Font Selector Add-In for Microsoft Word

Overview

Selecting the best font style for a font that is provided with a large number of different weights and/or widths is not very easy to do using the font drop-down list provided by **Word**.
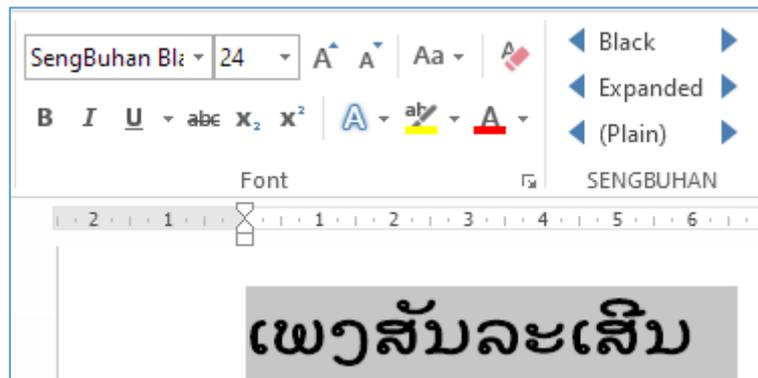
Several recent fonts from Lao Script for Windows are provided in many styles and this **Add-In** has been developed to make it easier to choose and apply the best style to selected text.
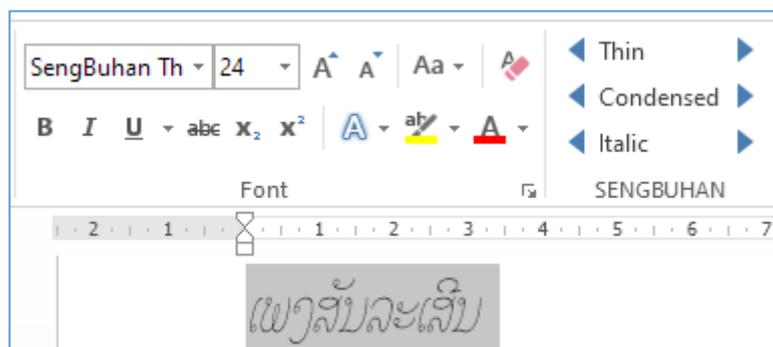
Installing the Add-In

- After downloading the zip archive with the **FontSelector Add-In** from the web, unpack and save the **Add-In** file *FontSelector.dotm* to an appropriate folder.
- Copy the **Add-In** to the Word STARTUP folder. This folder will usually be at **C:\Users\<username>\AppDir\Roaming\Microsoft\Word\STARTUP**. You may need administrator privileges to do this. (Note 6 below describes another way to use the **Add-In**.)
- Restart **Word** and open or create a document with text that you want to style.

Using the Add-In

- When installed, an additional control group is added to the HOME tab of the Ribbon after the Font group. When text is selected, the properties of the first selected character will be displayed in this new group, as labels showing font weight, font width, plain or italic with the group name indicating the font family:
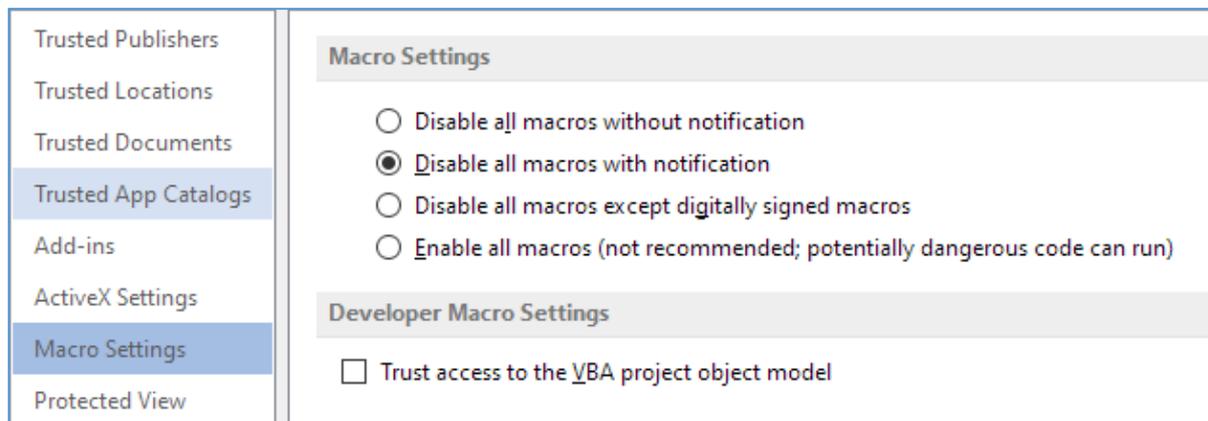

- To change the style for the selected text, click an arrow beside weight, width or plain/italic to select and apply the next available font face, for example:
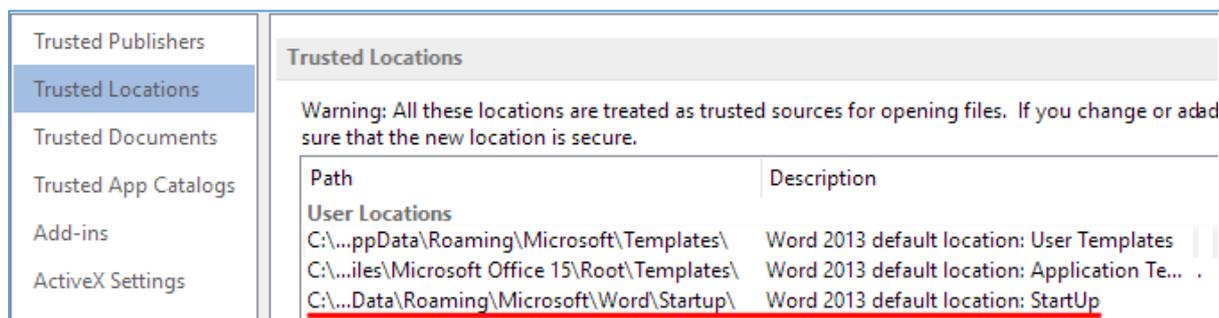
Notes

1. Macros must be enabled for the **Add-In** to work. If the new control group does not appear in the Ribbon after restarting Word, you will need to adjust your macro security using **File – Options – Trust Center – Trust Center Settings...**. It is unsafe to use the *"Enable all macros…"* **Macro Settings** option and is better to use *"Disable all macros with notification"*:

2. Then choose the **Trusted Locations** tab. The STARTUP folder will normally be included allowing Add-Ins in that folder to execute code:

3. If **Trusted Locations** have been disabled, or the Startup folder is not listed, the Add-In cannot work as designed.
4. The **Add-In** has been developed primarily for use with Lao fonts available from https://laoscript.net, but should work with any set of fonts that uses any of the more common style naming conventions.
5. The **Add-In** can be used with both variable fonts (with multiple defined font faces) or with separately installed font styles but separately installed font styles render Lao text more correctly with most Windows apps.
6. An alternative installation method is to install the **Add-In** as a **Word Add-In** from any file path (using the **Trust Center Add-ins** tab), but if this method is used it will probably be necessary to add that file path as a **Trusted Location**. If not installed to the STARTUP folder, you will also need to re-enable the **Add-In** each time Word is restarted.

Dr. John Durdin, 3 November 2021

https://laoscript.net