



Presentations - Readability

Tips & Facts Sheet

Guidelines for the Development of PowerPoint Presentations

There are two major ways to improve your PowerPoint.

- 1) Improve your content and presentation style (see the "Presentation skills" fact sheet) and/or
- 2) Improve presentation readability.

This fact sheet provides suggestions for improving readability.

Make your slides readable – Use appropriate Font types, Font size and color contrasts

1. **Font type.** Use Sans Serif fonts such as are **Arial, Verdana, Tahoma,** and **Helvetica** for text and for headings. **Bold** typefaces are preferred.
2. **Font size.** What counts is the size of letter people see. The following shows the Sign painter's "rule of thumb" for print size

Size of letter (when on a sign or projected)	Can be read from:
2.5 cm (1")	3 m (10 ft)
5.0 cm (2")	6 m (20 ft)
7.5 cm (3")	9 m (30 ft)

The following font sizes often project to be large enough for people to see:

Headings: 32 pt. or larger

Sub headings: 30 pt. or larger

Text: 28 pt. or larger

Bold is better than standard text.

Color contrasts

1. **Backgrounds.** Backgrounds should be simple, avoid graphics, and use just one color.
2. **Text and background** should be of high **contrast**. If the background is dark, the text should be very light in color. If the background is light, the text should be very dark in color.

Examples of Good color contrasts:

Yellow on violet	Black on white	Yellow on dark blue	Dark blue on white	Dark red on white	Dark green on white	Black on yellow	Violet on white	White on red-brown
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