

Heliocentrix Guide on Creating a PowerPoint Template

Version 1.0



PowerPoint Template Creation Checklist

Phase 1: Preparation

1. **Define the purpose** of the template (internal, client-facing, marketing, etc.).
2. **Collect brand assets:**
 - Logo (high-resolution, transparent background)
 - Brand colour codes (HEX/RGB)
 - Approved fonts
 - Brand guidelines (if available)
3. **Decide tone and style** (formal, creative, minimal, etc.).

Phase 2: Structure Planning

4. **List required slide types:**
 - Title slide
 - Section divider
 - Content slides (text, image, bullet points)
 - Charts and graphs
 - Tables
 - Closing/thank you slide
5. **Sketch rough layouts** for each slide type.

Phase 3: Theme Setup

6. Open **View** → **Slide Master**.
7. **Set up theme colours:**
 - Go to **Colours** → **Customize Colours**.
 - Assign brand colours to:
 - Text/Background (Dark/Light)
 - Accent 1–6
 - Hyperlink colours
 - Enter HEX/RGB codes from brand guidelines.
 - Save theme with a clear name.
8. **Set up theme fonts:**
 - Go to **Fonts** → **Customize Fonts**.
 - Assign heading and body fonts from brand guidelines.
9. **Apply theme to the Slide Master**.

Phase 4: Build Layouts

10. Create layouts for each slide type:

- Title placement
- Content placeholders
- Footer (logo, page number, date if needed)

11. **Add non-editable brand references:**

- Place colour codes, font names, or usage notes **outside the main content area** in the Slide Master.
- Keep them subtle (e.g., small text at the bottom or side).
- Users can't edit these unless they access the Master.

Phase 5: Apply Design Principles

12. Ensure **consistency** in alignment, spacing, and font sizes.

13. Check **contrast** for readability.

14. Maintain **white space** to avoid clutter.

15. Ensure **accessibility** (high contrast, readable fonts).

Phase 6: Add Visual Elements

16. Insert **brand-compliant shapes, icons, and image placeholders**.

17. Create **custom colour themes** for charts and graphs.

18. Add **professional transitions** (optional, minimal).

Phase 7: Test and Validate

19. Test on different devices and screen sizes.

20. Check all placeholders and layouts work correctly.

21. Validate against brand guidelines.

Phase 8: Save and Distribute

22. Save as **.potx** (PowerPoint Template).

23. Provide **usage instructions** for colleagues (how to apply the template).