Presentation Guidelines (Handout D)

Design a presentation slideshow document to **supplement** your final presentation. Make sure to share the google slideshow with your group members and *ME* when initially creating the document. Place the slideshow within a folder with all of the group documents. Name the folder with your group name and individual names. This folder is shared with all of the group members *AND* bpollard@marisths.org.

Remember, slides are designed to supplement your presentation---not to BE your presentation. Keep it simple, and don't read your presentation word for word from your slides. The slideshow document is for your audience to SEE, not for you to read from. This implies several things but most importantly (KISS-keep it simple, stupid.):

1. Keep your words large enough---at least size 24.

2. Limit the number of words you put on a page
a. Avoid paragraphs
b. Use bullet points
c. Use succinct phrases instead of sentences
d. Limit each slide to 6 bullet points

3. Fancy is not always better! Stick with simple fonts!
a. Fonts "with feet" are easier to read (in a paragraph)
b. Fonts "without feet" make nice titles

4. Choose color combinations that make your text easy to read. (Contrast background with text...while boring, black text on white background works best in a lighted room)

5. Limit your graphics to 1-3 per page. Too many graphics can be distracting.

6. Basic rule of presentations----Bells and whistles are fun to put in, but they tend to be distracting for the viewer. Make sure that any special effects have a purpose. Consistent is better than fancy.

7. Proofread and spell check! Proofread and spell check! Proofread and spell check!

Text
• Every bullet is followed by a capital letter
• Each bullet has eight words or less
• Keep font style simple
• No complete sentences
• No periods, question marks, or exclamation points
• No ALL CAPS

Graphics
• Should add to the message of the slide
• Oriented to the middle of the slide/centered

Transitions
• Use the same transition for all slides

Proofread and spell check