

POWERPOINT PRESENTATION CREATION TIPS:

Computer Slide Format and Lettering

- Images, movies, drawings and graphics can be obtained from sources such as digital cameras, scanners, and the Internet.
- A minimum slide typeface of 24 point is recommended.
- Use color for emphasis only. White or yellow lettering on a blue background is attractive and easy to read. **DO NOT USE BLUE, RED or GREEN text.**
- For optimal legibility, use a maximum of six lines of text and six words per line per slide (equals one frame in an electronic format).
- Keep illustrations simple. Significance of data can be grasped more quickly in a simple graph form than in tabular form. Use rounded figures. Use captions sparingly.
- Images: JPG files are the recommended format for images.
- Sound and Video Clips: Solution 1: Pack and Go: The “Pack and Go” feature of PowerPoint embeds the clip into your presentation file. This ensures that the clip will be in the correct location when you unpack the file on the meeting room computer. Solution 2: Location of audio/video files: Create the presentation with the audio/video files in the same folder. PowerPoint looks in the immediate folder before generating the error that states it cannot find the audio/video file. Always check your video clips in the speaker ready room to make sure they have been embedded correctly.