

# PowerPoint Guidelines

## Use a simple PowerPoint template in landscape format

- Use dark print with a plain light background or light print and a plain dark background.
- Many presenters use a dark blue background and find it effective.

## Allow for a 1 inch margin on all borders

- This will ensure that the entire presentation will be visible on-screen.

## Limit the number of words per slide

- Try to limit your content to no more than 5 bullets of information per slide.
- Use brief phrases instead of sentences.
- Employ a parallel language structure for your bullets.

## Keep graphics simple

- Use simple bold tables like pie charts or bar graphs.
- Avoid complex tables and scatter plots.

## Font Selection

- Try to use at least 30-point font for text and 44-point font for headings. Recommended fonts are Arial, Tahoma, and Verdana.
- Avoid italics.
- Use lower case for text.

## Avoid animations and special effects

- Use a simple slide transition and avoid sounds, fly-ons, and fade-ins.

## Other best practices

- Have a second copy of the presentation available in case you encounter technical difficulties.
- Include citations for all reference materials mentioned in your presentation.