

GPL Slide Submission Checklist

1 – Are the Presentation’s slides in the default format in terms of:

Glenn Presentation template used? Yes No Slide(s) _____

“Slide Info” section filled out correctly? Yes No Slide(s) _____

- *Slide title and last modification date*
- *Slide creator*
- *Subject matter author*
- *Point of contact (POC) and alternate POC*
- *Information source*
- *Keywords selected*

Default font and default font sizes? Yes No Slide(s) _____

- *Arial throughout*
- *32pt. for slide Title text*
- *First level bullets: 30pt.*
 - *Second level bullets: 28pt.*
 - *Third level bullets: 24pt.*
 - *Fourth level bullets: 20pt.*
 - *Fifth level bullets: 18pt.*

Default colors (font, fill, border, etc.)? Yes No Slide(s) _____

- *Fonts—blue in Color format and gold in Presentation format*
- *Charts—pale blue/yellow/red in Color format and gray/green/sky blue in Presentation format*

Default bullets? / line spacing? Yes No Slide(s) _____

- *In descending order –*
 - *Dot / dash / smaller dot (24pt.) / smaller dash (20pt), double arrow (18pt.)*
 - *Line spacing - 1*

2 – Comments (optional)

For more information, select the GP Tools menu within PowerPoint, then Director’s Overview > Instructions. If the GP Tools menu is not present, call the ODIN Help Desk at 3-4848. Further help is available online via a link at <http://www.lerc.nasa.gov/WWW/CPET/>.

For presentation assistance, call ITC (3-5976) or the Publishing Services Coordinator (3-3207).

Date Returned to Slide(s) Creator for Modification: _____

Rejected by: _____