GENERAL

- No more than 1 slide a minute
- Don’t read your slides; use related words or talk about the ideas. Audience reads slide as soon as it appears, so they can lose attention especially if you read the slide
- Use laser pointers only when necessary to draw attention to a specific slide area
- Do not use slides to restate or outline an assignment
- Make sure the room can be darkened, then use dark background with light text
- Some color combinations don’t look professional

FONT

- Arial is the easiest to read font at a distance
- Use 18 - 20 point font size for text; larger font for headings
- All capital letters are hard to read

FORMAT

- Put as little as makes sense on a slide (7X7 is a good rule of thumb); leave some blank space
- Use bullets, never full sentences
- Use the same template throughout
- Lines should be fairly equal for balance
- Use **bold** and *italics* for emphasis, *underlining* is hard to read
- Use graphics and animations with caution. Overuse or misuse of animations can become more of a distraction than a benefit. Many presenters use too much “glitz”. If you choose to use graphics, pictures, and or animations make sure they are used to represent vital information.

FIRST SLIDE

- Include the presentation name, your name, and credentials/affiliation

SECOND SLIDE
- Include an outline of your presentation, then follow that order

**FINAL SLIDE**
- Include the presentation name, your name, and credentials/affiliation

**HANDOUTS**
- 3 slides per page in addition to speaker’s notes

**CONCLUSION**
- Many think that when they finish their slides, they’re done. Remember you must be prepared to present your information in a professional manner.