

Font Installment SOP (Windows & macOS)

Overview

Our brand uses two font families:

- **Heebo** for headlines and titles
- **Helvetica** for body text

Use this SOP to install fonts correctly on **Windows** and **macOS** devices. For guidance on font sizes, spacing, and design usage, please refer to the **Brand Guidelines**.

1. Installing Fonts on Windows

A. Installing Fonts via File Explorer

1. Download the font files (.ttf or .otf).
2. Open your **Downloads** folder.
3. Right-click the font file and select **Install**.
 - If you are an administrator, choose **Install for all users**.
4. The font is now available system-wide.
5. Restart Microsoft Office or any application to ensure it appears.

B. Installing via Windows Settings

1. Open **Settings**.
2. Go to **Personalization** → **Fonts**.
3. Drag and drop the font files into the **Add fonts** window.
4. Confirm installation and restart applications.

C. Verifying Installation

1. Open **Word** or another Office app.
2. Check the font dropdown for **Heebo** or **Helvetica**.
3. If missing, restart your device.

2. Installing Fonts on macOS

A. Installing via Font Book

1. Download the font files (.ttf or .otf).
2. Open your **Downloads** folder.
3. Double-click a font file to open the preview.
4. Click **Install Font**.
5. The font will appear in **Font Book** under “User” or “All Fonts.”
6. Restart Microsoft Office or any design application.

B. Manual Installation via Font Book

1. Open **Font Book**.
2. Click **+** (**Add**) in the top menu.
3. Select the font file from your computer.
4. Click **Open** to add it.

C. Verifying Installation

1. Open Word or another app.
2. Check the typeface list for **Heebo** or **Helvetica**.
3. Restart your Mac if it doesn't appear right away.