# Slide Design Tips

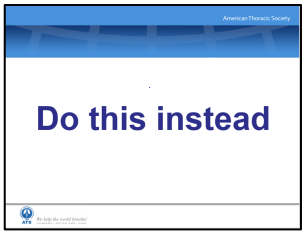
## Fonts and Text

- Avoid shadow, reflection, glow, CAPITALS, and *italics*
- Use **bolding**, color, or underlining for emphasis
- Use figures rather than text if possible; don't make spoken words compete with written words
- Use 6 or few bullet points/slide with 1 line/bullet to avoid word-wrapping
- Use sans serif font (e.g., Arial, Calibri, Helvetica)
- Use consistent punctuation and Capitalization
- Use 24 point font or larger

NO Aa Serif YES Aa Sans serif

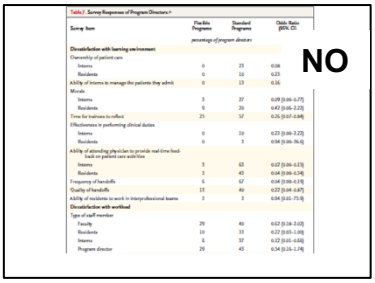
## Colors and Backgrounds

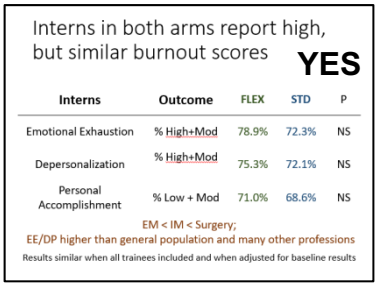
- Use light text on dark background or vice versa
- Avoid red or green for emphasis due to colorblindness
- Use a simple, monochromatic background throughout

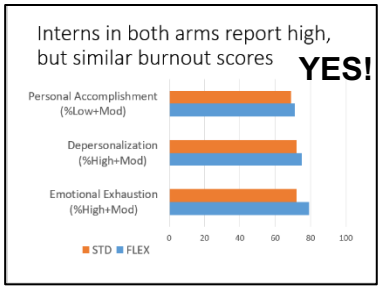



## Figures and Tables

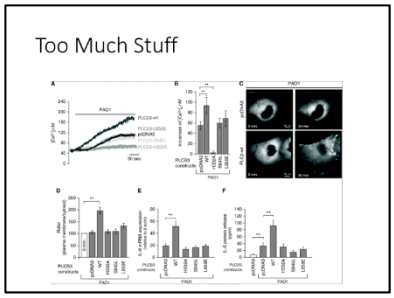
- Don't cut and paste published tables; data are unreadable and mostly irrelevant
- Don't use a figure that needs an apology ("Sorry you can't read this, but…")
- Make your own table/figure of the data you want to discuss

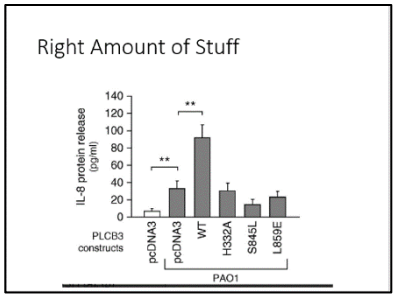

NO




- Don't overcrowd figure/graphic slides
- Omit published captions/figure legends and instead create your own
- Use one graph or figure per slide, unless you need a side by side comparison
- Keep references small and in a consistent place on all slides (bottom corners preferable)




For questions or help with your next talk, please contact education@thoracic.org

*Fessler, Hayes, Çoruh, 2020*