

Guidelines for Preparing Slides

Instructional Computing Facility

Use Bullets, Not Numbers

- ◆ Bullets imply no significant order
- ◆ Use numbers only to show rank or sequence

No More than One Topic per
Slide

Use the 6 X 6 rule:

6 lines of text

6 words per line

Allow plenty of room around borders
and illustrations



Select Readable Type Size

This is 40 point

◆ Minimum 36 point for titles

◆ 24 point for body text

◆ This is 32 point

45 point

40 point

35 point

30 point

25 point

20 point

15 point

10 point

Use a Readable Typeface and Font

- ◆ Use Sans serif (no curly feet) such as Arial or universal for body text
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- ◆ Use serif such as a roman for titles only

Use a Readable Typeface and Font

Typeface Examples

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- ◆ Typeface Examples
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- ◆ Arial
- ◆ Times New Roman
- ◆ Courier New
- ◆ GillSans

Adjust Lettering to discriminate or emphasize

- ◆ Make titles a larger type size than body elements
- ◆ **emphasize** important statements or words with **bold**, *italic*, larger size or **different fonts**.

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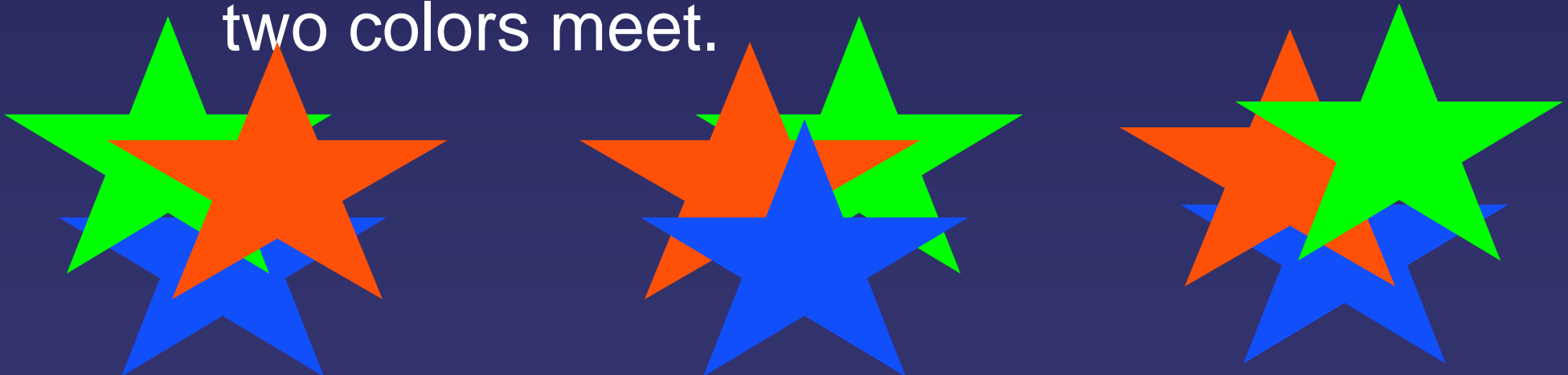
Choose Color Carefully

- ◆ Use the same color consistently throughout the presentation
- ◆ Use light letters on a dark background

To determine if a slide is legible
when projected, hold it up to a light;
if it is readable, it is probably fine

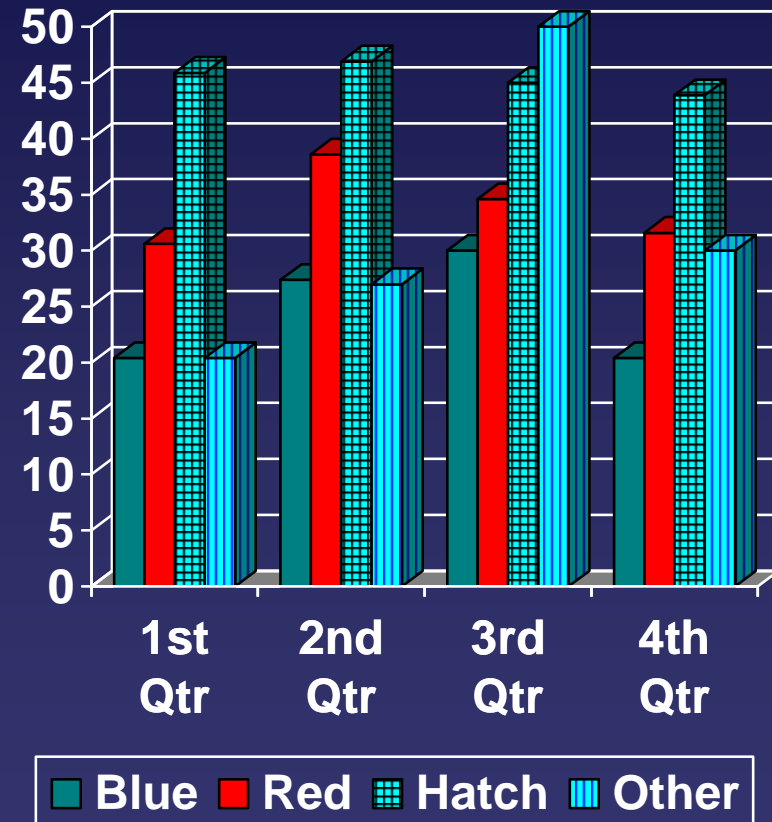
Colors

- ◆ Avoid placing saturated primary colors (red, green or blue) adjacent to each other.
- ◆ They may create a third color where the two colors meet.



Use Solid Colors instead of fill Patterns on Charts

- ◆ Patterns on bars or pie slices cause confusion.
- ◆ Solid colors convey a clear bold message



Your Slides are Not your Presentation

- ◆ Your slides are a focus for your presentation
- ◆ Your presentation is not proof of your thesis
- ◆ Your paper is proof
- ◆ You present your proof with slides to focus interest on what **you** think is **important**

You can't stop talking

- ◆ **Recall:** You cannot start talking until the audience has finished reading
- ◆ **But:** You can't stop talking
- ◆ **So:** You end up reading your slide to the audience.
- ◆ **Which is:** Really annoying

Use Simple Tables to Present Numbers

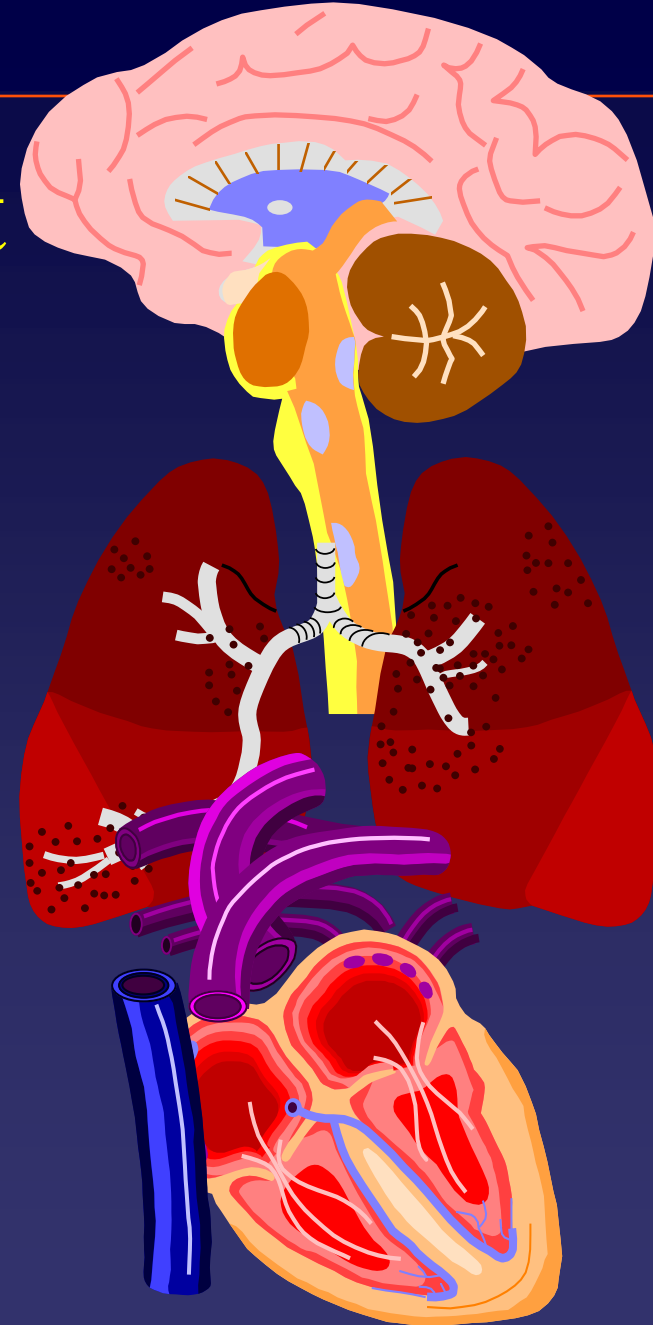
	Use Tables	For Your Numbers	But Not too Many
This row	10	90	100
This row	0.6	0.4	1
This row	1	2	3
That row	1	2	3

Try not to make footnotes too small

Clipart

- ◆ Add Clipart where appropriate

- ◆ If ever



Pictures and Bitmaps

