

PowerPoint Presentation Guidelines

- The following slides present guidelines and suggestions for the use of fonts, colors, and graphics when preparing PowerPoint presentations for Sessions and Seminars.
- This media (PPT) is designed to **ENHANCE** your presentation, not **BE** the presentation.



PowerPoint Slide

- Highlight key points or reinforce what the facilitator is saying
- Should be short and to the point, include only key words and phrases for visual, reinforcement
- In order for your presentation to fit on most screens, text and images should be placed within 95% of the PowerPoint slide.

PowerPoint Layout

- Layout continuity from frame to frame conveys a sense of completeness
- Headings, subheadings, and logos should show up in the same spot on each frame
- Margins, fonts, font size, and colors should be consistent with graphics located in the same general position on each frame
- Lines, boxes, borders, and open space also should be consistent throughout

Fonts

- Font Style Should be Readable
 - Recommended fonts: Arial, Tahoma, Veranda
- Standardize the Font Throughout
 - This presentation is in **Tahoma**



Do !

Font Size

- ★ **The larger, the better. Remember, your slides must be readable, even at the back of the room.**
- This is a good title size
Verdana 40 point
- A good subtitle or bullet point size
Verdana 32 point
- Content text should be no smaller than
Verdana 24 point
- This font size is not recommended for content. Verdana 12 point.

Font Size

★ Combining small font sizes with bold or italics is not recommended:

- ★ *What does this say? Garamond Font, Italic, Bold 12pt.*
- **This is very difficult to read. Times Font, Bold, 12pt.**
- *This point could be lost. Century Gothic Font, Bold, Italic, 14pt.*
- No one will be able to read this. Gill Sans Font, Condensed Bold, 12pt



Don't !

★ Small fonts are okay for a footer, such as:

Fonts



Don't!

- *Don't Sacrifice Readability for Style*

- DON'T SACRIFICE READABILITY FOR STYLE

- *Don't Sacrifice Readability for Style*

- ❖ **DON'T SACRIFICE READABILITY FOR STYLE**

Caps and Italics

- **DO NOT USE ALL CAPITAL LETTERS**
 - Makes text hard to read
 - Conceals acronyms
 - Denies their use for EMPHASIS
- Italics
 - Used for “*quotes*”
 - Used to *highlight* thoughts or ideas
 - Used for book, journal, or magazine *titles*

Use a Template

- Use a set font and color scheme.
- *Different **styles** are DISCONCERTING to the audience.*
- You want the audience to focus on what you present, not the way you present.

Use the Same **Background**
on Each Slide



Do !!

- Don't use multiple **backgrounds** in your presentation
- Changing the style is distracting



Don't!

Colors

- **Reds** and **oranges** are high-energy but can be difficult to stay focused on.
- **Greens**, **blues**, and **browns** are mellower, but not as attention grabbing.
- **Reds** and **Greens** can be difficult to see for those who are color blind.

Avoid These Combinations

- Examples:

–Green on Blue

–Dark Yellow on Green

–Purple on Blue

–Orange on Green

–Red on Green



Don't !

Colors

- White on dark background should not be used if audience is more than 20 ft away.
 - This set of slides is a good example.
 - You can read the slides up close.
 - The further away you get, the harder it is to read.
 - This is a good color combination if viewed on a computer.
 - A dark background on a computer screen reduces glare.

Background Colors

Remember: Readability! Readability! Readability!

This is a good mix of colors. Readable!

This is a bad mix of colors. Low contrast. Unreadable!

This is a good mix of colors. Readable!

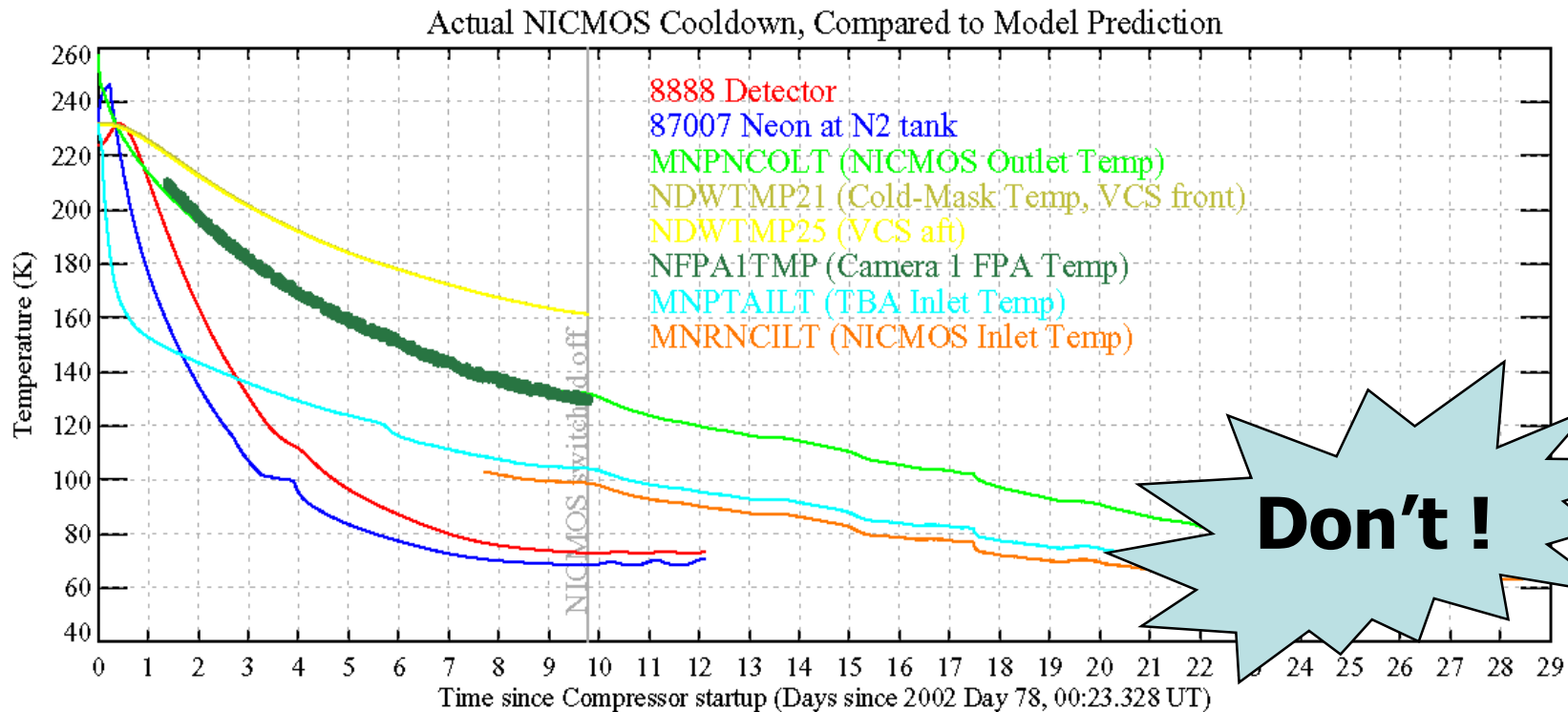
This is a bad mix of colors. **Avoid bright colors on white.** Unreadable!

Graphs and Charts

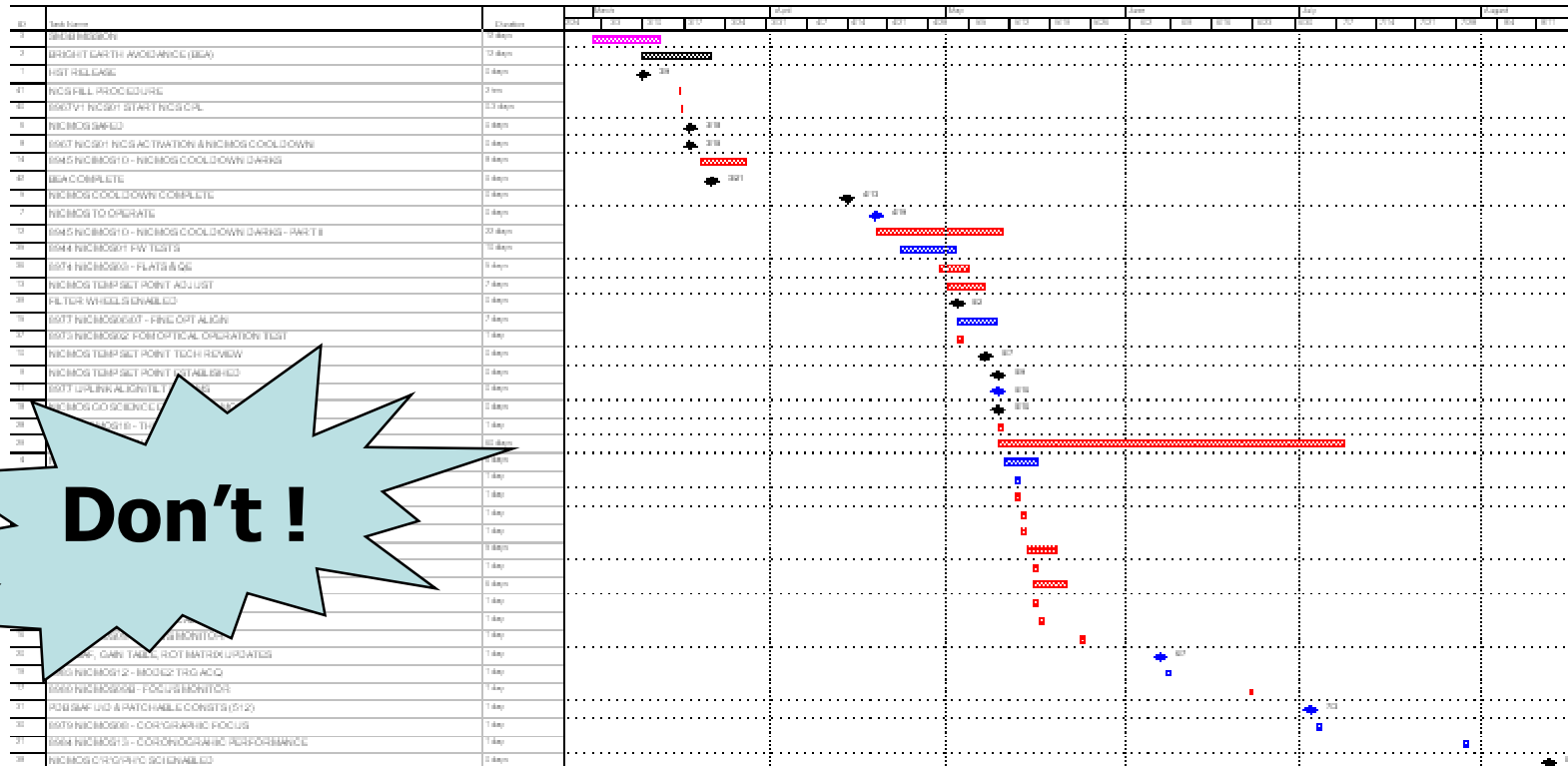
**Make sure the audience
can read them!**

Graphics and Charts

Avoid using graphics that are difficult to read. In this example, the bright colors on a white background and the small font make the graph hard to read. It would be very difficult to see, especially in the back of a room.

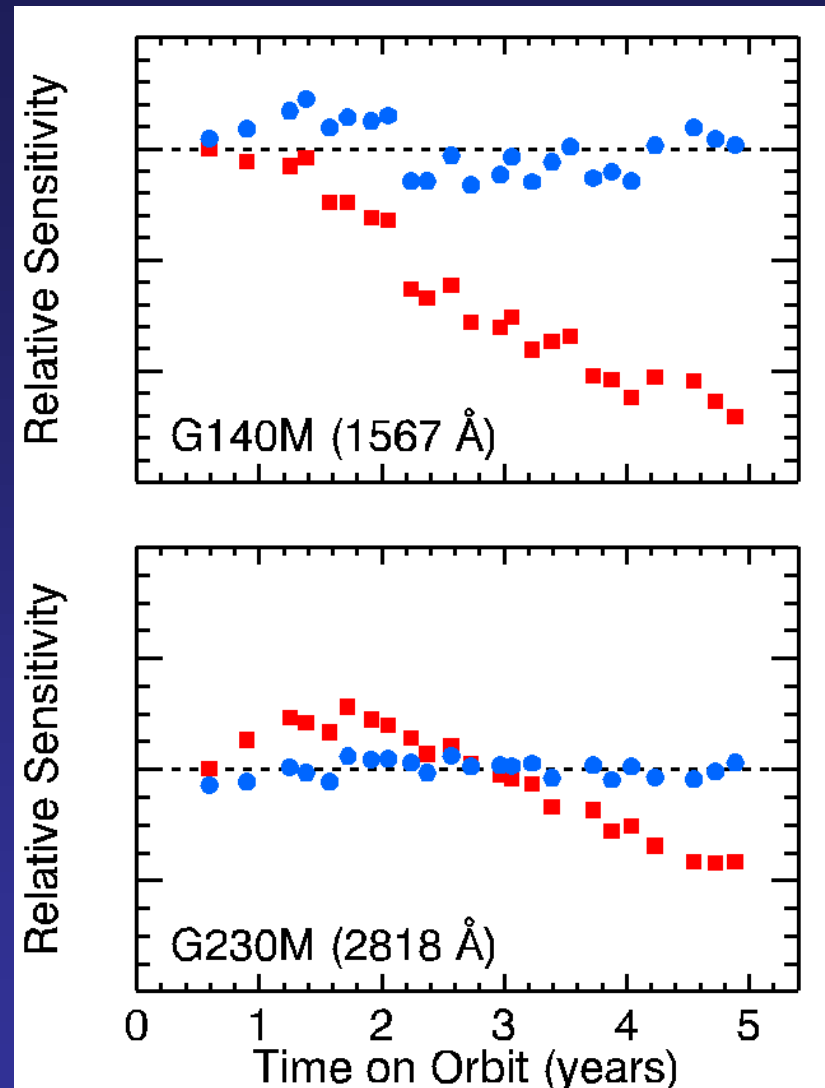


This graph contains too much information in an unreadable format.

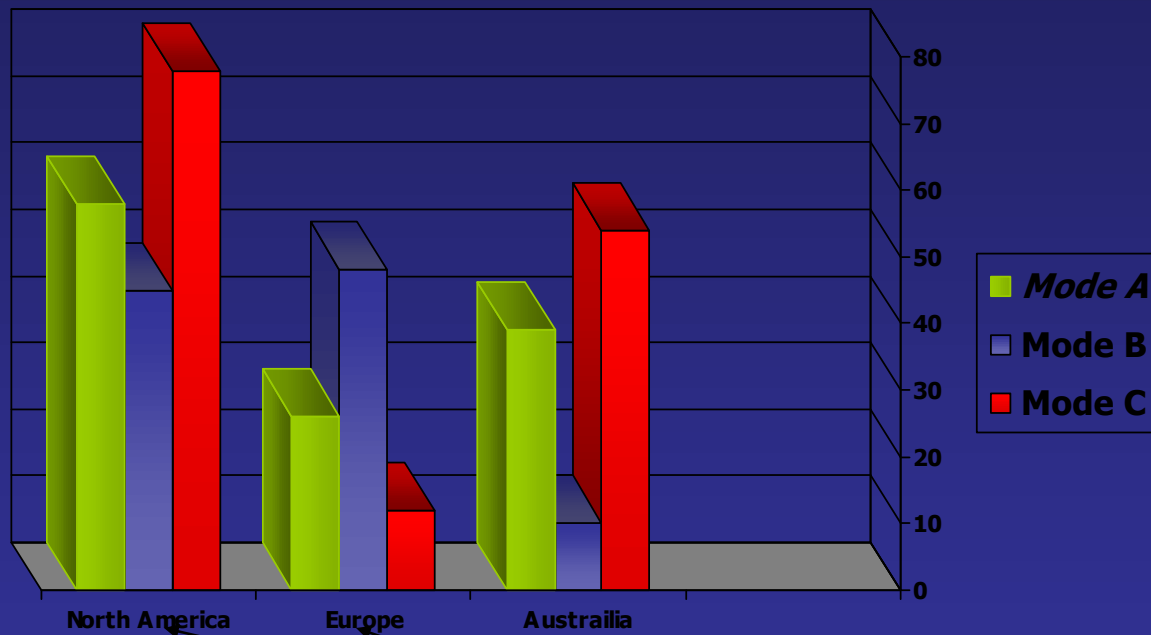


Good Graph

These are examples of good graphs, with nice line widths and good colors.

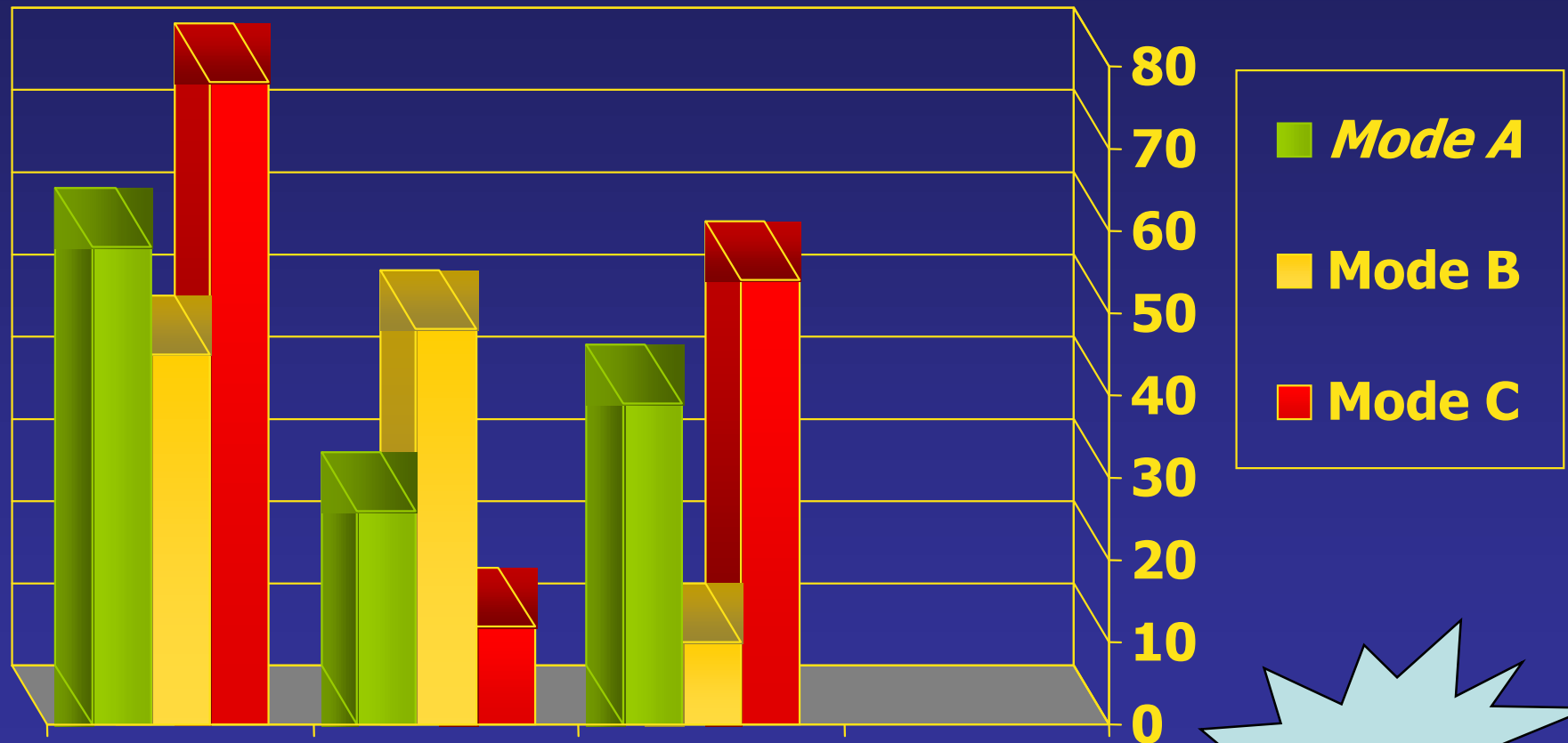


Charts and Graphs



Don't

Charts and Graphs



North America

Europe

Australia

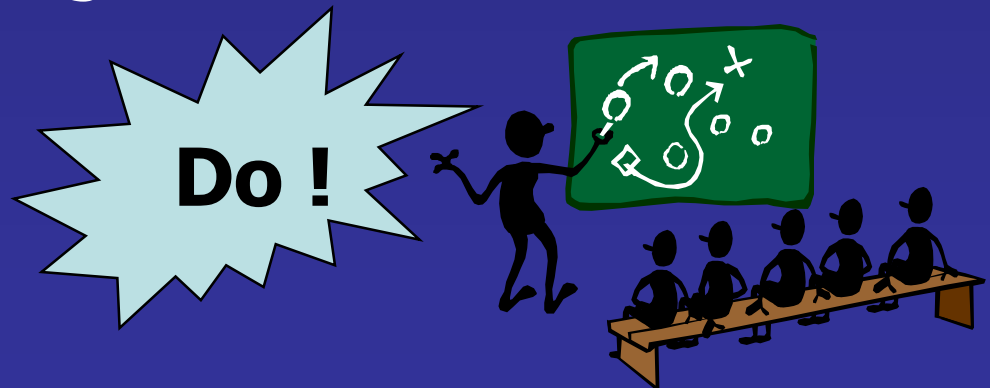
Do !

This is a good, readable table. Tables, especially large ones, should be placed on a separate slide.

4/19 Fri	109	NICMOS restarted, Ne-loop control continues
4/22 Mon	112	Change to mount Do ! control
4/23 Tue	134	Return to Ne control, Filter wheel test begins
4/24 Wed	155	Increase control temperature to allow for +2 K variations
4/25 Thur	165	Begin darks every 3 rd orbit
4/26 Fri	174	DQE test visit 1; Control temp +0.5 K

Illustrations

- Use only when needed, otherwise they become distracters instead of communicators
- They should relate to the message and help make a point
- Ask yourself if it makes the message clearer
- Simple diagrams are great communicators



Limit Each Slide to One Idea

- Use **Bullet Points** to Cover Components of Each Idea

Bullets

- Keep each bullet to 1 line, 2 at the most
- Limit the number of bullets in a screen to 6, 4 if there is a large title, logo, picture, etc.
 - This is known as “**cueing**”
 - You want to “**cue**” the audience on what you’re going to say
 - Cues are a a brief “**preview**”
 - Gives the audience a “**framework**” to build upon

Bullets (con.)

- If you crowd too much text, the audience won't read it
 - Too much text looks busy and is hard to read
 - Why read it, when you're going to tell them what it says?
 - Our reading speed does not match our listening speed; hence, they **confuse** instead of **reinforce**

Points to Remember

Do not do this!
Limit Bullet Points
To a few words

- Limit each slide to 1 idea
- Limit each bullet point to only a few words to avoid long sentences that go on and on!
- Limit animation – Too much animation can be distracting. Be consistent with animation and have all text and photos appear on the screen the same way each time. There are many animation modes to choose from, but it is best to use just one throughout.

Points to Remember

- Keep bullet points brief
- Use the same background for each slide
- Use dark slides with light colored text in large hall events



Do!



Don't

Avoid the “All Word” Slide

Another thing to avoid is the use of a large block paragraph to introduce your information. Attendees **do not like** to have what is on the screen, **read to them** verbatim. So, please use short, bulleted statements and avoid typing out your whole presentation on to the slides. Also, it is difficult for some to listen and read a large amount of text at the same time.

Limit Animation!

- Use the same animation throughout the entire presentation
- Using more than one can be very distracting
 - The audience will only see the animation and not the message you're trying to get across



Limit Animation!

- Use the same animation throughout the entire presentation
- Using more than one can be very distracting
 - The audience will only see the animation and not the message you're trying to get across

Do!



YOU



- Do not use the media to hide you
- The audience came to **SEE** you
- The media should **ENHANCE** the presentation, not **BE** the presentation
- If you're only going to read from the slides, then just send them the slides!
- Remember, only you can prevent

"Death by PowerPoint"

Subject Seminar Details

- First slide – Title with the students credentials.
- Second Slide – Acknowledgements to the author of the article/paper along with the source details i.e magazine details...
- Students have to gauge the number of slides based on their time and subject.
- Please go through the earlier slides for the guidelines. Effort is to see that all the students have the same format and layout. Remember some marks are allotted for the quality of the ppts.