

Effective PowerPoint Tips

Important Note: A PowerPoint presentation enhances but is not a substitute for well-written materials.

- Prepare your PowerPoint presentation in outline format. (Our system does not accommodate Mac presentations.)
- Acceptable format:
 - Bullet points
 - Graphs
 - Charts
 - Case citations
 - Header font size (44 points)
 - Text font size (32 points)
- Unacceptable format:
 - Paragraphs of text
 - Forms
 - Brochures
 - Font sizes less than 32 points
 - Margins less than 1 inch
- Use the "floor test" to ensure slides can be read from the back of the room.
- E-mail your PowerPoint presentation to us one week before the program to be reproduced as a handout.
- Be familiar with PowerPoint software and using a laptop before the program.
- Bring a backup CD, disc, or thumb drive to the program.
- Do not read your slides to the audience.

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