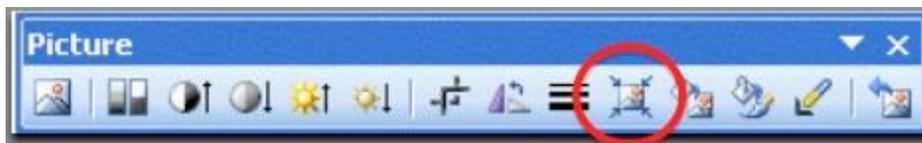


# PowerPoint 2010 Presentation Tips

- Confirm that the presentation format selected is for **ON SCREEN SHOW**.  
*See: File / Page Setup*
- Confirm a font size of AT LEAST 24 points for body text and 36 – 40 points for headings. San serif fonts are recommended. Light colored text on a dark background is advised. Avoid using red or green.
- Confirm that your presentation contains only standard fonts. For cross-platform compatibility, the use of Times Roman, Arial, Helvetica, and Symbol fonts is advised. Some other fonts may not transfer properly from your computer to the system used for presentation.
- Confirm that the maximum number of lines in text slides is no more than 6 or 7.
- Images to be placed in Power Point slides should be resized to approximately 800 x 600 pixels and saved as JPEG or PNG files. Images should be inserted into the slide using **the INSERT / PICTURE / From FILE** command (see pages 3-4 for additional instructions). (A presentation of 20 slides containing 15 image slides will typically be 1 to 2 MB in size.)
- Alternatively, once you have completed your presentation, you can click on any picture and the “Picture Tools” toolbar will appear:



Office 2007/2010



Office 2003

By Clicking on the “Compress Pictures” icon all of the images in your presentation will be optimized to reduce the file size while retaining image quality.

- **If your presentation contains video or audio**, confirm that all needed files are in the SAME FOLDER as your presentation. (If these files are not present, they will be unavailable when you give your presentation.)

- Proofread and spell check. Correct all errors.
- Back up your presentation and associated files (video clips; audio files) on a USB Flash Memory Stick and/or a DVD and confirm that the presentation runs properly from the backup.

## Creating the Presentation

(Throughout this document, computer commands will be written in bold. Multilevel commands will be included such as **File/Open**, which indicates select the **File** pull down menu, then select **Open**.)

1. Create a new PowerPoint file, or use a previous file.
2. Set up document for on-screen display.  
**File / Page Setup**  
Select **On-Screen show** in pull down menu for **Slides sized for:**
3. Use Slide Master to set up template
  - a. **View/Master/Slide Master**
  - b. Select **View/Normal** to return to editing slides
4. Color Scheme
  1. Light colored text on a dark background works very well. Avoid using red and green.
  2. The color schemes included with PowerPoint work very well.

### Inserting Text

1. Sans Serif fonts are recommended for on-screen shows. These include Arial and Helvetica.
2. Limit each slide to 7 lines of text and 7 words on each line.
3. Use a font size of least 24 point.
4. Use no more than 2 fonts on a slide.

### Inserting Images

The size of the screen will be 1024 x 768 pixels, meaning that any image with more pixels in the X or Y coordinate that is more than that will not be displayed. The image will be altered by PowerPoint to fit. Large images (i.e. 2000 x 1500 pixels) which are created with digital cameras and scanners will make the resulting PowerPoint file very large. This may cause the presentation to load slowly. This can be avoided by inserting images with the following properties:

1. For on-screen presentations, JPEG-type images work well. This type of image file can be created with virtually all imaging programs.
2. There are many graphics programs, which can manipulate images. Consult the manual for more specific instructions if needed. Using a graphics program
  - a. Change the size of the image to approximately 800 x 600 pixels
  - b. Save as file type "JPEG" or "JPG"
  - c. Select compression setting of 8 (High quality image)

3. Insert all images into PowerPoint as JPEG files.
  - a. If you copy the images to the clipboard and then **Edit / Paste** them into PowerPoint, the images will not be compressed and the PowerPoint file can become very large. To avoid this, insert them directly into PowerPoint
    - i. **Insert / Picture / from File**

### **Copy Slides from other PowerPoint files**

1. **Insert / Slides from Files**
2. Select Source File and Slide(s)

### **Inserting Movies**

**Care must be taken to be certain video clips will play correctly in your presentation.** Standard video formats include MPEG AVI, and WMV (Microsoft Windows). Review the Microsoft Knowledge Base article on the web at:

<http://office.microsoft.com/en-us/powerpoint/FX100648971033.aspx>

Within each format, there may be different types of compression used. These include MPEG, AVI, WMV. Each format or “codec” has certain features, which affect the final output. You may need to try different settings when you create the video clips to get the best quality. There is a trade-off between high quality videos and large files. Use short video segments when needed, and try to keep the file to less than 20 Mb.

PowerPoint embeds image files directly into the file when you save them, while video files are not embedded. Only a link is made to the video file. Copy the video clips you want to insert into the same folder as the PowerPoint file. This will eliminate the problem of PowerPoint losing the link to the file. To insert a video, **Insert / Movies and Sounds / Movie from File**. Be certain to bring the video files and the PowerPoint files to the Annual Meeting.