

Purchasing the Fonts Used in Christian Worship

The *Christian Worship* line of products use the typeface families [Meta](#) and [Meta Serif](#). Churches may wish to use these fonts for service folders in order to match the appearance of the printed hymnal. The following guide outlines the steps to purchase, install, and use the fonts on your computer.

Purchasing the Fonts

The first thing to consider is the price. These are professional fonts and are priced according to industry standards for fonts of this scope and feature set. A church may want to budget \$400–500 for a core set that could cover most applications. They may be purchased at FontShop (fontshop.com/superfamilies/ff-meta) by clicking FF Meta and FF Meta Serif and then selecting the yellow “Buy” button.

You will want to license the fonts for desktop use and select either the “OpenType .otf - Std” or “OpenType .ttf - Std” formats. The “Pro” versions add extra language support that may not be needed.

There are many font styles that are offered, but a church would need only a few. Listed below are five core styles that are needed along with their general usage. Three additional styles are given for churches wanting more flexibility with type.

Meta Serif Book – main text (responses, prayers, readings, etc.)

Meta Serif Book Italic – emphasized text and notes

Meta Serif Extrabold – congregational responses

Meta Italic – rubrics

Meta Bold – headings

Meta Regular – notes and small text

Meta Serif Bold – emphasized text and other headings

Meta Serif Bold Italic – “Refrain” rubric when congregation sings

Note: Fonts that are purchased are often licensed to one computer and/or user. Be sure to check the license agreement (EULA) to verify their usage.

Installation

After downloading the fonts you wish to install, they will first need to be extracted. Fonts usually come in compressed folders (e.g. ZIP files). Extract the folder to a location you can easily access on your computer. From there, follow your operating system’s protocols for installing fonts. On macOS, this is done by either double-clicking the files and selecting *Install*, dragging them into the FontBook app, or placing them in the user Fonts folder. On Windows, this is done by right-clicking and selecting *Install*, dragging them into the Window Settings menus under Personalization / Fonts, or placing them in the system Fonts folder.

Using the Fonts

The fonts should now be visible in the drop-down font menu in Microsoft Word (restart the app if already opened while installing the fonts). You can now create new styles based on the fonts or replace existing ones from Service Builder. Styles may also be [imported](#) from one document to another. The main style names in Service Builder and in Word are as follows:

- Body** – main text (responses, prayers, readings, etc.)
- Rubric** – rubrics
- Heading** – two main service sections (*Word* and *Sacrament*)
- Caption** – service subsection headings
- Subcaption** – hymn titles and Scripture references
- Copyright** – copyright text