

Plan a Clear Presentation

A one-page agenda for a small group workshop.

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|--------------|--|
| 09:00 | Choose one message
Write the sentence your audience should remember. |
| 09:20 | Build the outline
Give each slide one job. |
| 09:40 | Review the details
Check labels, chart values and source notes. |

Bring These Materials

- Your current PDF or slide deck
- One example chart or diagram
- A short description of your audience

Before You Share

Open the finished page at the size your audience will see.

Small notes need enough space to remain readable.

Reference note: keep the original PDF for text selection and detailed reading.

Check the Page Before Sharing

Headings	Can you identify the topic at a glance?
Body text	Can you read the text without guessing?
Diagrams	Are lines and labels complete?
Page edges	Are the margins and footer still visible?
Order	Do the pages follow the intended sequence?

A Simple Size Example

A 1,000-pixel-wide image displayed at 500 pixels is reduced.

Making it wider than 1,000 pixels will enlarge the pixels.

This sheet illustrates page content; the article reports actual exported dimensions.