



Ultimate Presentation Guide







Claude + Gamma

Your AI duo for **better decks**





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Introduction

Why Claude + Gamma Changes Everything



Let's be honest, most people dread making presentations. Not because they lack ideas. Not because they don't know their subject. But because the gap between having something valuable to say and turning it into a polished, compelling deck feels enormous. You have a PDF full of research. You have an email thread with key decisions. You have a cheat sheet crammed with notes. But translating all of that into slides that actually look good and communicate clearly? That's where most people get stuck.

That gap is exactly what this book closes.

Claude is Anthropic's AI assistant, built to think, structure, and write with remarkable clarity. Gamma is a modern presentation platform that automatically generates beautiful, professional slides. Together, they form a workflow that is genuinely different from anything that existed just a few years ago.

Here is what that workflow looks like in practice: you give Claude your raw material, a PDF, an email chain, a set of notes, and Claude reads it, understands it, and turns it into structured, well-written slide content. Then, through Gamma's connector, that content flows directly into a presentation that is already designed, already formatted, and already ready to share. No blank slides. No wrestling with templates. No starting from scratch.





What Makes This Different

There have always been tools to help with presentations. But most of them assume you already know what to say and just need help arranging it. **Claude + Gamma works the other way around** — it starts with your raw thinking and does the structuring for you.

This matters because the hardest part of any presentation is not the design. It is deciding what goes on each slide, in what order, and how much to say. Claude handles exactly that. It reads your material, identifies the key points, creates a logical flow, and writes slide content that is clear, concise, and audience-ready. Gamma then takes that content and makes it beautiful, instantly.

The result is a presentation workflow that is not just faster, but fundamentally better. You spend your time on what only you can do: shaping the message, refining the argument, making it yours. The rest is handled.





How to Use This Book



Each chapter in this book is a complete, standalone workflow. You can read it cover to cover, or jump directly to the chapter that solves your most pressing problem right now.

Chapter 1 sets the foundation, connecting Claude and Gamma so the entire workflow is possible. If you are new to either tool, start here. Chapters 2, 3, and 4 are each built around a specific type of source material: a PDF, an email thread, and a cheat sheet. Each chapter walks you through the exact steps, the right prompts to use, and the decisions to make along the way.

By the end, you will have a repeatable system, one you can use every time you need to build a presentation, no matter what your source material looks like.

A Note on the Tools

- Claude is developed by Anthropic and is accessible at claude.ai. Gamma is available at gamma.app. The Gamma connector inside Claude is what makes the two tools work together seamlessly, and Chapter 1 will walk you through setting it up in just a few minutes.
- Both tools are actively evolving. The workflows in this book are designed around their core capabilities, which are stable and powerful, and the principles behind them will remain useful even as the tools themselves continue to improve.

Let's get started





CHAPTER 1

How to Set Up Gamma Connector in Claude

Before you can turn any document, email, or note into a stunning presentation, you need to connect Claude and Gamma. This chapter walks you through that setup, step by step, clearly, and once. After this, you will never need to think about it again.

What Is the **Gamma** Connector?

- ✓ Claude has the ability to connect to external tools through what are called connectors. These are direct integrations that allow Claude to send information to, and receive information from, other platforms, without any copying, pasting, or switching tabs.
- ✓ The Gamma connector is one of these integrations. Once it is set up, Claude can take the slide content it has written and push it directly into Gamma, where it is automatically turned into a fully designed presentation. The two tools become one seamless pipeline.

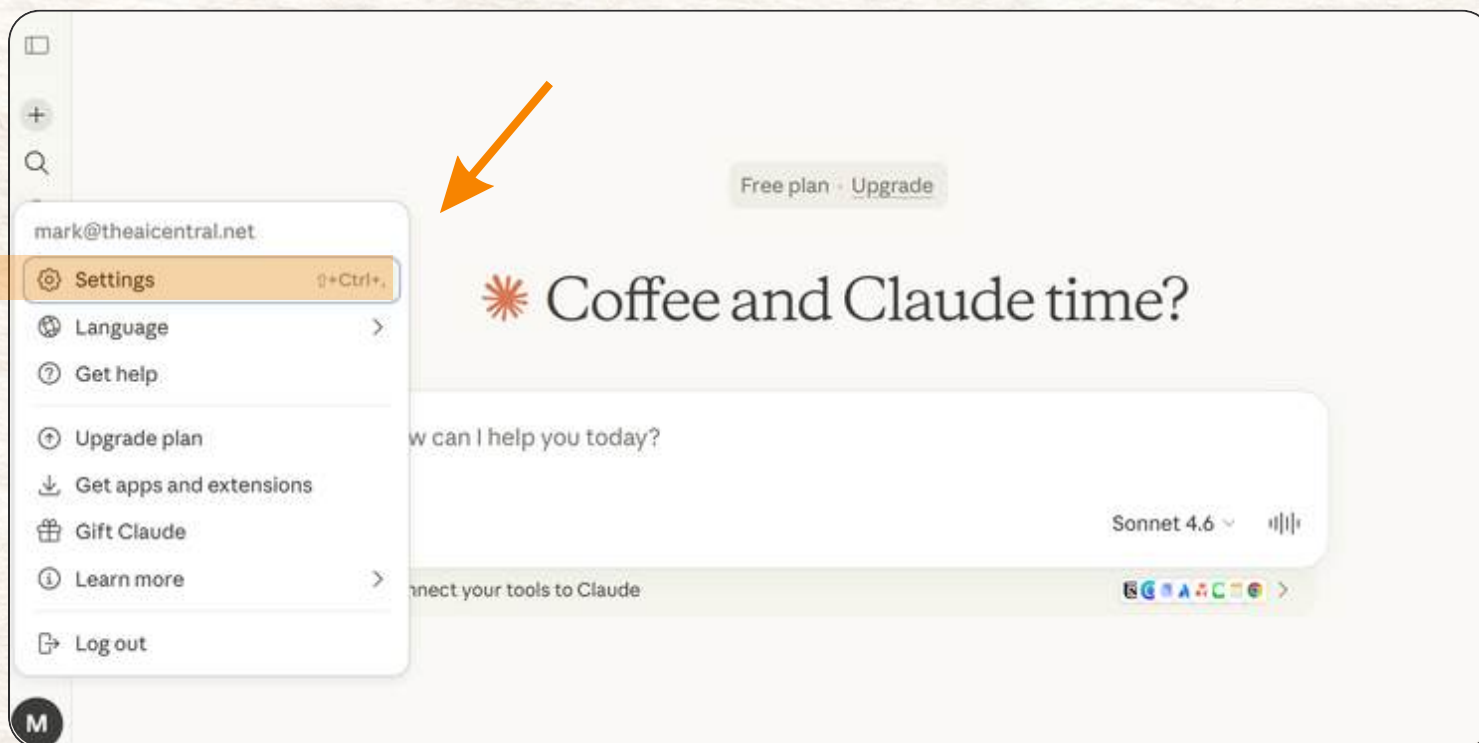




Step-by-Step Setup

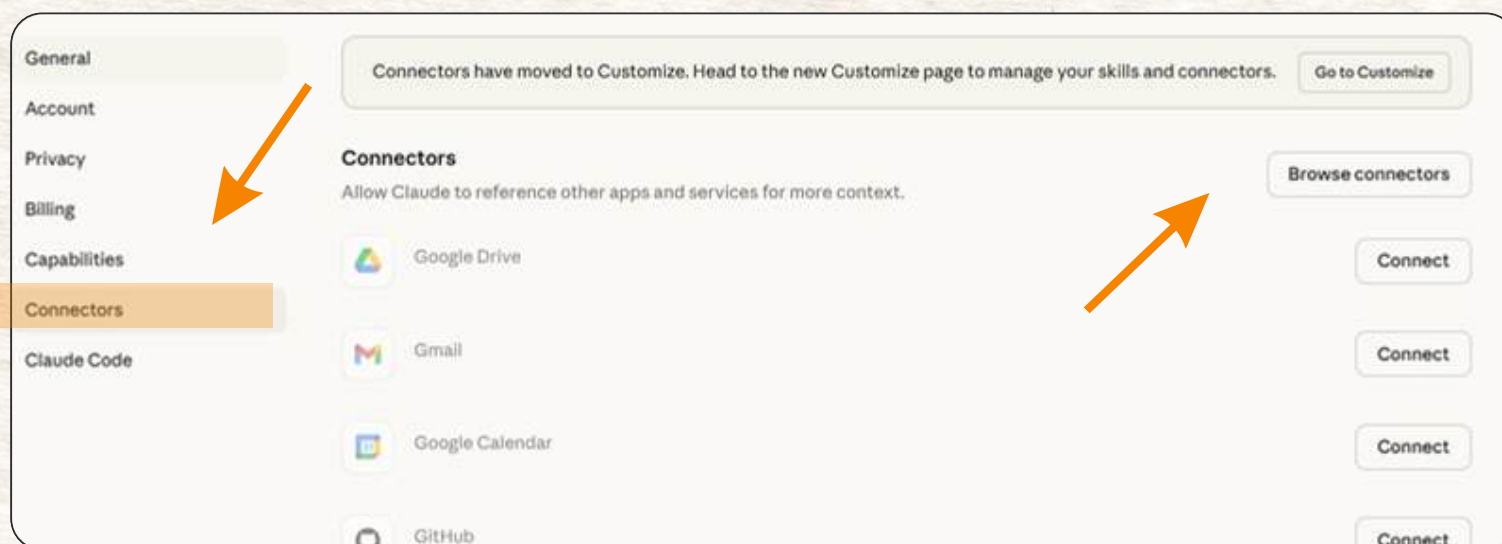
Step 1: Open [Claude](#) and go to Settings

Log into your Claude account at [claude.ai](#). In the left sidebar or top-right menu, click on Settings. This is where all integrations and connectors are managed.



Step 2: Navigate to the Connectors section

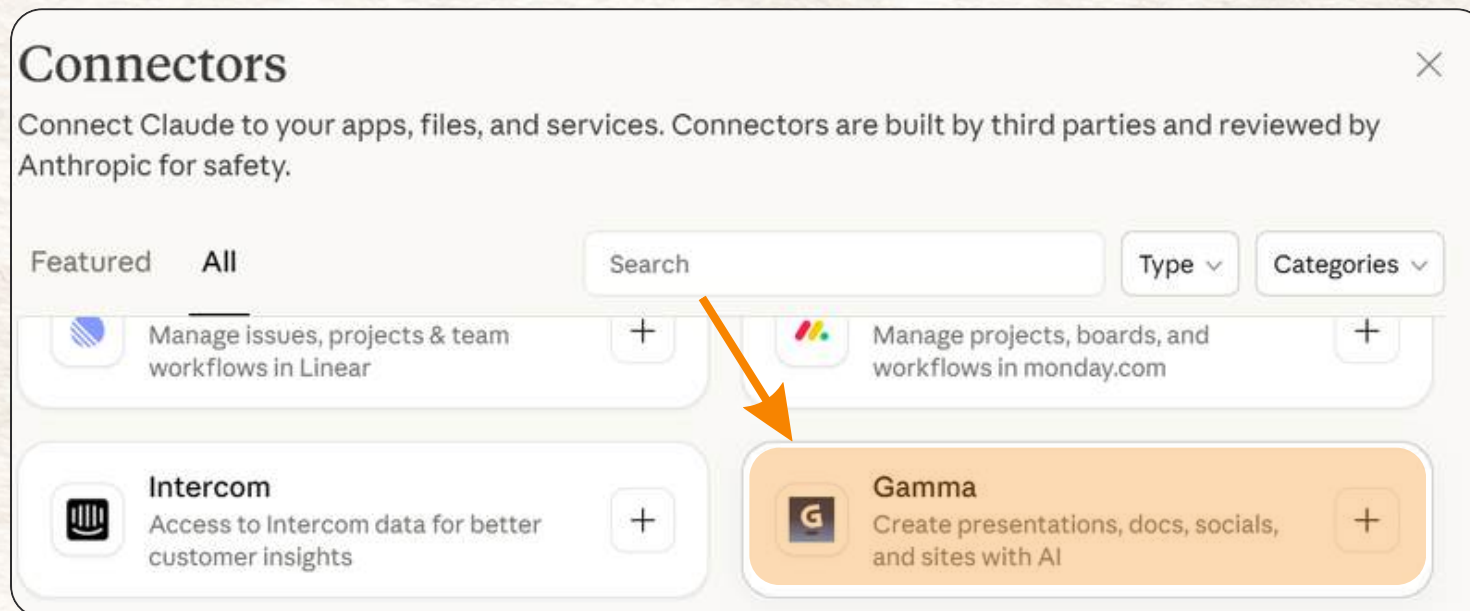
Inside Settings, find the section labeled Connectors or Integrations. This is where Claude lists all available third-party tools you can connect.





Step 3: Find **Gamma** in the list

Scroll through the available connectors until you find Gamma. Click on it to open the connection panel.



Step 4: Authenticate with your **Gamma** account

You will be prompted to log in to your Gamma account to authorize the connection. If you do not have a Gamma account, create one for free at gamma.app before completing this step



Step 5: Confirm the connection

Once authenticated, Claude will confirm that Gamma is connected. You will now see Gamma listed as an active connector in your settings.





Step 6: Test the connection

In a new Claude conversation, type a simple prompt: "Create a 5-slide presentation about the importance of sleep using Gamma." If the connector is working, Claude will generate the content and send it directly to Gamma, opening or linking to a finished presentation.

Ask Claude:

"Create a 2-slide sample deck about [topic]."

- **Gamma** should generate slides automatically
- Ensure layouts and theme are applied

Your 2-slide Marketing deck is ready! 🎉

👉 [View your presentation on Gamma](#)



You can edit the content, swap themes, and customize it further directly in Gamma. Let me know if you'd like any changes!





Step 7: Prepare Your Prompt

✓ For a full deck, your prompt should include:

- Topic / audience
- Slide count or structure
- Tone (executive, client, team)
- Any key points or metrics



Example:

"Create a 10-slide presentation about [product launch] for executives, with headlines and 3 concise bullets per slide."

[Try it in Claude](#)





Generate Content in Claude

- **Claude** will:
 - Structure the deck
 - Expand key points
 - Suggest slide headlines and bullets
- All in a single step

Here's what's inside across the 10 slides:

1. **Executive Summary** - The opportunity & solution at a glance
2. **Market Opportunity** - Size, growth, and timing
3. **The Problem** - Key customer pain points
4. **Introducing the Product** - What it is and does
5. **Key Features & Differentiators** - What sets it apart
6. **Business Model** - Revenue mechanics
7. **Go-to-Market Strategy** - Customer acquisition plan
8. **Financial Projections** - Revenue, growth, milestones
9. **Competitive Landscape** - Your positioning vs. rivals

Want to be notified when Claude responds?

Notify X





Auto-Design with GAMMA

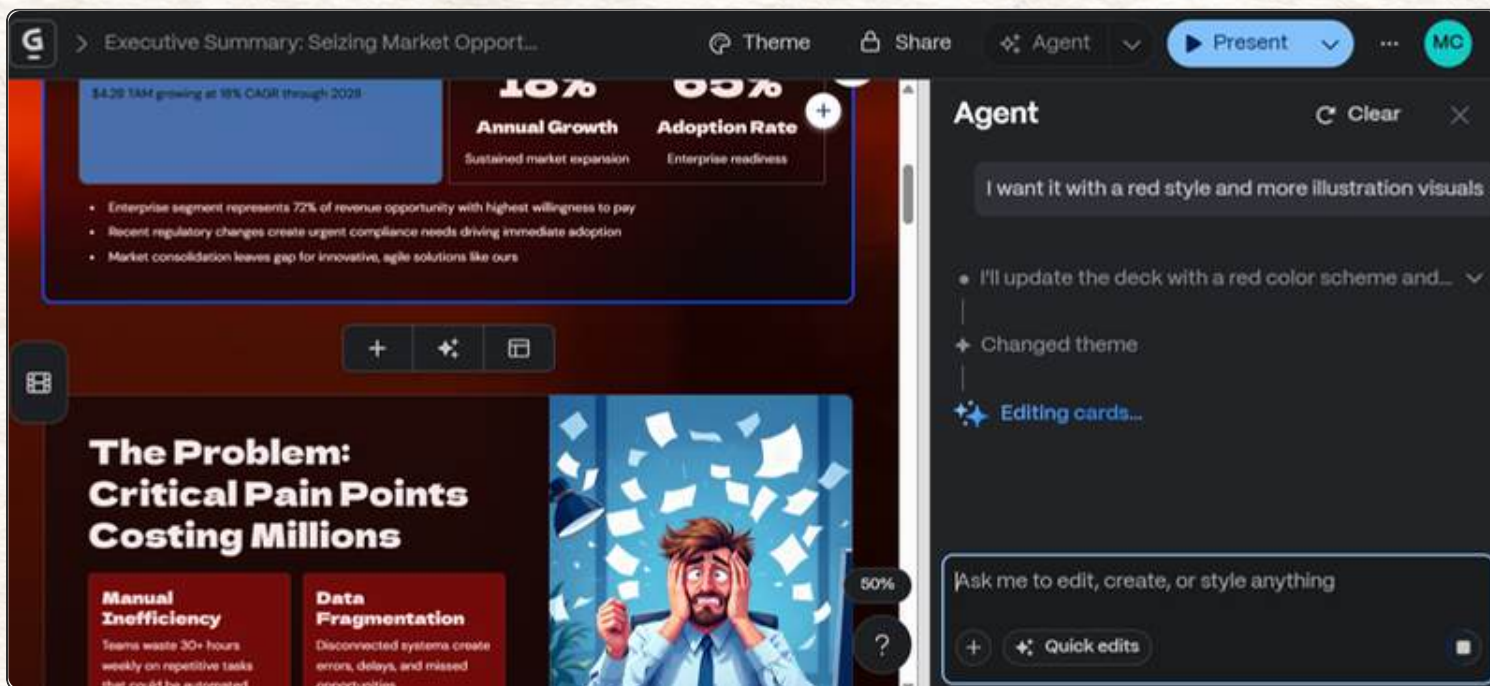
- Paste structured content into Gamma (or use the integrated connector)
- Gamma applies:
 - Layouts
 - Visual hierarchy
 - Branding





Review & Customize

- Add charts, graphs, or visuals if needed
- Adjust tone for your audience
- Export as PDF or PPT



Pro Tips for 1-Prompt Success

- ✓ Be specific in your prompt (audience, slide count, tone)
- ✓ Include key metrics or examples
- ✓ Limit slides to 8–12 for clarity
- ✓ Apply Gamma theme for branding consistency





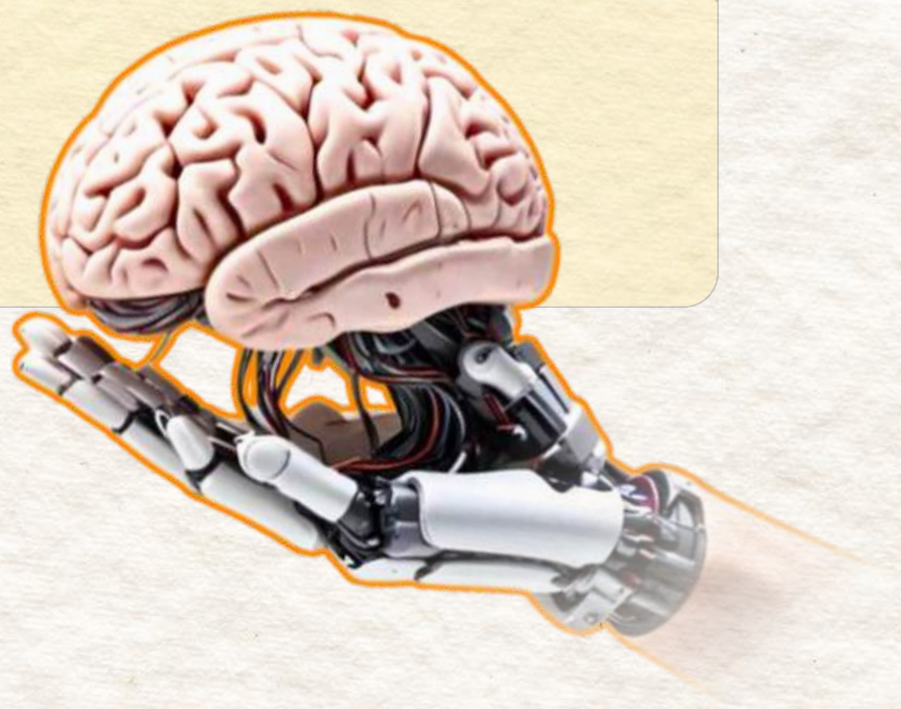
Use Cases

Try it in **GAMMA** + Claude

- 1 Sales decks → single prompt, ready to share
- 2 Executive updates → automate formatting
- 3 Training materials → structured in minutes
- 4 Client proposals → polished with minimal effort

Massive Impact

- ✓ Save hours of formatting and content editing
- ✓ Keep decks professional and consistent
- ✓ Move from idea → presentation instantly
- ✓ Teams focus on strategy, not design





CHAPTER 2

How to Convert a PDF Into a Board-Ready Presentation

You have a PDF. Maybe it is a research report, a strategic plan, a proposal, or a dense briefing document. It contains everything you need, but no executive wants to read 40 pages. They want slides. Clear, visual, fast.

This chapter shows you exactly how to get from PDF to board-ready presentation using Claude and Gamma.

Why PDFs Are Hard to Present

PDFs are written to be read, not presented. They follow a document logic: long paragraphs, dense sections, footnotes, and appendices. Presentations follow a different logic entirely, one idea per slide, visual hierarchy, short punchy text, a clear narrative arc.

Converting a PDF into a presentation manually means reading the whole thing, deciding what matters, rewriting everything in slide format, and then designing it. That process can take hours. Claude compresses it into minutes.

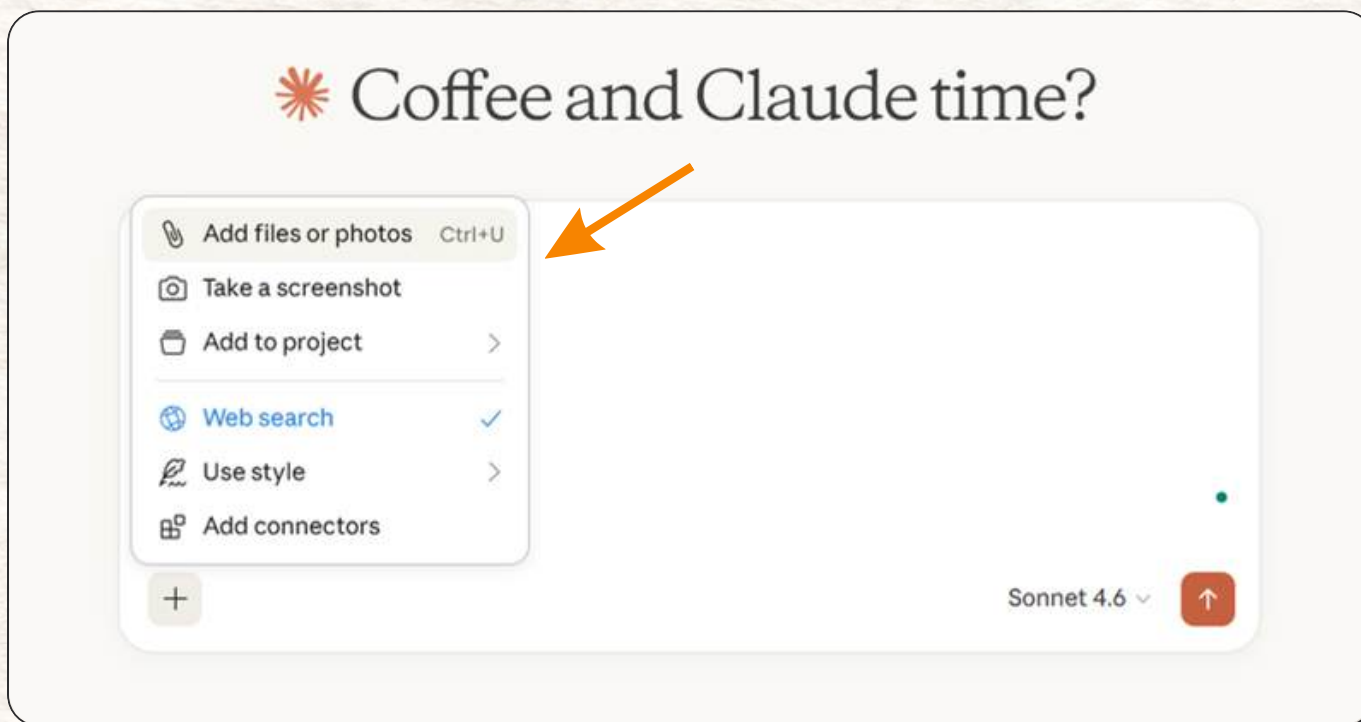




The Workflow

Step 1: Upload your PDF to Claude

In a Claude conversation, use the attachment option to upload your PDF directly. Claude will read the full document, not just the first page, but the entire content.



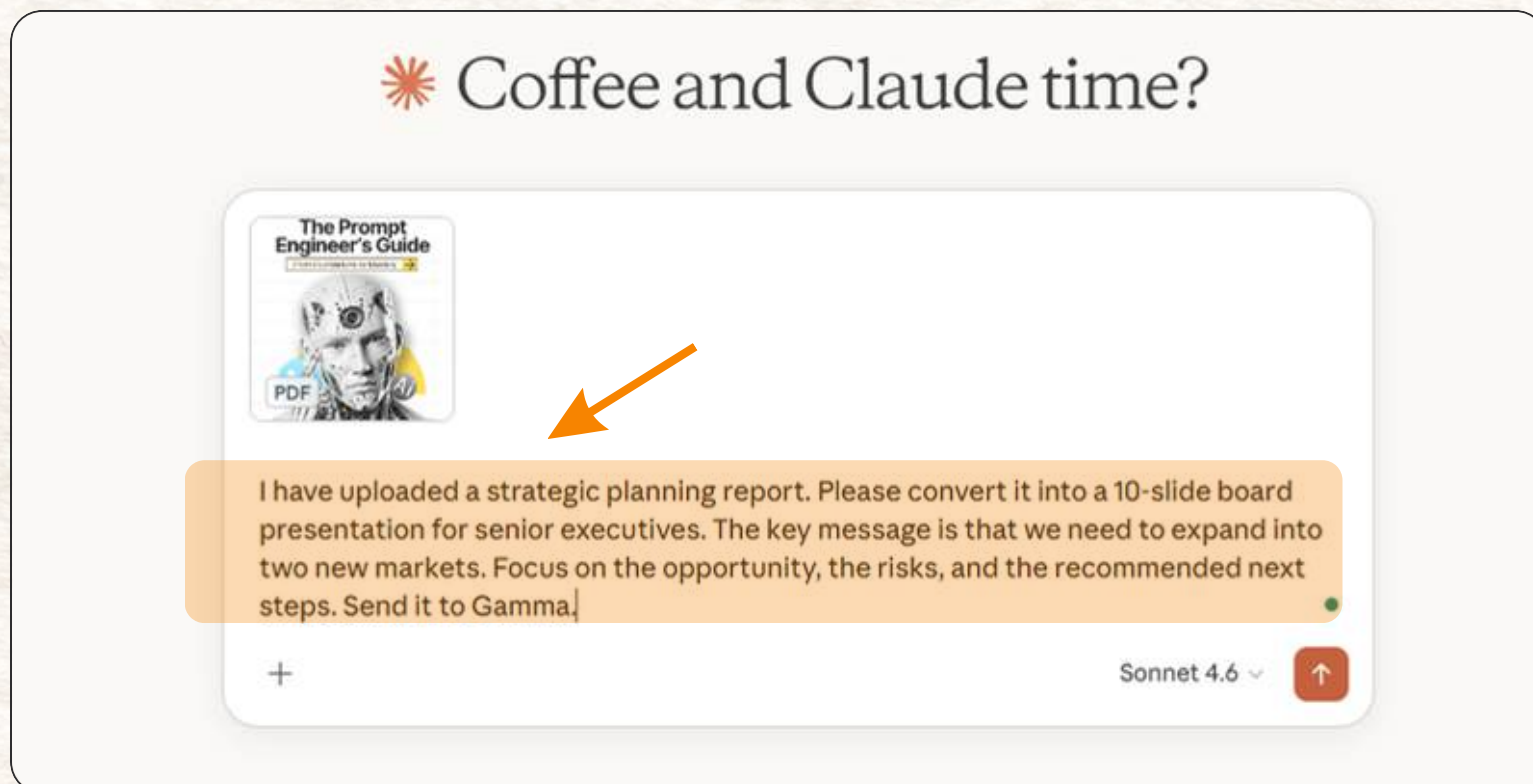
Step 2: Tell Claude what kind of presentation you need This is the most important step. Do not just say "make slides from this." Give Claude context. Who is the audience? What is the purpose of the presentation? How many slides do you want? What is the key message you want people to leave with?

A strong prompt looks like this: "I have uploaded a strategic planning report. Please convert it into a 10-slide board presentation for senior executives. The key message is that we need to expand into two new markets. Focus on the opportunity, the risks, and the recommended next steps. Send it to Gamma."





Claude filters noise → surfaces signal



Step 3: Review Claude's slide structure

Before Claude sends anything to Gamma, it will typically outline the slide structure it plans to use. This is your chance to redirect. If the structure does not match your vision, tell Claude to adjust it. Add a slide, remove a section, change the order, Claude will revise before proceeding

Structure for Decision-Making



Ask Claude to:

- Create strong slide titles
- Limit to 8–10 slides
- Highlight numbers, not paragraphs
- End with clear recommendations





- Create strong slide titles
- Limit to 8-10 slides
- Highlight numbers, not paragraphs
- End with clear recommendations

Ran 2 commands, created a file, read a file >

Here's the sharpened version — 9 slides, fully rebuilt around your four principles:

Slide	Title	Focus
1	AI Is Moving Faster Than Our Governance	Framing
2	The Case for Urgency: 3 Numbers	Giant stats — 2M+, 200M+, \$0
3	AI Has Crossed a Threshold — Tool to Collaborator	Before/after contrast
4	5 Risks the Board Must Own	Risk table with severity badges
5	AI + Humans Outperforms Either Alone	Opportunity cards with numbers
6	Waiting Is the Riskiest Strategy of All	3 stats on cost of delay
7	What Good AI Governance Actually Looks Like	6 principles
8	4 Decisions Required from the Board	Owner + deadline per item
9	Board Recommendation	Single clear ask + 4 action steps

Step 4: Let Gamma build the presentation

Once you confirm the structure, Claude pushes the content to Gamma. Within seconds, you have a fully designed presentation, formatted, visual, and ready to present or share



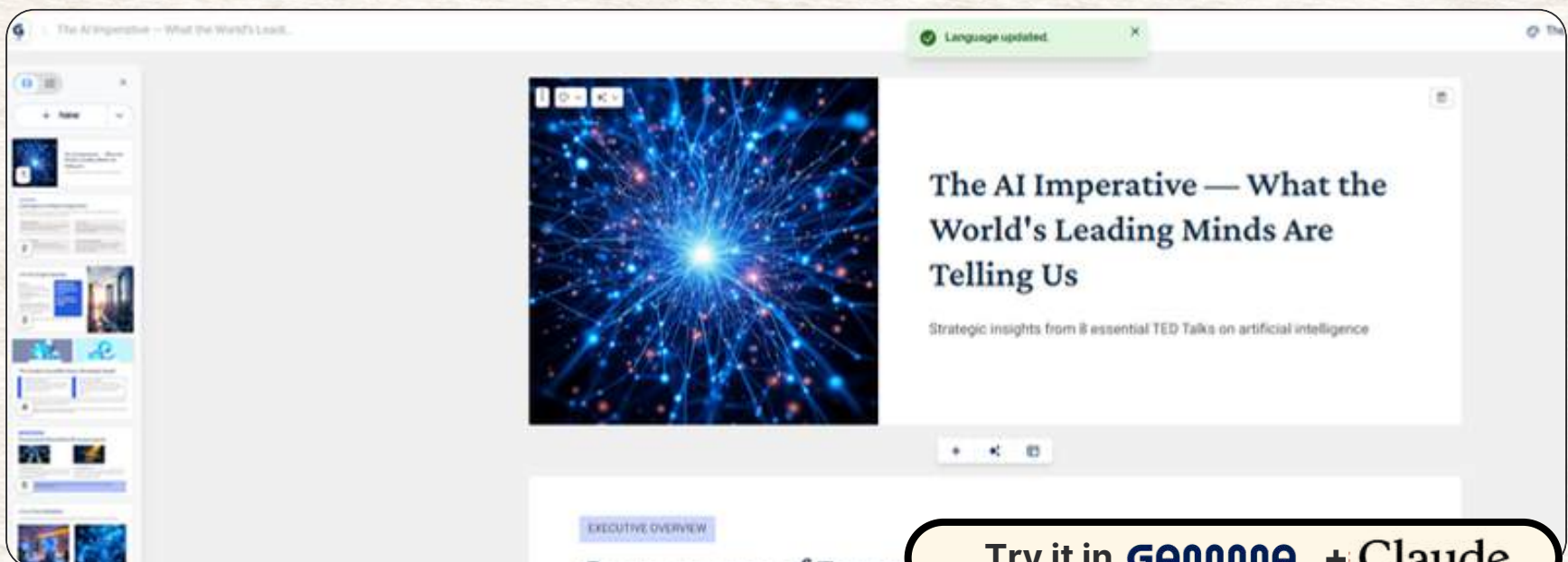


Step 5: Refine inside Gamma

Review the slides in Gamma. Adjust any language, swap in your brand colors, add charts or images where needed. The heavy lifting is done — now you are just polishing.

Design Instantly with **GAMMA**

- Take the structured output into **Gamma**
 - Apply professional layouts
 - Create visual hierarchy
 - Keep slides clean and consistent
 - Turn raw text into presentation-ready design



The Shift

- **Before:**
PDF → Overwhelming → Ignored
- **After:**
Insight → Structured → Decision-Ready

Best Practices

- ✓ Always define the audience as "board-level."
- ✓ Cut slides until only insights remain
- ✓ Replace explanations with metrics
- ✓ Keep one core idea per slide
- ✓ Close with clear actions





GAMMA

COLLECTION

Keep reading our exclusive gamma tutorials



10 Design Prompts You Must Try

Get 10 ready-to-use design prompts to create presentations, pitch decks, and infographics with AI tools like Gamma. Save hours and improve visual quality with structured prompt engineering.

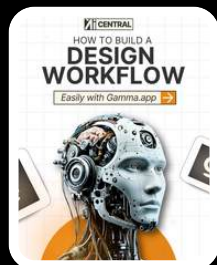
[LINK](#)



From Idea to Visual in 3 Steps with Gamma

Turn raw ideas into polished presentations in three simple steps using ChatGPT prompts and Gamma AI. Learn a faster AI productivity workflow for slides, case studies, and business decks.

[LINK](#)



Your Personal Design Workflow

Learn how to build a repeatable AI design workflow using ChatGPT prompts and Gamma. Create faster presentations, apply brand assets once, and turn ideas into consistent visual systems.

[LINK](#)



Top 5 Time-Saving Gamma Hacks

Save hours on presentations with five practical Gamma AI hacks. Learn how to reuse templates, lock brand styles, and automate exports using smart AI design workflows.

[LINK](#)



Unlock Your Creativity: Tips for Non-Designers

Learn how to create professional visuals without design skills using ChatGPT prompts and Gamma AI. This practical AI productivity guide shows non-designers how to think clearly and design faster.

[LINK](#)

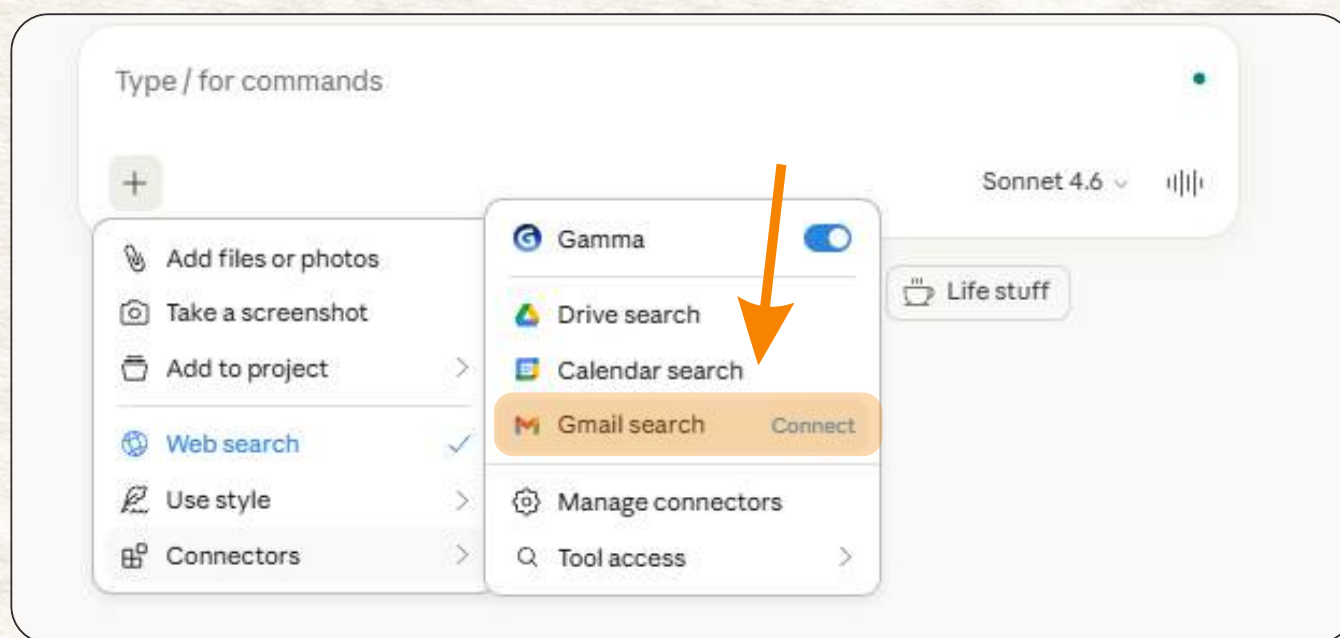
CHAPTER 3

How to Turn Emails into Slide Decks

Your inbox is already a presentation. It just doesn't look like one yet. Instead of copying and pasting emails manually, Claude connects directly to your Gmail, reads your threads, pulls what matters, and sends it straight to Gamma as a finished deck. Here is exactly how to set it up and use it.

Step 1: Connect Gmail to Claude

Before anything else, you need to link your Gmail account to Claude. Open Claude and go to Settings → Connectors. Find Gmail in the list and click Connect. You will be asked to sign in to your Google account and grant Claude permission to read your emails. Once authorized, Gmail will appear as an active connector — Claude can now access your inbox directly, without you copying a single email.



* You only do this once. After that, Claude remembers the connection every session.



Step 2: Tell Claude Which Emails to Pull

Now open a new Claude conversation and tell it exactly what to look for. You do not need to paste anything; Claude goes into your Gmail and finds it.

A strong prompt looks like this:

"Go into my Gmail and find the email thread about our product launch timeline from the past two weeks. Read the full conversation and summarize the key decisions, open questions, and next steps."

Claude will search your inbox, identify the right thread, read it fully, and come back with a clean summary, decisions made, action items, key dates, and open questions. All extracted. All organized.

● Prompt example:

"Search my inbox for the latest email from [client name] about [project]. Summarize the key points."

[Try it in Claude](#)

Here's my summary of the key points:

Mark's email covers four main updates for Q1 marketing. First, the team is pivoting to short-form video on Instagram and TikTok due to significantly higher engagement. Second, the paid ads budget has been increased by 20%, with a focus on retargeting. Third, Sarah will kick off SEO blog content starting March 1st. Finally, the "NovaBrand X" product launch is set for March 15th, with all creative assets due by March 8th — and a team sync is planned for Friday to align on KPIs.

This is exactly how it would work with a real email connection! If you paste an actual email from Mark, I can summarize it the same way instantly. Would you like to try that?





Step 3: Review the Summary

Before building any slides, read through what Claude has pulled. Email threads often contain outdated information that was corrected later in the conversation. Confirm that the summary reflects where things stand right now, not three emails ago.

If something is missing or wrong, tell Claude directly:

"You missed the decision about the budget. Include that and remove the part about the old deadline."

Claude will revise instantly.

● Claude outputs:

- Slide titles
- Key insights
- Action items
- Logical flow



Step 4: Turn the Summary into a **GAMMA** Deck

Once the summary looks right, give Claude one final instruction:

"Now turn this into a 7-slide presentation for our client. The goal is to show them where we are, what changed, and what we need from them to move forward. Send it to Gamma."

Claude takes the summary, structures it into slides, and routes it directly to Gamma. You get a fully designed presentation — formatted, visual, and ready to share — in seconds.





Step 5: Finalize in Gamma

Open your deck in Gamma and do a final pass. Adjust any language, add your brand colors, and drop in a chart or image if needed. The heavy lifting is done; you are just polishing.

● Auto-Design with Gamma

- ✓ Paste Claude's structured content into Gamma
- ✓ Gamma applies layouts, visuals, and themes automatically
- ✓ You now have a professional, branded presentation

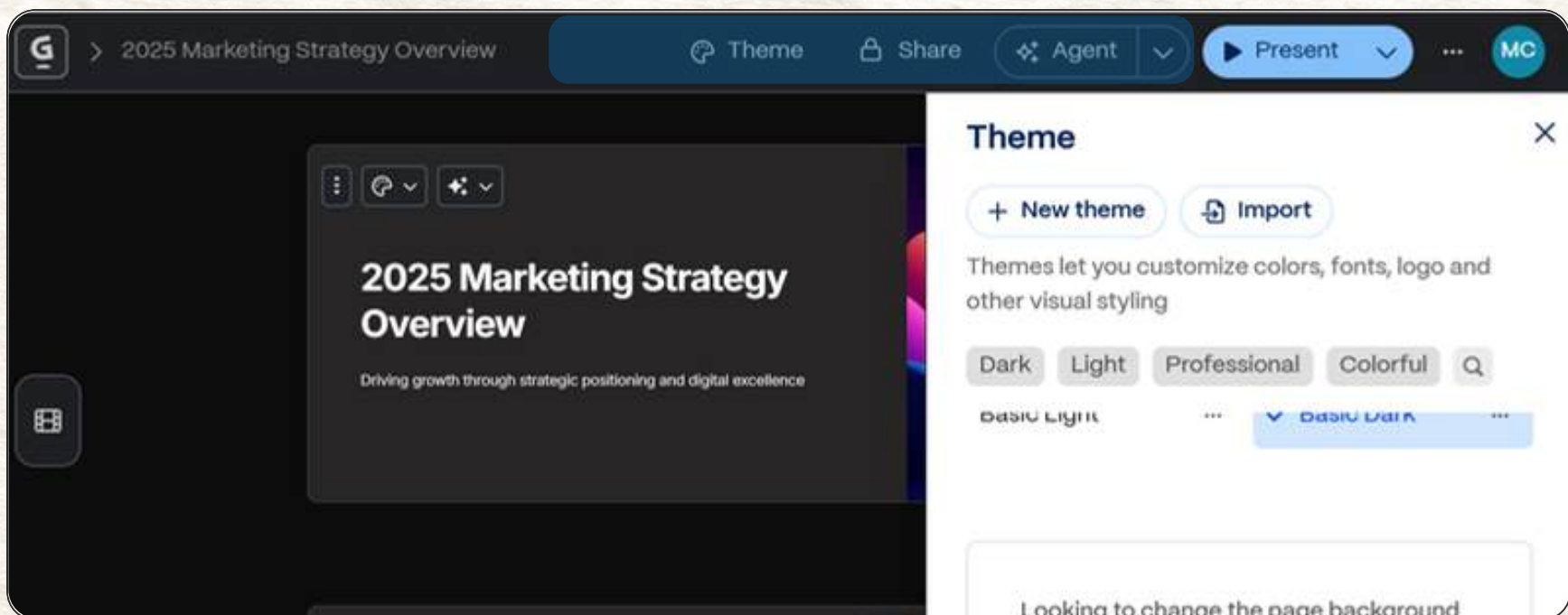
The screenshot shows a presentation slide in the Gamma editor. The slide title is "2025 Marketing Strategy Overview". Below the title is the text "Driving growth through strategic positioning and digital excellence". A blue button labeled "Edit in Gamma" is positioned at the bottom right of the text area. A blue arrow points from the text area towards the button. To the right of the text is a large, colorful abstract graphic with a gradient of purple, blue, and orange. A vertical scrollbar is visible on the right side of the slide. In the bottom right corner of the screenshot, there is a call-to-action button that says "Try it in GAMMA".





● Review & Customize

- ✓ Add charts, graphs, or images if needed
- ✓ Adjust tone for the audience
- ✓ Export as PDF or PPT





Impact of This Workflow

- Save hours compared to manual copying
- Eliminate formatting errors
- Improve clarity and professionalism
- Move faster from insight → action



Tips for Better Results

1 Be specific with your prompt

- Don't say "find my client emails." Say "find the thread with Sarah from Acme about the Q2 proposal sent last week." The more specific you are, the better Claude finds the right conversation.

2 Ask for a summary before the deck

- Before building slides, ask Claude to summarize what it found in 2-3 sentences. Confirm it is the right thread, then tell it to build the deck. This saves you from redoing everything.

3 Always add an action items slide

- Tell Claude to end every deck with one slide: who does what, and by when. This is the slide people screenshot, forward, and actually act on.

4 Make it a weekly system

- Got a weekly client update? Use the same prompt every week. Claude pulls the latest emails, builds a fresh deck, sends it to Gamma. Done in one prompt. Every time.

5 Combine multiple threads into one deck

- Claude is not limited to one thread. Tell it to pull all emails related to a project, across different senders and subjects, and combine them into one deck. One prompt. One deck. Full picture.





CHAPTER 4

How to Convert a Cheat Sheet to a Deck

Cheat sheets are knowledge compressed to its most essential form. Bullet points, shorthand, quick references, dense notes, they represent hours of thinking distilled into a single page. The challenge is that they are written for yourself, not for an audience. This chapter shows you how to turn that private shorthand into a public-ready presentation that communicates your expertise clearly.

Why Cheat Sheets Are Powerful Starting Points

✓ A cheat sheet already contains the work. The research has been done, the key points have been identified, and the most important information has been filtered from everything else. What it lacks is narrative, context, and design.

✓ **Claude** adds the narrative and context. **Gamma** adds the design. Together, they transform a page of dense notes into a presentation that teaches, informs, or persuades, depending on what you need.

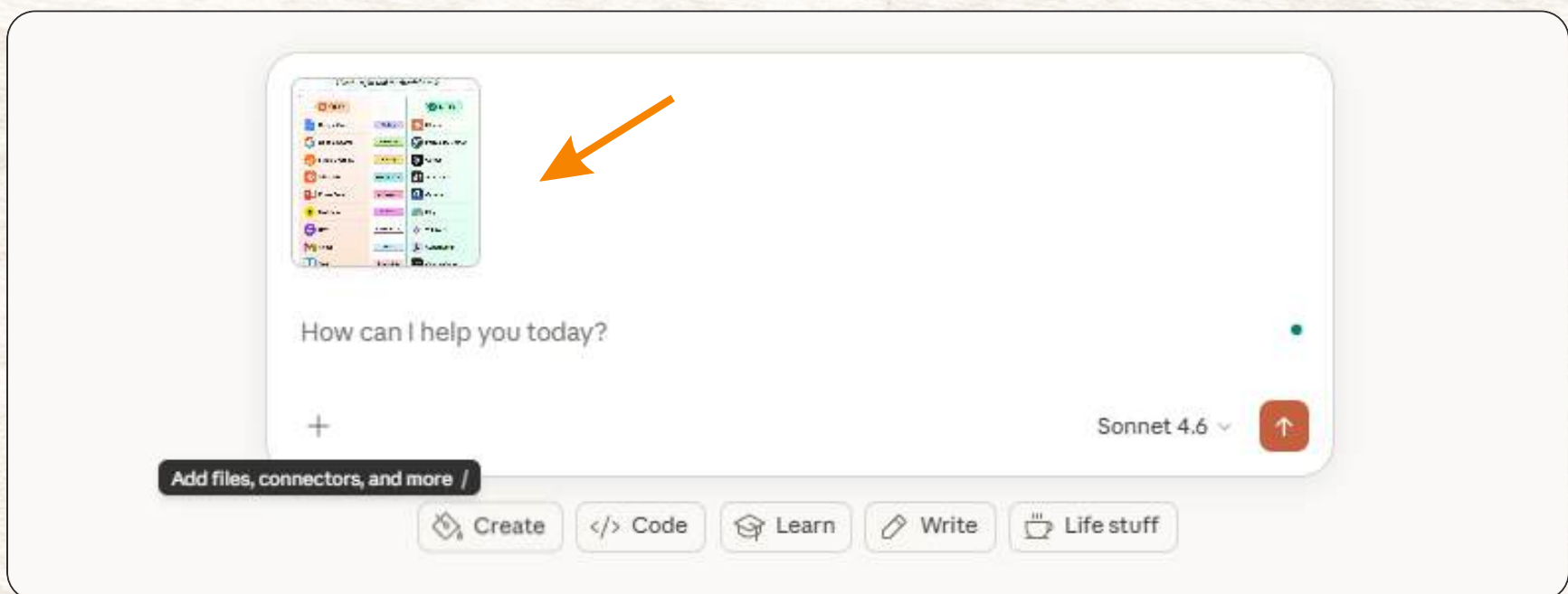




The Workflow

Step 1: Paste your cheat sheet into Claude

Copy the full text of your cheat sheet and paste it into a Claude conversation. Include any structure that already exists, section headers, categories, and numbering, as this gives Claude useful signals about how the information is organized.



● Prepare Cheat Sheet

- ✓ Gather bullet points, SOP notes, or key takeaways
- ✓ Rough notes are fine
- ✓ Claude will clarify and expand content



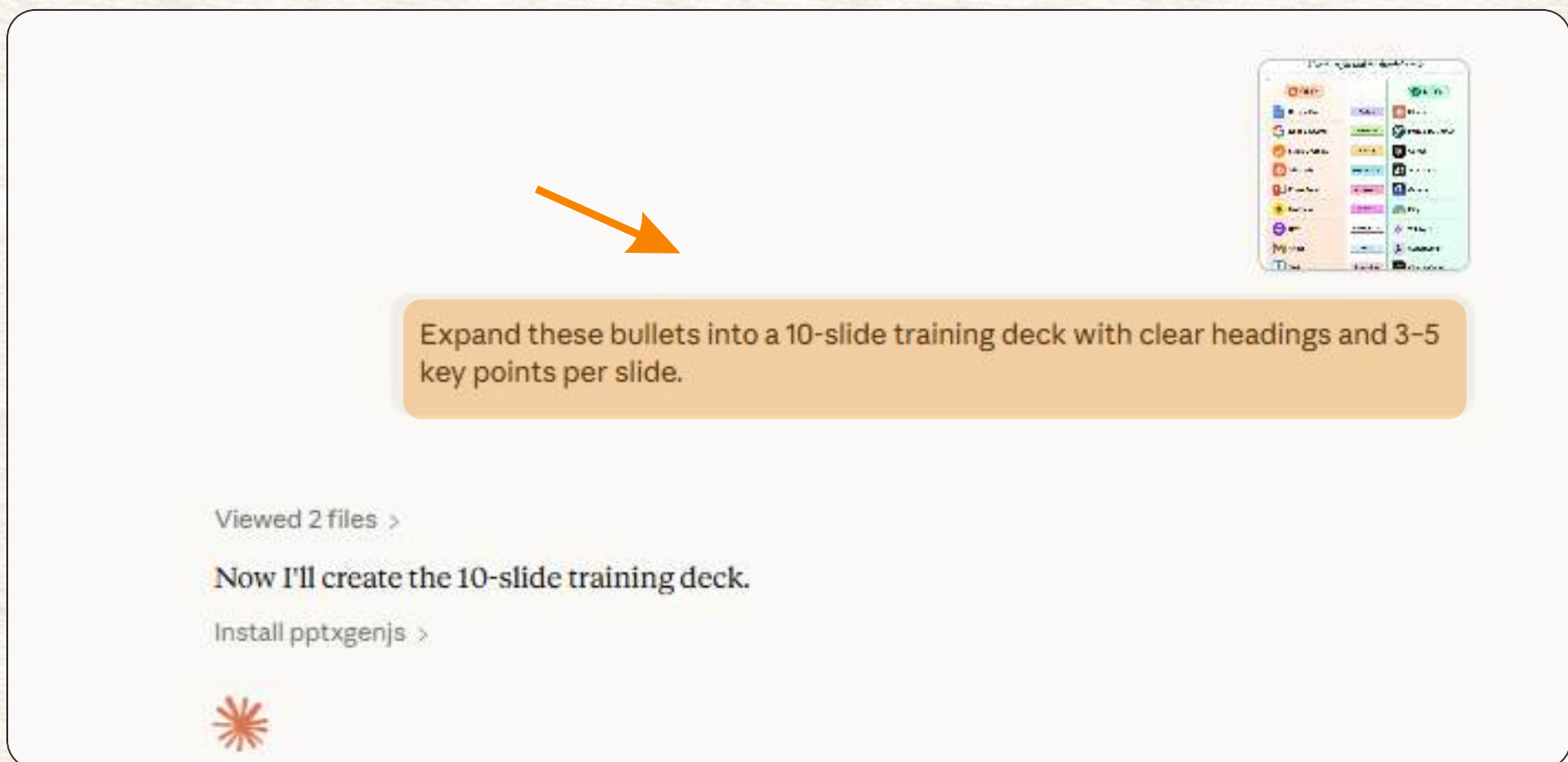


Step 2: Tell Claude what the deck is for

The same cheat sheet can become many different presentations depending on the context. A cheat sheet on negotiation tactics could become a training deck for a sales team, a keynote for a conference, or a reference guide for a new hire. Tell Claude which one you need.

A strong prompt looks like this:

"Here is my cheat sheet. *Turn it into a 10-slide training deck for junior sales reps.* One tactic per slide, simple explanation, one real-world example each. Send to Gamma."



Step 3: Ask Claude to expand, not just reformat

This is a key distinction for cheat sheets. Unlike PDFs or emails, cheat sheets are often too compressed; they need to be expanded, not just reorganized. Ask Claude explicitly to flesh out each point with explanation and examples. Claude is excellent at taking a three-word bullet point and turning it into a clear, audience-ready explanation without losing the original insight.





Step 4: Review for accuracy

Because Claude is expanding on your original notes, this review step is important. Make sure the expanded explanations reflect your actual intent. If Claude has interpreted something differently than you meant, correct it before sending to Gamma.

Step 5: Send to Gamma and finalize

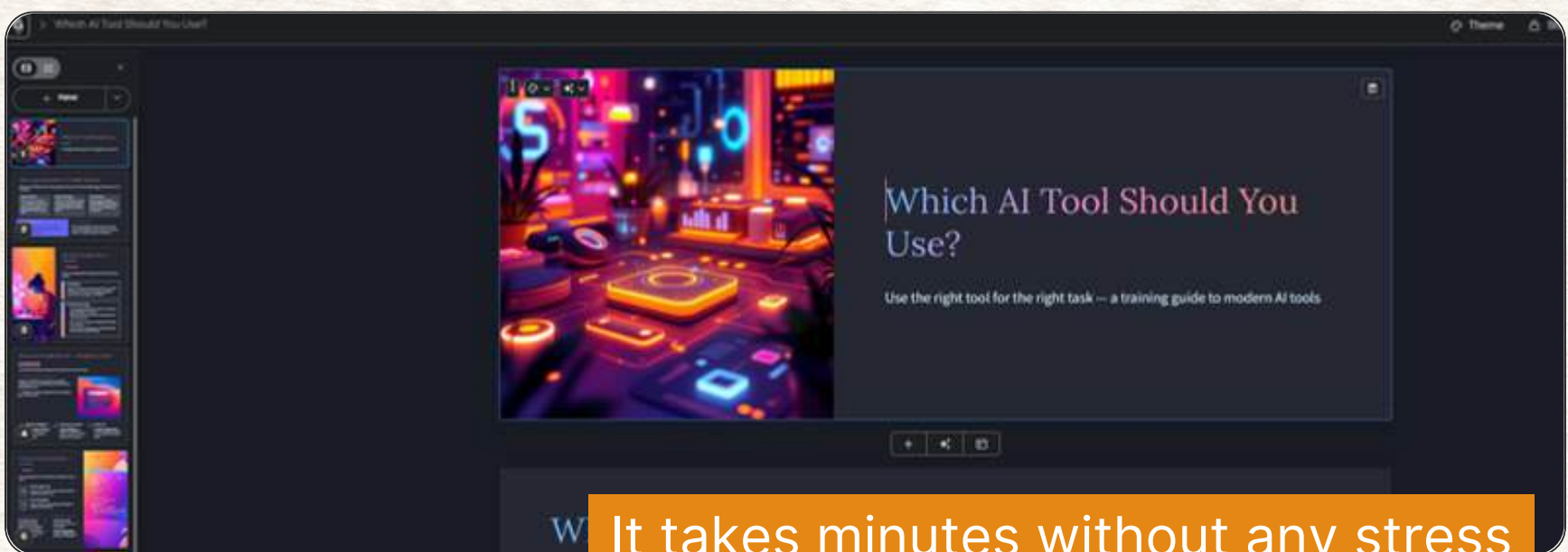
Once the content looks right, Claude pushes it to Gamma. The result is a fully designed presentation built from your expertise, structured, visual, and ready to deliver.

● Transform into Slides with **GAMMA**

✓ Paste Claude's output into Gamma

✓ **Gamma** automatically:

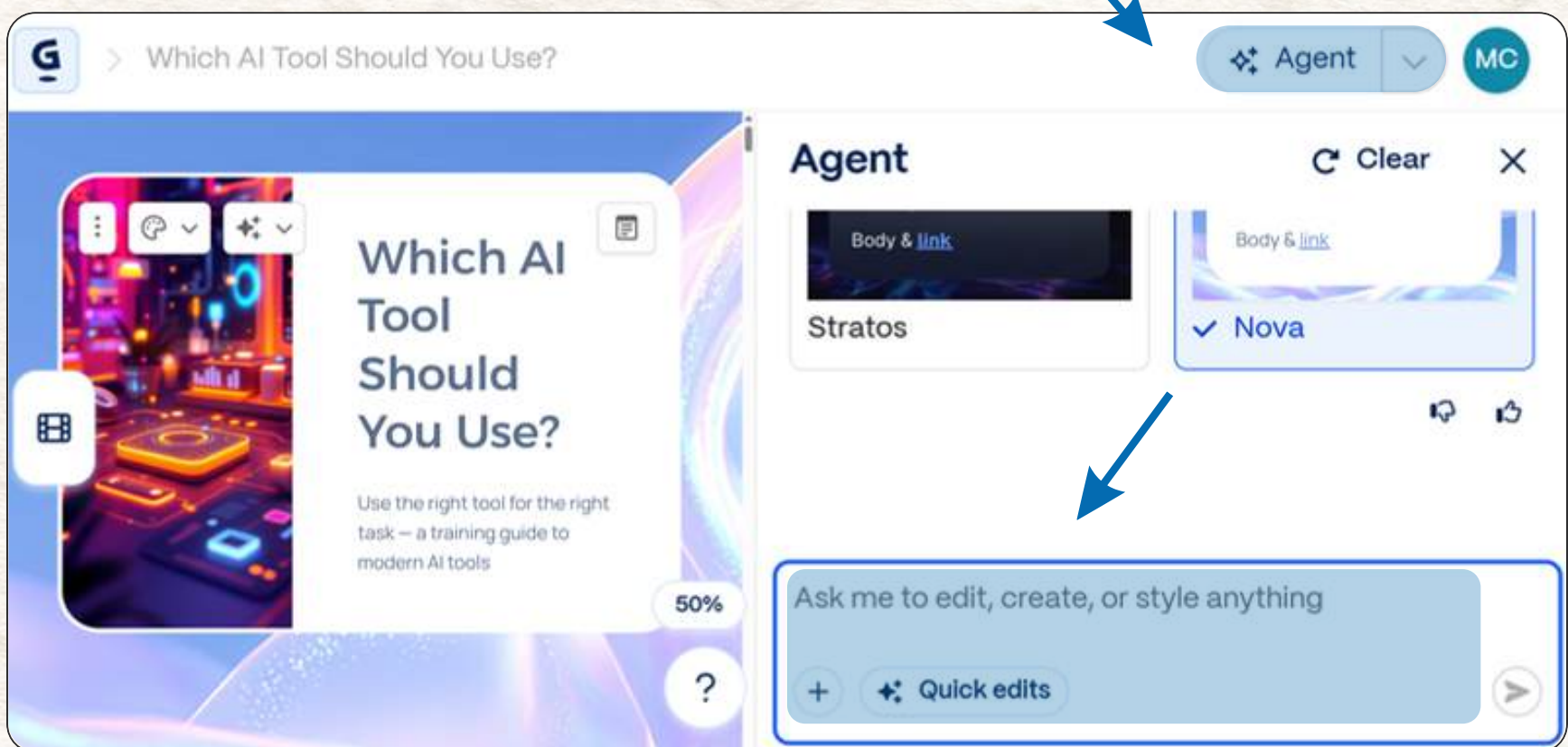
- Applies layouts
- Formats visuals
- Creates consistent branded slides





● **Customize & Enhance**

- ✓ Add visuals, icons, or images
- ✓ Apply company theme
- ✓ Export as PPT or PDF





Claude + Gamma

- ✓ Cuts deck creation time by 70–80%
- ✓ Maintains clarity and consistency
- ✓ Frees teams to focus on teaching, not formatting
- ✓ Makes training creation effortless, fast, and professional.





CONCLUSION

The Future of Presentations Is Already Here

You have just learned four workflows that most people do not know exist yet.

You know how to connect Claude and Gamma in minutes. You know how to turn a dense PDF into a boardroom-ready deck. You know how to pull an email thread from your Gmail and transform it into a client presentation. And you know how to take a page of raw notes and turn it into a training deck your team can actually use.

None of this requires design skills. None of it requires hours of work. It requires one thing: knowing how to prompt.

That is the real skill this book teaches. Not how to use two tools, but how to think in prompts. How to give Claude the right context, the right audience, the right goal, and let the workflow do the rest. Gamma handles the design. Claude handles the thinking. You handle the message.

The One Thing to Remember

Claude thinks. **GAMMA** builds. **You present.**

That is the whole system. Keep it simple. Use it consistently. And every time you need to communicate something important, start with a prompt, not a blank slide.



Create Easy Designs with **Gamma** Now

<https://gamma.app/>

