

eBook Criteria Checklist

Your completed eBook should include the following items on the checklist for credit:

PowerPoint Presentation:	
<input checked="" type="checkbox"/> off below	Use the Ten Golden Rules
	6 X 6 rule (Some texts use the 7 X 7 rule, so either will be appropriate)
	Caps for 6 X 6 (or 7X7 rule)bulleted lines (all bullets begin with a Cap—no periods as bulleted items are fragments only)
	All Caps for title, headings, interest only
	Consistent font & size for headings/text (All titles same font size; all text on points same font size)
	Maximum of 2 fonts used throughout presentation
	Sans serif font used (Fonts without curls--such as Helvetica, Arial, Verdana used for presentations to be viewed by an audience)
	No more than 3 colors on the page (NO red/green together)
	Text & background contrasting colors OR design template used
	No more than 2 graphics per page
	One and ONLY one transition in the presentation
	Between 5 and 10 slides
	Add an Ending slide that says "Questions" and includes the JPEG of your concept map for this eBook
	Add an Ending slide that says "Bibliography" if you used graphics, sound, or movie files collected from the Internet. URLs and source descriptions should be included here.
	One sample of Word Art (See Help on the PPT menu bar)
	One Hyperlink (See INTEL MOD3.20)
	One sound from file included somewhere within the presentation--movie clip/sound file, music from CD, OR sound recording/voice narration (See INTEL MOD3.23-3.30)
	One custom animation sample on each slide—graphic, text, or motion path (See INTEL MOD3.30-3.32)
	Slide transition set to automatically advance every 3-4 seconds (See INTEL MOD3.34-3.35)
	Presentation printed as a handout with 3 slides to the page and placed in Unit Portfolio section of Course Notebook (See INTEL MOD3.36-3.37)
	Folder containing your PPT eBook presentation and all required sound/movie files zipped and emailed to your professor