**BEST PRACTICES**

**Effective Graphics for
Classroom Presentations**

**Joy Chambers**
*Graphic Design & Communications*
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THE UNIVERSITY OF TENNESSEE COLLEGE OF VETERINARY MEDICINE
DEPARTMENT OF INSTRUCTIONAL RESOURCES



**Good Morning!**



**Effective Presentations**

- File/Slide Set-up
- Content
  - Text
  - Photos
  - Charts/Graphs
  - Other Graphics
- Technology/Test-Runs



**SET-UP**



**Set-up**

- Templates
  - Choose from installed templates
    - Modify to suit your needs
  - New UTCVM templates coming soon!
    - Will have everything ready to go
- Master Pages
  - Add/adjust backgrounds
  - Set up fonts, colors & layout options



**Slide set-up**

**Consider background color**
- White background might be hard to view
  - Best for printing

- Dark background provides best contrast
  - Harder/more ink to print

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Real. Life. Solutions.

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### Overall tips

- You already have great content
- Treat the slides like an outline
  - **YOU** are the key element, not the slides

- Don't be afraid to use LOTS of slides with minimal info on each, **BUT…**
- Avoid **Death by PowerPoint!**
  - a.k.a. "Information Fatigue"

- For creative presentation ideas, download the PGi ebook:
  http://go.pgi.com/sc-ebook-fun-presentation-ideas

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# CONTENT

### Mix it up

Text, photos, charts/graphs, other graphics

- Avoid "information fatigue"
  - causes stress, poor decision-making and mental exhaustion http://www.newsweek.com/science-making-decisions-68627

- **Puppies & Kittens** – "The Power of Kawaii", 2012
  - Cute or "kawaii" images increase cognitive skills, promoting careful behavior, narrowing focus and enhancing motivation
  http://journals.plos.org/plosone/article?id=10.1371/journal.pone.0046362

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### Don't Write a Book

Please do not write in complete sentences when including text in your slides. You will immediately lose your audience because it is hard to read and completely distracts them from listening to anything you say while that text is on the screen. Is all this text really important? If so, you may want to consider creating a handout with additional information to provide to your audience after the presentation is over.

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### The Power of Bullets

- Talking points
- Short/consise
- Organized
- Notes to trigger info recall

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### Font Choices

**Be careful of…**
- Fancy or scripty fonts
- Too small or very thin fonts
- Fonts meant for children's books
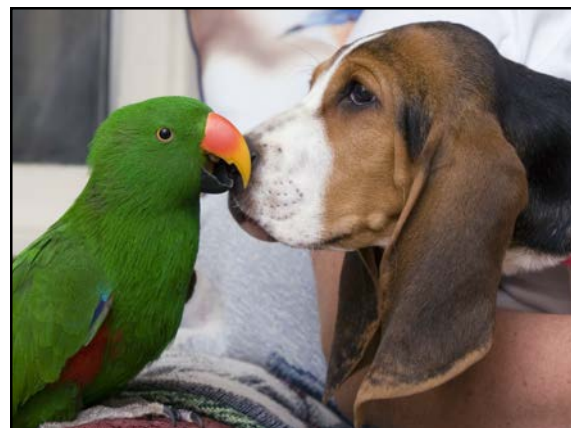- Non-contrasting colors
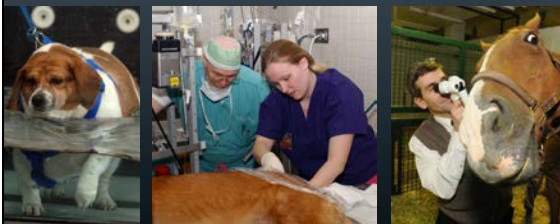
Will this work?    How is this?

Can you see this?    Is this legible?

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### A Picture is Worth 1,000 Words

- Where did you get that photo?
- Too many large photos = large PPTX file

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### Animations Gone Wild

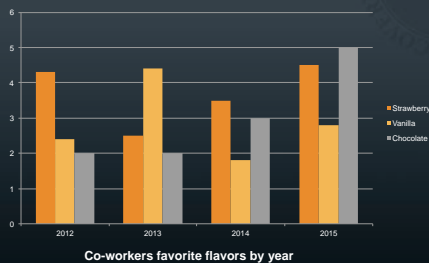- Animations can provide

**IMPACT**

- Animations can provide

**CONFUSION**

**Get a second opinion – Test your presentation!**

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## Charts & Graphs – Use them!

- Tell the story at a glance



Co-workers favorite flavors by year

## Multimedia = Added Value

- Adds extra detail or interest
- Gets your audience interested
- Keep short so you don't lose/bore them
- Possible playback/linking issues
- Possible compatibility issues

- **TEST before you present** and seek A/V help if you need it!

## TECHNOLOGY

## Technology Issues

- **TEST** before you present
- Software may not be the same version
- Fonts may not be the same
  - Embed fonts if you can
- MAC to PC issues & vice versa

- Again, always **TEST before you present**

## Good luck & thank you!

## THE END.