Preparing PowerPoint Slides for your Adobe Presenter Presentations Check List

Before recording audio for your Presenter presentations, make sure you have a complete, formatted, and optimized PowerPoint file. Use this check list as a guide for each presentation.

Slide Design

- Choose a clean slide design with a solid background color. Avoid gradients.

Slide Transitions

- If using Adobe Presenter 7.0.7 version and Office 2010 you can use Transitions. For all others versions Transitions don't translate when published. Use only one kind of transition for the entire presentation--do not switch around in the presentation.

Fonts

- Use a sans serif font like Arial or Helvetica.
- Avoid serif (Times New Roman) or non-standard fonts (Lucinda Sans Unicode). These fonts are harder to read on a computer.
- Avoid multiple fonts in a presentation.
- Increase the default size of the fonts in the title and slide body to fill out the entire slide. 32 point +

Text

- In general, stick to the default text color for the slide design. You want high contrast between the background and the text.
- Text is not a transcript. Limit amount of text on a slide. Use short phrases. 3-4 bulleted points per slide, rest in narration.
- Vary presentation of text on slides. Bulleted points get old quickly!

Animations

- Use animations to build upon bulleted points and to convey the message on the slide. This is especially helpful when you have more than 3 points on the slide.
- Use animations (like circles or arrows) to emphasize something on the slide.
- Always publish to see if the Animations translated in the published version. Few animations don't work with Presenter. See guidelines for conversion issues:
  http://kb2.adobe.com/cps/404/kb404325.html

General Rules of Thumb

- 30-40 slides per presentation. Break up the presentation into parts if possible.
- Limit number of images on a slide. 1-3 is best, especially if you are trying to show detail on the image.