

Slide Design Basics







File format must be Microsoft PowerPoint PPT or PDF

Slide layout should be 16:9 aspect ratio

Slide elements should fit within slide margins

The deck should not be password-protected

The deck should not have any of the following, as they are not supported:

-  animation or transitions
-  embedded videos with the slide deck
-  read-only embedded fonts
-  links to external content
-  Embedded objects, such as SmartArt, Audio, Excel, Video, etc.
-  Animated GIFs

Also, avoid using:

- Embellished fonts (text with shadows, bevels, special effects or highlighted)
- Textured or gradient backgrounds