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# HOWTO add Cochrane font to Windows and Mac

ID	
Document Name	HOWTO add Cochrane font to Windows and Mac
Version	1
Pages	3
Creation Date	12/01/2015
Last Modification Date	13/01/2015
Editor/s	JM, DL
Revised By	

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## Introduction

This document explain the process to install the Cochrane font Source Sans Pro in any Windows or Mac machines.

## Requirements

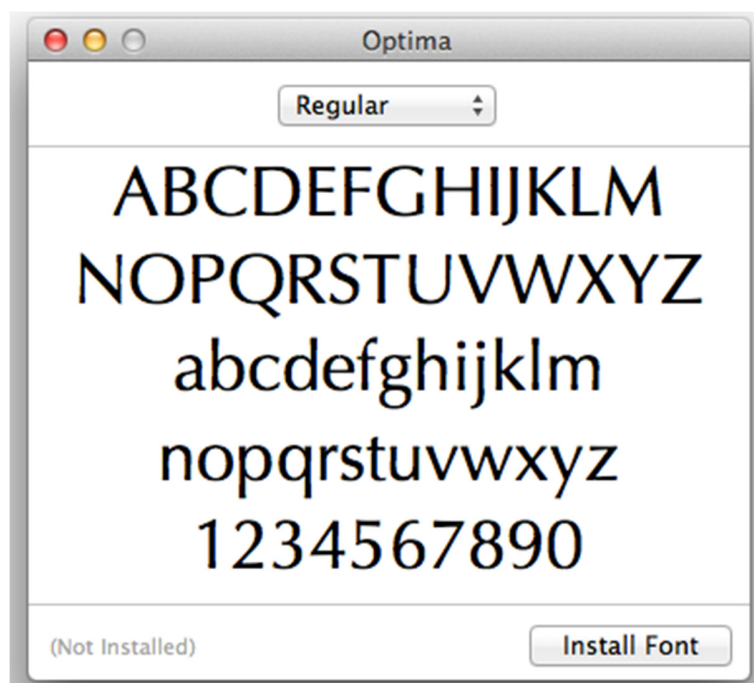
- Cochrane Dropbox installed on your machine

## Windows Installation Steps

1. Access to the Dropbox folder Dropbox (Cochrane)\- 00 CET Shared\Administration\IT\Source-Sans Pro
2. Select all .otf files and select Copy
3. Go to the Windows folder C:\Windows\Fonts
4. Paste all .otf files inside of C:\Windows\Fonts

## Mac Installation Steps

1. Open Font Book on Applications folder (in the Finder, choose Go > Applications)
2. Allow all users to use the font: Font Book > Preferences, then choose "Computer" from the "Default Install Location" pop-up menu.
3. Access to the Dropbox folder Dropbox (Cochrane)\- 00 CET Shared\Administration\IT\Source-Sans Pro
4. Double-click each font file. Font Book will display a sample of the font.
5. Click the "Install Font" button that appears below the preview of the font.



More information on how to use Font Book: <http://support.apple.com/en-us/HT201749>

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## Revisions Table

Version	Date	Editor/s	Changes
1	12/01/2015	JM	First Edition