Power Point Guidelines for Presenters

**Color and Text Guidelines
for the
Development of PowerPoint, Computer and Web Page Presentations
for Audiences that May Include Persons with Low Vision**

- **Headings**

  Should be 32 points or larger for PowerPoint, 22 points or larger for Web pages.

- **Subheadings**

  Should be 30 points or larger for PowerPoint, 20 points or larger for Web pages.

- **Text**

  Should be 28 points or larger, if possible, for PowerPoint presentations, 18 points or larger for Web pages.

- **Bold text is more visible than standard text.**

- Avoid *italics*, if possible. Better choices are: Underscoring, "enclosing in quotation marks," or **bolding.**

- Avoid text with shadows. It changes the shape of the letters the reader has come to know. Shadowed text also limits the contrast between the letters and the background.

- **Background**

  Should be simple, not graphical and should be one color, preferably light pastel or white when black print is used. Two color gradients are fine where one is white and the other is pastel.

  Text and background should be of high contrast. If the text is dark, the background should be light. If the text is light, the background should be dark.

Some good text/background color combinations are:

Dark green and white   **Dark red and white**

Yellow and violet   **Violet and white**

Dark blue and yellow   **Black and white**

Black and yellow   **Dark blue and white**

Pink and black

Because they provide poor contrast, certain colors should not be used together either as graphic features, background or text

Red and green

Blue and black

Violet and black

Green and black

Dark blue and violet

Red and black

Two values of the same color

- **Acceptable Animation Features**

  Fly in from left, wipe right, typewriter, appear and laser from right

- **Slide Formation**

  Slides should be simple with no more than three different blocks of   information. No more than six individual lines of information per block.

- **Illustrations**

  If color is not possible, clean black-and-white illustrations are preferred. Avoid grayscale!