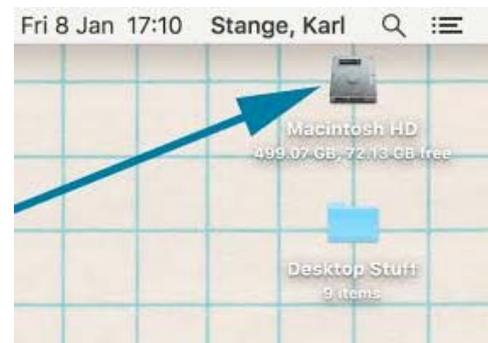# Font Installation Instructions – Windows, Mac & Google Drive

Windows

1. Firstly check whether the fonts have already been installed on your computer
2. To do this, open the File Explorer and navigate to, C:\Windows**Fonts**. If they are installed, you should find Open Sans and Playfair Display in the folder. If they are not here, please proceed to step 3.
3. Restart your computer and the check the Fonts folder again. If they still do not appear, please proceed to step 4
4. Close down any applications e.g. MS Word.
5. Open the Brand Hub (brand.pearson.com) and go to Brand Toolkit -> Assets and Templates -> Assets -> Typefaces
6. Hover over the font that you would like to install and click download
7. Open the downloaded folder and continue to open each of the sub-folders until you reach the ttf font files e.g Op San -> Op San -> Open Sans
8. Select all of the font files, right click, and select 'Open'.
9. A number of screens will pop up – click 'Install' for each of them
10. The fonts should now be available on your computer. Please note that if you have any applications open, for example MS Word, please close and re-open it.

Mac

1. Firstly check whether the fonts have already been installed on your computer.
2. To do this, firstly double click on the Macintosh HD icon located on the top right of your desktop (see image on the right). Then double click on the 'Library' folder and then the 'Fonts' folder. Scroll through the fonts to see whether you have Open Sans and Playfair Display. If they are not here, please proceed to step 3.

3. Restart your computer and check the Fonts folder again. If they still do not appear, please proceed to step 4.
4. Close down any applications e.g. MS Word.
5. Open the Brand Hub (brand.pearson.com) and go to Brand Toolkit -> Assets and Templates -> Assets -> Typefaces
6. Hover over the font that you would like to install and click 'Download'

7. Open the downloaded folder and continue to open each of the sub-folders until you reach the ttf font files e.g Op San -> Op San -> Open Sans
8. Select all of the font files, right click, and select 'Open'.
9. Click 'Install Font'
10. The fonts should now be available on your computer.

Google Drive

Accessing the branding fonts in Google Drive applications:

1. After opening a new document in Google Docs, Sheets, Slides or Drawings click on the font menu and select the option at the bottom of the box, "F+ More fonts..." (see Fig. 1)
2. In the box that comes up you can either scroll through the list of available fonts or search for Open Sans and Playfair Display in the search box. As you tick more fonts they will be visible in the "My fonts" column on the right. (see Fig. 2)
3. These options only apply to the application you are currently in and so you will need to repeat this for each application in which you want to use the fonts.
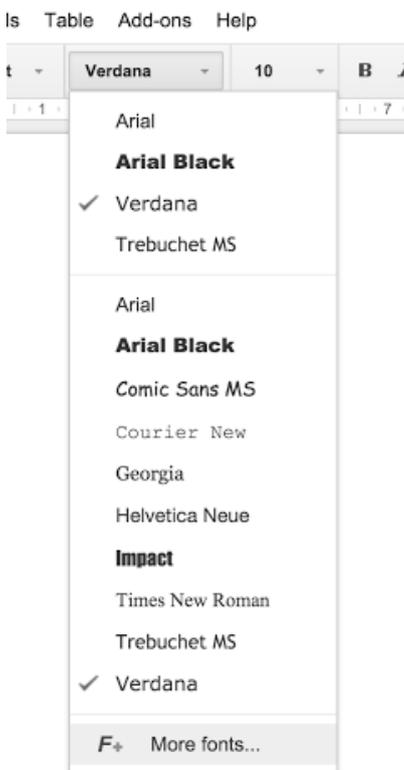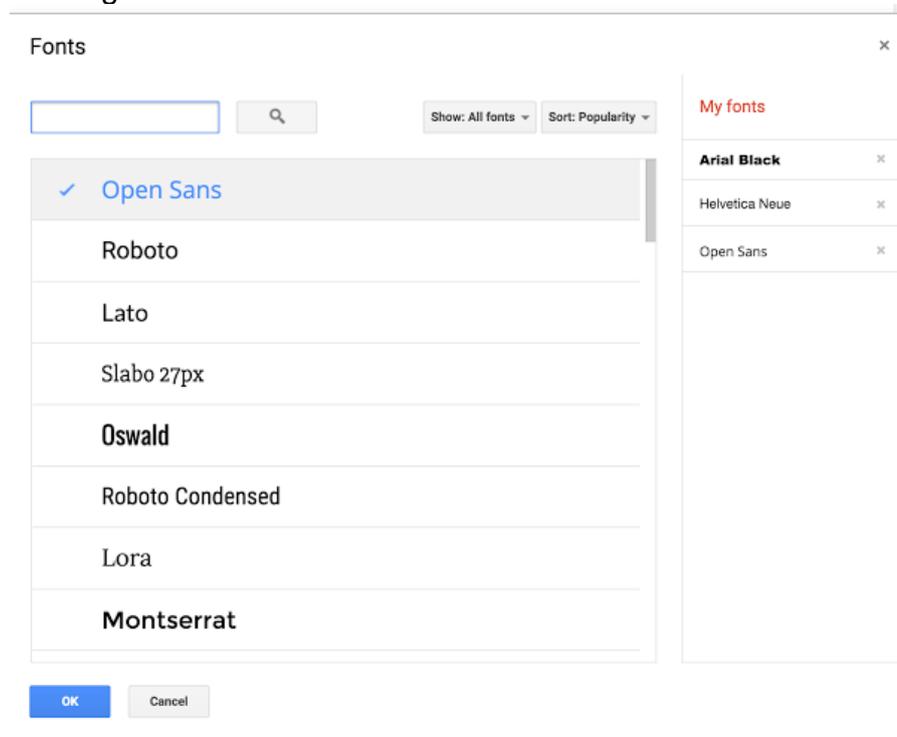
Fig. 1   Fig. 2

If you encounter any problems please email, brandhelp@pearson.com

2