

# SIMPLE DIGITAL PRESENTATION CHECKLIST

Smartphone + Free Canva Edition

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## Plan Your Presentation

- Decide your **one clear topic** - “By the end of this digital presentation, people will **learn \_\_\_\_\_.**”
  - Write your **key takeaway in one sentence**
  - Outline **3 main points**
  - Prepare **intro + story + wrap-up** notes
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## Record Your Video

- Choose a **quiet, well-lit space**
  - Place phone at **eye level**
  - Film **short clips (30sec–2 mins)**
  - Talk naturally, like you would to a **person**
  - Pause and restart if need
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## Edit in Canva (Free)

- Open **Canva → Video / Presentation**
  - Upload video clips & stills
  - Trim start/end of clips
  - Add **simple text headings** per slide
  - Add **opening slide**: title, your name
  - Add **closing slide**: thank you + next step
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## Export Your Digital Presentation

- Click **Share → Download → MP4**
  - Quality: 1080p
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## Share & Promote

- Upload to **YouTube (unlisted)** or **Google Drive**
  - Share **link via email, social media, or bio**
  - Optional: Play live via **Zoom**
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## Optional Enhancements

- Add **soft background music** in Canva
  - Break into **short reels / clips**
  - Turn slides into **Instagram posts**
  - Reuse content for **workshops / wānanga**
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**Tip:** Real + clear > perfect. Your story is enough!