

BEFORE WORKING WITH THIS TEMPLATE, PLEASE DOWNLOAD THE CORRECT FONTS!

» Montserrat is our body copy font. Download the entire font family so you have all the styles you will need for your presentation (Regular, *Italic*, **Semibold**, **Bold**, **Black**, **Extra Bold**, etc.)

- Download for free here:

<https://fonts.google.com/specimen/Montserrat?query=Mont>

For Windows users:

- » Download the font files to your computer.
- » Unzip the font file anywhere you like.
- » Locate the file, right-click, and select Install.
 - There are three types of font files you can use with Windows: TrueType (.ttf), OpenType (.otf), and PostScript (.ps). Right-click the corresponding file to install it.

For Mac users:

- » Download the font files to your Mac.
- » Unzip the font file anywhere you like.
- » Double-click a .ttf or .otf file to open Font Book.
- » Preview the font to make sure it appears how you want it to.
- » Select Install in Font Book.

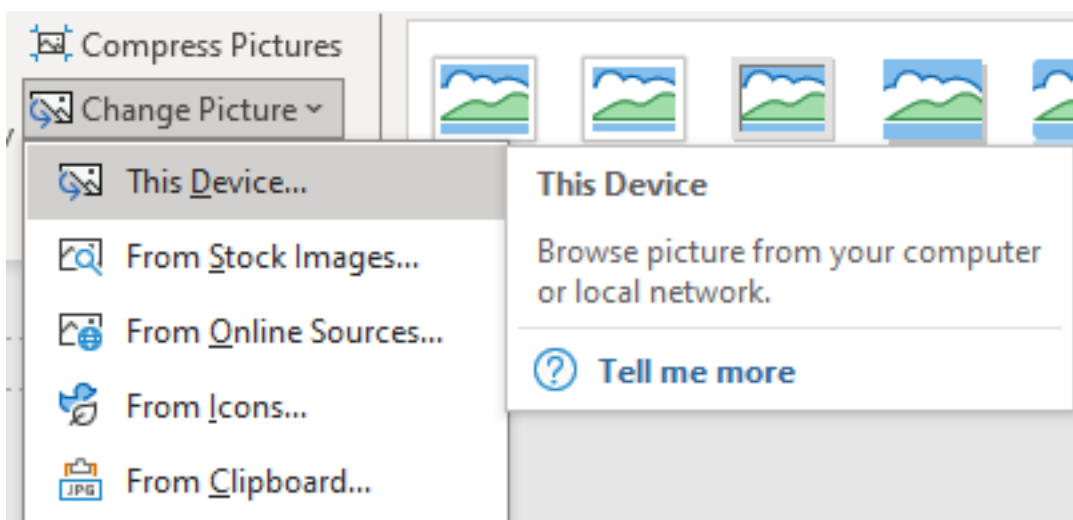
1. To start creating a new document, click **File > Save As** and save this template with a new name. These instruction slides can all be deleted and replaced once you no longer need them.
2. After installing the fonts on your computer, you will most likely need to quit PowerPoint and restart your computer.
3. After restarting your computer, locate and reopen this template and the correct fonts should automatically be updated in this template.

INSTRUCTIONS FOR USING THIS TEMPLATE

- » Choose the section with your desired layout/colors and delete the sections you are not using.
- » Replace headlines and body copy with your content.
- » Replace image placeholders using instructions below.
- » Be careful not to leave any placeholder text in your final document.

To insert your own photos:

- » Make sure the photo you want to use is saved to your computer.
- » Select the image placeholder you are replacing.
- » Go to the **Picture Format** tab at the top of the toolbar.
- » Select **Change Picture** > **from this device** and navigate to where the photo you would like to use is on your device. The image should automatically maintain correct sizing for this layout.
 - Alternatively, you can also right-click on the image placeholder and choose Change Picture from that menu.



INSTRUCTIONS FOR EXPORTING YOUR FINAL DOCUMENT

Prepare document for export as PDF:

- » Check to make there is no placeholder text in your final document.
- » Remember to delete the instruction slides.
- » Go to the **File** tab at the top of the toolbar.
- » Select **Save as Adobe PDF**.
- » Name your file and choose the file destination on your device.
- » Click “Save”.
- » Your PDF is ready!
 - *Note: this file has .125 inch bleeds built into the document, it will be slightly larger than 8.5x11, but will print to a normal office printer just fine if you print document at 100% .*
 - *This file is professional printer-ready when you save to PDF with the instructions above.*

Don't forget to delete these instruction slides first before exporting your final document.

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