# Checklist: Converting Your PowerPoint to HD

## Introduction to HD
- Know how to create a new 16:9 PowerPoint
- Understand what HD is, the benefits of it, and how it affects your PowerPoint presentation

## Required Software
- Recommended: PowerPoint 2007 or 2010
- Optional: PowerPoint 2003 or KeyNote

## Your PowerPoint Presentation
- Converted PowerPoint presentation to 16:9 format (Page Setup: 13.33”x7.5’’)
- Adjusted images for scaling and cropping after conversion
- Title slide contains name, date, and presentation title
- Second slide contains learning objectives and keywords
- All slides have large, easy to read text, and white or light background with black or dark text
- Replaced low resolution images with high resolution images if applicable
- Hyperlinked to large videos (do not embed them into your presentation directly)
- Recommended: Saved a 4:3 version (original) and a 16:9 version (high quality) of your presentation
- Recommended: Labeled/cited images as necessary
- Recommended: Provided a title for each slide