10 STEPS TO

CREATING ONE-PAGE REPORTS

1. Identify the **audience**

2. Identify the **purpose**

3. Prioritize the **information**

4. Choose a **grid**

5. Draft the **layout**

6. Create an intentional **visual path**

7. Create a purposeful **hierarchy**

8. Use **white space**

9. Get **feedback**

10. Triple check **consistency**

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CREATING ONE-PAGE REPORTS

RESOURCES

HANDOUTS

These handouts will help guide you through the creation of a one-page report, getting feedback, and a few tips and tricks on using PowerPoint to design your report.
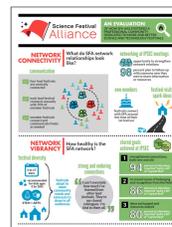
10-Steps Guide

Worksheet

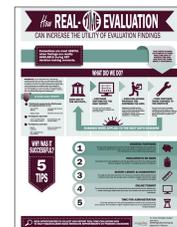Feedback Form

PowerPoint Tips & Tricks

EXAMPLES

As you are getting started, it's often helpful to look at examples of similar work. We have collected examples from the ATE community and have a Pinterest board full of other ideas.

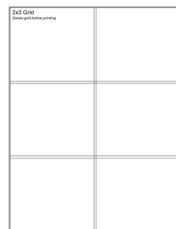South Seattle College

Science Festival Alliance

Real-Time Evaluation

Webinar Report

GRIDS

When thinking about layout, we recommend starting with a simple grid. Use these free grids by inserting them as images in any document. They will help you space and align your content.
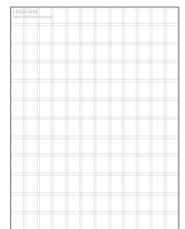
2x3 Grid

3x12 Grid

6x8 Grid

12x12 Grid

VIDEOS

There is a four-part video series that walks through the introduction to one-page reports, the 10-steps to creating, and some tips and tricks. Check them all out or just watch one.

An Intro to One-Page Reports

Building the Foundation

Visual Strategies

Final Touches

SOFTWARE TIPS

We use PowerPoint to design our one-page reports. We also recommend a few websites for icons, images, and graphic design.

Design: PowerPoint

Icons: nounproject.com

Images: unsplash.com

Design: canva.com

All resources are online! To get these resources, point your camera phone here.

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