

Presentation Guidelines

Remember, this presentation is for your audience to SEE, not for you to read from. This implies several things:

1. Keep your words large enough---at least size 24. Use the 6x6 rule!
 2. Limit the number of words you put on a page
 - a. Avoid paragraphs
 - b. Use bullet points
 - c. Use succinct phrases instead of sentences
 - d. Limit each slide to 6 bullet points
 3. Fancy is not always better! Stick with simple fonts!
 - a. Fonts "with feet" are easier to read (in a paragraph)
 - b. Fonts "without feet" make nice titles
 4. Choose color combinations that make your text easy to read.
 5. Limit your graphics to 1-3 per page. Too many graphics can be distracting.
 6. Slides are designed to supplement your presentation---not to BE your presentation. Keep it simple, and don't read your presentation word for word from your slides.
 7. Fill out a storyboard before you begin to put your presentation together. It will help you stay organized, and things will get done faster.
 8. Basic rule of presentations----Bells and whistles are fun to put in, but they tend to be distracting for the viewer. Make sure that special effects have a purpose.
 9. Proofread and spell check! Proofread and spell check! Proofread and spell check!
-

Text

- Every bullet is followed by a capital letter
- Each bullet has eight words or less
- Keep font style simple
- No complete sentences
- No periods, question marks, or exclamation points

No ALL CAPS

Go to next page!

Graphics

- Add to the meaning of the slide

Face the middle of the slide

Transitions

Use one transition type for all slides

Effects and Animations

- Use up to three different effects on bulleted text

Avoid animation effects on graphics copied from Internet