

Avoiding Death by PowerPoint

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Consistency

Unless you have a compelling reason not to, use consistent:

- Fonts
- Colors
- Backgrounds
- Transitions

Visual Effects

Text and Fonts

In general, the **acceptable font size** for projected **body text is about 24 points**, with **titles 30 points** or more.

The absolute **minimum size is 18 points**.

Sans serif fonts such as Arial (the font used in this document), *Comic Sans*, and Tahoma are easier to read onscreen than serif fonts such as Times New Roman or Bookman.

- Use indentations to structure text.

Colors and Backgrounds

Use contrasting colors for your text and background. For example, yellow text on a blue background is easily legible. Complex background graphics and multi-color backgrounds can distract and make text difficult to read.

Transitions

Fancy transitions can be fun to play with when you're planning your presentation, but they can upstage your content on the big screen. Your safest bet is to use no transition or a simple fade, but if you do use a transition, set the speed to fast and refrain from using a sound.

Graphics

Good graphics and images illustrate key points, visualize data and wake the eye up from text-only slides. Irrelevant and low-resolution graphics and photos are distracting and confounding.

666 Rule

No more than:

- 6 bullet points per slide
- 6 words per bullet point
- 6 consecutive slides with only text