## 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'.

🚴 Roboto (OpenType)	-		$\times$
Print Install			
Font name: Roboto			^
Version: Version 2.137; 2017 OpenType Layout, TrueType Outlines			
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<sup>24</sup> The quick brown fox jumps over the lazy	dc	og.	12
The quick brown fox jumps	0	Ve	er
<u>The quick brown fox</u>	i	Ш	۲

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



5. 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.



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

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	Theme Fon	ts				
5	Aptos Display		(Headings)			
-	Aptos			(Body)		
	Recently U	sed Fonts				
	Roboto Black					
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	Roboto	Light				
	All Fonts					