



**To ensure that your marketing materials stay on brand, we recommend using the MS Society font ‘Lexend Deca’ in your templates.**

You can download Lexend Deca for free from Google here:

<https://fonts.google.com/specimen/Lexend+Deca>

Once you have downloaded the font, you will find a folder named ‘static’ that contains 9 different font ‘weights’.

Font weight is the term used for the thickness of a font’s characters, such as regular, bold, extra bold etc.

Double click on the first weight to open it, press install and wait for the font to install.

Close the window and repeat for the other 8 font weights.

Lexend Deca is now installed and will be available to use within Microsoft Word.

We recommend using the desktop version of Word as it has more design features.

If you’d rather not install Lexend Deca, that’s fine, and we recommend using Arial as the closest replacement font. That is available automatically within Word.

**If you run into any difficulties or require further assistance please email**

**[brand@mssociety.org.uk](mailto:brand@mssociety.org.uk)**