

PRODUCING VISUAL AIDS

Keep it clear and simple

For more help preparing and delivering your presentations contact

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Main guidelines

Have Maximum 4 messages per slide

Use large writing - no smaller than size 20

A crowded slide is distracting and confusing

Only use key points

Do not over use colour

Use Arial or similar fonts – do not use Times New Roman - hard to read on screen

Use Bullets

Use strong contrasting colours

Consider using a new slide before using animation effects

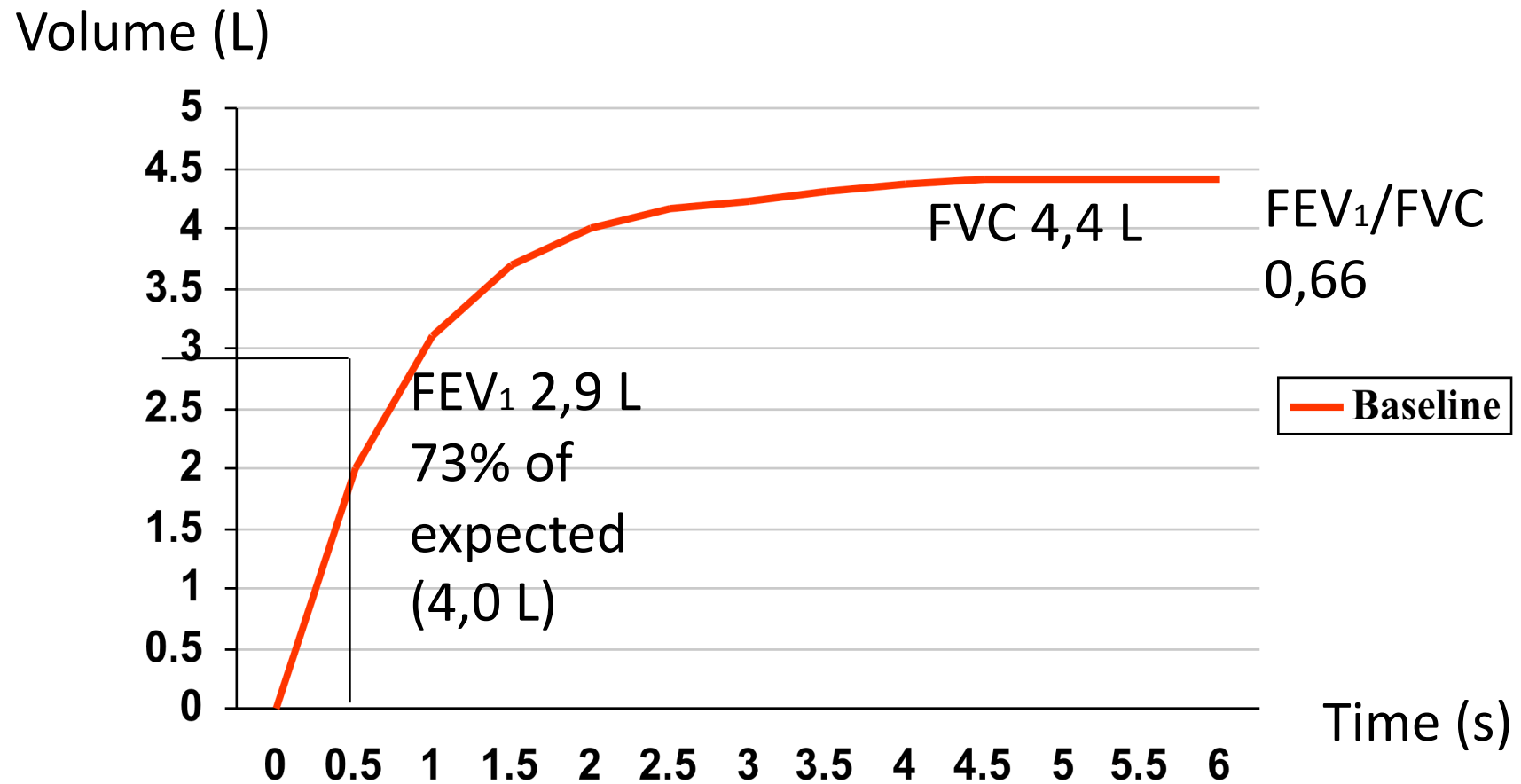
Note – this a bad slide. Step back 3 metres from your PC screen, can you still read it clearly? This is the size your audience will see during a presentation.

Graphs and diagrams are remembered better than tables

- Use all the space on the slide
- Label X & Y axis, lines and symbols
- Do not use default 3D effects in PowerPoint (see slide 5)

Note- this is a better slide. See next slide for an example of a clear graph slide

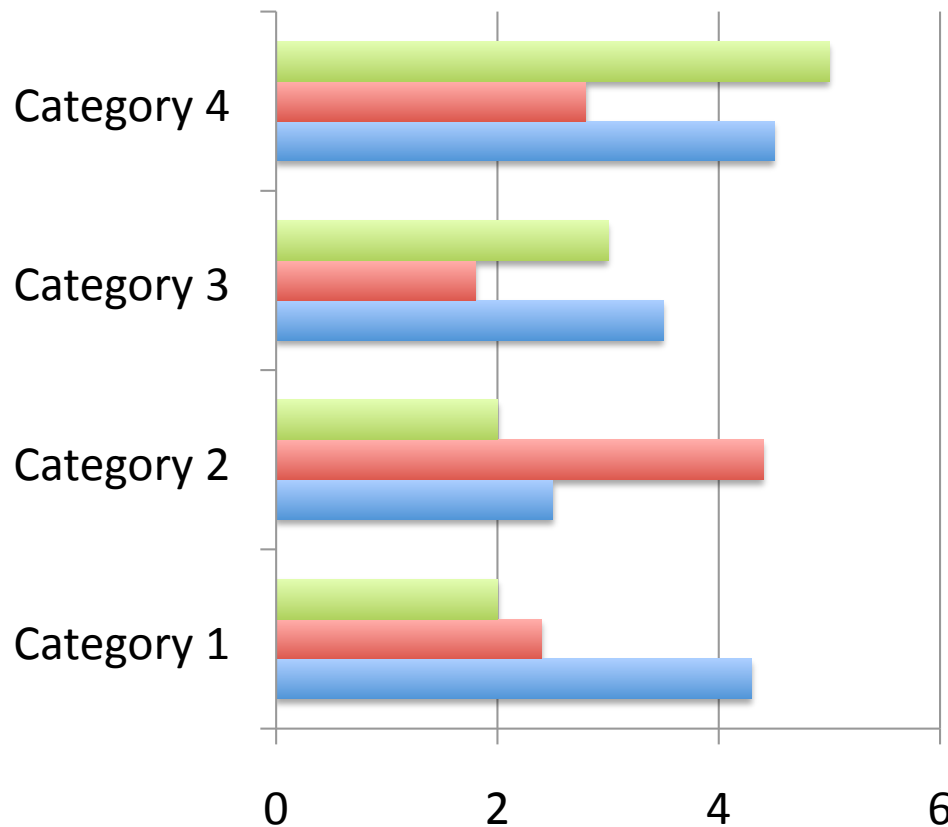
Spirometry: Volume - time curve



The 2D Chart is clearer than 3D

(Both charts made using PP "insert chart" menu)

2D Chart



3D Chart

