

Guidelines for PowerPoint/Presentations

- † Remember we currently use PowerPoint 2003 – ensure that your presentation is compatible!
- † Keep it brief – it's just a visual back up of what you are saying, people's capacity to take things in is limited, put the memorable things that you want people to remember.
- † Back it up. What I mean is don't just put a paraphrase of a part of your talk up – people might not make the connection. Put up the exact phrase you will be saying this will reinforce memory.
- † Use of pictures as a background is a no no. Because of the many colours in pictures it can be difficult to find a text colour that stands out
- † Colour will not appear the same on the projector as on a monitor. It will be duller. Remember that when choosing what pictures to use.
- † There are only a few colour combinations that work well for text – black/blue text on white background, white/yellow text on blue background are best. Keep it simple.
- † Don't **BOLD** everything, use it to highlight areas or titles.
- † When using pictures the higher quality the better. What you are using will be greatly magnified, so think carefully about whether it will really aid your point or not.
- † Don't jam the screen full of text – it's better to use multiple screens otherwise the text will be too small to read. As a rule of thumb keep text at 30 point size as a minimum, and line spacing at 1.5.
- † The projector actually projects bigger than the screen so stay well away from the edges with your text!
- † Go easy on the text effects, while they can look good, most are over the top. If you have to use them stick to one simple effect through out your presentation – it looks better.
- † When using effects/transitions set them to 'very fast'. By default they are set to medium, which seems to drag, especially when running through bullet points.
- † Do not use timings, instead talk to the VP operator before hand about what you are doing. They are rota'd in so you can talk to them in advance!
- † If possible get a script to the VP operator with clearly marked slide changes. This saves you haven't to ask for the next slide, and the operator having to be telepathic.
- † Remember there is a music practice every Friday at church around 7pm. Come down and see how your presentation looks on the screen!
- † If you are looking for something more complicated, talk to a VP operator well in advance so we can see how to make it possible!