

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



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.



Use alternatives to bullet points

Slide designs in the templates provide alternatives to bullet points.



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.



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.

Questions?

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