Slide into Better Presentations

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<tr>
<td>Create Custom Templates</td>
<td>YES</td>
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<tr>
<td>Slide Master View</td>
<td>YES</td>
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<tr>
<td>Outline View</td>
<td>YES</td>
<td>NO</td>
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<tr>
<td>Built in Accessibility Checker</td>
<td>YES</td>
<td>NO*</td>
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*The Accessibility Checker for Google Slides add-on is available in the Google Workspace Marketplace.*
Creating Templates

- Built-in templates are not always optimized for accessibility (start with a plain template).
- Use slide masters to modify the template.
- Follow the formatting guidelines from this presentation.
- Instructions or links appear at the end of this presentation for creating templates and modifying slide masters for both PowerPoint and Google Slides.
Slide Master Layouts

- Content slides will be discussed in more detail
- Title slide and section break slides
  - Don’t have to use
  - Can be different from content slides
  - Should still follow the guidelines for content slides
Title Slide Example

With Subtitle
Section Break Slide Example
Overall Design & Layout

- Logo
- Headers and Footers and Rules
- Other images
- Transitions and Animations
- Background & Contrast
- Font
Font (gets its own slide!)

- Pick a font
- But not just any font
  - Arial or Verdana (or other sans serif)
  - Emphasize with **bold**
  - Color with sufficient contrast to background
  - 24 pt minimum
Slide Elements: Title

- Size: 36 pt
- Style: Initial Case? Title Case?
- Alignment: left and top
- One line of text
- Spacing
Slide Elements: Text Box

- Size: 24 pt
- Style consistency: case and punctuation
- Alignment: left and top (no autofit!)
- Spacing
  - Leave negative space around graphics
  - Use 1.15 line spacing (minimum)
- Use bullets (rather than narrative paragraphs)
Slide Elements: Bullets

- Helpful to separate points
- Just the facts; brevity...
- Show all at once (no animation)
- Shape, color, and consistency
- Sub-bullets
  - Same size text as primary bullet points
  - Need at least two to warrant sub-bullets
- Bulleted lists should be aligned to the left
Slide Elements: Images

- Gifs are distracting
- Does the image support the message?
- Consistency of placement when possible
- Consider using alt text
- Infographics and charts
  - Do they simplify the message?
  - Can they be absorbed at a glance?
Other Design Tips

- Less is more!
- Negative space is your friend
- Work in outline view (if using PowerPoint)
- 7/7 guideline
- Avoid ALL CAPS and underlines
- Use commas (not slashes) in titles/text/bulleted lists
- Be consistent with case and punctuation
- Ask someone else to proofread
Other Accessibility Tips

- Consider closed captioning the narration
- Use alt text to describe images, graphics, charts
- Use descriptive text for hyperlinks (rather than click here)
- Use the accessibility checker in PowerPoint
- Use a screen reader application to test
References & Resources
How to Create Templates

In PowerPoint
1. Go to View → Slide Master and apply attributes
2. Go to File → Save As and from the Save as type drop-down menu, select PowerPoint Template.

In Google Slides
- How to edit master slide(s) in Google Slides
- How to create a template in Google Slides
How to Disable Autofit Text

In PowerPoint:  Turn on and off automatic copyfitting

In Google Slides
1. Go to Tools → Preferences
2. On General tab, check Use custom autofit preferences
3. Under Theme text placeholders, select Do not autofit
4. Under New text boxes, select Do not autofit
Accessibility Resources

- **Make your PowerPoint Accessible** (web article), Microsoft Support
- **PowerPoint Accessibility** (web article), WebAIM, Center for Persons with Disabilities, Utah State University
- **Create Accessible Presentations** - PowerPoint (webpage), U.S. General Services Administration
- **Make Your Google Slides Presentation more Accessible** (web article), Google Support
Captioning & Transcription

- [Enable Audio Transcription in Zoom](#) (web article), Zoom Support
- [Present Google Slides with Captions](#) (web article), Google Support
- [Present Slides with Captions in PowerPoint](#) for Office 365 (web article), Microsoft Support
Slides Software Resources

- **Google Help/Learning Center**
  - [Google Slides Training & Help](#) (webpage)
  - [Google Accessibility Help](#) (webpage)

- **Microsoft Support: PowerPoint Help & Learning** (webpage)

- **Custom Guide Quick References** (webpage), includes PowerPoint and Google Slides