

PowerPoint Presentation Guidelines

Images

Make sure images are of acceptable file size. Images can be processed so they are of the smallest file size possible while still retaining acceptable quality.

- This can be done by first reducing color depth. This means reduce the number of colors in the image. Your eye only sees about 256 colors. Many scanned images or digital camera images have 16 million colors. By reducing the "color depth" the file size is exponentially reduced.
- You can also reduce the physical size of the image to the true size of your PowerPoint slide. This will reduce file size by the same percentage you reduce the image. The approximate size of a PowerPoint slide is 7.5"x10".

Fonts

Use common fonts – try not to go for the fancy extraordinary fonts. If you use one machine to develop your presentation but have to use another to show it, you may run into problems with the Presentation not supporting your font. The computer will try to approximate the font and is frequently inaccurate.

Some of the most common fonts are:

- Times/Times New Roman
- Courier
- Arial
- Bookshelf/Bookman

Animation/Effects

Try to avoid using every special effect you can pack into your presentation. Too many special effects will take away from the impact of your work. It is good to use them if they enhance or promote the point you are trying to make.

Equipment/Time

Give yourself plenty of time to test your presentation. Waiting until the last minute only adds to your stress and could jeopardize your presentation.

Equipment can be checked out from Media Distribution, Gist Hall 221, 826-3166.

- If you are a student you will need an instructor to requisition the necessary equipment for you.
- Equipment needs to be checked out well in advance.
- If you use equipment from Media Distribution you can schedule an orientation before the presentation for them to go over their equipment with you and allow you to test your presentation.

Additional assistance can be found at the DLC (Digital Learning Closet) in LIB120A by appointment.