Slide Design Tips

Fonts and Text
• Avoid shadow/reflection/glow, ALL CAPITALS, and italics; use bolding, color, or underlining for emphasis
• Use figures rather than text when possible
• Minimize text per slide; don’t make spoken words compete with written words
• Bullet points only, 6 or fewer/slide, 1 line/bullet (avoid word-wrapping)
• Use consistent sans serif font (Arial, Calibri, Helvetica)
• Use consistent punctuation and Capitalization
• 24 point font or larger

Colors and Backgrounds
• Use light text on dark background or vice versa
• Avoid red or green for emphasis (due to colorblindness)
• Use the same, 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 just the data you want to discuss

• Don’t overcrowd figure/graphic slides
• Omit published captions/figure legends (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)