Computer- Enhanced Presentation Guidelines

For a successful PowerPoint presentation, please follow these simple guidelines:

- Use *Microsoft®* PowerPoint - PC platform - to prepare your presentation.

- **Refer to the enclosed Horizontal Layout for dimensions & font size.**

- Avoid using *Italics* and too many words per screen.

- On a white background, use a dark color (navy, wine, brown or black).

- On a dark background, use a light color (white or yellow).

- If using color, make certain your work can also be presented in B&W. PowerPoint enables previewing in B&W.

- Equations: typed is not recommended, but using an Equation Editor is because the equations are then embedded as a graphics object. PowerPoint has Equation 3.0, which can be inserted as an object.

- Cutting and pasting from other source documents = potential disaster with unrecognizable character generation going from computer to computer, for example, $\delta\iota\nu\copyright\gamma\beta\alpha\tau\ \phi\omicron\nu\tau\sigma$.

- Prepare a backup on slides or overhead transparencies (optional).

- E-mail your presentation to the SWST Executive Office by August 1, 2010.

- Also bring a backup copy of your presentation with you on CD ROM or memory stick (USB port).

- Questions? Vicki Herian is at 608-231-9347 / vicki@swst.org

10"

7"

Arial Font

26 pt <u>minimum</u>

1.5 line spacing

Simple formula to determine appropriate character size:

$$\frac{Long\ Dimension}{40} = Minimum\ Letter\ Height\ (inches) \quad \text{For example,} \quad \frac{10"}{40} = 0.25"\ (about\ 26\,pt)$$

Audience Legibility Test:

$$\left(Long\ Dimension\ of\ Copy\right) 8 = Viewing\ Dis\tan ce \quad \text{For example, 10" x 8 = Viewing Distance of 80"}$$

- Stand back 80" from the monitor of a computer-generated slide or computer-enhanced presentation.
- Hold a pre-made slide up at 12" viewing distance.