

**General Guidelines for Preparing Visuals, Overheads and Slides**  
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- Use landscape (horizontal format) for overheads. Handouts are generally in portrait (vertical) format like this.
- Use no more than **seven lines** per PPT slide. (*Really!*)
- Use the largest type possible. (*If you follow the Power Point template, you should be okay with sizes and layout.*)
- Use either sentence case (like this) *or* Title Case (like this.)  
ALL UPPER CASE (LIKE THIS) IS HARDER TO READ. AVOID!!!
- Use bullets for your main points
- Keep bullet points short, although a quotation can be a bit longer.
- Use graphs and charts to illustrate your points. *But if your audience can't read them, please don't use them in your presentation!*
- Your handout can supplement your talk and include charts/tables that are too complex for PowerPoint.
- Boxes, borders, and shades can add interest to your presentation.
- Avoid shiny paper for handouts. It reduces the contrast.
- Black print on a light background is best for both handouts and overheads.
- If using cartoons or illustrations, enlarge the images as much as possible.  
(*Avoid if the audience can't read them*)
- Use cartoons and illustrations sparingly as they can distract from your message.

***Stand six feet away from your computer screen. If you can read the screen, your material should be fine for your audience***

Source: University of Illinois *Center for Teaching Excellence*