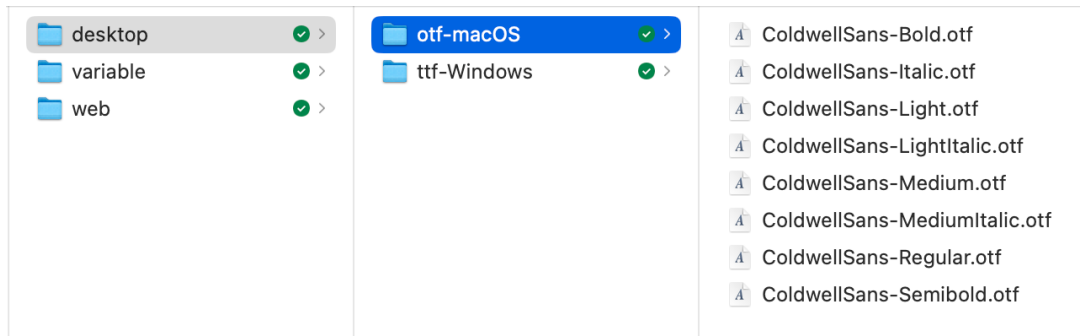


Coldwell Sans

Font user guide

Quick start



This guide explains how to install and use Coldwell Sans on desktop and web, and how to avoid common issues when sharing files across teams.

If you have time for just one page, this is the best place to start:

→ Install the desktop fonts (OTF or TTF) on your computer, then restart your apps.

→ Use WOFF/WOFF2 only for websites and web prototypes.

→ The variable font files are included for workflows that support variable fonts, such as responsive layouts and flexible weight selection. If you do not need that, you can ignore it and use the static desktop and web fonts instead.

→ Microsoft apps on Windows follow the 'RIBI' style rule, which is explained later in this guide (see p. 8).

→ Microsoft Office online and many browser-based office tools usually do not support custom fonts, which is explained later in this guide (see p. 8).

Coldwell Sans – Font Family Overview

Coldwell Sans Light

Coldwell Sans Regular

Coldwell Sans Medium

Coldwell Sans Semibold

Coldwell Sans Bold

Coldwell Sans Light Italic

Coldwell Sans Regular Italic

Coldwell Sans Medium Italic

Basic Caps & Lowercase

Extended Accented Characters & Ligatures

Numerals

Currency & Math Symbols

Punctuation & Misc. Symbols

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File Formats

Coldwell Sans is provided in multiple file formats and each format is made for a specific use.

Desktop fonts: OTF and TTF

These are desktop fonts. Use them in design and office applications on Mac and Windows.

Both formats work on both systems.

As a general rule, OTF is a strong default for design applications, and TTF can help compatibility in some office setups.

Web fonts: WOFF and WOFF2

These are web fonts. Use them on websites through CSS.

WOFF2 is the modern standard and is smaller.

WOFF is a fallback for older browser support.

Advanced only: Variable font

The variable font file supports a continuous range of weights in one file.

It can be useful for advanced layouts, responsive typography, and fine control between the named weights.

App support varies, so if your tool does not support variable fonts reliably, use the standard static fonts instead.

Install Coldwell Sans on Mac

Step 1

Unzip the font folder.

Step 2

Do any of the following:

→ In the Font Book app, choose **File > Add Fonts** to Current User. In the window that appears, double-click the font file.

→ Drag the font file to the **Font Book** app icon in the Dock, then click **Install** in the dialog that appears.

→ Drag the font file to the Font Book window.

→ Double-click the font file in the Finder, then click **Install** in the dialog that appears.

When you install a font, Font Book automatically validates or checks the font you're installing for errors. Font Book also checks for duplicate fonts.

Fonts you install are available only to you, or to anyone who uses your computer, depending on the default location you set for installed fonts.

If you are updating from an earlier version

Remove the older version first, then restart your apps.

If multiple versions are installed, apps can pick the wrong one.

Install Coldwell Sans on Windows

Step 1

Unzip the font folder.

Step 2

Select the OTF or TTF files, right-click, then choose 'Install' or 'Install for all users'. In corporate environments, 'Install for all users' may require admin rights.

Step 3

Quit and reopen any apps where you want to use the fonts.

Other ways to install and manage your fonts:

→ All fonts are stored in the **C:\Windows\Fonts** folder. Optionally, you can add fonts by simply dragging font files from the extracted files folder into this folder. Windows will then automatically install them. To check what a font looks like, open the Fonts folder, right-click the font file, then select **Preview**.

→ You can also check your installed fonts via the **Control Panel**. Depending on your version of Windows, you will go to either **Control Panel > Fonts** or **Control Panel > Appearance and Personalization > Fonts**.

If you are updating from an earlier version

Uninstall the older version first, then restart your apps.

On Windows, font caching can keep older versions visible until apps restart.

Accessing the fonts from various apps

Adobe InDesign, Illustrator & Photoshop

Open the font menu and search for 'Coldwell Sans'.

The styles should appear in one family, and you can switch styles from the style menu.

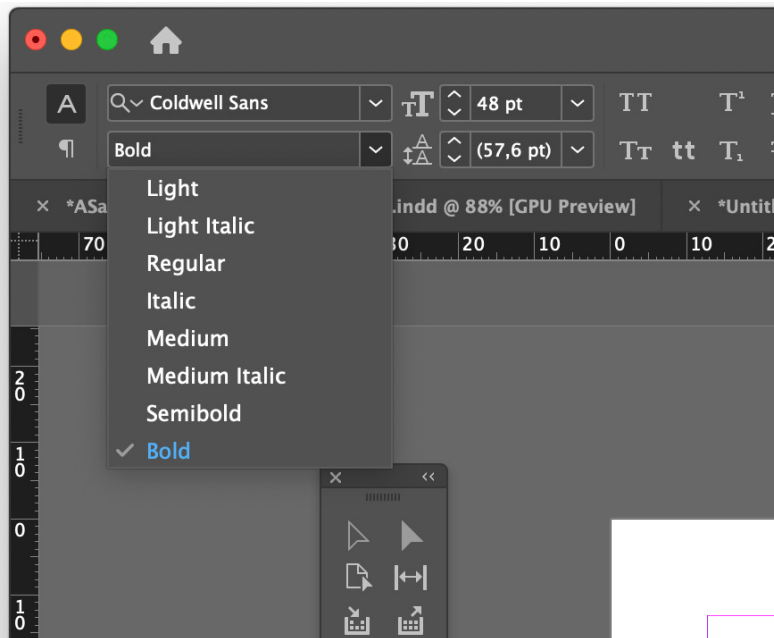
In Photoshop, style access depends on your version, but search is often the fastest method.

Note that in some menus the Regular Italic is listed as simply 'Italic' to comply with RIBI font naming standards.

Figma

Figma desktop supports installed fonts.

Install the fonts on your computer, then search for 'Coldwell Sans'.



Accessing the fonts from various apps

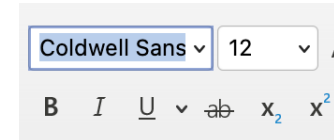
Microsoft Office desktop apps

Word and PowerPoint follow a simpler style system on Windows, known as the RIBI rule.

While design software often shows all weights in one family, Microsoft apps on Windows commonly provide separate 'menu families' per weight group. This allows bold and italic styles to be accessed through the 'styling buttons' (i.e. **B** for Bold, *I* for italic).

In your font menu, you will need to select:

- **Coldwell Sans**: will give you access to **Regular**, **Italic** and **Bold** styles.
- **Coldwell Sans Light**: will give you access to **Light** and **Light Italic** styles.
- **Coldwell Sans Medium**: will give you access to **Medium** and **Medium Italic** styles.
- **Coldwell Sans Semibold**: will give you access to **Semibold** style.



Microsoft Office online & Google Workspace

Many online applications only allow fonts that are already available in their own font library.

Some Microsoft online tools also rely on preloaded fonts. Even if the desktop app shows Coldwell Sans, the browser version may substitute a different font.

Google Docs, Google Slides, and Google Sheets typically only support Google's font library. You usually cannot install a custom corporate font into the web version.

What to do instead? For documents that must use Coldwell Sans, we recommend that you work in desktop applications where the font is installed, then export to PDF for sharing.

Common Errors

The font does not appear in the font menu

This usually means the font is not installed, or the app was already open when the font was installed. Install the font, then fully quit and reopen the app. On Windows, a restart can help if fonts still do not appear.

I see the font, but not all styles show up

Some apps only show a limited set of styles, or group them differently. In Adobe apps, you should see all weights under one family. In Microsoft apps on Windows, styles are often limited to the Regular, Italic, Bold, Bold Italic buttons, which is why extra weights can appear inconsistently.

A shared file opens with a different font

If the recipient does not have Coldwell Sans installed, the app will substitute another font. For review, export a PDF. For editable files, confirm everyone is using the same font version.

Web fonts do not load on a website

Most often this comes from an incorrect file path, a typo in the @font-face declaration, or a server configuration issue. Confirm the font files are in the expected folder and that the CSS URLs match exactly. Also confirm the server serves .woff and .woff2 files correctly.

Web fonts load, but look different from desktop

This is normal. Browsers rasterize text differently than design apps, and results can vary between Chrome, Safari, and Firefox. Check across browsers and at the sizes you will use in production.

Variable font does not show a weight slider

Not all applications support variable fonts. If you cannot access variable controls, use the static fonts instead. If variable fonts are required for a specific workflow, confirm support in the target app and version first.

Custom fonts do not work in Google Docs or Office online

Many online tools only allow fonts from their own preloaded library. In those cases, use desktop apps with the fonts installed, then export to PDF for distribution.

Resources

Installing and managing fonts

→ Apple, Font Book User Guide (macOS)

Covers installing, removing, validating, and troubleshooting fonts on Mac.

<https://support.apple.com/guide/font-book/welcome/mac>

→ Microsoft, Add a font (Windows)

Shows how to install fonts in Windows and where they appear once installed.

<https://support.microsoft.com/en-us/office/add-a-font-b7c5f17c-4426-4b53-967f-455339c564c1>

Embedding and cloud behavior

→ Microsoft, Benefits of embedding custom fonts

Explains font embedding in Word and PowerPoint and what it changes when you share files.

<https://support.microsoft.com/en-us/office/benefits-of-embedding-custom-fonts-cb3982aa-ea76-4323-b008-86670f222dbc>

→ Microsoft, Cloud fonts in Office

Explains why fonts can behave differently across devices and how Office cloud fonts work.

<https://support.microsoft.com/en-us/office/cloud-fonts-in-office-f7b009fe-037f-45ed-a556-b5fe6ede6adb>

Web fonts and CSS

→ @font-face

Reference for declaring web fonts in CSS, including font-display and format fallbacks.

<https://developer.mozilla.org/en-US/docs/Web/CSS/@font-face>

→ WOFF2 specification

Browser support for the WOFF2 format.

<https://caniuse.com/woff2>

Variable fonts

→ Variable fonts guide

An overview of variable font axes and how to use variable fonts in CSS.

https://developer.mozilla.org/en-US/docs/Web/CSS/Guides/Fonts/Variable_fonts

Coldwell Sans for Coldwell Banker
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