**PowerPoint - Presentation Guidelines**

Remember, this presentation is for your audience to SEE, not for you to read from. 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. The presentation should highlight key points or reinforce what the presenter is saying.

To make a PowerPoint Presentation:

1. Start PowerPoint and choose a Blank Presentation

2. Choose slide layout

3. Enter the title and any additional text.

4. Add graphics, your choice of clip art, original drawings, scanned images, Internet images, tables and charts.

5. Insert new slides and repeat Steps 2-4 for each slide

6. Add transitions, special effects, animations, etc.  \*\*These are **NOT** recommended in most scientific applications. 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.

Other programs will be similar. Make sure you save files in a standard format (like .ppt) so you can open them at the presentation venue.

Layout:

* In order for your presentation to fit on most screens, text and images should be placed within 95% of the PowerPoint slide.
* 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, Lines, boxes, borders, open space, and colors should be consistent throughout with graphics located in the same general position on each frame.
* Don’t use multiple backgrounds in your presentation

Color:

* Choose colors based on your venue. White on dark background should not be used if audience is more than 20 ft away, but a bright white screen can be blinding in a dark room. You want high contrast to make the slides easy to read but avoid distracting colors.
* Reds and Greens can be difficult to see for those who are color blind.

Text:

* Keep your words large enough---at least size 20. Pick simple fonts. Serif fonts are easier to read (in a paragraph); sans-serif fonts make nice titles. Combining small font sizes with bold or italics is not recommended. DO NOT USE ALL CAPITAL LETTERS.

Limit the number of words you put on a page. Use Bullet Points to Cover Components of Each Idea

1. Avoid paragraphs
2. Use succinct phrases instead of sentences
3. Limit each slide to 6 bullet points, 4 if there is a large title, logo, picture, etc.
4. Keep each bullet to 1 line, 2 at the most
5. Every bullet is followed by a capital letter

Graphics:

* Graphs and large tables should be placed on a new slide and maximized in size for readability. Make sure all axis labels and equations are also big enough and colored appropriately.
* Use illustrations only when needed and if they reinforce the message.
* Limit your graphics to 1-3 per page. Too many graphics can be distracting. Graphics should face the middle of the slide if applicable.
* 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.
* Avoid animation effects on graphics copied from Internet

Proofread and spell check!