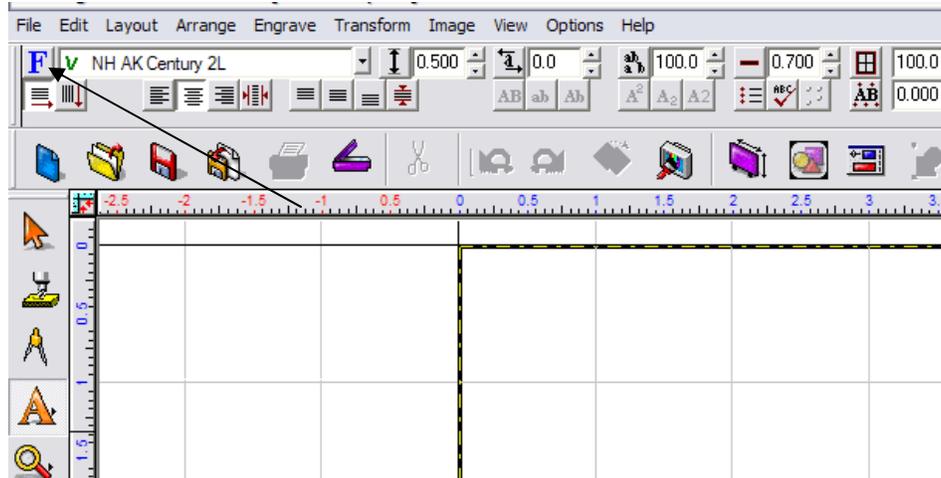# How to create a new folder for NH fonts in Engrave Lab

-open up the engrave lab software
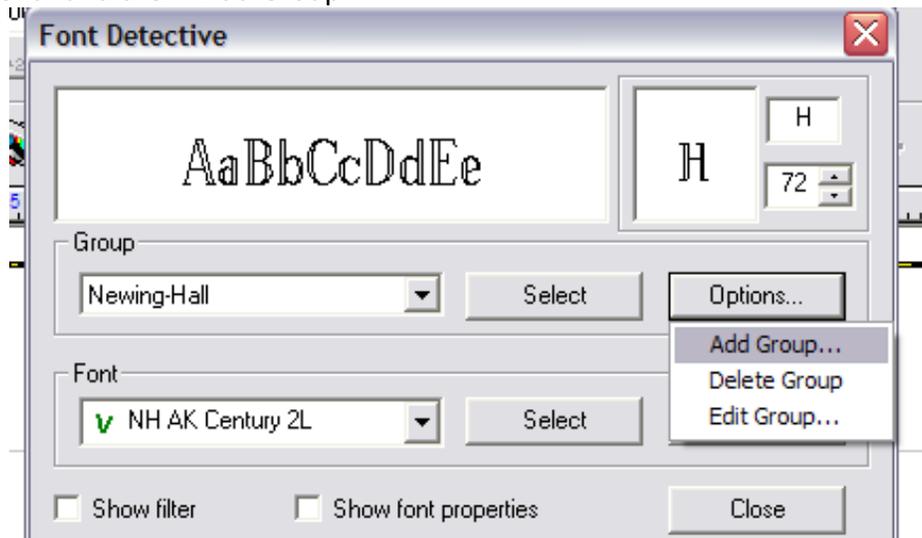
-click the "A" and select a text mode so that you see the font properties at the top of your screen

-click on the blue "F" towards the top left portion of your screen

-After clicking on the blue "F" the "Font Detective" screen will open

-Click "Options" and then "Add Group"

-After clicking "Add Group", the "Add New Group" box will appear. Type in a group that you want the folder to be called (for example: Newing-Hall Fonts), and check the box that says "which is initially empty". Click OK

-This will take you back to the "Font Detective" screen, and the group you created will be selected in the "Group" drop down box. Next click "options" and "Edit Group"
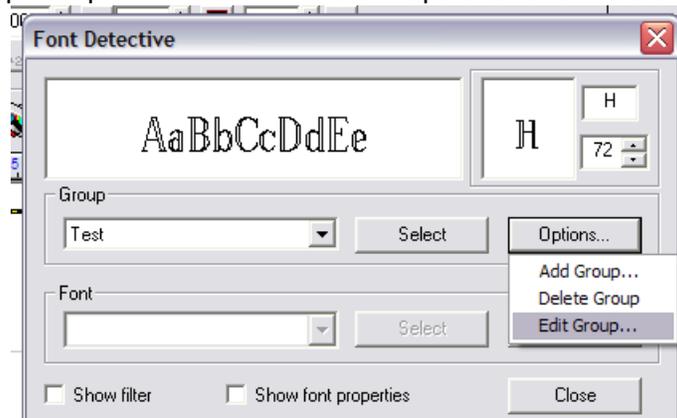
-This will open up the "Group Editor". Now go to the first NH font and click on it. After clicking on the first NH font, go to the very last NH font, hold shift, and click on it. This will highlight all of the fonts between the first and last font you clicked. When you have all the NH fonts highlighted to add to your new group click the "Add" button. Make sure you do not click the "Add All", or you will add every font in this group from the All fonts folder and click "OK".
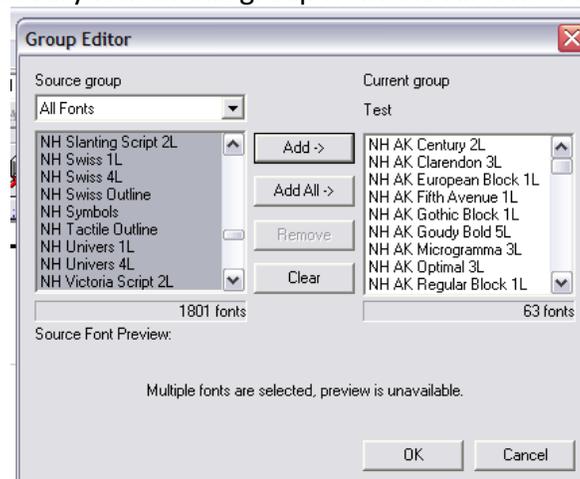
-Now all of the fonts are in your folder that you created. Click the bottom select button next to the group you created in the "Font Detective" window.
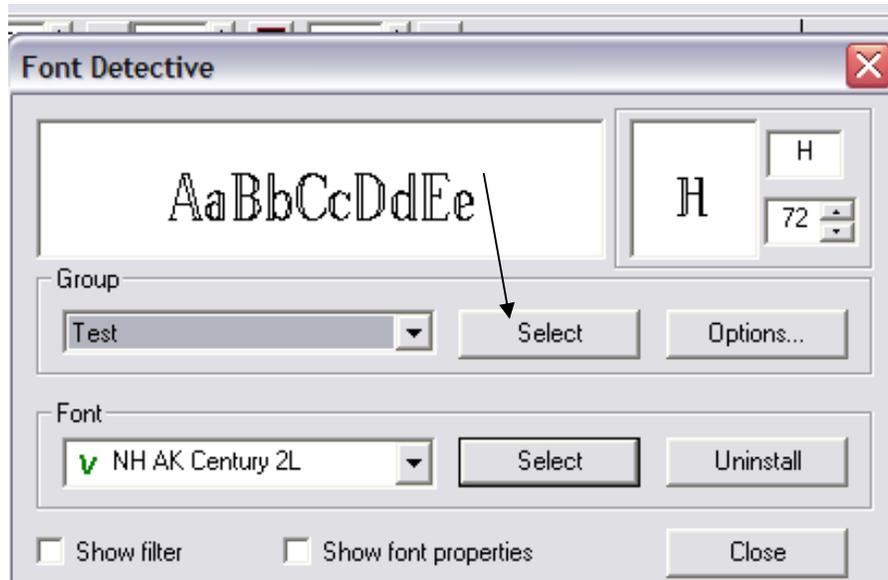
-The folder you created will now be in the window when you go to select your fonts. If it is not in your font window, restart Engrave Lab and look in it again. This document showed how to add Newing-Hall fonts, but you may create a folder and select any font you would like to be in the folder.