

## **PowerPoint Tips**

**(by Borut Jurišić)**

PowerPoint slides are a really popular tool for speakers. Unfortunately, some speakers simply rely on reading from their slides, while others place too many effects into their slides to try to make their speech more lively.

Neither can be considered a good practice.

Here are several simple suggestions that can offer you guidelines on how to prepare a to-the-point presentation:

All the slides should have a uniform design (unless there's a really good reason to change the design),

The slide design should leave enough place for text and pictures and it should not be irritating for the viewer,

The amount of text should be kept to a minimum,

The font should be easy to read and the same for all text.

The size of the font should be large enough to allow people to read it easily and should be uniform for all the texts (same size for titles, same size for text),

The colours should be in contrast so the text is easy enough to read and it doesn't burn the eyes – but avoid black letters on white background (it's too boring),

Use as few different colours as possible – only to stress your point,

Avoid animations unless they really make your message clearer or make it stick.

These are the basic rules, you've probably already heard or read, but here's some more that can help you when you are trying to have a multimedia PowerPoint.

### **Making songs or clips a part of your presentation**

Whenever you are trying to make a music or video file a part of your PowerPoint presentation you should keep a simple fact in mind – the presentation probably won't be done from your computer.

In order not to lose any of the files you'd like to have in your presentation, you should first make a selection of all these files and place them in a folder. It would be best if that was on

th USB stick that you'll be taking with you to your presentation.

Insert these files into your presentation straight from this USB stick and not off your hard-drive and if possible, once you finish the PowerPoint, place a stick into another computer that hasn't got those files and try to run your presentation. If all the files play as you wanted them to, there's a great possibility they'll run well when you have your presentation as well.

### **Linking slides to internet**

There are several websites that offer music, clips or any other material, you might decide to use, but placing links in your presentation might be problematic. First off, make sure in advance that there will be an online connection at the computer you'll use for your presentation. Next, make sure that there are no special requirements at that site (no passwords, no IP restrictions that make a file run only within a certain country, no special programs/plugin/applications needed) – if there are, try to download the content you wish to play and use that in your presentation if the copyright allows it.

### **Codex and software**

With music and video files, there's always a problem of some special software or codex that are required to play a file. If you can play a file on your own computer, you should be aware of which codex and programs you use to play them. Make sure the computer that will be used for presentation has those same programs and codex available. If you know that you're using very specific programmes or codex, you might consider transforming your files into a more standard format (like converting \*.ogg files into more standard \*.mp3 files and similar).

If there's really no way around it and you need to use a file that is unlikely to work, it is probably best to have your own computer with you in order to connect it to the projector and run the presentation off it.

### **Final Reminder**

Don't put large blocks of text on a Powerpoint slide and then read them! There is nothing more boring than that!