

GUIDELINES FOR POWERPOINT PRESENTATIONS

PowerPoint presentations are used to create visual interest and value-add to the uptake of the spoken message. It is recognized many presenters will be familiar with these suggestions, however, given the delegate feedback we are providing these to all presenters for their information.

General

- Use a font greater than 24pt to ensure the presentation is readable from a distance (small font sizes less than 24pt are difficult to read in well lit venues)
- The use of animated features can enhance a presentation but should be limited to avoid creating strobe effects and distracting the audience

Colour

- Use dark colours on a light background, or light colours on a dark background e.g. dark blue or light grey (easier to read in well lit venues).
- Avoid using reds and greens as these are difficult to read for the colour and visually impaired audience members

Text

- The use of a clear font e.g. Arial or Times New Roman is recommended.
- Titles should be a minimum of 36 pt.
- Text in dot points should be a minimum of 24 pt.
- The text must stand out and all text should be bold. Do not use ALL CAPS
- Use dot points and not full sentences.
- Use no more than eight words per line.
- Use no more than four lines per slide.
- Do not use paragraphs.

Tables

- When using tables or charts from a spreadsheet program, use the "paste special" function to paste them as "pictures". This will minimize the file size of the presentation.
- Use a minimum of 24 pt font and bold (Arial or Times New Roman are ideal) – definitely nothing less than font size 18pt.
- Keep tables and graphs simple, clear and easily read from a distance – avoid small detail – remember if you can't read it clearly from the back of the room you have lost the message, the impact and the audience.

Graphics

- Embedded graphics may be used to illustrate your talk.
- Keep the resolution to 72 dpi in .jpg format to minimise file sizes. Therefore, an image of about 15cm by 10cm, in JPEG High quality format, should be no larger than about 70 - 80K in size.
- Alternatively, use the "paste special" function to paste the image in as a "picture".

Many experienced presenters still make simple mistakes. The common ones to avoid are:

- Font too small
- Graphs too small or detailed
- Tables with too many cells and too small
- Using sentences or general text.
- Wrong colours
- Poor contrast between background and text