

VLSI 2002 Powerpoint Presentation Template

Author list goes here...

Affiliation goes here

Outline of Presentation

- Page Setup
- Colors and fonts
- General guidelines for good slides
- Text slides
- Illustrations and figures
- Saving your file
- Uploading your presentation

Page Setup

- **Set up for 8-1/2 x 11” paper**
 - **Do not size for A4 or 35mm slide**
 - **Click on “File, “Page Setup,” click on arrow for “Slides Sized for” and pick “Letter Paper: 8-1/2x11 in”**
- **Leave 1/2” or 1cm margin on all sides**
- **All pages should be in horizontal (Landscape) format, not vertical**
- **No logos are permitted except on the title page**

Colors and Fonts

- High contrast is important
- Use white or yellow text only on a medium blue background
 - Alternate background color
- Some poor font and color choices are shown on the next page

Poor Color and Font Choices

- This combination will be impossible to see - no contrast

• This combination can't be read by people who are color blind

- This combination has good contrast but this dark background will blacken the room too much and if your font is too thin, it won't be visible.

Fonts

- **Use Arial Bold font**
 - **Some fonts project poorly**
 - Times
 - **Bookman**
 - *Americana*
- **Use as large a font as possible**
- **Main text lines: 32 point**
 - **Secondary lines: 28 point**
 - **Smallest text lines: 24 point**
 - Anything below 24 is too small (e.g. 20 point)

General Guidelines

- **Keep concepts as simple as possible**
- **Limit each page to one main idea**
- **Use several simple figures rather than one complex one**
- **Make duplicate copies of a page if you plan to refer to it more than once**
 - **Do not plan to go back to a slide**
- **Rehearse your talk aloud, preferably in front of a group of colleagues**

Text Slides

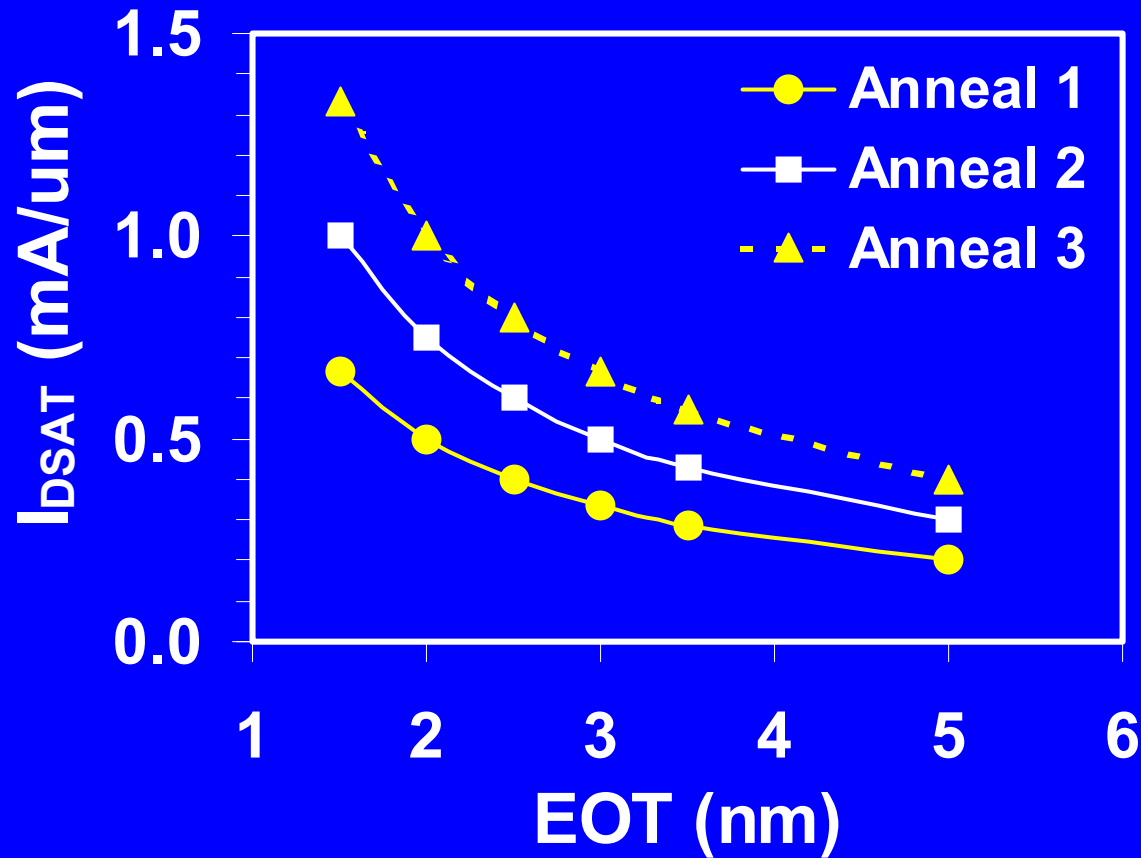
- **Slides with lots of words are hard for the audience to assimilate**
- **Minimize the number of words on text slides. As far as possible,**
 - **Use no more than 30 words per page**
 - **Use no more than 6 lines of text per page**

Graphs and Figures

- **Simple line drawings are often best**
 - **Make all lines sufficiently thick**
 - **Restrict colors to white and yellow as much as possible**
 - **Dotted, dashed, or other specialty lines should be very bold and thick**
- **Fonts embedded in figures > 24 point**
 - **Make sure fonts other than Arial bold are not incorporated into figures**
- **Often, graphical data imported from other programs will have small fonts & thin lines**
 - **Fix this in the source program**

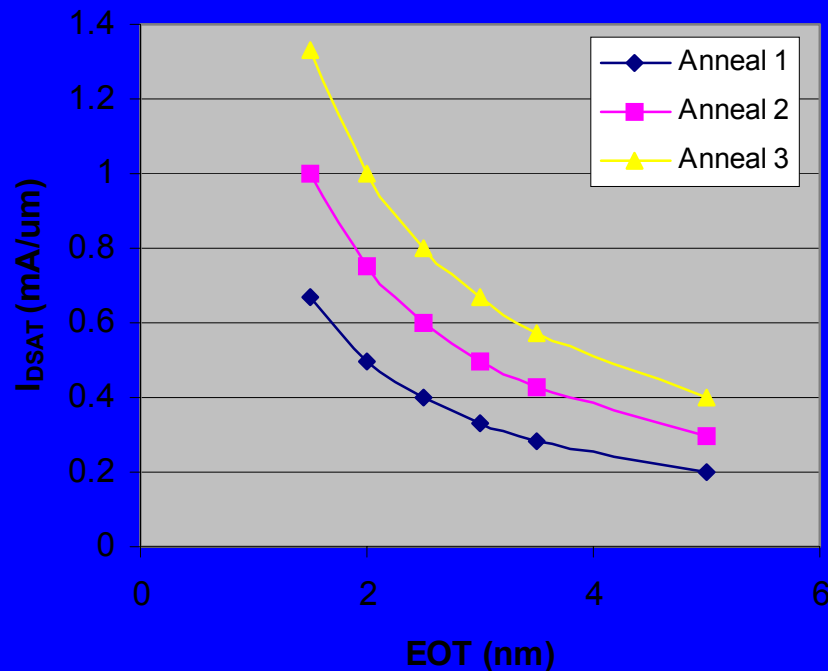
Example of a good figure

- Simple graph, thick, bold axes, large fonts



Example of Bad Figure

- Fonts & lines too small
 - fonts wrong color
- Grey background & colored lines



Saving your File

- **Embed true type fonts in your file**
 - Click on “File”, “Save As”, “Tools”, “Embed True Type Fonts”, or
 - Click on “File”, “Save As”, and check “Embed True Type”
- **Save your file with the name pattern**
S-P_author_n.ppt
S: Session number, P: Paper number, n: Version
Example: 5-3_Smith_1.ppt

Uploading your Presentation

- **Bring an electronic copy with you to the VLSI using either**
 - IBM PC formatted floppy or ZIP disk
 - CDROM
 - As backup, bring overhead transparencies
- **Deliver to the Speaker Preparation Room *the day prior to your talk***
 - Review your materials there to verify that your presentation works properly