

GUIDELINES FOR PowerPoint SLIDES FOR COURSES



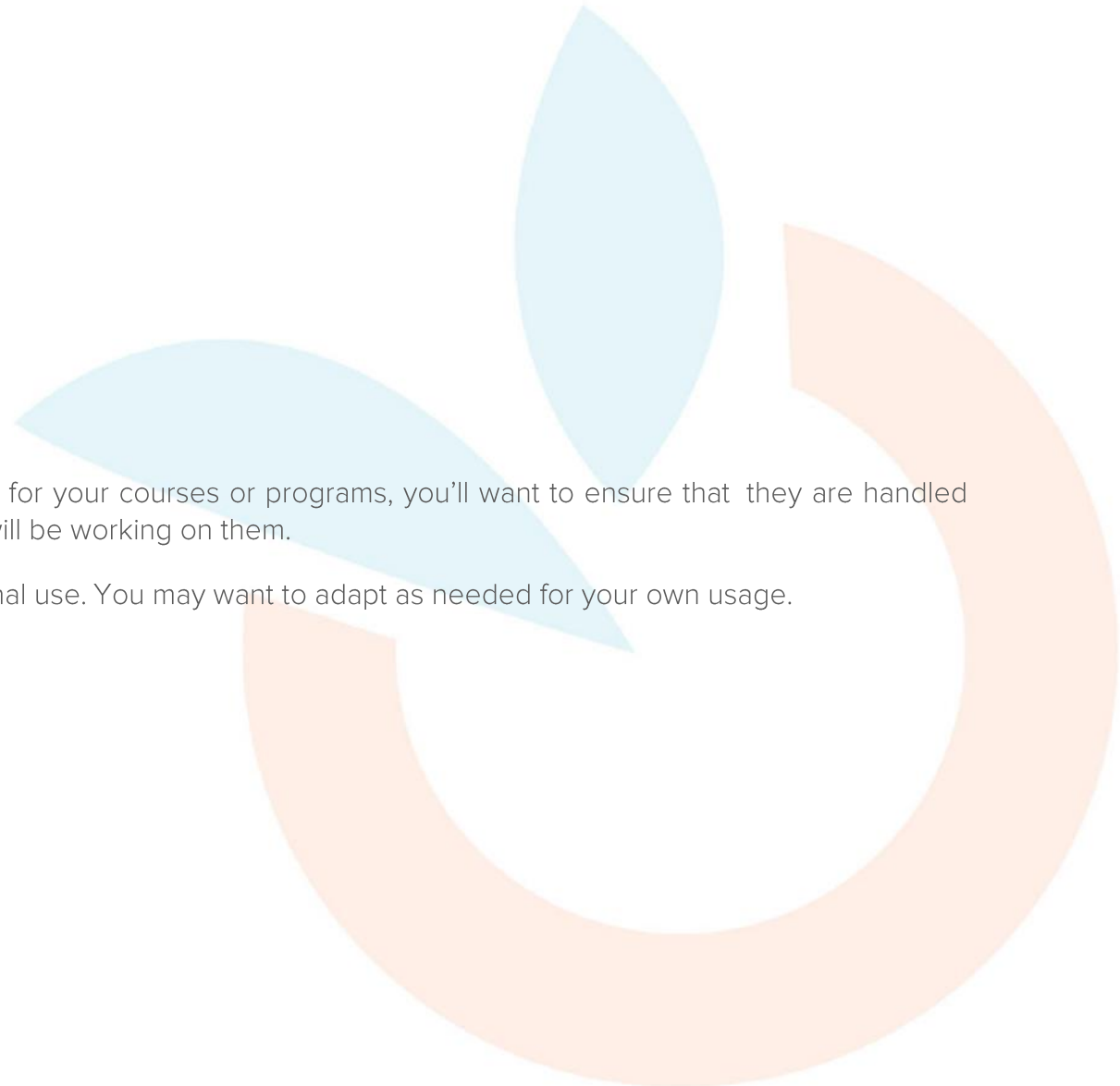


INTRODUCTION

If you create slides using PowerPoint or Keynote for your courses or programs, you'll want to ensure that they are handled consistently, especially if more than one person will be working on them.

We've put together these guidelines for our internal use. You may want to adapt as needed for your own usage.

Sharon Hayes



UNIFORMITY

In the interest of creating continuity throughout a training course, maintaining the same visual and content standards is key.

Capitalization

- Follow the standard title capitalization formats when creating titles on your slides. If you are unsure of the proper format for capitalizing a particular title, please use the resource: <http://titlecapitalization.com/> Maintain consistent capitalization throughout the presentation, for services, software, etc.

Content Quality

- All spelling, grammar, and punctuation should be correct
- All content should be of outstanding quality
- Self-editing is a requirement

Bullets

- Do not end bullet point items with punctuation, unless they are a question
- Avoid using more than one sentence; consider these to be thoughts or reference points - not sentences
- If there are sub-points, use Shift-Tab to create a sub-bullet

SLIDE FORMATTING / CONTENT

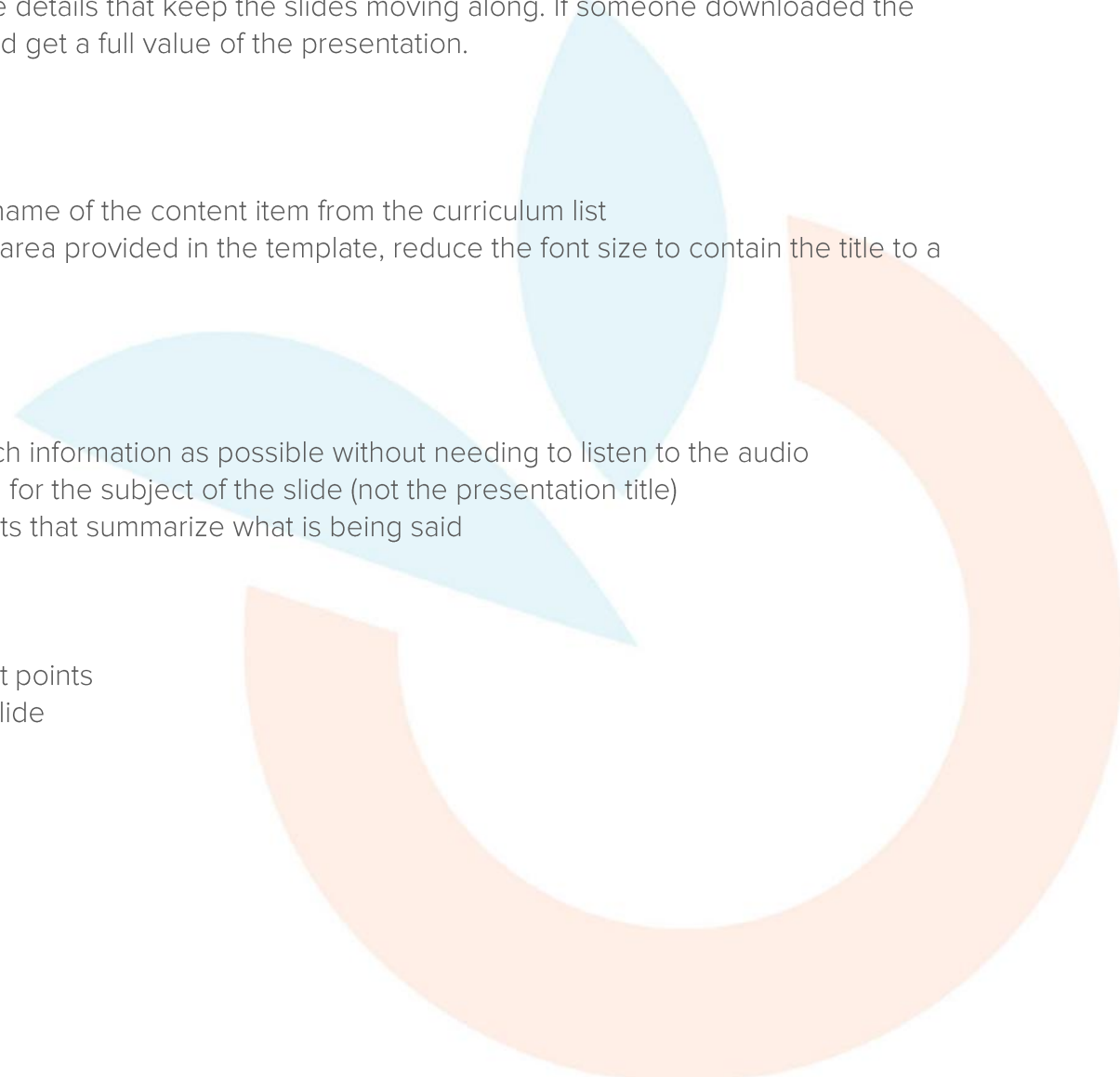
When creating the content for the slides from a script, be sure to pull the key points as they go along. Avoid being wordy, stick to the important items and don't overlook the details that keep the slides moving along. If someone downloaded the slides, but not the audio for the lesson, they should get a full value of the presentation.

The Cover Slide

- The title for the cover slide should be the name of the content item from the curriculum list
If the title is too long (too big) to fit into the area provided in the template, reduce the font size to contain the title to a maximum of 2 lines

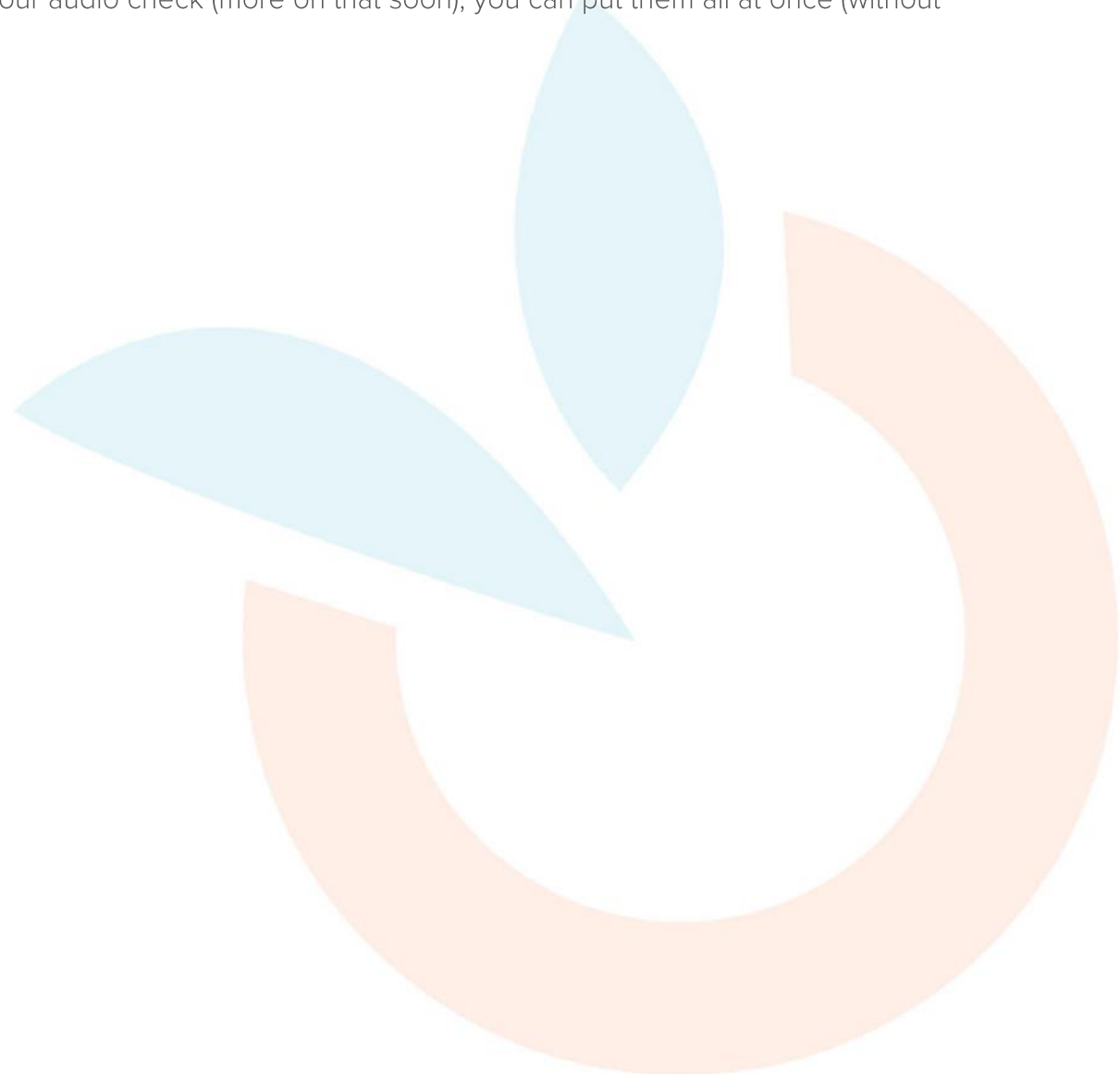
The Interior Slides

- The intent of each slide is to gather as much information as possible without needing to listen to the audio
For the title area of the slide - Create a title for the subject of the slide (not the presentation title)
In the slide content area - Place bullet points that summarize what is being said
 - Be concise
 - Not meant to be word for word
- Stay away from multiple sentences in bullet points
Refrain from using more than 15 lines per slide



Slide Progressions

- If one key point is being made, you can feature it in the center of its own slide
Ensure that each new slide progresses one new bullet or sub-bullet at a time
- If sub-bullets are said very quickly during your audio check (more on that soon), you can put them all at once (without progression)



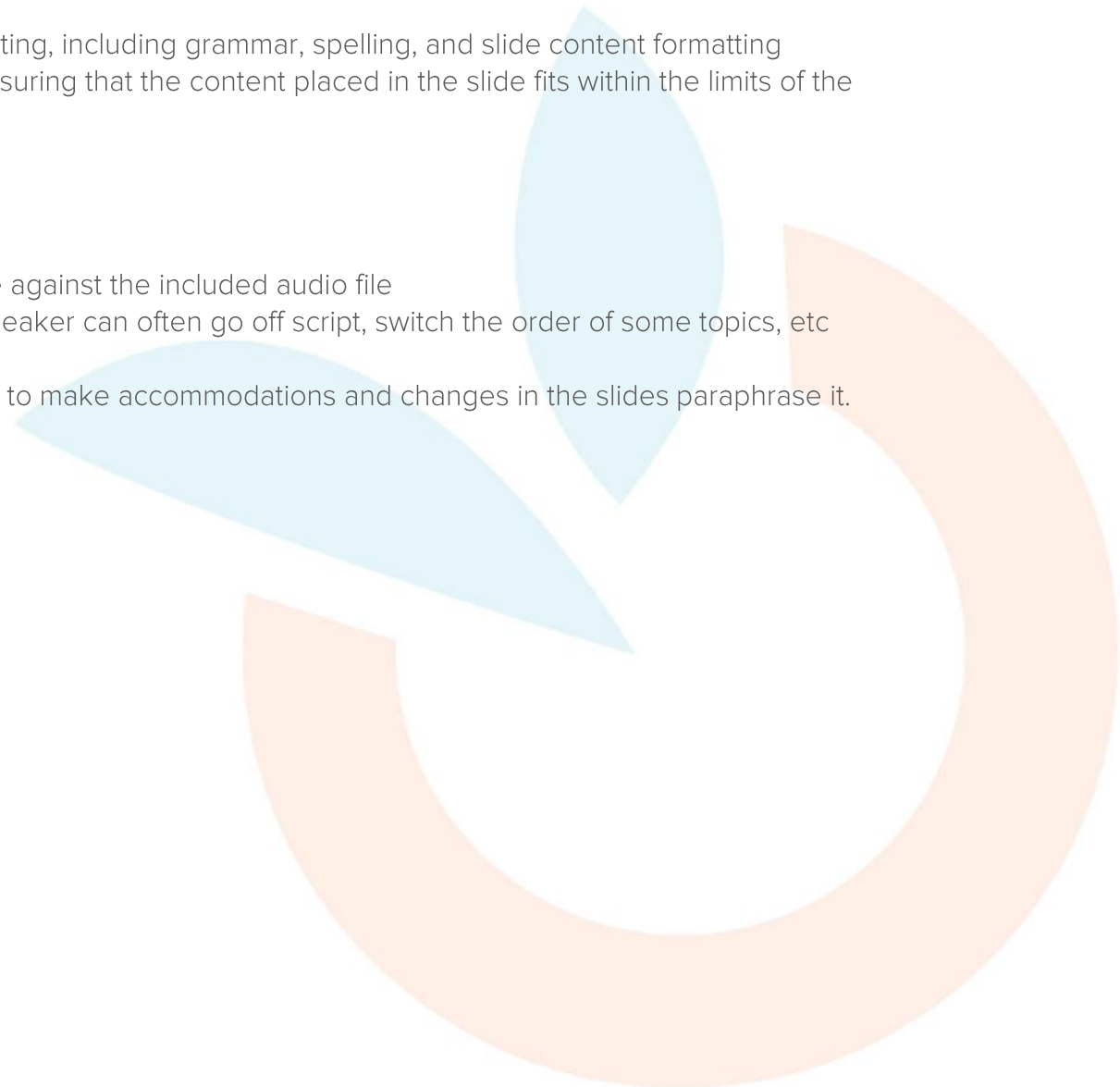
QUALITY CONTROL STEPS

Self-Editing

- The slide creator is responsible for self-editing, including grammar, spelling, and slide content formatting
The slide creator is also responsible for ensuring that the content placed in the slide fits within the limits of the template

Audio Syncing

- Before submission, be sure to run the slide against the included audio file
 - In the live recording process, the speaker can often go off script, switch the order of some topics, etc
- When the speaker goes off script, be sure to make accommodations and changes in the slides paraphrase it.



THE POWERPOINT SUBMISSION CHECKLIST

ACTION	DONE?
Have spelling and grammar been checked?	
Are the titles on the slides subject-appropriate?	
Are bullet points lacking punctuation (except in questions)?	
Are bullet points short and to the point?	
Is capitalization consistent?	
Do the slides match the audio file?	
Do slides and bullets progress in appropriate stages?	