# UW | Alliance Typography Tip Sheet

## DOWNLOAD

Download the hyperlinked zip files for:

- Primary Headlines
  - **Encode Sans (.zip)**
  - **Encode Sans Family (.zip)**
- Body
  - **Open Sans (.zip)**
  - **Open Sans Family (.zip)**

For more on fonts, and to download alternate fonts files, visit:
**UW Brand | Typography**

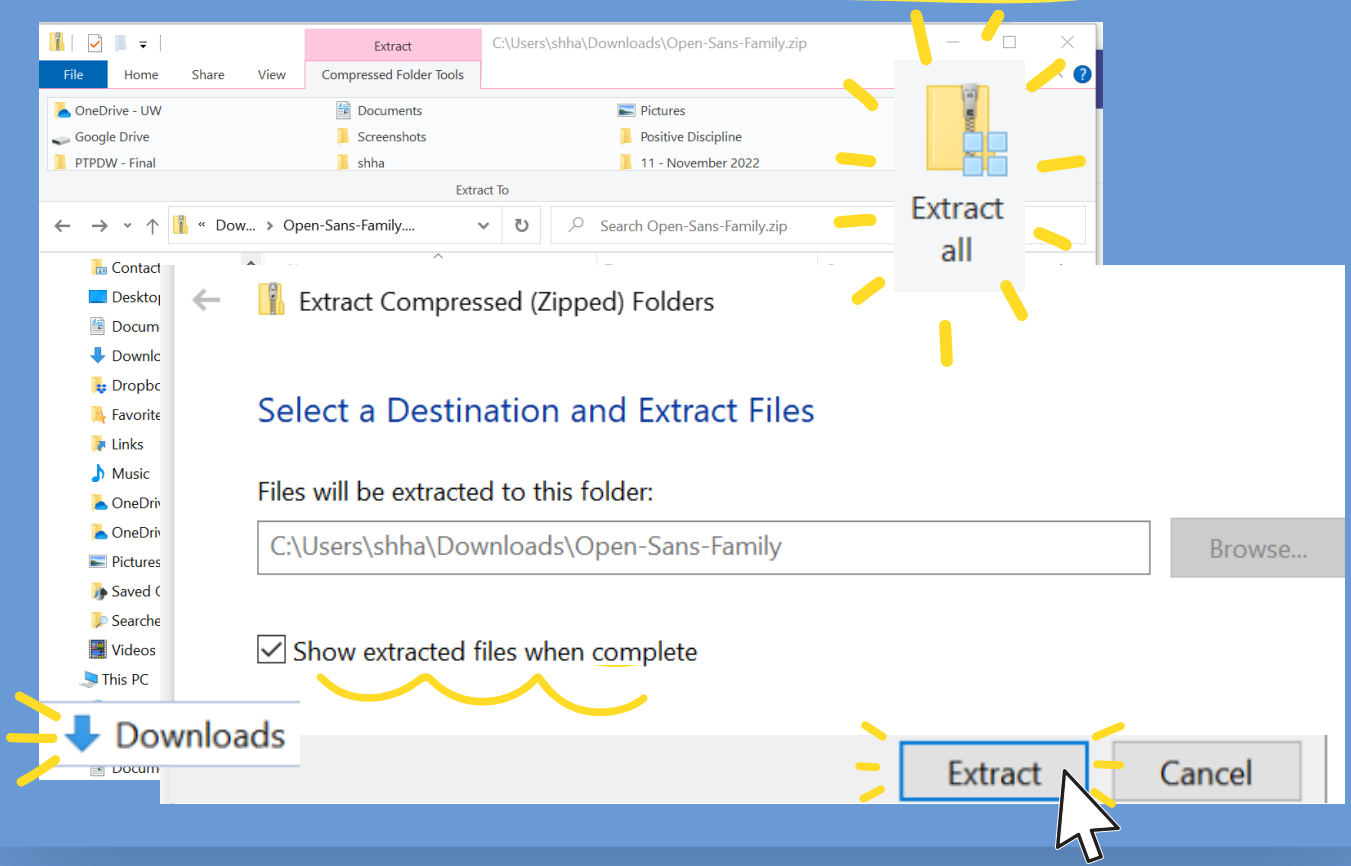
## TROUBLESHOOT

If the font zip files do not automatically open on your computer, or open with an incompatible program, then...

> Right click on the file folder to view the pop-up menu
> Scroll down to **'Open with'**
> Choose the program ***File Explorer***

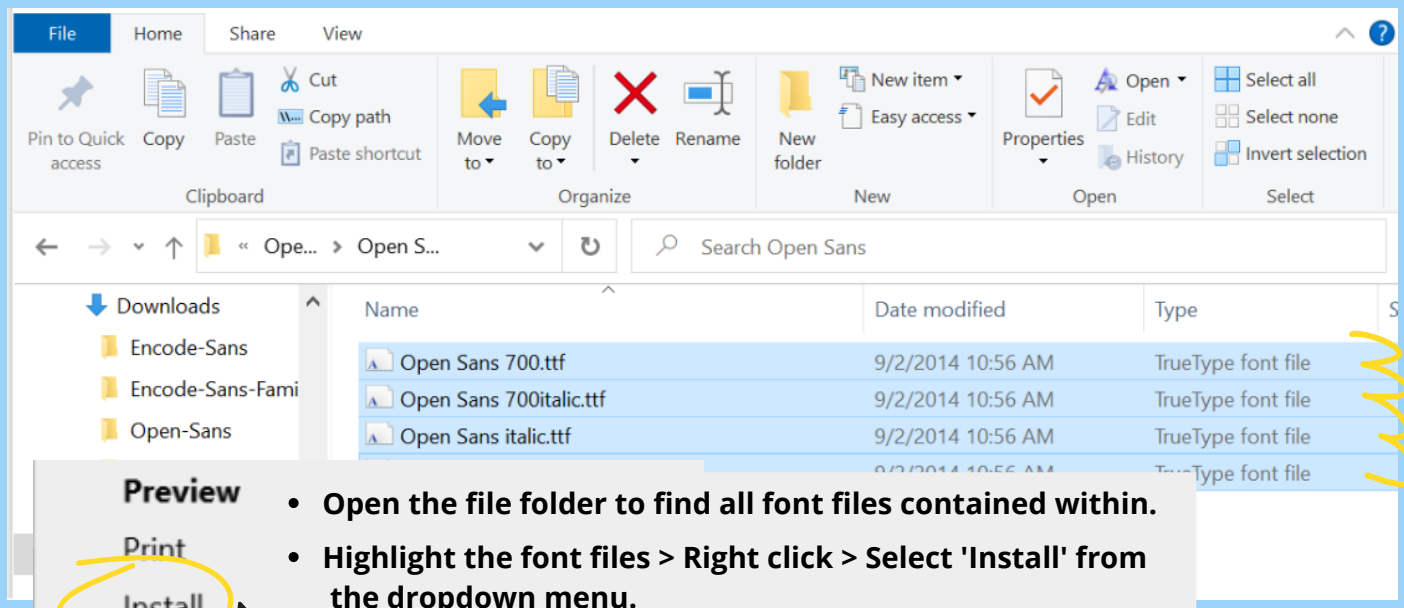
## EXTRACT

Once the zip files are downloaded, the contents of each folder will first need to be **'Extracted'.**



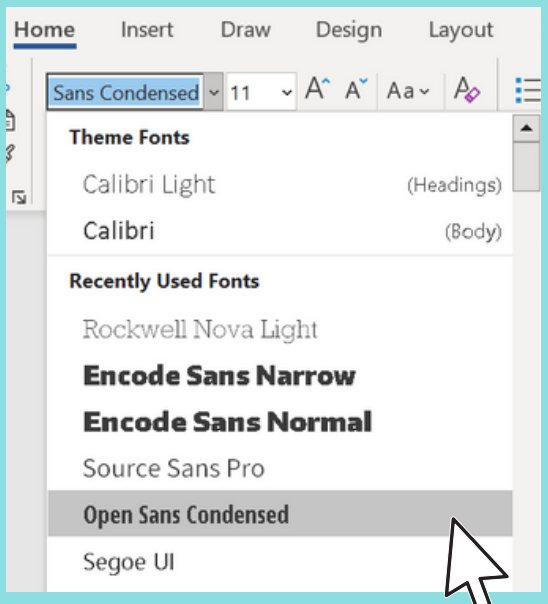
# INSTALL

Once the extraction is complete, the file will then appear in your computer's **'Downloads'** folder.




- **Open the file folder to find all font files contained within.**
- **Highlight the font files > Right click > Select 'Install' from the dropdown menu.**

# AI USE




Once downloaded, you may select the fonts from the Theme Fonts' menu within all ***Microsoft Office*** programs.

Office

Some of the font titles may not transcribe *exactly* as they are listed in the downloaded files.

Here is an example of how the Headings/Sub-headings and Body font titles may appear in ***Microsoft Office*** programs...

Headings and Sub-headings:

Encode Sans Normal

Encode Sans Narrow

Encode Sans Wide

Body:

Open Sans

Source Sans Pro

Open Sans Condensed

**Open Sans Extra Bold**

Open Sans Semibold

Open Sans Light