



Creating a Presentation – Just the Nuts and Bolts –

Please consider the following design elements when developing your PowerPoint slide presentation.

It is important to remember that PowerPoint slides are simply a visual aide. You are the presentation, not the PowerPoint. By using the design elements below, you will provide your audience the best opportunity for understanding and learning by managing their focus. These elements help you target your audience's attention exactly where you want it and help avoid distraction and confusion.

One Topic- Increase *Focus* and understanding by limiting slides to a single topic.

Objects- Considered an image or 1-3 words **one** object.

Number of Objects- Use a maximum of 6 objects per slide.

Background- Dark, simple backgrounds are best.

Font Color- Use a contrasting font color that is readable by all (no color blind combinations).

Text- Limit the amount of text you use in a presentation.

Text Size- Use larger fonts (40+).

Titles- When header-titles are needed, use smaller fonts (20-32).

Font Type- Use san serif fonts. They are easier to see from afar.

Sentence case- Use sentence case for text-object (eg Public meeting, Committee project, etc.)

Images- Use color photo images (remembered better than text).

No Reading- Don't read slide text to audience. Pause, let them read, then comment.

Questions- Have audience interact with you and with your slides by asking questions.

No Bullets- Bullets are unnecessary.

Fade- Highlight the current discussion item by fading previous items on the list *[optional]*.