**Downloading the Noto Sans font**

1. Click [here](https://www.google.com/get/noto/) to download the Noto Sans font.
2. Search for your language then select Noto Sans.
3. Click Download.

For Mac users:

1. Go to **Finder** and search for Noto Sans and unzip the folder by double-clicking on it.
2. Click on a font in the file. A preview box will appear. Click **Install Font**.

For PC users:

1. Unzip the folder containing the fonts.
2. Right click on the font file and select **Install**.

OR

1. Search for **Fonts** in the search box by the start menu.
2. Click on the **Fonts (Control Panel)** link to open the Fonts Manager.
3. Drag and Drop or Copy and Paste the unzipped fonts into the Fonts Manager.

**How to type your information on Templates**

1. Open the file on Microsoft Power Point
2. Click the title on the first box at the top. (Example: Birth Companions)
3. Delete the text and type in the title in your language.
4. Repeat in all textboxes. (Click, delete, and type in the information in your language)



Example

**Copying information from another source:**

If you copy and paste the information on the boxes, it will automatically change the color and style of the text. To prevent that from happening, paste the information into the text box and this icon will pop up:

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To maintain the same style and color of the text, click on the icon, and three options will pop up. Click “keep text only.”



**How to Export**

Once you’ve changed the information into your language,

1. Go to “File”
2. Under the File menu, go to “Export”
3. A new window will pop up, name the file as you wish. For example: Birth Companion – Advertisement for Social Media.
4. In “File format”, change the format from PDF to JPEG.
5. Select a location and click “Export”.

If you wish to save a single slide click “save current slide only.” If you wish to save the whole PowerPoint presentation, click “Save every slide.” It will create a folder with the name of your project and will save all the individual slides in that folder.

