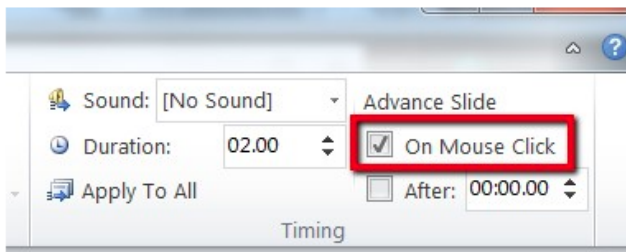# Slide Design Basics

1. File format must be Microsoft PowerPoint PPT or PPTX (Keynote and Google Slides are not supported).

2. You may upload up to 10 slide decks/webcast.

3. Your slide deck should have a 4:3 or 16:9 aspect ratio (From the Design Tab > Page Setup>On Screen Show) and begin with slide number 0 or 1.

4. The deck should not be password-protected

5. The deck should not have read-only embedded fonts

6. The deck should not have links to external content

7. Only one master slide is permitted

8. Highlighted text is not supported

9. Slide Deck should be no more than 50 Mb in size

10. The first Slide Animation must be set to start on click

11. Embedded objects, such as SmartArt, Audio, Excel, Video, etc. are not supported

12. Animated GIFs are not supported

13. Slide elements should fit within slide margins.

14. Custom Bullets are not currently supported (standard bullets only).

15. Slide Transitions are supported. However, all transitions need to be set to On Mouse Click. **The After: box should remain unchecked.**

Avoid Using

1. When saving slides in PowerPoint, avoid using a period in the title of the file (e.g., Sales Kickoff v.2). This will produce an error message when attempting to upload the slides as a resource to the Resource List engagement tool. In lieu of using a period, an underscore can be added.

2. Type size smaller than 20 point type

3. Embellished fonts (text with shadows, bevels, special effects or highlighted)

4. Textured or gradient backgrounds

5. Slide numbering on the slide Header, Footer, or Master slide