

Guidelines for Preparing PowerPoint Slides

To encourage the development of high quality presentations that will be compatible with the computers provided, we have developed the following recommendations for preparing PowerPoint presentations. Please read and follow the instructions carefully before submitting your presentation.

The computers supplied for WMAA Conferences are PC-based systems (not Mac) and will be equipped with a current version of Windows, Microsoft Office (PowerPoint), Adobe Reader, Windows Media Player, Quick Time for Windows and Internet Explorer. Other presentation programs will not be available.

GENERAL TIPS FOR PREPARING POWERPOINT PRESENTATIONS

- Use the horizontal format (landscape)
- Limit the information on each slide to a single topic or idea
- Use action words and short phrases rather than sentences
- Keep visuals Clear and simple. Do not go overboard with special effects and images (this can slow down the presentation and distract your audience)
- Use the same colours consistently throughout the presentation. Avoid the overuse of too many colours, patterns and graphics.
- Use a light text colour on a dark background (eg white or yellow on dark blue or black background)
- Use bullets rather than numbers (use numbers only to show rank or sequence)
- Keep slides simple with plenty of open space around borders and illustrations
- Use a title for every slide (topic of slide)
- Use the 6 x 6 rule - 6 lines of text, 6 words per line
- Select a readable type size: minimum 36 point for titles, 24 point for body text
- Keep text to a standard style. Sans serif typefaces project better and are easier to read.
- Upper and lower case lettering is more legible than all capitals
- Contrast colours to emphasis or highlight a point (please avoid small red text). Important statements or words may also be emphasised by using bold, italic, larger size or different fonts.
- Use solid colours instead of patterns on charts and graphs
- Use simple tables to present numbers
- Consider the number of slides you have prepared and the amount of time allocated for your presentation

SPECIFICS FOR ASSEMBLING PRESENTATIONS

Movies: QuickTime is not native to Windows computers and may experience difficulty launching. To ensure the best chance of success create your movies at AVI files. Movies can also be converted to MPG format using QuickTime Pro. You should test your presentation and movies on a Window's machine prior to submitting it to the Conference Organisers. Save any linked movie files in the same folder as your presentation and when preparing your media for transportation ensure that the entire folder is copied to disc. Please be observant of the size of your movie files.

Images: Images must be **inserted** into PowerPoint to be embedded into the presentation. Images created at a dpi setting higher than 96dpi are not necessary and will only increase the file size. Try to avoid overloading your presentation with unnecessary images. JPG images are the preferred file format for inserted images however other common image formats that are cross-platform such as PNG, GIF and BMP may also be used.

Office 2003 includes a facility to compress your images in one easy step:

1. Save your document
2. On the **Format** drop down menu select **Format Picture**
3. On the **Picture** tab, select the button at the bottom for **Compress**
4. Apply to **All Pictures in Document**, Change Resolution for **Web/Screen**, Check both Options - **Compress Pictures** and **Delete Cropped Areas of Pictures**.

Fonts: The fonts supplied will be those included in the base installation of Windows. Any font other than these will need to be embedded into your Powerpoint presentation. Use common cross-platform fonts such as Times New Roman, Arial and Tahoma. Use of fonts not included in Windows can lead to words that bleed into graphics or bullets which may be the wrong style.

To embed the fonts into your presentation, follow these steps:

Office 2003

1. Save your document
2. On the **Tools** drop down menu select **Options**
3. On the **Save** tab, at the bottom of the menu you will see an **Embed TrueType Fonts** check box, check the box.

Office XP

1. Save your document
2. On the **Tools** drop down menu select **Options**
3. On the **Save** tab, at the bottom of the menu you will see an **Embed TrueType Fonts** check box, check the box.

Office 2000

1. Save your document
2. On the **Tools** drop down menu select **Embed TrueType Fonts**.

Note: Mac fonts will not translate properly onto a Windows machine.

Animations: Animations may run differently on different versions of PowerPoint. If you do choose to use animations use simple effects, such as fly in/out, appear and dissolve. Do not use exit animations as some versions of PowerPoint do not support these.

File Extensions: If your version of Microsoft Office does not append the file extension, be sure to include it in your filename (.ppt for PowerPoint files).

TRANSFER OF PRESENTATION

Presentations may be emailed (to the email address supplied) or saved to CD-Rom. If you create a CD, be sure to finalise the session to ensure the CD can be accessed from any computer.

When building your presentation, all files (PowerPoint and external files such as movie files) associated with your presentation must reside in one folder/location. When creating your media for transfer, copy the entire folder to the portable disk and label with your name, the conference name, date and time of presentation and file names.

If you are speaking in more than one session, please organise and clearly label your presentations in separate folders.

ON THE DAY

Please arrive at your session room at least 20 minutes before the start of your session. Take time to familiarize yourself with the setup at the lectern. You will control/advance the slides during your presentation. Should you require assistance either the projectionist or one of the Conference Secretariat staff will be available to answer any questions.

A computer monitor/laptop will be provided, allowing easy reference by presenters and alleviated the need to turn away from the microphone to view the projection screen.

A lectern microphone will be provided. Speak directly into the microphone in a normal voice and do not handle the microphone while speaking. There should be a comfortable distance between your mouth and the microphone. If you turn away from the microphone, the audience may not hear your voice.