

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, διν☺γβατ φοντσ.
- Rehearse the presentation yourself completely, especially animation, and especially if someone else prepared it for you.
- Prepare a backup on slides or overhead transparencies (optional).
- E-mail your presentation to your session chair by September 10, 2008.
- 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 minimum
1.5 line spacing

Simple formula to determine appropriate character size:

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

Audience Legibility Test:

(Long Dimension of Copy) 8 = Viewing Distance 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.