

# PowerPoint for Video Guidelines

When creating a PowerPoint presentation that will be seen on television or the web, there are a few graphic considerations to keep in mind:

## FONT CHOICE

- Choose a clean, simple, easy-to-read font, such as Arial, Helvetica or Times New Roman.
- Font size should be at least 24. Anything smaller will be difficult to read, particularly on the web.
- Choose a solid color that contrasts with your background. If your background is a dark color, choose a light colored font, and vice versa.

## LAYOUT

- Background should be a solid color or simple gradient – nothing too busy. An off-white or dark blue background works well.
- Keep the composition simple - avoid cluttered slides. Don't fill up the frame – having some negative space is good. Better to spread information out onto multiple slides.
- If including charts or graphs, make them as large as possible relative to the size of the frame. Use large, easy to read fonts on charts and graphs.

## STRONG

### Addictive Foods?

- Focus from person to food
- Clinical and subclinical impact
- Essential for treatment and policy



- Succinct information, readable
- Photo provides additional visual interest

## WEAK

### Using AP/IB Credit

- In May 2008, Fernando took an Advanced Placement examination in United States History for which he is awarded 5.3 semester units.

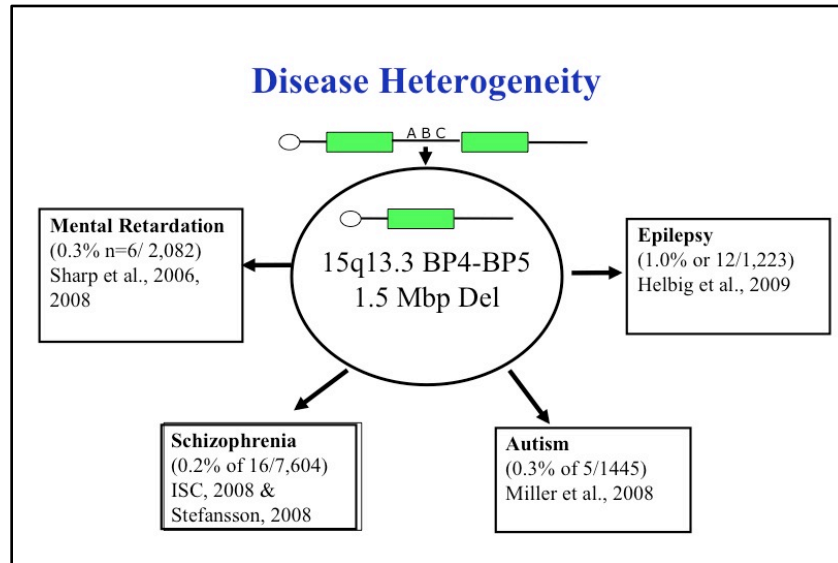
Examinations							
Name	Type	Score	Date	Name	Type	Score	Date
AP	US Hist	3	05/08				

- Credit towards major prep and GE may be awarded with AP scores of 3 or higher or IB Higher Level scores of 5 or higher on select exams. Course equivalencies depend on campus articulation policies.
- IGETC course credit may be awarded for AP exams (score of 3 or higher) that community college faculty recognize as equivalent to IGETC-approved courses.
  - See the "Using Advanced Placement to Satisfy IGETC and UC Eligibility" chart online
- The English AP score can be used to meet the English Composition requirement but not the Critical Thinking/English Composition requirement for IGETC.
- UC will award up to 8 quarter (5.3 semester) units of credit. Credit limitations may apply when exams and equivalent courses are taken; check with individual campuses for local articulation policies.

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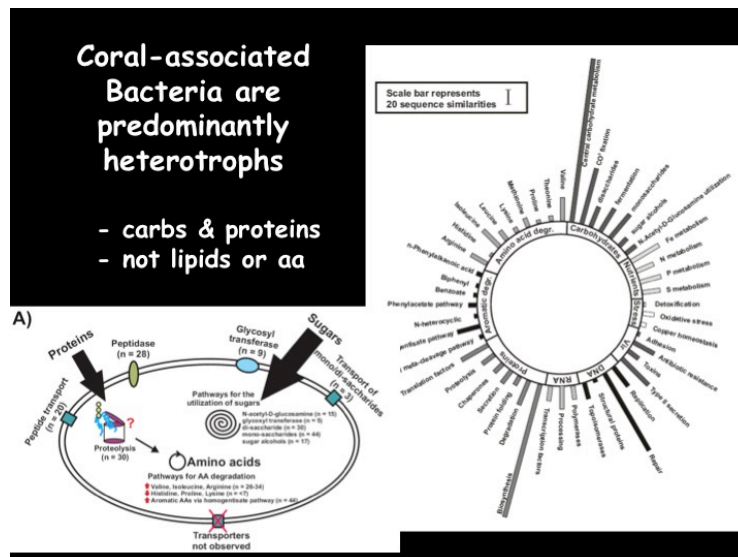
- Too much information, cluttered, not readable
- Suggestion: split information into multiple slides

# STRONG



- Chart fills the frame, easy to read

# WEAK



- Too much information, graphics too small in the frame
- Suggestion: separate graphics onto multiple slides