MATT BACAK'S CHECKLIST

Checklist 20: Create Video or Powerpoint Presentations

Project Name: _____

Date: _____

	Yes	No

Have you ever seen those videos that consist of a plain white background and black text? ☐ Yes ☐ No

Well you can easily create slides like that or video slides that look a lot more interesting and you can add images, illustrations, icons and much more...

Then just add these slides to some video editing software, adjust to fit your audio and your video is complete and looking great in no time!

Open all of the design templates in your dashboard ☐ Yes ☐ No

Go to the documents section ☐ Yes ☐ No

Click on one of the presentation templates, use 16:9 for videos ☐ Yes ☐ No

Scroll through the design templates in the left column ☐ Yes ☐ No

Choose a template that you would like to use

Notes

Checklist 20: Create Video or Powerpoint Presentations

☐ ☐

Open a full presentation

☐ ☐

You will notice that some examples show a folded top right corner and a number behind it, this means this option contains several ready-made slides with the same theme.

Add a slide to your design

☐ ☐

Click on the slide you want to use

Edit the slide

☐ ☐

Change the text, the colours and more within that slide

Add new page

☐ ☐

To add another slide just click add new page and then click on the next slide layout you want to use and so on….

Re-order the Slides

☐ ☐

You can reorder the slides by clicking on the up and down arrows to the right of each slide.

Clone a slide

☐ ☐

Notes

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If you want to use the same slide but change the image or text then just click the copy to the right of the slide and the clone will appear below so ou can edit it.

Download your slides

☐ ☐

Once you're done then hit download, download as JPEG images PNGs

Download specific slides

☐ ☐

You can choose whether to download all of the slides in a zip folder or choose to download specific slides by entering the slide numbers with commas to separate them (you will see the slide numbers next to the slides)

Notes