

Memorandum



To: All RTD Employees

From: Pauletta Tonilas, Assistant General Manager – Communications

Date: March 19, 2021

Re: **New RTD Business Templates**



Having a unified and consistent presence in our communications materials contributes to the strength of the RTD brand. This includes the business templates we use for internal and external communications. With collaboration and input from various staff across the agency, the Marketing Division has developed three new templates for a more functional and refreshed approach to crafting PowerPoint presentations, memorandums, and letters. These were developed as a suite featuring RTD's brand colors and standards with an updated modern design and increased white space, utilizing current business stationary best practices.

The new templates can be found on the Hub in Tools & Resources > Business Templates, located in individual folders containing the template files (.dotx and .potx), which serve as a starting point for all new documents.

How to use the new templates

1. Download the templates files from the Hub.
2. Open the template just like you would any other document. Please start all new documents from the template to ensure document integrity.
3. When you hit "Save," the template will prompt you to "Save as" either a new PPT or Word document. Changes are not saved to the template.
4. Template styles, layout, and formatting, including fonts, margins, type sizes, and spacing match RTD brand standards and should not be altered. Tahoma is the standard RTD PC font.

Following is a summary of functionality updates in the new templates.

PowerPoint

Function: Easier to read, fonts embedded, no locked items, master slides, multiple slide options, auto page number generation, auto date generation, more ADA compliant

Note: The PowerPoint template contains a resource guide with references to general best practices and instruction for various functions such as inserting graphs, charts, icons, images and videos.

Memorandum

Function: Easier to read, fonts embedded, ability to change address in footer (for those working in different facilities), defined margins, auto page number generation, more ADA compliant

Letterhead

Function: Easier to read, fonts embedded, ability to change address in footer (for those working in different facilities), defined margins, auto page number generation, more ADA compliant

Thank you for helping to showcase RTD through a unified front!