**Design Considerations when using PowerPoint**

Keep your visuals **simple and clear**. Abbreviate your message. **Pretest** for visibility and color in the room where the presentation will appear. You will be amazed at the transformation and variability of color across projectors and settings.

**Fonts**

*Sans Serif* fonts work best for projected slides (e.g., Arial, Geneva, Helvetica)

Use a large font, **no smaller than 28**. Stand 3 feet back and squint at your computer screen to get an idea of visibility.

Don't overdo the font types – keep it to 1 or 2 in a single presentation. To add emphasis, use bold, italics, size change, or color change.

Be sparing with **ALL CAPS** or **underlining**. They are difficult to read, and look as though you are shouting.

**Color**

Darker and cooler colors (e.g., dark blue, green) work well as background as they tend to recede and be perceived as ground. But a lighter background has advantage of adding ambient light to the room and being 'printer-friendly'.

Keep it simple. Too many colors can be distracting or confusing.

Take care with red and green – large proportion of population is red/green colorblind.

They may not be perceived as different from black.

**Slide formatting**

Maintain a consistent appearance across slides.

Restrict yourself to **4 to 6 lines** or bullets per page, **5-8 words per line**. If a single bullet has lengthy text, then use fewer bullets on a slide.

Leave “white space” around the edge of the slide by keeping text and graphics away from the edge. Edge areas may not show up in the projection.

Keep the background simple so that the text is easy to read.

Unless you are creating a stand-alone presentation, there is no need to put everything you plan to say on a slide. That makes for a tedious presentation and insults the viewer's intelligence.

**Presentation and Navigation**

**Navigation Arrow keys**

The arrow keys on your keyboard allow you to move forward and
backward through your presentation

B key
Pressing the letter B projects a blank screen. Press B again to return to your presentation.

Type a number and hit enter
Jump to any slide by typing the slide number and the enter key

esc
End the show by pressing the esc key.

Presentation Menu
Moving the mouse during the presentation allows you to access the Presentation Menu. Through this menu, you can jump to any slide, navigate forward and backward, make your speaker notes visible, even turn your mouse into a pen which allows you to temporarily mark on the slides.

Presentation Considerations
Don’t read your slides aloud – your audience can read faster than you can read aloud Don’t put anything on the screen that is not visible to the audience. Use a handout. Watch your pace – you can click much faster than your audience can write. Move at the speed of thought, not at the speed of mouse.

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