Tips for Preparing your PowerPoint/Handout:

A visual presentation of slides aids the delivery of a speech. Your PowerPoint should contain only the outline of the discussion and a few images to support it. Handouts should provide detailed information that will act as a reinforcement of the information shared with the audience during the presentation.

Your handouts should stand on their own. Remember that it may be a while after your presentation before someone refers back to your handout. Take a moment to write out specific details to support each slide.

Limit your graphics. Often graphics that look good on screen may not print well in a smaller size in your handouts. Detailed graphics with many layers and components normally don't print well.

Fonts - Embed all TrueType fonts. When you save your file, the "save as" dialog window has the "Embed TrueType Fonts" option under the "Tools" pull down menu. Selecting this option ensures your fonts will be included with your file.

Graphics - Embed all in your file. Avoid linking your graphics to their presentation file. Files containing very detailed graphics, blends, or gradients with many layers and components tend to draw slower on screen. Limit the use of high resolution graphics. Most presentations are designed for on-screen color display. However, handouts are printed in black and white mode. View your slide in both modes so you have a feel for how your content will be reproduced. Shaded objects and backgrounds that look good on the screen can make printed handouts unreadable.

Slide Animations - Avoid using slide animations when preparing your content for printed or electronic output. PowerPoints converted to a PDF will not include animation. Try to present information over several slides rather than reusing a single slide to avoid overlapping text and graphics.

Hints for Your Content - handouts should contain the following information:
- Speaker's name, organization, and contact information
- Title and date of presentation
- Outline of the presentation, including key concepts
- Background information, documents, spreadsheets or other materials that support your presentation
- A list of resources (e.g., web sites) that support your key points
- Articles or other factual information