

Guidelines for Making PowerPoint Slides



Golden Rule

No More Than One Topic
Per Slide

Keep Unity of Design

- Use a master slide.
 - Same font or set of fonts
 - Same background, same colors
 - **Consistent bullet style**
 - All titles: same color, font, size, and position
- Use contrasting background and type.
 - A dark background with light type (ideal)
 - A light background with dark type

Use Readable Typeface and Font

- Use serif for titles.
- Use san serif (no curly feet) for body text.
 - This is serif (Garamond) at 24 point.
 - This is serif (Times NR) at 24 point.
 - This is san serif (Helvetica) at 24 point.

Select Readable Font Size

- The title above is 44 point.
- This is 40 point.
- 36 point is the minimum for titles.
- This is 32 point.
- This is 24 point, no bold.

Adjust Lettering to Emphasize

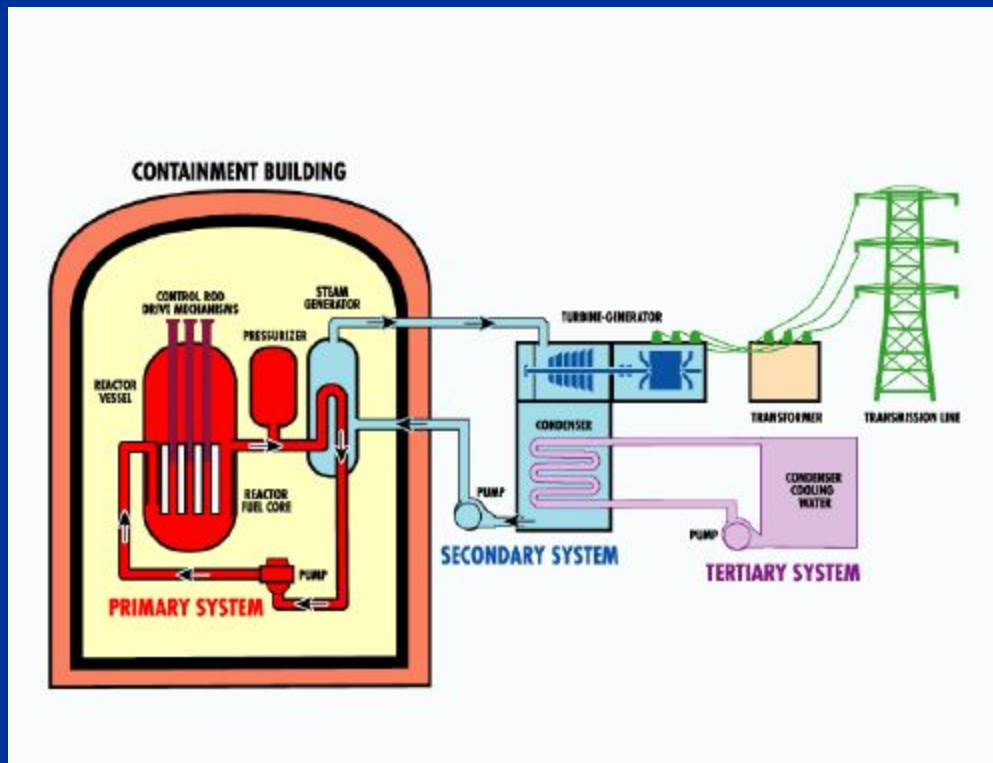
- This can be done **using color**.
- This can be done **using size**.
- Or this can be done using **bold** or *italic*.

Choose Complementary Colors

- Colors should **not** clash.
- Colors should be complementary (easy on the eyes!).
- Colors should be consistent throughout the presentation.

Avoid Using “Text Boxes”

- Use slide template for all standard text and bulleted and numbered lists



Use text boxes for specially placed text; for example, to label a figure.

Diagram of nuclear power plant

Avoid
Fancy
Animation
Effects

Consider the 6 x 6 Rule

- Slides should have no more than 6 lines of text.
- Slides should have no more than 6-10 words per line.
- This is a *guideline*, not really a rule.



Use Bullets, Not Numbers

- Bullets do not imply a specific order.
- Use numbers only to show rank or sequence.

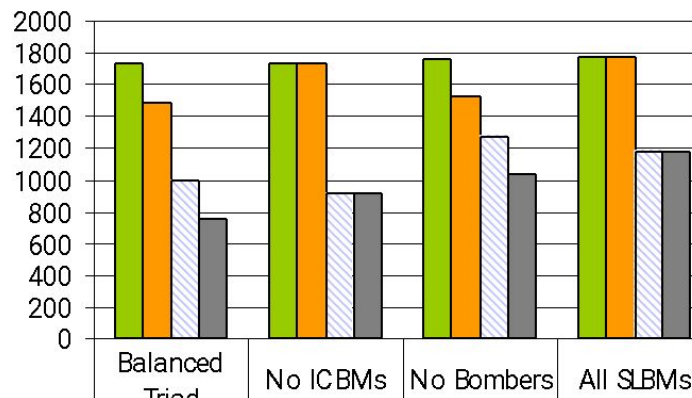
Use Parallel Structure

- All parallel bullets on a slide should have the same grammatical structure.
 - All noun phrases or all verb phrases, e.g.
 - All complete sentences or all phrases or all clauses

Use Simple Tables to Present Numbers

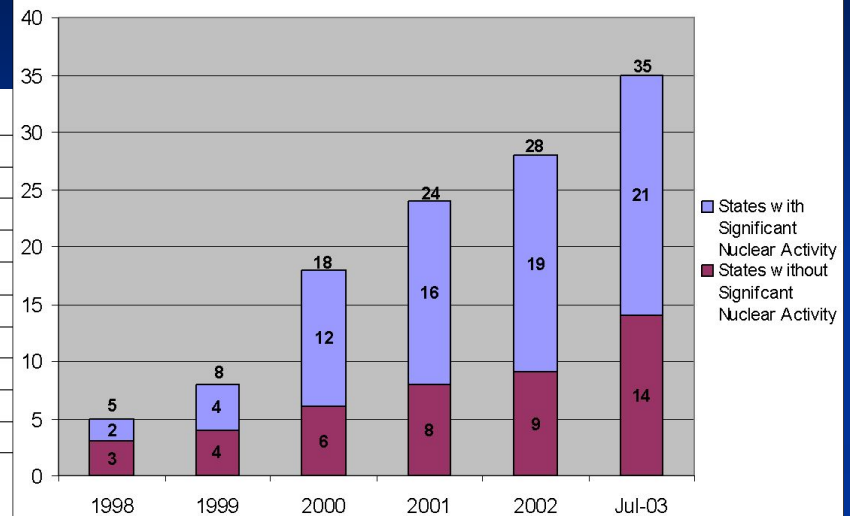
Material: Fuel Slugs	Enrichment Level	Quantity
Fresh HEU	80%	48.4 kg (5,046 slugs)
Irradiated HEU	80%	4.8 kg (480 slugs)
Irradiated LEU	2%	2,430 kg (6,656 slugs)

Use Solids, Not Patterns, in Charts



■ GEN, LO W	1732	1740	1767	1769					
■ GEN, RO A	1489	1740	1524	1769		1442	1296	1131	720
□ DAY, LO W	999	912	1273	1185		932	1245	1440	1935
■ DAY, RO A	756	912	1030	1185		135	186	144	194

Number of States with Additional Protocols In Force

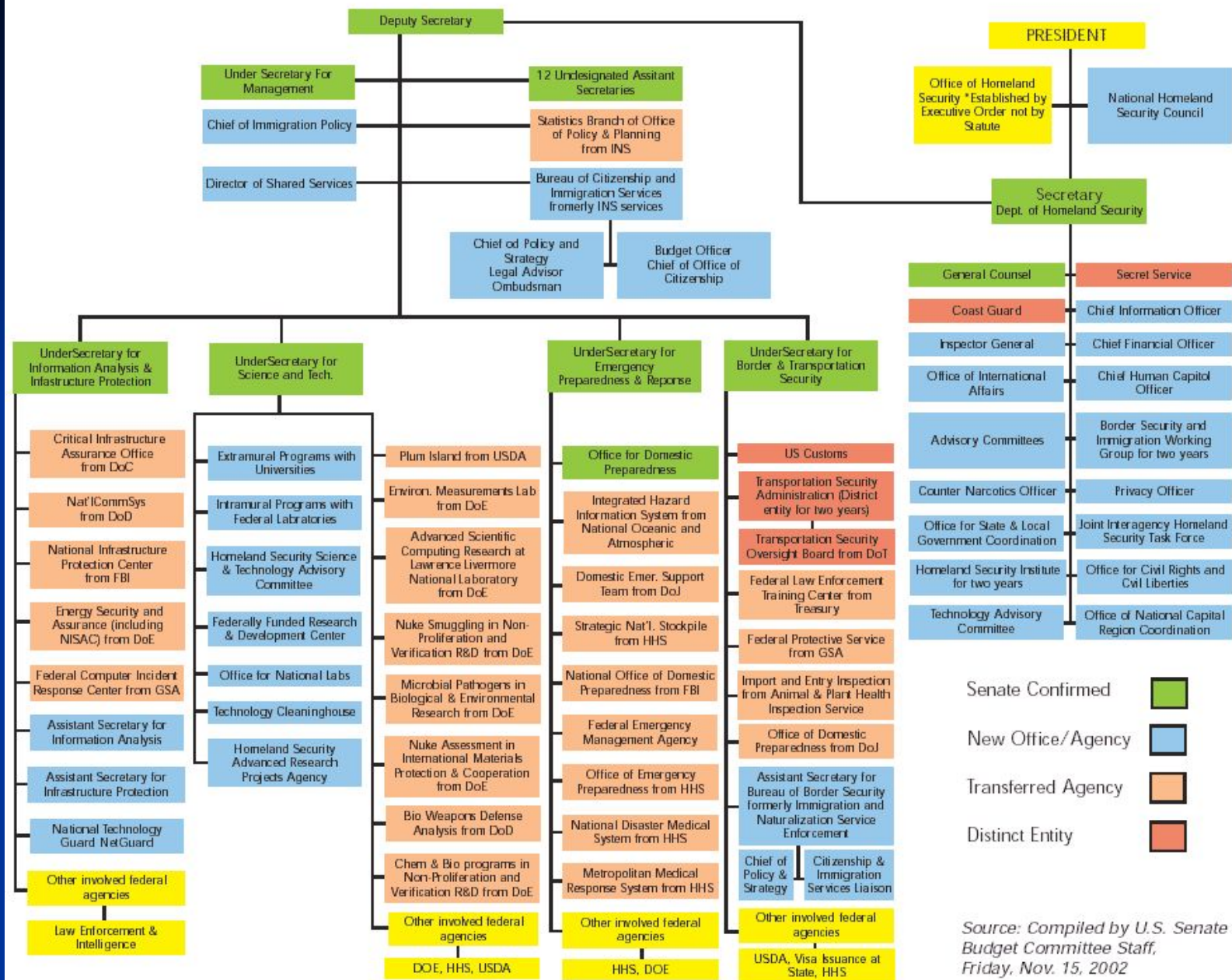


Sources: IAEA Annual Report for 2002, p. 66; "Strengthened Safeguards System: Status of Additional Protocols," July 11, 2003, <www.iaea.org/worldatom/Programmes/Safeguards/sq_protocol.shtml>.

Use labels large enough to read from a distance.

Avoid Overwhelming Detail in Charts and Graphs

- Break up organizational charts into large, easy-to-read chunks.
 - For a large, complicated chart, think about providing a handout.
- Ensure that all text in a chart is readable from the back of the room.



Use Readable Figure Size

Enlarge
figures to
make detail
readable.

The screenshot shows a software window titled "Novi IZVOZ" with a standard Windows XP-style title bar. The form inside is organized into several sections:

- Top Section:** Contains "Broj kontrolnika" (Control Number) with a spinner set to 2 and a year field set to 2003; "Datum zaključenja" (Date of conclusion) set to 16/05/2003; "Broj ugovora" (Contract Number); "Rok završetka" (Due date); and "Datum završetka" (Date of completion).
- Second Section:** Includes "Opis posla" (Description of work), "Vrednost" (Value) set to 0,00, "Paritet isporuke" (Delivery parity), "Vrsta posla" (Type of work), "Način naplate" (Billing method), and "Rok naplate" (Billing due date).
- Third Section (Kupac - Customer):** Includes a dropdown menu set to "Kupac", and fields for "Naziv" (Name), "Šifra" (Code), "Adresa" (Address), "Mat.br." (ID number), and "Sedište" (Seat).
- Fourth Section (Vlasnik - Owner):** Includes a dropdown menu set to "Vlasnik", and fields for "Naziv", "Šifra", "Adresa", "Mat.br.", and "Sedište".
- Fifth Section (Posrednik - Intermediary):** Includes a dropdown menu set to "Posrednik", and fields for "Naziv", "Šifra", "Adresa", "Mat.br.", and "Sedište".
- Bottom:** Two buttons: "Prihvati" (Accept) with a green checkmark icon and "Odustani" (Cancel) with a red X icon.

Photos and Illustrations

- Allow plenty of room for borders and around illustrations.
- Try not to crowd your illustration with text.



Speaking of Slides...

Avoid Reading Your Slides

- Your slides are an outline of your talk.
 - Help audience focus
 - Point out what is important
- Your slides are not your presentation.
 - Clues to help you remember
- Plan on 1 slide per minute; no more than 3 slides per minute.

Thank you for attention