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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).