

Basic Tips on Slide Preparation

Good and Bad Fonts

- Sans Serif fonts are good
 - Calibri (proprietary Microsoft Sans Serif font)
 - Arial
 - Helvetica
- Serif fonts are bad
 - Times New Roman
- **DON'T USE ALL CAPS: THEY ARE HARD TO READ IN LONG PHRASES AND MAKE IT SOUND LIKE YOU ARE SHOUTING!!!**

Optimal Font Sizes

- 60 pts
- 48 pts
- 36 pts
- 32 pts
- 28 pts
- 24 pts
- 20 pts
- 16 pts
- 12 pts

Appropriate Colors

- Black on white is good
 - Other dark colors are good as well
 - Light colors on white are bad
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- Light on dark is OK, but contrast is not as good
 - Now you can use yellow, though!
 - Dark on black is bad