When Creating Your Presentation

View it 4 feet away from your laptop or computer screen

As a General Rule:

If you cannot read the text from that distance, your audience **WILL NOT** be able to read it on a large projection screen.

Example of bad text position

Be Sure To Leave a Safety Zone

Projectors often "over shoot" the screens

Leave a 10% safety margin when using text

Example of bad text
position

Example of bad text
position

Example of bad text position

10% safety margin

Do Not "Overload" Your Slides

Too Much information is hard to read

Too Much information is hard to read. Too Much information is hard to read.

8 Point Arial Font

10 Point Arial Font

12 Point Arial Font

14 Point Arial Font

16 Point Arial Font

Font Sizes

18 Point Arial Font

20 Point Arial Font

24 Point Arial Font

28 Point Arial Font

Font sizes above 18 point are Generally acceptable

32 Point Arial Font

36 Point Arial Font

40 Point Arial Font

44 Point Arial Font

48 Point Arial Font

Font and Background Colors

Yellow shows up well on blue and black backgrounds
White shows up well on blue and black backgrounds

Black text on blue background doesn't show up well
Blue text on black background doesn't show up well

Red does NOT show up well on blue and black backgrounds

Magenta does NOT show up well on blue and black backgrounds

On Your Presentation Day

The native resolution for projectors is typically 1024 x 768

Set your computer resolution to this.

(Yes, I know it doesn't look as good as it usually does on your laptop screen, but it'll will fill the screen)

Bring your computer's power cord

Turn off all screen savers and Power Save Mode

If you are a Mac user, bring your VGA dongle

(used to connect to the projector VGA cable)

Show up **BEFORE** your session starts and talk to the AV technician about your requirements

Back up your presentation on a flash drive or CD