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

- 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

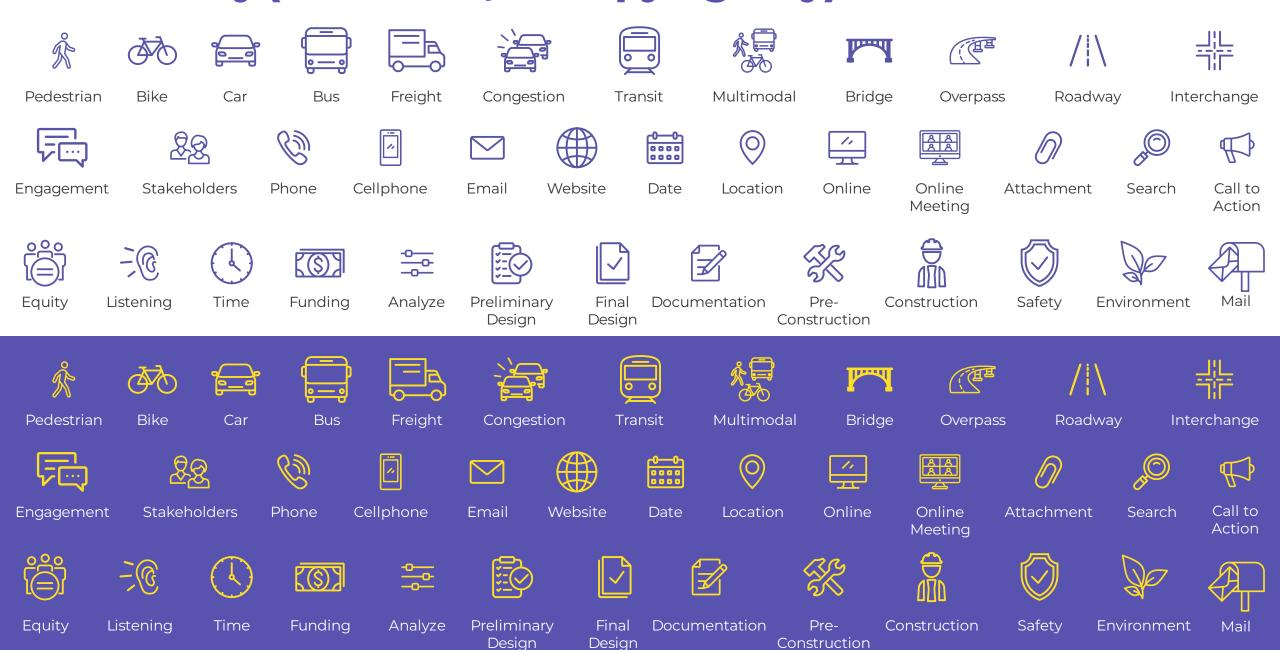
- » Go to Home on your toolbar, click on New Slide, click on the downward arrow and choose desired layout.
- » You can separate your presentation into sections using color. Each layout is available under the New Slide menu in a different color.
 - You can also change the color or layout of a current slide by clicking the layout button (located to the right of the New Slide button).

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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)





Presenters

NMDOT/Other Agency Staff (list below)

Consultant/Other Project Staff (list below)



Agenda

Agenda item Agenda item Agenda item





Section Break





Project Map





Schedule and Next Steps



How to Comment





Thank you!

Questions?

[add contact information]