alternates`, click `OK`.
4. To make it the default for new documents: in that same dialog click `Set As Default` (Windows) or `Default...` (Mac) and choose **All documents based on the Normal template**.

IF YOU NORMALLY USE	CHOOSE
Calibri or Aptos	**FocusLead Sans C**
Arial	**FocusLead Sans A**
Times New Roman	**FocusLead Serif T**
Cambria	**FocusLead Serif C**
Georgia	**FocusLead Serif G**
Courier New	**FocusLead Mono**