



MESSENGER MEDIA SYSTEMS, INC.

## PowerPoint Tips

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### Slide Design

#### Using Fonts & Filling the screen

1. Use **Sans-serif** fonts like Arial and Verdana. They're easier to read on screen because the letter strokes are more uniform. Some serif fonts, like Times New Roman, the letter strokes can be thin.
2. Make sure the type is big enough to read. In PPT, depending on size of screen, preferably 32 pt.+.
3. Bold also makes type more readable.
4. Use shadow. Again, enhances readability.
5. Try to stick to the standard Microsoft fonts.
6. Use caps and lower case. All caps looks like shouting.
7. Moderate line lengths (5x5 rule)
8. Good contrast between text and background
9. Clever/fancy fonts are okay for titles or headlines, not for blocks of text to be read or sung aloud.
10. Use a "blank" border around the screen. Don't fill it in to the edges. Depending on equipment settings, sometimes the edges of the screen may get cut off. Less is better.

#### Using Special Effects (applies to music and sermons)

1. Use quick, simple transitions, if any.
2. Limit transitions to just a few.
3. Don't rely on how it looks on the computer
4. Don't use dramatic transitions
5. Be consistent with the transitions
6. Avoid random transition option and transitions with sounds

#### Slides for Singing

1. Must obtain CCLI license (Christian Copyright Licensing International) for song lyrics
2. CCLI requires that a copyright notice appear once for each song and should include song title, writer credit(s) and copyright information.
3. Use a template
4. Most churches center justify. I prefer to align left for singing or oral reading of scripture. We were taught to read left to right.

"WHEN YOUR MESSAGE MATTERS"

1



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5. When left aligning, follow basic manuscript rules. Line wrapping, carry at least two words. Try to break at natural breaks in the music. Use line breaks where it comes natural.
6. Punctuation is best
7. Make enough slides so not to repeat slides in PPT.
8. Use a blank, transitional, or church welcome/logo between songs.
9. Depending on lumens from the projector, light on dark usually works best. However, dark on light works well with a good projector.
10. Instruct person running presentation to advance slides a few words before the current slide is finished.

## Preparing

1. Create and use template.
2. Save each song as a separate file for future use.
3. Import slides for individual songs into pre-created template.
4. 90% of presentations will be created on different computer than presenting show. When saving files, embed fonts. Some license restrictions will not allow embedding of fonts. Make sure fonts used are installed on computer running presentation.