

PowerPoint Presentation Guidelines

Remember, this presentation is for your audience to SEE, not for you to read from. This implies several things:

1. Keep your words large enough---at least size 24.
2. Limit the number of words you put on a page
 - a. Avoid paragraphs
 - b. Use bullet points
 - c. Use succinct phrases instead of sentences
 - d. Limit each slide to 6 bullet points
3. Fancy is not always better!
 - Stick with simple fonts!
 - Fonts "with feet" are easier to read (in a paragraph)
 - Fonts "without feet" make nice titles
4. Choose color combinations that make your text easy to read.
5. Limit your graphics to 1-3 per page. Too many graphics can be distracting.
6. Slides are designed to supplement your presentation---not to BE your presentation. Keep it simple, and don't read your presentation word for word from your slides.
7. Fill out a storyboard before you begin to put your presentation together. It will help you stay organized, and things will get done faster.
8. Basic rule of presentations----Bells and whistles are fun to put in, but they tend to be distracting for the viewer. Make sure that special effects have a purpose.
9. Proofread and spell check! Proofread and spell check! Proofread and spell check!

Text <ul style="list-style-type: none">• Every bullet is followed by a capital letter• Each bullet has eight words or less• Keep font style simple• No complete sentences• No periods, question marks, or exclamation points• No ALL CAPS	Graphics <ul style="list-style-type: none">• Add to the message of the slide• Face the middle of the slide
Proofreading <ul style="list-style-type: none">• Check for spelling errors• Check for DOL errors	Transitions <ul style="list-style-type: none">• Use one transition for all slides Effects and Animations <ul style="list-style-type: none">• Use up to three different effects on bulleted text• Avoid animation effects on graphics copied from Internet