



Slide Design Basics

File format must be Microsoft PowerPoint PPT or PPTX

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:

- ✚ 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