Documents that travel

Write the content once. Keep the structure when the document moves.

One source, two conversations

A research brief needs headings, tables, and equations. A review deck needs a clear canvas with text people can edit.

Document	What stays useful
Word brief	Headings and table cells
PowerPoint deck	Text and page geometry

The equation stays part of the document:

$$Q = \sum_{i=1}^{n} \frac{x_i}{n}$$