



DELIVERING 'BULLETPROOF' SLIDESHOWS

A Quick Guide for EPAS Ambassador Schools

When coming to our EPAS events, we absolutely love seeing your fantastic presentations showcasing your school's democratic engagement and activities! However, to make sure everything runs perfectly smoothly on the day – and to prevent any last-minute stress caused by missing fonts, unplayable videos, or broken animations when files are transferred – we have put together this quick checklist. Following these simple steps guarantees your slides look exactly as you intended on any event screen.

Follow this one golden rule to make sure everything runs smoothly. If you absolutely need videos, there are a couple more steps on the following page.

1. The Golden Rule: Export as a PDF

A PDF is a universal file type that permanently locks in your exact layout, fonts, and images. Converting your finished slides into a PDF guarantees that what you see on your computer screen is precisely what the EPAS team and the audience will see on the big screen – no missing fonts, no broken layouts, and no formatting surprises!

The Solution: Once your presentation is entirely complete, always export, download, or "Save As" a PDF document before emailing it or submitting it to the team.

How to Export to PDF on Major Platforms

Microsoft PowerPoint

1. Go to File in the top menu.
2. Select Export or Save As.
3. Choose PDF Document (.pdf) and click save.

Google Slides

1. Click on File in the menu bar.
2. Hover over Download.
3. Select PDF Document (.pdf) from the list.

Canva & Others

1. Click Share in the top-right corner.
2. Click Download.
3. Change File Type to PDF Standard or PDF Print.





2. If you must use videos: embed and link

Inserting a video can easily leave an unplayable black box if the file is moved to another computer. This usually happens because the presentation file points to a local drive folder that the venue laptop cannot access.

The Solution: Always use the official "Embed" feature within your software to build the video directly into the presentation file. As a reliable fail-safe, please also paste the clear, hyperlinked web URL (e.g., YouTube, Vimeo, or a shared school Google Drive link) in plain text directly onto the slide so the event team can click it instantly if needed.

3. Ditch animations and slide transitions

Floating text, sliding graphics, and complex transitions look wonderful in the classroom, but they frequently break when shared or opened on an event laptop. Text elements can overlap, become hidden, or disappear entirely when files are transferred.

The Solution: Keep your slides completely static. If you want a point or image to appear sequentially, simply duplicate the slide and add the new row of text to the second slide. It achieves the exact same visual effect with zero technical risk.

Exporting to a PDF (the Golden Rule) will get rid of your animations and transitions, you don't need to delete them one by one.

