

Helpful Hints for Presentations

PowerPoint Presentations

Font and Font Size: Use a clear sans serif font (without little “feet” on the letters) such as Arial or Helvetica. The font size should be 24 point at the least. For larger rooms, a larger font size is preferred.

Information Overload: Avoid too much content on each page. Keep your line spacing set at 1.5 or double-spaced. Your audience can read your slides better if you keep as much white space on the screen as possible. Use main ideas and bulleted lists, and visuals such as charts, graphs, and pictures to illustrate your concepts.

Sound and video in PowerPoint slides: If your slides have sound and your computer is not wired into the overhead microphone system, please bring speakers that will project to the back of the room. If you do not have speakers and you are using a microphone system, you can place the microphone near your computer speaker. Be considerate of those in neighboring rooms.

Back up: It is a good idea to bring your presentation saved to a CD-ROM disk or to a memory stick in the event of a computer problem.

Navigating PowerPoint: Be familiar with your version of PowerPoint and consider using a wireless remote to advance you slides. You may also want to have a laser pointer to highlight specific things on the screen.

Handouts

PowerPoint handouts: If you are printing slides from your PowerPoint presentation, keep in mind that your slides will reproduce clearer if you use a **blank background** for handouts. You may want to create a separate file for your handouts with a blank background and carefully selected slides. Deselect or delete slides that are unnecessary or that you do not want your attendees to see (e.g., the answers to questions or activities).

Contact information: Consider putting your contact information on one of your slides. Also, consider putting your name with a copyright symbol and the year of the presentation in the footer.

Printing Handouts: When you print your handouts, print with a maximum of six (6) slides per page, double sided. Print in black and white or grayscale. It is suggested that you bring a minimum of 50 handouts and preferable that you bring 75-100 handouts.

