



This is intentional, by having this black slide at the beginning of your show, the presentation starts with a blank slide (screen) instead of your title slide. That way you can have the projector and computer running and wont need to use the blank button in ppt (b) or on the projector



Everything bad in 1 slide, animations, bad color choices, slide transitions...

Topics

- Dos
- Don'ts
- Tips and tricks

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Use a agenda page

General Tips

- Use contrasting colors and easy to read fonts
- Test your equipment and handouts
- 5-7 lines
- Use the notes section
- Keep it simple
- Page Numbers

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Make sure you have tried the target projector and printed out samples of handouts, you might need to make corrections so the slides print and project correctly.

The 5-7 rule will help you from creating word charts

Page numbers help audience follow along with handouts

Fonts

- Avoid “fancy” fonts and effects
 - *Hard to read!*
 - **Too busy and hard to read**
- Keep the fonts big >24pt
- Contrast

- GOOD

- BAD

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Stick to san serif fonts, and try to use a minimum number of different fonts.

If you are going to be presenting from someone else’s laptop, use standard fonts only since they might not have your fonts. Otherwise save your file as a ppt show which will run standalone and not be dependant on the target system’s fonts

Colors

- Check the colors
 - Projector
 - Handouts
- Pastels often blend



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Things look different on screen vs projecting , test out the slides in the conditions you expect to present (lights on/off, resolution...)

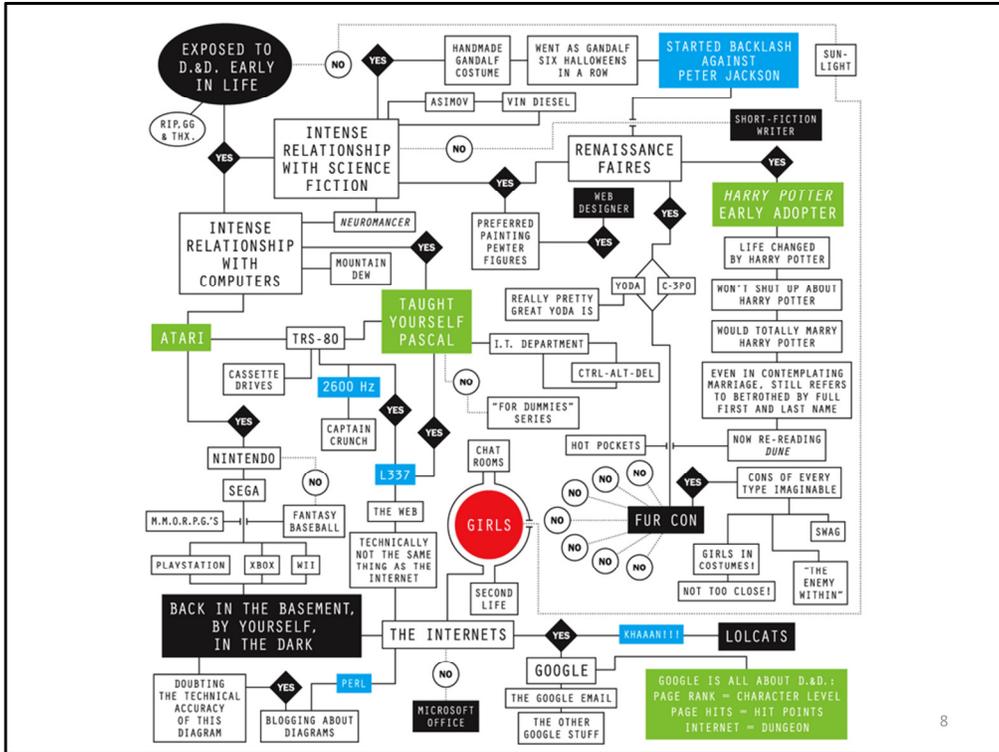
Text Volume

- Break it up
 - New Product (1/2)
 - New Product (2/2)
- Large graphics and zoom

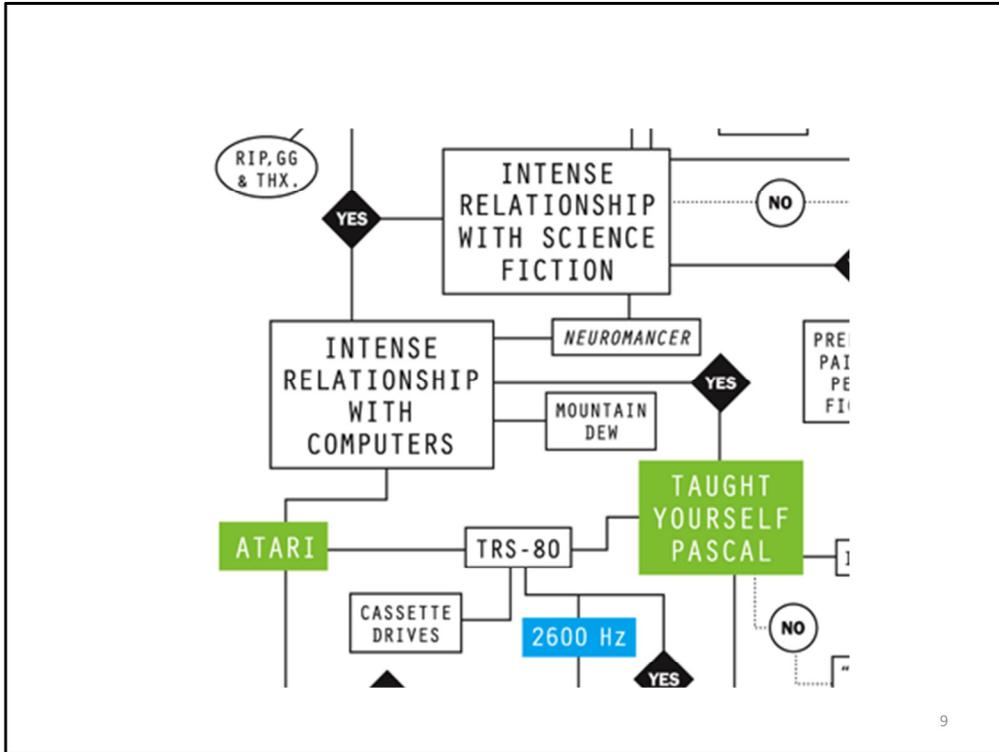
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This will keep you from talking too long on one slide and the font becoming too small

On the next slide you will see a large complex graphic. In this case you would show and describe the overall graphic, then using the following slide(s) you will zoom into the specific areas of interest. One additional helping point if you do not have a pointer is to show the main graphic and draw a box around the area you will be zooming on, then zoom in (following slide)

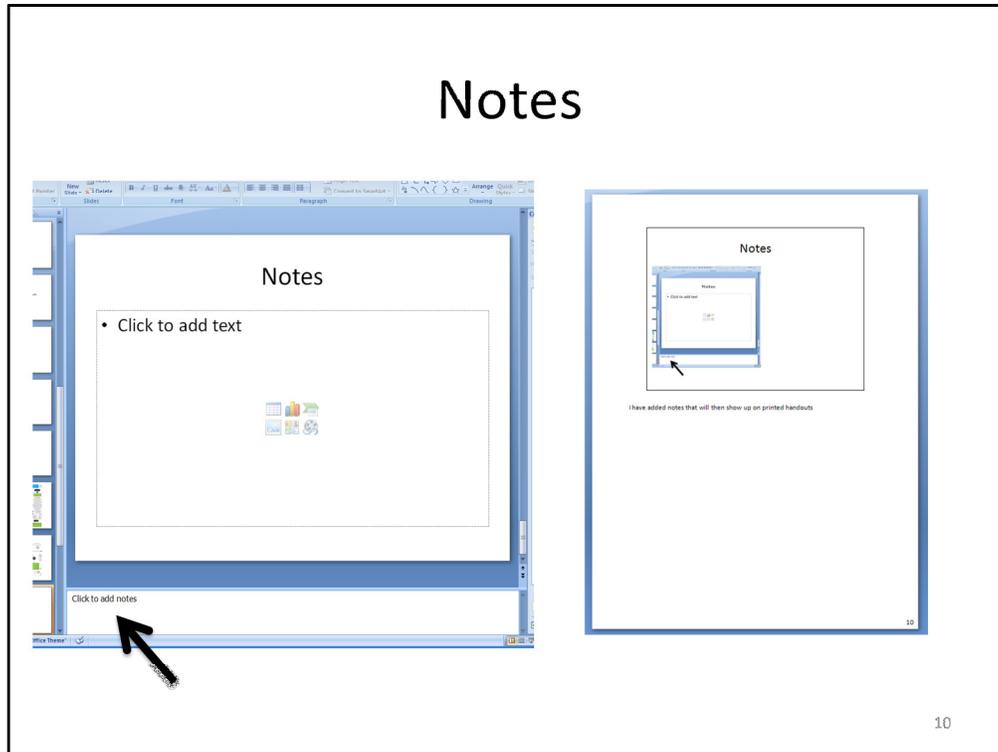


Large overview graphic, give general explanation and point out where you will zoom.



Example of zooming in. you could also include a thumbnail of the bigger picture with your exert highlighted

Notes



Anything put in here will show up on the printed handouts if you include the notes section. This section is useful if you have to create a presentation that will be both shown and distributed to be viewed off line

Things to avoid at all costs

- Word charts
- Page transitions and animations
- Sound
- Bad Graphics
- Different Fonts
- UPPERCASE

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Unless there is some overwhelming need, “advanced” features like animations, transitions and sounds should be avoided.

Bad graphics means anything that doesn’t scale properly (low resolution)

Try to keep it to 2 fonts max, one for the titles and one for the body

UPPERCASE – like emails, nobody wants a presentation to scream at them. Its also much harder to read.

In general think of each slide as a billboard, if it takes more than a glance to understand what you want to convey, try to simplify