



PowerPoint Presentation Guidelines

SLIDE FORMAT/ASPECT RATIO

The presentations will work best in widescreen format (16:9), so please use this for your presentation. This can be selected from the toolbar under Design > Slide Size

FONTS

Please use only the Standard System Fonts as the machines used for playing the files as slideshows will only contain the basic set of fonts - for example use 'Times New Roman' or 'Calibri'. Avoid the modified versions such as 'Narrow' or 'Demi Bold' but instead use the modifier buttons for italic or bold effects.

SLIDE DESIGN AND LAYOUT

- Please leave a margin around your whole slide as this will aid viewing.
- Please ensure contrasting colours are used for text and backgrounds to ensure text is easy to read

CROPPED IMAGES

Either crop the images outside of PowerPoint or if doing within ensure that once you have finished the presentation you follow the steps below.

1. Right click on an image - any image will do.
2. Select "Picture Format"
3. Select "Compress Pictures"
4. Ensure "Delete cropped areas of pictures" is selected.
5. Choose to perform this action on the selected image(s) or all of them.
6. Click OK.

INSERTING VIDEO AND AUDIO

- Please ensure the inserted files are embedded and stored within the document.
- When inserting sound into PowerPoint the following formats should be used *.wav, *.mp3.
- When inserting video into PowerPoint the following formats should be used *.mpg, *.avi.
- Videos should be formatted for 30 fps or less. There is a box at the bottom of the slide for this purpose.
- You can check if there are any non-embedded videos and compress large video files by clicking on File > Info

