

# Downloading Your Brand Font and Templates for Everyday Use

## Installing Cook Wealth's Brand Font

Proxima Nova is Cook Wealth's brand font. You can [download and install the font here](#). Click each font file (4 in total), then Download, Open and Install.

When Proxima Nova isn't available, Arial should be used instead.

## Using Cook Wealth Word and PowerPoint Templates

First, you'll need to download Cook's branded [document and slide deck templates](#). Save these templates in an easy-access place. To create a new document from the template, simply open it and click File > Save As. Then name your new file and start editing.

- **Word Template**

In Word, after you save out your new file and delete the default text, you can choose from preset paragraph and heading styles in the "styles" pane on the home tab.

- **PowerPoint Template**

When you open the template file, you will see a bunch of premade slide layouts included in the presentation. After you've saved out your new document, copy and paste the layouts you need for your presentation and delete the rest. You can also add new slides via branded [slide masters](#).

## Want to convert old documents to the new style faster?

1. Download the [Cook Wealth Office theme](#)
2. Open the old document you want to convert
3. Go to Design > Themes > Browse for Themes
4. Select the Cook Wealth Office Theme from your downloads folder
5. Save your document with the updated theme.