

Maxson's Visual Aids Guidelines

DO	DON'T
<ul style="list-style-type: none">● DO tailor the presentation to your audience.● DO use a title slide to introduce your presentation.● DO be brief .<ul style="list-style-type: none">○ No more than 4 bullet points per slide.○ No more than 10-12 slides.● DO use BIG and CLEAR fonts.● DO use clean colors:<ul style="list-style-type: none">○ use high contrast● DO use consistent font size and color from slide to slide.● DO use the visuals as a guide, not a manifesto.	<ul style="list-style-type: none">● DO NOT put everything on the slides. use different colors / fonts on every single slide.● DO NOT stare at your own visual aids:<ul style="list-style-type: none">○ make a copy of the presentation for yourself.● DO NOT use bright or busy background.● DO NOT use many effects!<ul style="list-style-type: none">○ Avoid animation