Before creating a presentation, 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

- To start creating a new presentation, click **File > Save As** and save this presentation with a new name. These instruction slides can all be deleted and replaced once you no longer need them.

- For instructions on how to download and install the fonts above go to the next slide.

- Follow the links provided on the previous slide to download the fonts
- Choose to download the font family (all of the styles within that font)

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.

- After installing the fonts on your computer, you will most likely need to quit PowerPoint and restart your computer.
- After restarting your computer, locate and reopen this presentation and the correct fonts should automatically be updated in this template.

How to use this template

» Go to **Home** on your toolbar, click on **New Slide, click on the downward arrow** and choose desired layout.

» You can separate your presentation into sections using color. Each layout is available under the New Slide menu in a different color.

- You can also change the color or layout of a current slide by clicking the **layout** button (located to the right of the New Slide button).

You can make quotes in your text stand out by using this quote box layout.

Use the icon library in the next slide to add brand-approved icons to your presentation.

Icon Library (not a slide, for copying only)

Pedestrian · Bike · Car · Bus · Freight · Congestion · Transit · Multimodal · Bridge · Overpass · Roadway · Interchange

Engagement · Stakeholders · Phone · Cellphone · Email · Website · Date · Location · Online · Online Meeting · Attachment · Search · Call to Action

Equity · Listening · Time · Funding · Analyze · Preliminary Design · Final Design · Documentation · Pre-Construction · Construction · Safety · Environment · Mail

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Presenters

NMDOT/Other Agency Staff (list below)

Consultant/Other Project Staff (list below)

Agenda

Agenda item

Agenda item

Agenda item

New Mexico DEPARTMENT OF
TRANSPORTATION
MOBILITY FOR EVERYONE

Section Break

New Mexico DEPARTMENT OF
TRANSPORTATION
MOBILITY FOR EVERYONE

Project Map

Schedule and Next Steps

How to Comment

New Mexico DEPARTMENT OF
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Thank you!

Questions?

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