

# Guidelines for Creating Your PowerPoint Presentations

## Fonts

- Create a title page.
- Use Arial or Helvetica (the title page is an exception).
- Use no font size smaller than 24 point. (The title page is an exception).
- Clearly label each screen. Use a larger font (35-45 points) or different color for the title. Use different colors, sizes, and styles (bold, underline) for impact.
- Avoid italicized fonts as they are difficult to read quickly.
- No more than six to eight words per line.
- For bullet points, use the 6 x 6 Rule. One thought per line with no more than six words per line and no more than six lines per slide.
- Use dark text on light background or light text on dark background. However, dark backgrounds sometimes make it difficult for some people to read the text.
- Do not use all caps except for titles.
- To test the font, stand back six feet from the monitor and see if you can read the slide.

## Graphics and Design

- Keep the background consistent and subtle.
- Use only enough text when using charts or graphs to explain clearly label the graphic. Keep the design clean and uncluttered. Leave empty space around the text and graphics.
- Use quality clipart and use it sparingly. The graphic should relate to and enhance the topic of the slide.
- Try to use the same style graphics throughout the presentation (e.g. cartoon, photographs).
- Limit the number of graphics on each slide.
- Check all graphics on a projection screen before the actual presentation.
- Avoid flashy graphics and noisy animation effects unless they relate directly to the slide. Limit the number of transitions used. It is often better to use only one so the audience knows what to expect.

## Color

- Limit the number of colors on a single screen.
- Bright colors make small objects and thin lines stand out. However, some vibrant colors are difficult to read when projected.
- Use no more than four colors on one chart.
- Check all colors on a projection screen before the actual presentation. They may project differently than what appears on the monitor.

## General Presentation

- Check the spelling and grammar.

Source: <http://www.cheney268.com/training/powerpoint/powerpointtips.htm>