

Presentation Software Tips

1. Content rules

- Clear and concise message
- Avoid paragraphs, minimize verbiage
- Max of 6 words per bullet, 6 bullets per slide
- All effects contribute to the message rather than distracting from it

2. Make it readable:

- text and images don't overlap
- dark text on light background or light text on dark background
- use colors that are easy to read – example: no red font on blue or green background
- easy-to-read fonts, minimal use of decorative fonts
- check spelling

3. Pay attention to design

- no more than 3 different fonts
- consistent background/look
- arrange images & text
- don't overdo movement – transitions, animations
- use images to illustrate/clarify the text