

# PowerPoint Tips to A Better Presentation

1. Presentations that are on a disk and to be processed into 35mm slides, should be set up in 35mm format. Presentations which will be viewed through a computer should be set up as an On Screen Show format. You will find this option under file, page setup. Classroom computers can accommodate (IBM Windows 95 or Office 97) and (Mac 4.0 and Office 98). If you use another version please save as one listed above.
2. Horizontal slides give a more pleasing effect than vertical slides. This is the only way to format for viewing on a computer, or computer projection unit.
3. Use the pre-designed templates. They provide a good standard for the easy viewing of your audience. Remember that elegant, simple designs are always more effective than jarring flashy designs.
4. If you choose to make your own templates, use darker colors for your backgrounds. The eyes of your audience take about 30 seconds to adjust to a light background, especially if the room is dark. By then you may be on to the next slide. Use a light colored text that doesn't blend with your background. White is the best. If you want to use colored text in your slides, use it in your titles. This will make them stand out. Use color sparingly. Never use more than three to four colors on each slide, and consider using the same colors throughout your presentation. You may set up your template for the entire presentation in the Slide Master. You will find this under the drop down menu under view, slide, slidemaster. The slide master is the format which will be followed throughout the presentation. You should also set up the text color and background color in the slide master. This will assure consistency in your presentation. Consistency is the key.
5. Use either Helvetica or Times for text. If another font is necessary, please provide it on the diskette with the presentation. Type should be bold and shadowed for easier viewing (Bold only on black backgrounds). A good guide for text-based slides is six to eight words per line and no more than five to seven lines per slide. Make the type large. For titles use 36-40 point. For text use at least 20-32 point. Anything smaller will not be readable. Do not crowd your slides.
6. Use both upper and lower case letters. Type created in upper case letters only is harder to read than those that are in both upper and lower case. If you are trying to accentuate a topic or idea try using italics or underlining the word or statement or changing the text color.
7. Leave a margin around the edge of all your slides. The most common mistake is making the title too large and too close to the top of the slide. It will be cut off during processing or viewing. Stay within the box provided for text. This will ensure all of the text will be viewed or processed.
8. When placing scans in your presentation be sure that when the image is initially scanned to use grayscale if the picture is black and white. This will save on memory and will process more quickly. The only time you should scan in color mode is when the image is in color. This should be done in a resolution of 300 or less at 16 bit color. The slide processor will not print color images that are 32 bit color. This is because they use too much memory. It will also slow viewing on the computer and make for an uneven transition from slide to slide. Pict files are the best for multimedia.
9. When you are using a graph program and importing into your presentation this can be tricky. If using Sigma Plot create only the graph. Import it on to the slide, then add your legends by using the text tool in Powerpoint. If you have Microsoft Office try using Microsoft Graph.
10. Remember the primary concern is the legibility of the slide. This will enable you to get your point across and your audience will feel informed instead of overwhelmed.