

Presentation Slide Tips

Text/Lettering Elements

- Avoid using multiple fonts on the same visual.
- Use italics, boldface or color for emphasis.
- Use lowercase lettering.
- Use short, descriptive titles that contain key words.
- Make spacing between lines 1.5 times word height.
- Make type large enough for your audience to read. Check out your visuals from the farthest distance they will be viewed to see if they are readable. If the audience can't read it, don't use it.

Color

- Use brightest and lightest color to focus attention.
- Use points or areas of color to help lead the viewer's eye through your visuals.
- Use elements that contrast with the background color.
- Use consistent background colors in a series of visuals.
- Limit the number of colors on a visual.
- Avoid heavy use of red text on blue or green. Avoid using red and green together to compare data on charts and graphs. (It is difficult for people who are color blind to see the difference.)

Layout

- Avoid excessive detail.
- Keep your visuals simple and the information on each one brief. Break your information up into several visuals and show only the essential information.
- Make sure your visuals appear balanced.
- Use horizontal format.
- Use pleasing layout (balanced, orderly, left justified).

Presentation

- Don't spend too much time on one visual. You'll lose the interest of your audience.
- Rehearse your presentation using your equipment and visuals.
- Plan time to check the working condition of audiovisual (AV) equipment before your presentation. If possible, check the room you will present in for electrical plugs and extension cords, curtains to darken windows and the best arrangement of your AV equipment.
- Have a backup plan in case you can't use your AV aids.