

PowerPoint Slide Tips for Large Rooms (i.e., hotel ballrooms)

SLIDE FORMAT/SIZE:

Use the square slide size (4:3) NOT the Widescreen (16:9). Windows 10 defaults to the widescreen format but this wide version does not fit all projection screens. Screens are often square. (open your slides; Design tab, Slide Size, Choose Standard 4:3)

FONT COLORS:

- Black text is most visible
- No white text unless the background is black or very dark
- Text color: Use deep primary colors, royal/deep blue, red/maroon, black, dark purple
 - Do NOT use: yellow, orange, gray, blue - **DO NOT USE NMNEC light blue or orange**

FONT SIZE/TYPE

- 22-24pt font or greater for all text – otherwise it is not readable in the back of the room (smaller meeting rooms need a minimum of 20pt font)
 - If your information won't fit on one slide with this font size, break it up into two slides or edit your slide listing major phrases only – your narrative can tell the details
- Use a sans serif font (without feet) – Arial, Helvetica, or Calibri are the easiest to read
- Avoid all CAPS – it's hard to read and can be construed as SHOUTING

HEADLINES

You can be more creative in your headlines/titles and use calligraphy, or artsy fonts – Georgia or Baskerville will look classy and add some variety

BACKGROUND:

- Background Color needs to be in sharp contrast to the font color:
 - If the background color is important and has meaning, use deep primary colors, royal/deep blue, red/maroon, black, dark purple – use a lighter font and bump it up a few sizes so it easy to see
 - If your background color is just for variety, and has no meaning, put dark text on a light background

ALIGNMENT:

- Align text left or right – centered is hard to read

SIX BY SIX RULE:

- No more than six words per line
- No more than six bullets per slide
- No paragraphs – your script can contain the entire paragraph but your slide should be short points only

LOOKING AT THE SCREEN:

- Don't turn around and look at the screen to read/view your slides
- Use a laptop on the podium to follow along your presentation OR print out your slides, one per page using the "notes" format. This way you can list your narrative for every slide

HANDOUTS

- Consider the importance of font size in printing the slides as handouts.
 - Slides printed six per page can be hard to read if the font is too small.
 - Slides can be printed with four per page, but this results in increased printing costs.
- Please do a test print of your slides as handouts to ensure the font size is readable.

- Screen shots of additional handouts that will be referenced during your slide presentation should be included as a slide so that you audience can easily see which handout you are referring to when looking through their packets

CLIPART

- Do NOT use copyrighted clipart or photos. These will often appear with watermarked “swirls” or the originator may list their name at the bottom. Only use free clipart/photos. Try the free clipart at “pixabay.com or cliparts.co”

<http://www.nmnec.org/resources.aspx>

- Representing NMNEC Guidelines