Nearpod Authors Program
Nearpod Presentation (NPP) Design Guidelines

We want the presentations you create to look visually appealing without taking up a lot of your precious time. To that end, we have created some tools and tips to help you on your way. These guidelines should help you produce beautiful NPPs that work well on both iPads and tablets.

1. Powerpoint for Windows
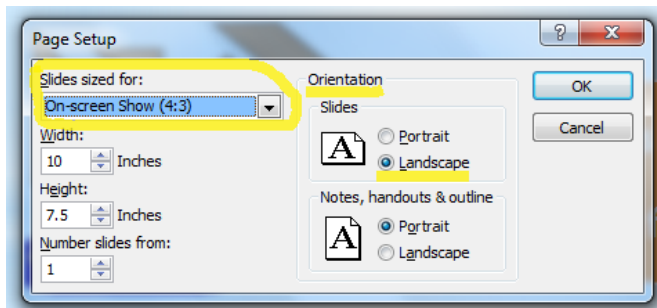### (Microsoft Powerpoint versions 2007 and newer)

- To assure their best quality, new and previously created presentations should be exported from MS PowerPoint to Nearpod using the new extension tool **NEARPODIZE**.

    1. **Download** the file "Nearpodize"
    2. **UnZip** the file
    3. **Turn off** any antivirus software that might cause problems during installation.
    4. Double click on the Installer to run the installation program
    5. Click **Run,** then click **Install**
    6. *Voila!* Your Microsoft Office customization was **successfully installed**.
    7. Open up Powerpoint, using one of our templates or a blank presentation and **save the new file** to your computer. Once saved, in the new Nearpod tab click **Setup.**

- When using PowerPoint to create new NPPs, you can download one of these Nearpod Templates and its corresponding fonts or browse through some additional resources for Educational Presentation Templates available for download.
    - Microsoft Education Collection
    - Education PowerPoint Templates
    - Slide Hunter - Education

- **When you are finished creating a new NPP**

    - To send the **all** your slides directly to an NPP in your account, go to your Nearpod tab and click **Upload** entering your nearpod username and password.
    - Any slides that you plan to add in Nearpod as interactive features (Draw-It, Quizzes, Polls, Open Ended, Slideshow), need to be exported as **JPGS** and uploaded to Nearpod separately
    - Select those slides and in the Nearpod tab click **Export**
    - Choose where to export them to in the dialogue box
    - In Nearpod, all your content slides will already be in the new NPP.
    - When adding the interactive activities, upload the exported JPG image then delete the slide that has since been replaced by the activity.

- **Editing slides of a pre-existing presentation**

  - Open it up in Powerpoint, check to see if the ratio is **4:3** by going to the Design Menu, then **Page Setup**
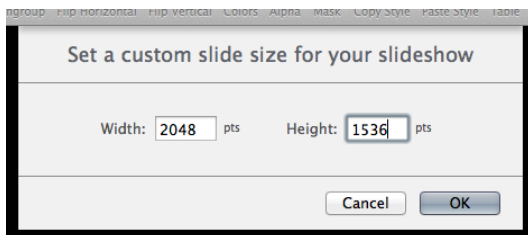

  - If it is **4:3**, the process is simple. You can use the Nearpod tool to **Export** all slides as JPG images. Then you will later enter into the lesson in Nearpod and replace all the old slides with the new ones, especially the images used in interactive activities.
  - If it is **NOT in 4:3** format, you will unfortunately have to re-make the presentation.

2. Keynote on Macintosh

- To correctly setup your slides

  - Click on the **Document** button in the Toolbar
  - Click on the **Document** tab in the Sidebar
  - On the pulldown menu in "Slide Size" select **Custom Slide Size** and enter in **2048 x 1536**

- When you finish creating the slides

  - You have to correctly **export** your slides
  - Click on the **File** Menu and select **Export To** and then **Images**
  - Select **all** slides
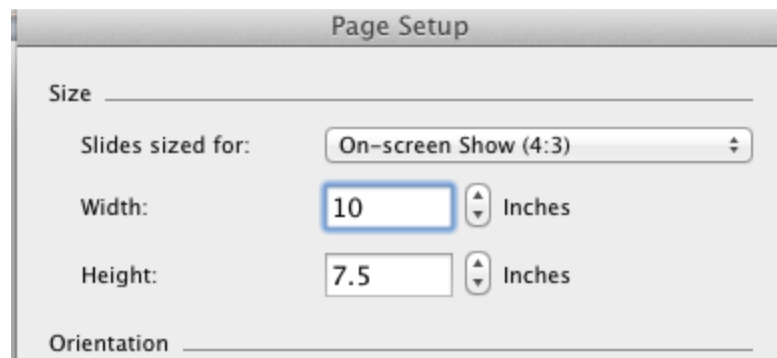 - Select **JPEG (High Quality)** in Format
- In Nearpod

  - Upload all JPG images to Nearpod that you plan to use as content slides.
  - **There is no need** to upload the slides that you plan to use for Draw Its,

Quizzes, Polls, Slideshows, etc.
- ○ For those activities, click "Add Activity", choose the activity and upload the corresponding JPG image that you earlier exported from powerpoint. *Voila!*

3. Powerpoint on Macintosh

- Format in PowerPoint
  - ○ Click **File**
  - ○ Click **Page Setup**
  - ○ Choose the format **4:3**

- When you finish creating your slides, you must Export them as JPGs

  - ○ Click on **Powerpoint,** Open **Preferences**, click on the **Save** Tab
  - ○ Under "Save slides as graphics files" click on button for "Save every slide (series of graphic files)"
  - ○ Enter in dimensions of **2048** (width) x **1536** (height)
  - ○ Click OK

- In Nearpod

  - ○ Upload all JPG images to Nearpod that you plan to use as content slides.
  - ○ **There is no need** to upload the slides that you plan to use for Draw Its, Quizzes, Polls, Slideshows, etc.
  - ○ For those activities, click "Add Activity", choose the activity and upload the corresponding JPG image that you earlier exported from powerpoint. *Voila!*

IMAGES IN THE NPP

- Throughout the NPP and in Slideshows, be sure to use high-resolution images in the largest size possible (file size limit of 3 MB). If the images used are small or low-res, **please do NOT stretch them out as they will pixelate and lose quality.**

- Always use **JPG** format.

- All images should be 'Open Content' that are licensed under Creative Commons. You can find this type of image on the following sites:
  - Wikimedia Commons
  - Creative Commons licensed photos via Flickr
  - PhotoPin
- IMPORTANT: Be sure to **keep a list of the URLs** of the webpages where you found the images. You will **need to list your sources** when submitting an NPP.

- Quizzes, Polls, and Open Ended Questions: **Include high quality photos** in the background of these activities to make them **even more engaging** for students!

- Audios and Draw Its: Please do **NOT** put images or relevant text in the upper left-hand corner (left-hand margin 52 pixels and the upper margin 56 pixels) as an interactive icon will be added to that space.