E-Learning Slide Template Checklist

Authoring Platforms			
	• Adobe Captivate, Articulate Storyline, etc		

Slide/Video Output Presets			
	Responsive Y/N		
	Desktop Screen Resolution:		
	Widescreen (16:9)		
	Square (4:3)		
	Specific (eg 1024 x 768 px)		
	What percentage of users will access material on mobile devices? (for multimedia size and resolution optimisation)		

Colour Scheme			
		Colour Name	**RGB Colour Code**	**Hex Colour Code**
	Background			
	Accent 1			
	Accent 2			
	Accent 3			
	Content box			
	Header			
	Footer			
		Outline Shape	**Outline Colour**	**Area Colour**
	Simulation area			
	Multimedia area			

Other			
	Bullet points	Colour or Picture	
	Logo	Picture File	

Graphics, multimedia and other assets			
Graphics	Have all graphics (pictures, diagrams, buttons, icons, etc) been developed and rendered by a graphic artist, ready for incorporation into the project, or will you require additional graphic design services?		
Videos	Have all videos been shot, edited and rendered, ready for incorporation into the project, or will you require additional video editing services?		
Technical drawings	Have all technical drawings been developed and rendered, or will you require these to be created during course development?		
Voice-over and closed captions	Does the project require voice-over and/or closed captioning?		
Other multimedia	Ditto		

Fonts			
	Typeset	**Size**	**Colour**
Heading 1			
Heading 2			
Heading 3			
Body			
Header			
Footer			
Other Font	Font colour on light background		
Colours	Font colour on dark background		
Interactions			
		Colour name/code or picture file	
	Mouse hover		
	Mouse click		
	Down		
	Visited		
	Inactive/greyed out		
	Success box/message		
	Failure/repeat message box		
Progress Bar			
	Adobe standard or custom?		Y/N
		Colour name/code or picture file	
	Play		
	Pause		
	Stop		
	GoTo Beginning		
	GoTo End		
	Page Numbers		
Cover Slide			
	Logo		
	Picture/Photo		
	Other		
Content			
	Confidentiality Statement Y/N		