

General Guidelines for PowerPoint Presentation Design



- ❖ Keep slide information as simple, tidy and accurately edited as possible.
- ❖ If the slide has only 'point form' words on it, keep the number of lines to a maximum of six, with six words to a line (the '6x6' rule!)
- ❖ Ensure all slides are in **HORIZONTAL** format.
- ❖ Don't use CAPS as it is too hard to read
- ❖ **Font:** Please use large fonts to ensure all participants can read the presentations on the screen. We recommend sans serif fonts (ones without the little stalks on the end) eg.
 - Headers at Arial 32 point
 - Text Arial 24 Point.
- ❖ **Colours:** The key here is contrast between light and dark not between colours, i.e. *Background* colours should either be DARK, i.e. black, dark blue, very dark green, very dark purples with LIGHT type or vice versa
Examples
White text on blue background
BLUE text on white background
- ❖ **RED** should be **avoided** unless used boldly on a light background. Or if red is the background, use mainly clear (white) bold type. Thin red lines on graphs or small red printing against dark backgrounds should be avoided at all times. The human eye is unable to focus clearly on red.
- ❖ Large file sizes photographs should have the photos compressed to 96dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture tool bar.
- ❖ Don't include complex graphs or diagrams that the audiences is expected to decipher