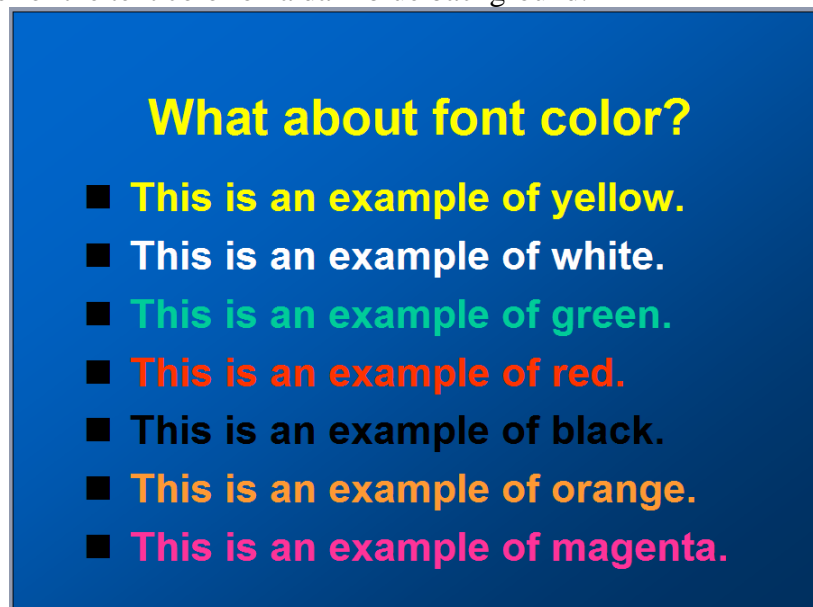


## Guidelines for PowerPoint Composition in the DE Environment

1. Always use horizontal not landscape orientation.
2. Leave a ½” margin on all sides of the slide. Some of the older TV monitors are not flat screens so the edges can get distorted.
3. If you are archiving your lecture videos, leave space in the bottom right corner of the slide for the instructor video.
4. Dark background with light text is more soothing to the eyes. However, avoid a drastic contrast such as black with white lettering. It is too harsh. We suggest a dark blue background with light yellow text. You can also use light green or white for the text color on a dark blue background.



5. Avoid red text and backgrounds because it can bleed or blur on video. It also portrays a sense of anger or urgency.
6. Font size is important. 36 point font is the smallest that should be used for video transmission.
7. Avoid bullets with more than 2 lines of text. Slides should be for summarization not elaboration.
8. Avoid a lot of frills such as bullet points flying from left or right and spiraling onto the screen. The best effects are the simple ones such as dissolve or appear.
9. You must consider the transmission rate for transitions because a slower rate will mean a slower transition.
10. Make sure information on charts and graphs are readable. If you cannot enlarge the font enough for students to read then give them a hard copy to follow.

11. Avoid putting too much information on slides. Just paraphrase the information and then go into more detail in your presentation. This encourages students to pay attention and be actively engaged in the lecture through taking notes. A good rule to remember is the 7X7 rule which is 7 lines of text MAX and 7 words per line MAX. 7 bullet points or less and 7 words per bullet will be easier for the audience to comprehend and remember. In addition, more than this will make the font size smaller and harder for the audience to read.

#### How do you like this?

- Here we have a slide with several lines used to present the content.
- We are putting the content into complete sentences each time.
- As we go along, the slide develops into several bullets that gradually fill up the slide.
- As we get to the bottom, we complete our fourth point.

#### Would you like this any better?

- Content presented
- Content paraphrased
- More “white” or open area
- Several bullet points

12. Arial (san serif) font styles are easier to read at a distance than frilly type text styles such as Times New Roman (serif) because the thin areas of Times New Roman (serif) letters can bleed or blur out during transition leaving blank spots in the text.
13. Avoid busy backgrounds. Stick with a solid background. People with figure-ground discrimination problems may have trouble distinguishing text from the background. Busy backgrounds may make it harder for them to read quickly.
14. If you are adding pictures or clip art with text, put the image to the left of the text because images draw a person’s attention and it is our natural instinct to read from left to right. With the image on the left, you will draw their attention and they will naturally flow to the text on the right.

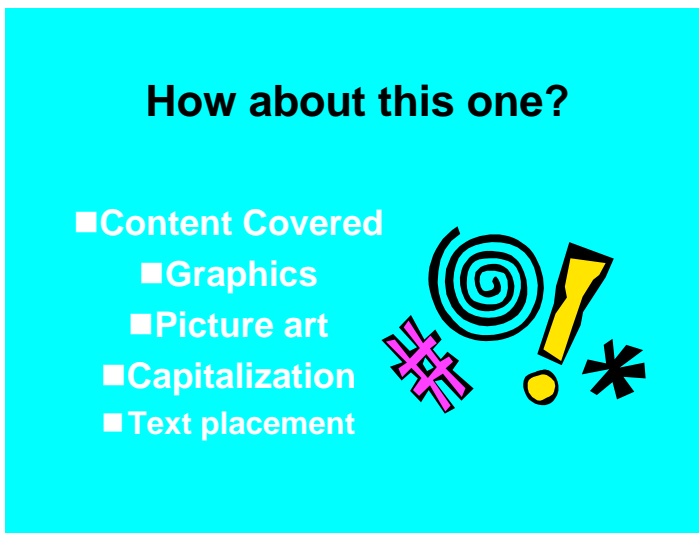
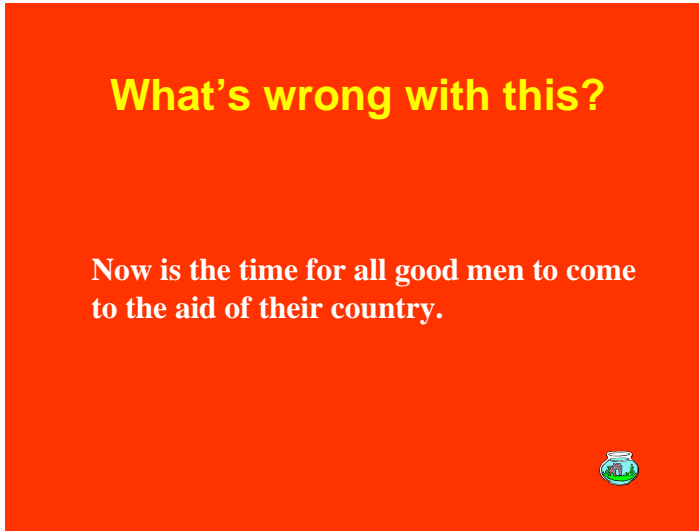
#### Would this work better?



- More room for text
- More interesting
- Eyes flow to left
- Feels more natural

15. AVOID ALL CAPS. It makes people feel like you are screaming at them.
16. Capitalize using standard rules such as proper names, beginning of line, etc. Do not capitalize every word on a line.
17. The most important point related to all slide composition elements is to **test your slides in one of the classrooms by pulling them up on screen then standing at the back of the room.** This will give you an accurate picture of what students will see at a distance.

Can you pick out what is wrong with these slides?



If you can, you are on your way to great graphics for video conferencing.