



PowerPoint™@UP Fact sheet

PowerPoint is a presentation tool that lecturers use in different ways to achieve different goals. Before you create a PowerPoint slideshow think how you want to use it. In this document we distinguish between the following uses:

- **Face2Face:** You use it to present a lecture in front of a class on a data projector.
- **On screen:** Students can view the slideshow on a screen in their own time.
- **Print/Pdf:** Slideshows are printed and viewed (studied) on paper.

For each of these scenarios different guidelines are applicable. A combination of these scenarios can also be possible.

General guidelines (applicable to all scenarios)

- Keep the images small (± 50 KB) – You can use IrfanView to make your images smaller before you add it to the presentation.
- Use illustrations meaningfully.
- Load the background as a background.
- Keep slides clean and uncluttered.
- Fonts that are easy to read: Arial, Verdana, (Sans-Serif fonts).
- Compress images when finished (see the back of this page for instructions).
- The 666 rule: No more than 6 words per bullet, 6 bullets per slide and 6 text-only slides in a row.
- Consistency in fonts and layout!
- Templates are a good place to start.]
- Do not rely on spell check only.

Face2Face

- Do you know if it is a regulated light environment? If it is the case use a dark background with light text (eg. Navy background with yellow text)
- If you do not know what the environment is like: Use a light background with dark text.
- 80/20 principle: 80% of the time spend on presenting and 20% on questions and answers / discussions

On Screen

- Provide the students with a printable version as well
- Department for Education Innovation has software (Impactica) that can compress your slideshow. Impactica will keep the sound of your slideshow and students will not be able to copy the slideshow.

Print/Pdf

1. Set the print options to print black & white
2. Do not use Word Art or Shades
3. Do not use: Dissolves, Transitions, Animations. (When you use these only the first item on page / a blank page prints) Use Animation Schemes to set up animation - this prints out all the items on the slide.
4. Do not use colour for graphs, rather use textures.
5. Do not use colour fills in textboxes – this will print as a dark block and the text will not be visible.

It is likely that a lecturer will use a slideshow to present a class and also distribute it to students on clickUP.

Remember:

- Keep the file size small!
- Design slideshow with the print version in mind! *Work smarter & faster!*
- Provide space for students to make notes during class
- Provide extra notes for the students in the print copies.

Find PowerPoint templates designed for every faculty on <http://www.click.up.ac.za>.



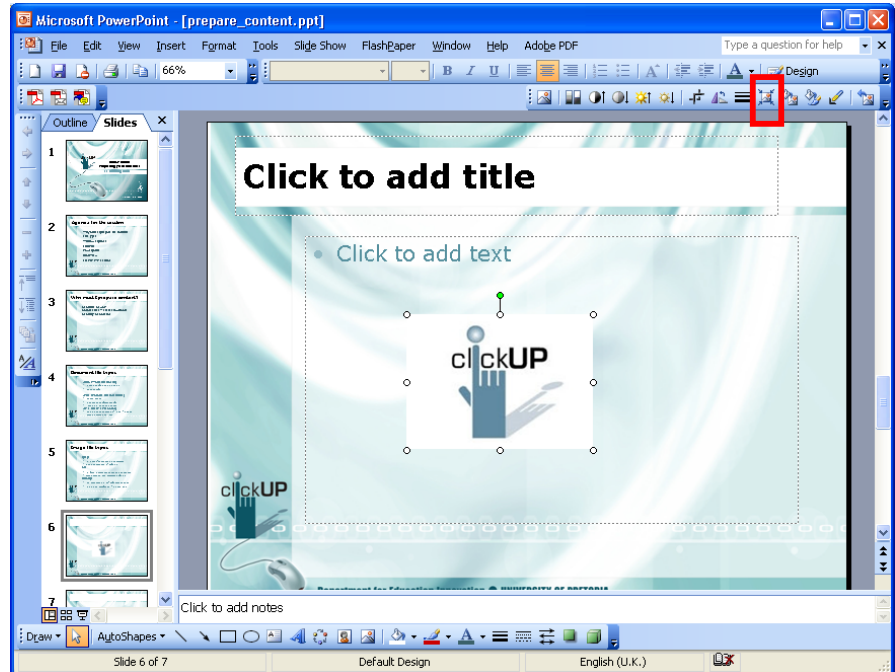
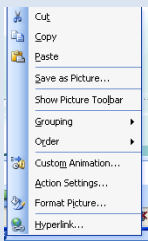
How to compress images

For Office 2003

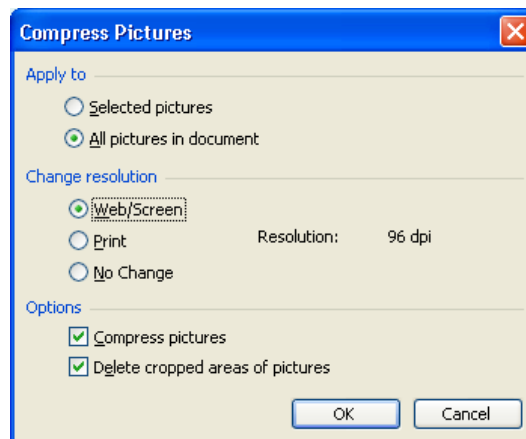
1. Click on any of the images inside the PowerPoint so that it is selected (as illustrated below).
2. Click on the “Compress Pictures” button on the Pictures toolbar.

TAKE NOTE

When the Pictures toolbar is not visible. Right-click on the image. The menu displayed will provide an option for you to *Show Picture Toolbar*.

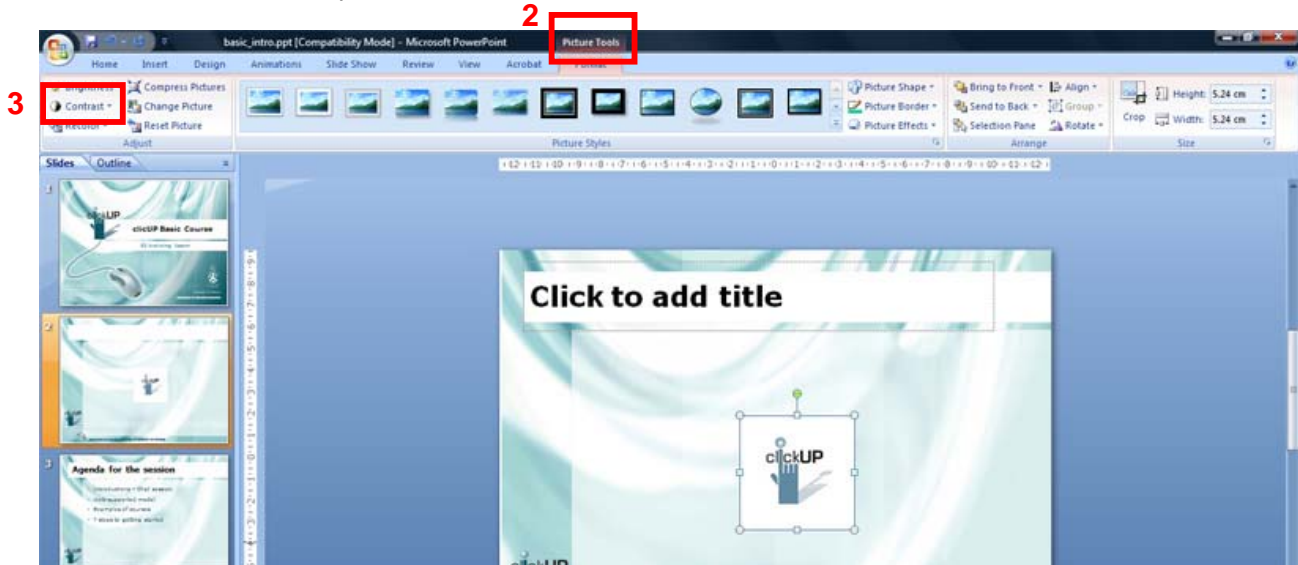


3. Select the “All pictures in document” radio button. Change the resolution to be ready for the “Web/Screen”. And select the two bottom options, as shown below. Click OK.



For Office 2007

1. Click on any of the images inside the PowerPoint so that it is selected (as illustrated below).
2. Click on the Pictures toolbar.
3. Click on the “Compress Pictures”.

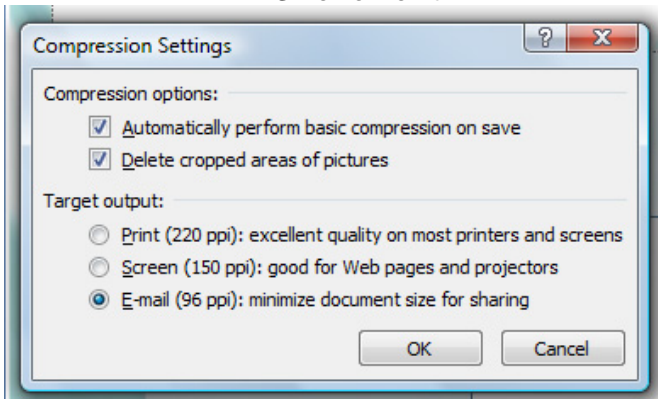


4. In **MS PowerPoint** (picture left):
Select the two top options, as shown below. Change the target output to E-mail – which will create the smallest file. Click OK

In **MS Word** (picture right):

Select the “All pictures in document” radio button. Change the resolution to be ready for the “Web/Screen”. And select the two bottom options, as shown below. Click OK.

MS PowerPoint



MS Word

