

PowerPoint Guidance

After downloading the PowerPoint template, keep these guidelines in mind as your presentation is developed.



Use consistent formatting

- Header text: At least 42 Arial Bold, centered
- Supporting text: 28-32 Arial



Use images to enhance slides

- Incorporate a variety of photographs into presentations, such as images of students and educators in the classroom. Email michael.dougherty@education.ohio.gov to request photos to include in your presentation.
- Do not use clip art or screen shots.



Keep text simple

- Do not use acronyms or jargon.
- Minimize the amount of words used per slide.
- Use a handout for lengthy text passages, such as text from the Ohio Revised Code or detailed instructions.



Include the Ohio Department of Education Web address and social media links

- Conclude every presentation with the agency website and social media links.
- These slides are included in each template file.



Use alternatives to bullet points

Slide designs in the templates provide alternatives to bullet points.

Questions?

Please contact Michael Dougherty at michael.dougherty@education.ohio.gov.