PowerPoint Guidelines

Six Rules for PowerPoint Presentations:

1. Unity
2. Simplicity
3. Legibility
4. Consistency
5. Clarity
6. Quality

Presentation Outline

- Start presentations with a title slide and place a short title on every slide.
- Second slide is an outline slide of what you will cover.
- Next to last slide is a summation slide of major points.
- Last slide is contact information.

Slide Design

- Use one main idea per slide:
  - Maximum of 6-7 bullets.
  - Maximum of 6-8 words per bullet.
- Use same font throughout, or a maximum of two font types.
- Use large font size: at least 36 point, no less than 24 point.
- Avoid over-use of animation – these can be distracting.
- Graphics should “garnish” the slide, not become the focal point.
  - Exceptions would be charts and graphs.
- DO NOT use all caps.
• Use underline and italics sparingly.

• Separate text from the background with strong contrast

• Size your presentation for the largest audience. If everyone in a room of 500 can read all the information, people in a room for 25 will have no problem.

• Backgrounds and color schemes should complement the content, not detract.

• Projected material will always be lighter than what you see on a computer monitor. Saturate backgrounds darker to compensate for this.

• Use common fonts, such as Arial and Times New Roman. If you must use a special font, embed it into your presentation.

• Better to have more slides with less content (fewer bullets and fewer words) than fewer slides with crowded content.

**Preparing for Your Presentation**

• Put entire presentation on a Jump Drive or cloud share, even if you also have it on your laptop. You may need to change to another device to give your presentation.

• If you use sound or video, make sure the files stay with the presentation, especially if you copy the material to another device.

• PowerPoint is a visual aid to share key points. Never read a PPT slide to your audience.

• Know your content, relax and engage your audience.

• When printing handouts, change the color/grayscale option to Pure black and white

• Avoid printing dark backgrounds on handouts as the text will be hard to read.