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
CREATING ONE-PAGE REPORTS

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.

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.

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.

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.

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

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

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