Slide Design Tips

## Fonts and Text

- Avoid shadow/reflection/glow , ALL CAPITALS, and *italics*; use **bolding**, color, or underlining for emphasis
- Use figures rather than text when possible
- Minimize text per slide; don't make spoken words compete with written words
- Bullet points only, 6 or fewer/slide, 1 line/bullet (avoid word-wrapping)
- Use consistent sans serif font (Arial, Calibri, Helvetica)
- Use consistent punctuation and Capitalization
- 24 point font or larger

Colors and Backgrounds

- Use light text on dark background or vice versa
- Avoid red or green for emphasis (due to colorblindness)
- Use the same, simple, monochromatic background throughout
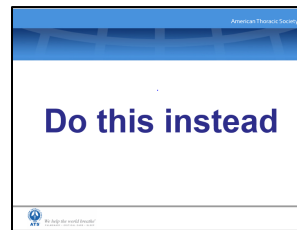
Figures and Tables

- Don't cut and paste published tables; data are unreadable and mostly irrelevant
- Don't use a figure that needs an apology ("Sorry you can't read this, but…")
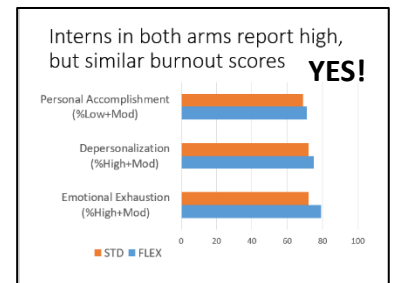- Make your own table/figure of just the data you want to discuss

- Don't overcrowd figure/graphic slides
- Omit published captions/figure legends (create your own)
- Use one graph or figure per slide, unless you need a side-by-side comparison
- Keep references small and in a consistent place on all slides (bottom corners preferable)