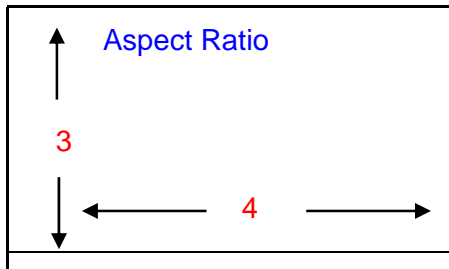


Preparing PowerPoint

In order to properly select or prepare visual material for a class, it is important to understand the design and layout requirements of video images. The aspect ratio of the television monitor is three to four. This means the picture is always three units high to four units wide.



Reformatting of your transparencies is recommended in order that they fit the screen.

The paper copy should print in landscape format, the 7" x 9" inch center of an 8 ½ by 11 inch sheet formatted horizontally.

- Keep it simple.
- Font Size: 40-52 pt for headings, 28-32 for text
- Use sans serif fonts -- Helvetica, Arial, and Tahoma.
- You may wish to use bold face as it is easier to read the text.
- Avoid Italic – difficult to read
- Avoid using all upper case letters except for the title. It tends to be easier to read text when only the first letter is capitalized.
- Use no more than three styles of text: one for the title, one for the copy and one if needed for stressing important items.
- Try not to highlight more than 10% of the words using techniques such as boxing, underlining, color or shading.
- Limit the number of text lines on a PPT slide to 6.
- Don't overdo the number of bullet points on a slide either.

Color Combinations

PowerPoint provides several template patterns that you can select from with contrasting colors. In general, here are some background and color rules:

- Avoid patterned or textured backgrounds.
- Reminder – some people may be colorblind – avoid red and green
- Colors that clash when used together - orange and blue, red and blue
- If using dark background – dark blue/navy/dark purple – use white or yellow for text
- If using light background – ivory/tan/light grey – use dark blue, black, dark brown or dark purple for text.