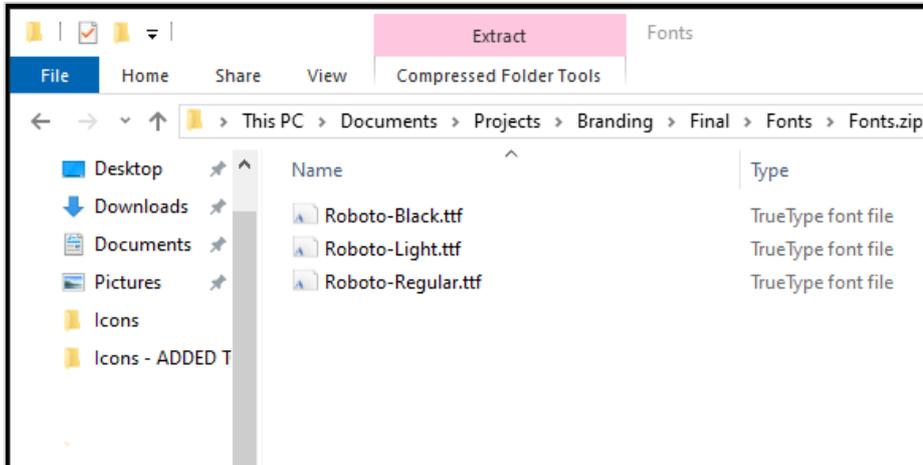


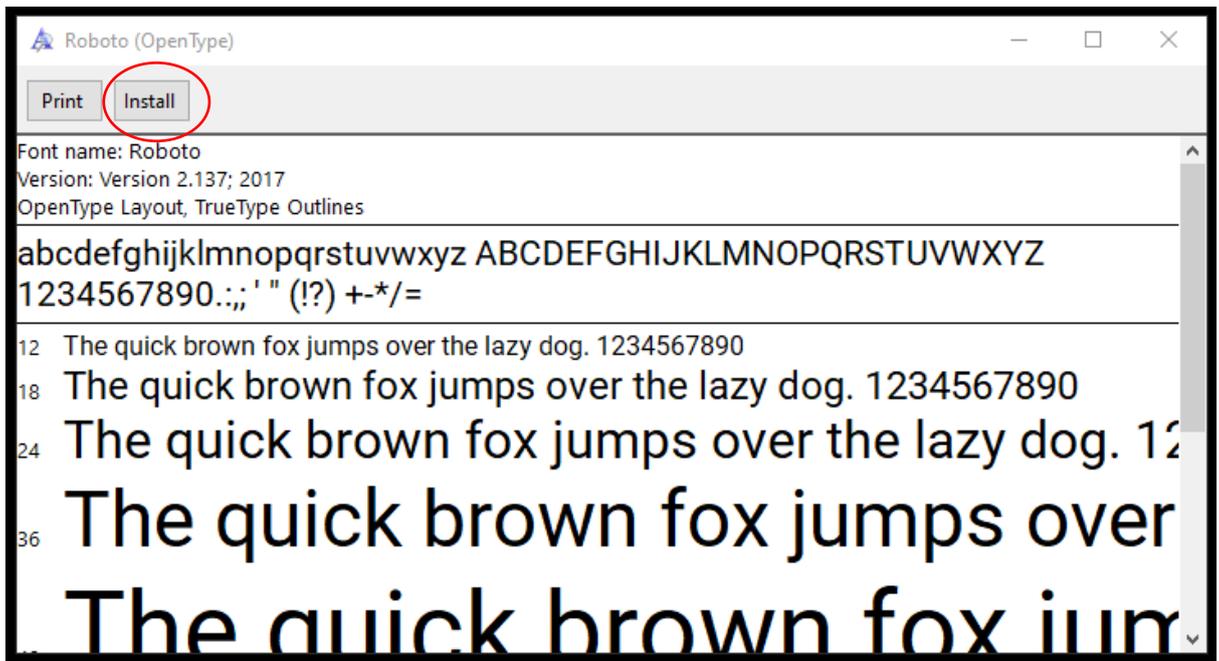
## Installing a New Font on Your Computer

Our company font for all presentations and documents is Roboto.

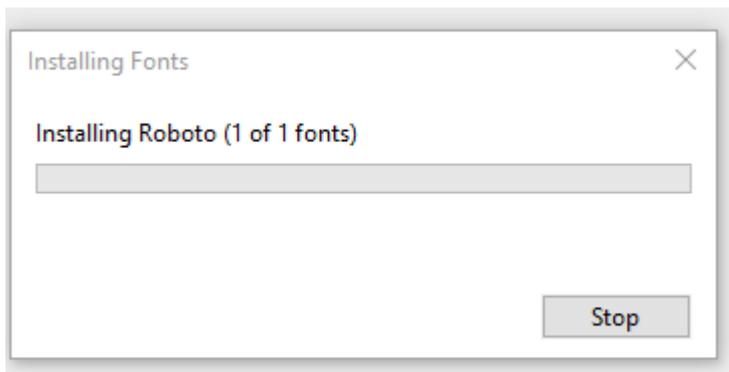
1. Download the fonts from the VPS Resource Hub under '**Logos, Images, Icons**'. There are three fonts available: Roboto Black, Roboto Light and Roboto (Regular).
2. The three fonts will download as a zip file. Open the file (no need to unzip) and double click one of the fonts.



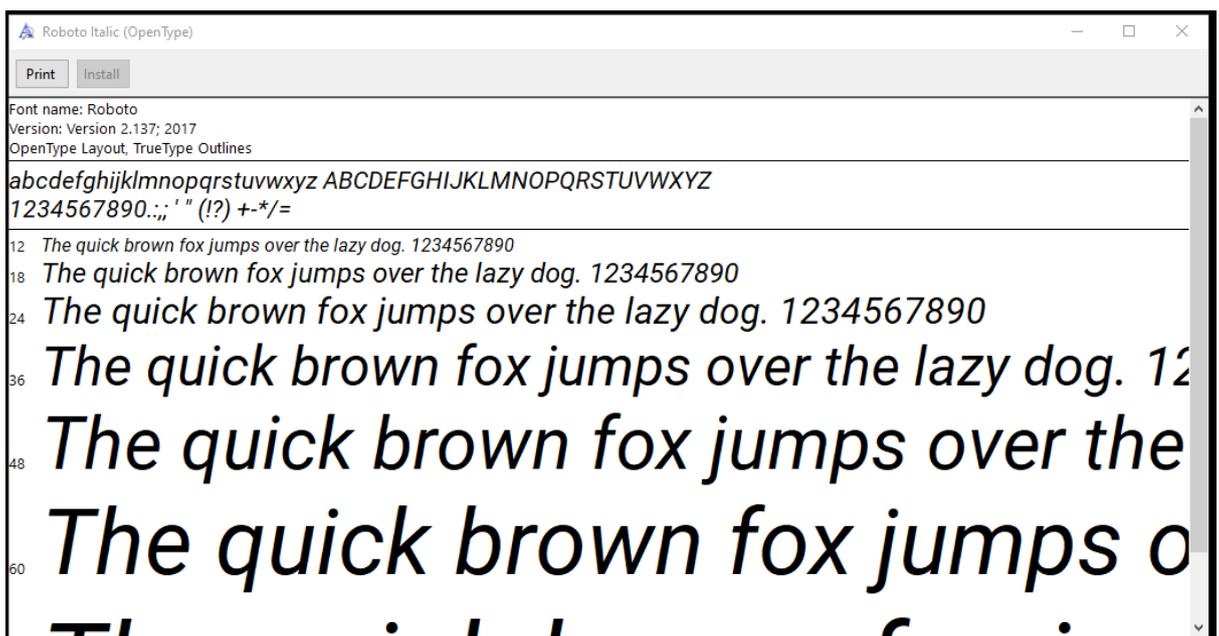
3. A font window will appear with a sample of the font in various sizes. In the top left-hand corner click 'Install'.



- A window will appear to show progress as the font is installed.



- The 'install' button on the font window will show as greyed out once installed. The font window can be closed now, and the font will be immediately available for use.



- Repeat steps 2 – 5 to install all three fonts. The zip file can be deleted from downloads.
- The three font weights will be available from your font lists.

