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Powerpoint® “Pointers”

There are a few slide templates that tend to work better for videoconferencing than others. These templates incorporate some common considerations for making your presentations easy to read for your audience.

Things to consider when reviewing templates and doing presentations:

- Fonts without serifs (Arial, Arial Bold, Tahoma, Verdana, Lucinda Sans) work best.
- A text size of 36 points or larger works best.
 - Try not to go smaller than 28
- Limit the use of animations as they can be distracting.
 - If needed, choose very basic options (appear, disappear, fade-quickly)
- Use the 6x6 rule whenever possible:
 - no more than six words to a line,
 - no more than six lines to a slide.
- Put information on two to three slides rather than packing it on to one.
- Use relevant visuals to make your slides more interesting
- Keep the visuals consistent throughout the presentation (all photos or all cartoons).
- If using photos, use a lower resolution on your photos to keep the overall file size down.
- Background designs should remain simple (no psychedelics) with basic colors (i.e. black and hot pink combinations are not recommended).