| **Tip** | **Details** |
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| Choose a font style that your audience can read from a distance. | Choosing a simple font style, such as Arial or Calibri, helps to get your message across. Avoid very thin or decorative fonts that might impair readability, especially at small sizes. |
| Choose a font size that your audience can read from a distance. | Try to avoid using font sizes smaller than 18 pt, and you may need to go larger for a large room where the audience is far away. |
| Keep your text simple and minimize the amount of text on your slides | Use bullets or short sentences, and try to keep each to one line; that is, without text wrapping.  You want your audience to listen to you present your information, rather than read the screen.  Some projectors crop slides at the edges, so long sentences may be cropped.  You can remove articles such as "a" and "the" to help reduce the word count on a line. |
| Use art to help convey your message. | Use graphics to help tell your story. Don't overwhelm your audience by adding too many graphics to a slide, however. |
| Make labels for charts and graphs understandable. | Use only enough text to make label elements in a chart or graph comprehensible. |
| Make slide backgrounds subtle and keep them consistent. | Choose an appealing, consistent template or theme that is not too eye-catching. You don't want the background or design to detract from your message. |
| Use high contrast between background color and text color. | Themes automatically set the contrast between a light background with dark colored text or dark background with light colored text.. |
| Check the spelling and grammar. | To earn and maintain the respect of your audience, always check the spelling and grammar in your presentation. |