Presentation guidelines pdf free printable version 2018

I'm not robot!

Imagine this – it's late at night and you're finishing up your last few slides for your big presentation tomorrow. You've done your final check and click the send button. To your horror, the email bounces back. Why? Large attachments are one of the most common causes for bounced emails that never reach their intended recipient. These huge files can cause difficulties in sending out emails or even online uploading in a tense, urgent situation. Especially in corporate organizations, email filters tend to block large attachments for security's sake. images that you insert in PowerPoint or your export format of choice. "But... if I don't include images, my presentation is going to look boring and ugly" You're not wrong there. We encourage our clients and even presentation is going to look boring and ugly" You're not wrong there. ensure your presentation design looks great, what do you do? Worse, in plenty of PowerPoint training courses in the market, few actually teach you different ways to compress your PowerPoint files reach their intended recipient. HOW TO COMPRESS POWERPOINT ON MAC OSX More often than not, PowerPoint balloons in size because of the high-resolution stock photography that you might include in your presentation. Thankfully, there's an easy way to quickly compress these files across the whole file or singular files in PowerPoint. How To Compressentation. All Photos/Images On PowerPoint Step 1: On the file menu, click "reduce compress pictures" Step 2: Select your compression size according to the table" Unless you're intending to print the PowerPoint file, you shouldn't have photos sized at 220ppi. We've found that the best setting in most cases is 150ppi – such that it preserves minimal quality for use. If you're really in the need of smaller sizes, using 96ppi is your last resort. Step 3: Select 'Delete Cropped Area' Step 4: Choose "all pictures in this file" and Click "Ok" 'You'll have the option to either compress all images or only selected ones. If you have critical images that cannot be downsampled, choose the latter. HOW TO COMPRESS POWERPOINT ON MAC OSX A more surgical selection of which pictures you'd like to resize in your PowerPoint Presentation. Do note that this is, in fact, the same method of compressing the images but gives you more control as to which photos you want to compress and leave the ones you don't want to in higher resolution. How To Compress PowerPoint using picture format 1. Select the "Picture Format" tab when selecting one or a few images 2. Click on the Adjust button 3. Select "delete cropped area" 6. Choose "all pictures in this file" 7. Click "Ok" Alternatively, if you wish to be selective about the photos being compressed, PowerPoint provides another option to compress only specific images. Under steps 4 and 6 respectively, you will be able to choose between the option of all pictures or just a selective few. However, if you wish to retain the size of the slides and still send it to people, you can consider zipping the file. Most of the time, people choose this option in order to keep the resolution at its highest without compromising it. HOW TO COMPRESS POWERPOINT ON MAC OSX A more surgical selection of which pictures you'd like to resize in your PowerPoint Presentation. Do note that this is, in fact, the same method of compressing the images but gives you more control as to which photos you want to compress and leave the ones you don't want to in higher resolution. Tools like Tinyppeg, Tinyppeg This step is most commonly overlooked by most executives simply because it's pretty tedious. It involves 'pre-cropping' the images you plan to insert into your presentation even before this. a) The first step is to determine the max dimensions of your slide. You can do this by accessing the 'slide size' in the 'design' tab. b) Enter 'Page Setup' when navigating into 'Slide Size' to identify the dimensions of each slide. If you're using any of the typical slide dimension is 1024px x 768px and 1280px 720px respectively. c) The very next step is to start cropping the images to fit within the slide dimensions. For example, if your image is 3000px, cropping it down to size will save you a lot of space. Using raster editing programs like Adobe Photoshop, you can easily reduce the dimensions of your images before saving. Otherwise, sitebased tools work too. HOW TO COMPRESS POWERPOINT ON MAC OSX This method is best performed at the end and works regardless of whether you actually compressed the size of the single file or a combination of files in a .zip package to send via email. How To Compress PowerPoint by zipping the file Step 1: Right-click on selected PowerPoint file and select 'Compress' Step 2: You should see a '.zip' file created in the location Just like that, your file archive is ready to be sent out! Not a Mac user? Fret not! While we do most of our work on MacBooks, we occasionally use other laptops under the Windows operating system as well. For Windows users, the way to reduce file size for Powerpoint presentations can be a little different but follow the steps below and you're on your way. HOW TO COMPRESS POWERPOINT ON WINDOWS OS The approach here to compress your PowerPoint file is very similar to the way it's done in Mac where you can compress all the images in PowerPoint files with just a few clicks. How To Compress windows powerpoint using picture format 1. Select an image or picture in the slides 2. Click the Picture Tools tab on the top ribbon 3. Next, select the Format tab 4. Under the adjust segment, click on the Compress icon 5. Select your preferred compression size 6. Select "delete cropped area" 7. Choose "all pictures in this file" 8. Click "Ok" That's it! Notice the big difference in size? Now, you'll be able to send out the emails without worrying about large attachments bogging you down. These handy ways to cut down on file size have been a lifesaver for us at work, and we surely hope they'll be helpful for you as well. Let us know if you have discovered other methods in the comments section below! Eugene Cheng is the co-founder and creative lead of HighSpark (formerly Slide Comet, a strategic presentation obsessive, he relishes in building compelling visual content for his agency's channel and his personal channel on SlideShare and is also a Keynote Author (top 1% of SlideShare) Eugene Cheng is the co-founder and creative lead of HighSpark (formerly Slide Comet, a strategic presentation consultancy serving Fortune 500 companies like: Panasonic, Dentsu, Nike. A self-confessed presentation obsessive, he relishes in building compelling visual content for his agency's channel and his personal channel on SlideShare and is also a Keynote Author (top 1% of SlideShare) At some point or another, most of us need to create a slideshow. Maybe you're a student and your assignment is to create a slideshow. Either way, you probably don't have much to spend on a presentation software tool. Speaker using online presentation software tool to help you create presentations, but you're on a limited budget, you may think you're out of luck. Fortunately, there are quite a slideshow. few good free presentation tools for you to consider. In this post, we'll share 15 free presentation tools. We'll describe each and point out key features. We'll also explain what to look for when choosing your online presentation software. Finally, we'll share resources you can use with some online presentation software. Guide to Making Great Presentations (Free eBook Download) But first, get killer presentation tips and professional strategies in our free eBook: The Complete Guide to Making Great Presentation. Download it now, before diving into this article. What to Look for in Free Online Presentation Software Just because your software, doesn't mean you don't need a good software presentation tool to work with. Luckily, many free online presentation tools have all the features you need to create a top-notch presentation software: Ease-of-use. You don't want to spend hours and hours learning how to use the presentation tool. Good online presentation software should be easy to learn and have plenty of training resources available. Import/export features. Your presentation software tool should be compatible with popular file formats. Also, keep in mind that at some point you may want to export your presentation into another tool. Real-time collaboration. Teamwork has become increasingly important in today's professional environment. With the right web-based tool, you and a teammate can work together on a presentation project. Cloud access and storage. It used to be that when you were away from your computer, you couldn't work on your project until you came back. With a cloud-based tool, that's no longer a problem. Access your work anywhere there's an Internet connection. Audio/video capabilities. Multi-media has become the norm for slideshows. If you want your presentation? Look for an online presentation software with good support resources such as third-party tutorials, a strong online help, or help resource. When choosing an online presentation software tool keep in mind your future needs. If you're running a business that's likely to grow, consider starting with the free version of a presentation software tool with a premium version that's got features you may need as your business grows. Why Premium Templates Help You Create Powerful Online Presentations in 2020 If you're new to creating slideshows and your business owner or a student, you want your presentation to look professional so that you make a good impression. If you're not a designer yourself, you may struggle to create an attractive, eye-catching design for your presentation. Thankfully, templates are available for many presentation tools at a fraction of what it would cost to hire a professional designer. You'll find a ton of templates for online presentation tools on Envato Elements. For a low monthly payment, you get a professionally designed template for your PowerPoint, Google Slides, and Keynote presentation templates, but you get access to photos, videos, fonts, and many other resources that could be helpful to you. The presentation templates that Elements offers include a variety of features: modern and engaging designs completely customizable slides gallery and portfolio slides free fonts and icons. some of the best-selling PowerPoint presentation templates below: 35 Best Infographic PowerPoint Presentation Software Tools—Well-Known Tools Now that you know what to look for in free presentation software, let's examine some of the most popular options. Here's a look at the free versions of some of the most popular online presentation tools: 1. PowerPoint Online Many people don't realize that there's a free version of PowerPoint available. This can be an especially great option for students who may have a one-time or infrequent need to create a presentation and can't afford to buy a Microsoft Office subscription. Note: It's important to note that this software tool isn't intended for business use. Microsoft products are widely used. Because these tools are so popular, many people are familiar with the software layout and commands. That helps make PowerPoint tool if you need more features. The online presentation software, PowerPoint Online, includes many (but not all) of the features of its premium counterpart. Format text, use animations, and include other graphic elements. Since it's web-based, there are also collaboration features and cloud storage. There are some limitations, though. For example, you can't use PowerPoint Online unless you've got Internet access. Some views aren't available. You're limited to built-in themes, although you can only insert audio and video files through YouTube. There are other differences as well. PowerPoint provides many help documents and articles to its users. The tool also includes online help in the form of the Tell Me tool. Plus, you can find lots of third-party articles and resources on PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Give Great PowerPoint, such as this Tuts+ tutorial: How to Make & Giv Google Slides' features rival those of premium presentation software tools. It's real-time collaboration tools make it ideal for times. Google Slides is a cloud-based tool, you can change the settings to use it while you're offline. If you're considering using Google Slides, this article explains how it compares to more expensive tools: Should Google Slides Replace PowerPoint in Your Workflow? PowerPoint in Your Workflow? PowerPoint vs. Keynote vs. Google Slides: What Is the Best Presentation Software? Google's office suite is increasing in popularity. And you can upgrade to a premium version of the office suite if your needs grow. Google Slides is also easy to learn. Google Slides: Plus, there are a lot of third-party resources you can access, such as our tutorial on how to use Google Slides: How to Use Google Slides in 2020 (Quick Start Guide) When you sign up for a free Google account, you get access to all the Google Drive tools--including Google Slides. Make sure that your Google Slides presentation stands out by using a professional template such as those offered by Envato Elements or Graphic River. For a peek at some of the best Google Slides presentation themes, look at: 25 Best Google Slides Presentation Themes (Premium Templates to Download in 2022) 3. Keynote is another one of the many free online presentation tools available. If you've purchased a Mac computer lately, it probably came with Apple's Keynotes software already loaded. It's also available to download for free for iOs devices from the iTunes App Store. PC users can now view or edit Keynote presentations online with the iCloud website. If you've got a Mac, you'll probably find Keynote easy to use. It's well-integrated with the Mac platform, which makes it easy to add images and multimedia into your presentation. A recent upgrade added better collaboration features to Keynote. Coming from Apple Keynote is well-documented. There's good technical support and other resources from both Apple and third parties. To learn more about Apple Keynote Software? +How to Start Using It to Make Presentations Produce a professional slideshow quickly and easily through a third part template such as those available through Envato Elements or Graphic River. Here's a look at some popular Keynote presentation templates: 35 Best Keynote presentation tool known for its graphic interface and its non-linear approach to presentations. The zooming tool is impressive. Plus, there are tutorials and other aids to help you learn how to use it. Its popularity is growing, which means there's also a growing number of third-party resources available. Try Prezi for free by using either the basic version or by signing up for Prezi basic, or for a free trial of one of the other versions. 5. LinkedIn SlideShare LinkedIn SlideShare isn't a presentation authoring software tool, but rather a free presentation sharing software tool. 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The free version also offers some nice extra features for teams such as secure file collaboration and in-app chat. Zoho Office Suite offers quite a bit of support, with a knowledge base, articles, and more. 7. FlowVella (formerly Flowboard) was designed to work online with mobile devices. But there's also version available for the Mac. Easily incorporate multi-media and other online content into your presentation. The newest version also includes drag and drop. Presentations are also easily shared through URL links. FlowVella is a strong presentation tool choice with company support and help. Currently, there aren't a lot of third-party resources. The free version limits you to four public flows (presentations). The presentation size is limited to ten slides. 8. LibreOffice Impress is part of LibreOffice (based on OpenOffice), which is free and open source software. As such, there's no premium version available. This might not be a problem for you because Impress compares favorably to many pricier alternatives. When LibreOffice 5.3 was released in 2017, LibreOffice also made LibreOffice online available. To use it you'll need to install it on your own server. As might be expected for open sources and tutorials available. 9. Ludus A promising new best free presentation software tool is Ludus. It's designed with creativity and the web in mind. So, you can easily integrate content from other web services like YouTube, Vimeo, DropBox, GIPHY, and more. It's also got some nice design tools including the ability to upload fonts, blend colors, use overlays, and more. Because Ludus is so new, there aren't a lot of third-party resources, such as articles and tutorials. But the main site includes helpful videos that illustrate how to use some of the main features. When the trial version of the Solo level, one user can create unlimited presentations for free with access to all the features. When the trial ends, you'll need to decide if you want to buy one of the premium versions. 10. PowToon Next up on our list of best free presentation software is PowToon. PowToon gives you the option to create an animated video instead of a more static, slide-based presentation. Even at the free, basic level you get access to some nice features. Free users get up to 100 MB of storage and can create a video of up to three minutes. With the free version, your video will have the PowToon branding. The PowToon branding. The PowToon branding. The PowToon site includes help articles and tutorials to help you learn to use this tool quickly. Plus, there are plenty of third-party tutorials available. 11. Speaker Deck is a free tool owned by GitHub. While it's not a presentation authoring tool, upload your presentations as a PDF file and it'll convert them to slideshow format. You can then share your presentation through the Speaker Deck site or embed it into another website. 12. 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The WPS Office site includes a searchable online help, a useful blog, and other helpful resources. 14. authorSTREAM allows you to share uploaded presentations online with a wider audience. With the free version, the size of the presentation your upload and online storage is limited to 100 MB. Also, with the free version you can convert a single PowerPoint presentation to video. Some support is available through the company, but I didn't find many third-party tutorials or articles. 15. Genially This online presentation software specializes in letting you create interactive content. It also features man animation effects. Not only can you use Genially to create online presentations, you can also acte to find some third-party tutorials for this presentation software tool. Most people should find this software tool. 5 Quick Tips for Making Great Online Web Presentations in 2020 To help you create the best possible online web presentation, we've got collected five quick tips that you can use in your presentations now: 1. Simplicity Is Key Today's free interactive presentation tools come packed with many advanced features and options that let you customize your slides. A header text plus no more than four bullet points along with graphics and charts is more than enough to create a powerful presentation. Fitch Deck uses simple, clean, and digestible slide designs. 2. Timing Is Everything Finding the appropriate length for your presentation is vital to the success of your presentation. If you create a presentation that's too short, your audience will feel like you didn't put enough effort into the presentation. If you create a presentation that's too long, you run the risk of confusing and boring your audience. Aim to create a presentation that's too long, you run the risk of confusing and boring your audience. more interesting and to connect with your audience, add graphics to several slides in your presentation. Make sure to include graphics that are relevant to the subject of the slide that you're on and that helps you illustrate your point. Simplica includes visually appealing graphics to help you engage your audience. 4. Speak in a Clear and Expressive Voice How you speak during your presentation will make or break the presentation much more appealing to watch. 5. Ask Your Audience to Take Part Presentation of your addience and make the entire presentation much more appealing to watch. advantages is having the ability to send messages during the presentation without interrupting the speaker. This opens up a great opportunity for you to encourage questions and comments during your presentation. This will not only help engage your audience but also help them learn the material you are trying to present more effectively. Top 5 Trending Presentation Templates (From Envato Elements - For 2020) Envato Elements gives you a huge library of business presentation templates to choose from. To help you find the perfect templates, I've collected five of the best-selling presentation templates on Envato Elements for PowerPoint, Keynote, and Google Slides: 1. Permanent Keynote Template This eye-catching Keynote features 32 masters and two slide sizes. It'll allow you to choose the flexibility to choose a layout that'll work for you. Expect to find matching charts, diagrams, and tables in this template that works well for a wide variety of presentations, then this is the template for you. 2. Nextar - Multipurpose PowerPoint Template This clean and modern looking PowerPoint template is ideal for creative agencies, tech startups, and for any finance presentation. All the elements are fully editable and can easily be customized. Here's what to expect in this presentation template: 30 unique slides 12 PPTX files 3 premade colors theme widescreen & standard easy to change colors 3. Expert PowerPoint Template will make you look like an expert. This presentation template offers a whopping 620 unique slides, 100 color themes, and 24 templates. The design of the template is very versatile making this a go-to template for any of your presentation needs. Don't be afraid to use this template for more than one presentation! 4. iEdu - Education Google Slides Template's and minimal design that'll engage your audience. All the content on the design is well structured and flows nicely. Here are a few of this template's main features: 30+ total slides free web fonts vector icons 100% fully editable aspect ratio 16:9 Don't miss out on this high-quality presentation is ideal for internal meetings, investor pitch decks, weekly meetings, product showcases, and much more. Every object in this Google Slides template is editable. So, customize the presentation to your specific needs. Here are a few notable features of this presentation and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible PPTX professional company profile slides in HD r optimized and fully compatible profile slides in HD r optimized and fully compatible profile slides in HD r optimized and fully compatible profile slides in HD r optimized and fully compatible profile slides in HD r o Graphic River. 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In this article, we only went over a few tips and tricks when it comes to free online interactive presentation tools, check out our articles below: How to Make Boring Presentations More Interesting & Fun (10 Expert Tips) How to Create Great PowerPoint Presentations (With Top 2020 Examples) How Do You Prepare a Good Presentation, you'll need video conferencing software, so look at 12+ Top Business Web Video Conferencing Software Free + Paid as well! Extra Resource: Free Presentation eBook Download (PDF) Also, be sure download our new eBook on Making Great Presentation, design it like a pro, and prepare it to presentation process. Learn how to write your presentation. It'll help you with the complete presentation. It'll help you with the complete presentation. a limited budget keep you from creating the presentations you need. You're just learned about what to look for in an online presentation software packages. One of them is bound to be right for you. Plus, we've also shared professionally designed templates to use with these online presentation makers so you can make a good impression. Good luck with your presentation! Editorial Note: This tutorial was originally published in December of 2017. It's been comprehensively revised to include new information—with special assistance from Daniel Strongin.

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