

Design Guidelines for PowerPoint Presentations

Follow the 666 rule

- No more than 6 words per bullet, 6 bullets per slide, and 6 word slides in a row

Content matters the most

- It doesn't matter how pretty it is if it doesn't say anything worthwhile
- Limit distracting transitions and effects

Keep it Short

- Too much text won't be read by the audience
- Limit the content of each slide. If a slide starts getting cluttered, split the content into two or more slides
- Provide highlights on the slide, and fill in with your talk; do not write complete sentences/ paragraphs

Fonts

- Select simple bold styles without serifs (like Arial)
- Use decorative fonts for titles only
- AVOID ALL CAPS – THEY ARE HARDER TO READ
- Titles should be 36-44 point size
- Make sub text 34-36 points
- Use 24-28 for second level text
- Limit: 2 or 3 fonts and 2 or 3 sizes

Layout

- Don't use busy backgrounds or a variety of backgrounds
- Make sure there is good contrast between the text and background
- Keep intense colors to a minimum
- Select colors that are easy on the eye for several minutes of viewing

Consistency

- Text placement should be consistent
- Bullets, fonts, colors, backgrounds, and formatting should also be the same across all slides

Readability

- Check how your presentation will look when projected; view it on your screen from a distance

Colors for Presenting

- Use contrasting color schemes (black & white, dark blue & yellow)
- Light text– dark background
- Dark text– light background

REMEMBER: MORE DOES NOT MEAN BETTER!