

TEMPLATE

Design/Set-up

- New design template needed
- Client to supply template
- New design sample slides and color scheme needed
- Client to supply sample slides and color scheme
- Designer to set up master for formatting
- Master is already set up for formatting

Slide Size

- Widescreen (16:9)
- Standard (4:3)

SLIDES

Formatting

- Format all slides into approved master
- Keep background as supplied

Hidden Slides

- Format hidden slides
- Don't format hidden slides

Figures

- Format
- Recreate/Redraw
- Follow color scheme
- Follow original

Notes Pages

- Format
- Leave as is

STYLE

P Values

- Upper case/Italic (*P*)
- Upper case/Roman (P)
- Lower case/Italic (*p*)
- Lower case/Roman (p)
- Spaces around symbol
- No spaces around symbol

N Values

- Spaces around symbol
- No spaces around symbol

Negatives

- Hyphens
- en-dashes

SLIDE SHOW

Video

- Play automatically
- Play on click

Animation

- Animate
- Remove
- Leave as is

Transitions

- None
- Fade smoothly
- Leave as is
- Other _____

Hyperlinking

- Yes
- No