Powerpoint presentations overview

Use exciting content to engage the audience. Don't let your videos/images be more memorable than your main content.

Processing time http://www.math.unt.edu/~tam/SelfTests/StroopEffects.html

Don't fill your slides with text, or capitalised text, as it splits attention from what you're saying.

Text: 50 to 75 characters per line (about 16 words) https://en.wikipedia.org/wiki/Line_length

https://baymard.com/blog/line-length-readability

A picture is worth 1000 words. Be careful with your images (big images, avoid pixellation). Credit photographers where you can. Optional: add weblinks.

Use a background that is high contrast compared to your text to make it easy to read. Don't use a different colour for every word (Noddy writing).

Upload your photos / graphs / diagrams and see a preview with simulated levels of colourblindness

https://www.color-blindness.com/coblis-color-blindness-simulator/

Easy Read https://www.odi.govt.nz/guidance-and-resources/a-guide-to-making-easy-read-information/

1. Use wide margins.

2. Justify all of your writing to the left.

3. Keep the pictures to the left of the writing.

4. Use at least 1.5 spacing between lines.

5. Number the pages at the bottom right hand side.

6. Use large font: at least size 16.

7. Use a clear font like Arial.

8. Usually 4-5 pictures to a page is the maximum.

9. Use wide spaces so the information is clear.

10. Use numbers not the words for numbers: 8 not eight.

Have a backup.

Set out your structure. Try putting headings out for each slide, then adding content.

Mark your pages "1 out of 12" or "1/12" in the bottom right hand corner so people know how far through the presentation they are.

When using a laser pointer, use slow gestures and allow 1.5 seconds for people's reaction time.

Try to avoid:

- Resources / videos on the internet – there may be problems with wifi, passwords, access levels, firewalls, YouTube offline. Make an offline copy if you can.

- Jargon, technical terms, acronyms (explain the first time you use them)

- Underline text is used for hyperlinks

- Italic text is used for plant names

- Avoid bragging. What is useful for the people listening?

- Too many slides. How much time do you have? Rough guideline is 1 slide every 2 minutes

- Running overtime. Respect people's time

Presentations at a conference:

- Credibility

    - Where are you from? Organisational logo

    - What do you do?

    - Can you be trusted?

- Fonts, layouts and background themes can disappear when your presentation is combined with others

- Convert to PDF (maintain fonts as well as text)

- OR convert to JPG or image