# PowerPoint Template

As of August 2020



The current INDOT PowerPoint template contains a watermark of the INDOT logo and four transportation elements down the right edge of the slide. The template utilizes a widescreen (9x16) format.

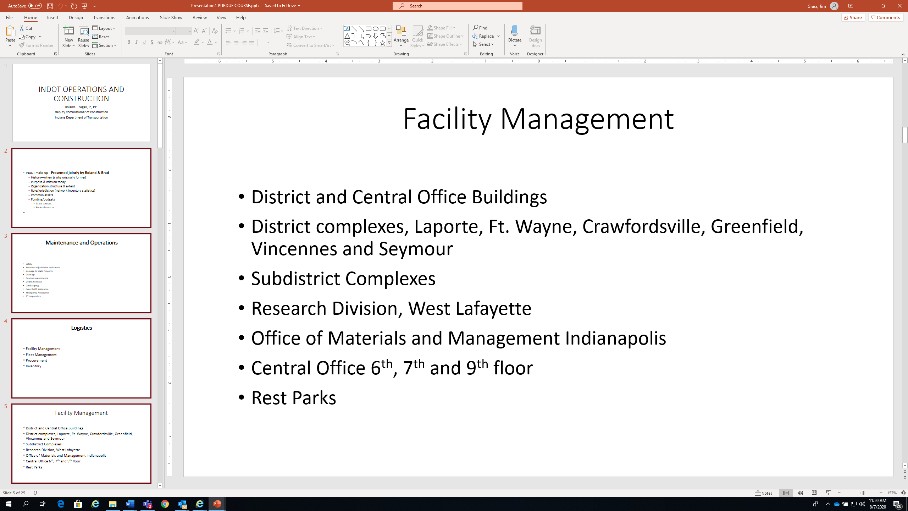
The INDOT PowerPoint template can be downloaded from the ERIN Templates, Logos & Guidelines webpage:

[https://ingov.sharepoint.com/sites/INDOTIntranet/SitePages/Templates,-Logos-%26-Guidelines.aspx](https://ingov.sharepoint.com/sites/INDOTIntranet/SitePages/Templates%2C-Logos-%26-Guidelines.aspx)

**To transfer an existing presentation to the INDOT template, follow these steps:**

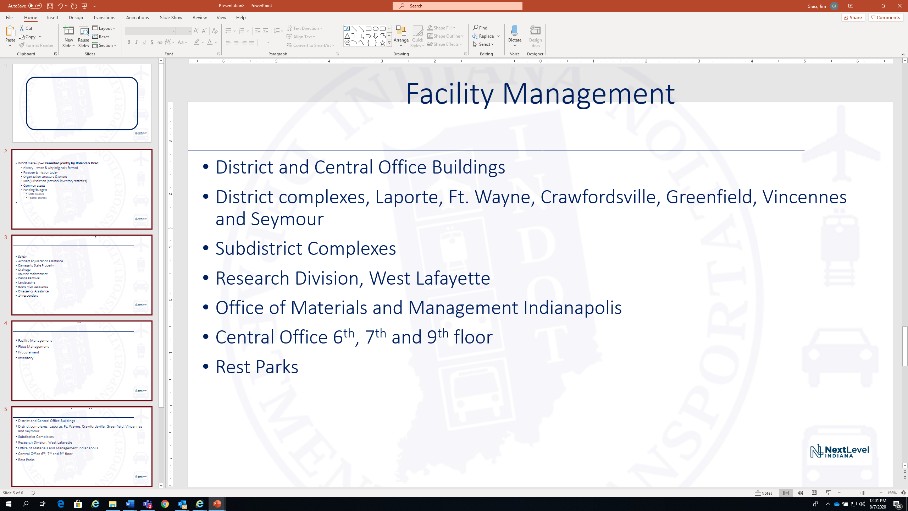
*Note: The current version of the PowerPoint application does not enable users to use the “Reuse Slide” feature to bulk transfer slides from an existing/old presentation to the INDOT template. Use the steps below to transfer slides to the INDOT template.*

1. Open the existing/old presentation you wish to transfer to the INDOT template.



1. Open the INDOT PowerPoint template.
2. In the thumbnail view panel on the existing/old presentation,

left-click on the slides you wish to transfer (hold down the shift key and left-click to select multiple slides); Right-click and select “Copy.”

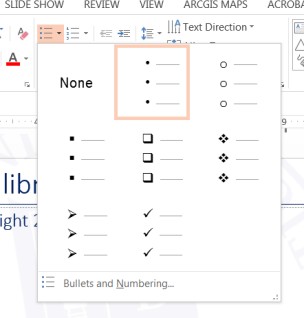


1. In the thumbnail view panel on the INDOT template, right-click and select “Use Destination Theme” Paste Option. The copied slides will be pasted into the INDOT template with the correct formatting.
2. To transfer the title slide to the INDOT template, select the title slide thumbnail from the existing/old presentation, and use it to replace the title slide thumbnail in the INDOT template using the “Use Destination Theme” Paste Option.

**Please Note**

Existing/old presentations converted to the INDOT template may need some manual adjustments.

* Slide titles that were white will need to be changed to the approved font, style, and color
  + Calibri Light 44
  + Dark Blue (R: 0 G: 32 B: 96)



* Text box for titles should be 13 inches wide, centered in the slide
  + Top edge of title text box is aligned with top of slide
  + Bottom edge of title text box is aligned with the thin title bar
* Text boxes for the body of the slide should be 13 inches wide, centered in the slide
* Text boxes for the body of the slide should end ¾” from the bottom of

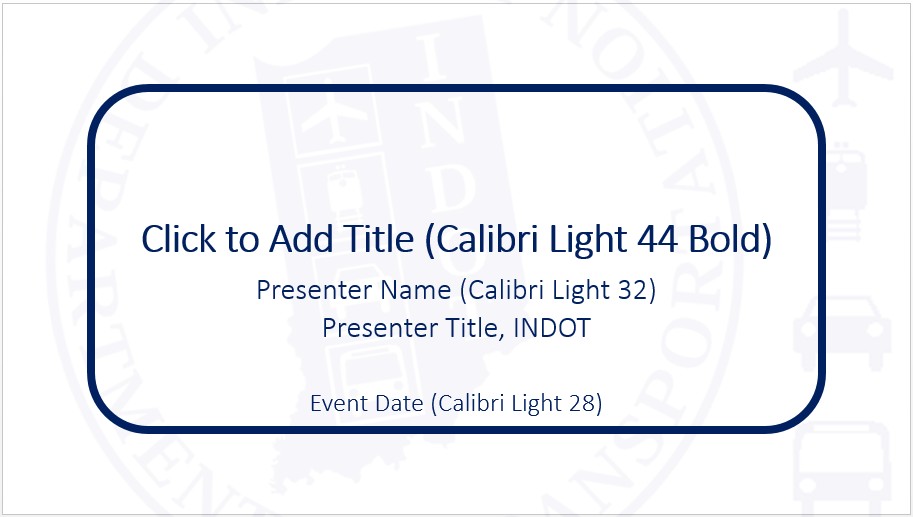
the slide

* Slide titles may need to be reformatted or moved
* Bulleted content may need to be reformatted or moved
  + Standard bullet location is just under 3/8” from the left of the slide
  + Standard bullet style is small, round, and dark blue at 100% of text size

**INDOT PowerPoint Template Style Guide**

**Title Slide**

Title, text, and bullet color:



Dark Blue

R: 0

G: 32

B: 96

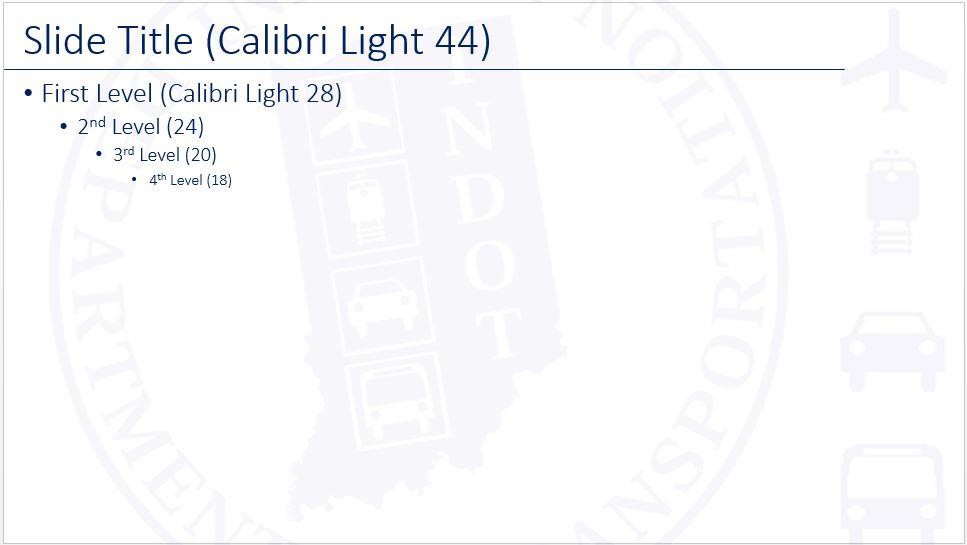
**Regular Slides**

**Paragraph Settings:**

**Indentation**

Before text: .25 Hanging by .25

**\*Spacing** Before: 10 pt



**Indentation**

Before text: .75 Hanging by .25

**\*Spacing** Before: 5 pt

**Indentation**

Before text: 1.25 Hanging by .25

**\*Spacing** Before: 5 pt

**Indentation**

Before text: 1.75 Hanging by .25

**\*Spacing** Before: 5 pt

**Updating bullet points:**

Go to Bullets and Numbering and choose the small round bullet from the list of default choices.

* Color: Dark Blue
* Size: 100% of text

**Photos:**

* Standalone photos or graphics should be centered in the slide
* The left edge of standalone photos or graphics should be 3/8” from the left of the slide
* The bottom edge of photos or graphics should be no closer than ¾” from the bottom of the slide

For specific questions about converting existing/old PowerPoint presentations to the INDOT PowerPoint template or questions about INDOT PowerPoint style, contact Jim Grass at [jgrass@indot.in.gov](mailto:jgrass@indot.in.gov).