

POWERPOINT GUIDELINES

The City Manager's Office has established the following guidelines for use when creating PowerPoint slide shows for City Council meetings, Commission meetings, and other presentations.

The Four Design Guidelines

1. Font Size and Style
2. Design and Delivery
3. Colors, Backgrounds and Graphics
4. Technical Specifications

1. Font size and style

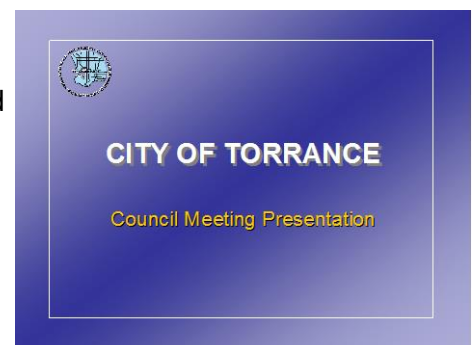
- Keep your text large enough---at least size 28 to 32
- Use simple fonts such as Arial, Helvetica, Lucinda Sans, Comic Sans or Tahoma, but not Times Roman or Harrington

2. Design & Delivery

- Limit the number of words you put on a page
 - Avoid paragraphs
 - Use bullet points
 - Use succinct phrases instead of sentences
 - Limit each slide to 6 bullet points
- Do not use transitions or drop down text
- Proofread and spell check
- Do not read your presentation word for word from your slides
- Contact the City Manager's Office (618-5880) to schedule a rehearsal of your presentation. It is recommended to schedule on the Monday, at 3:00 p.m. prior to Tuesday's City Council meeting.

3. Colors, Backgrounds & Graphics

- Choose color combinations that make your text easy to read
- Avoid red or dark backgrounds
- Select lighter colors for text
- Limit your graphics to 1-3 per page
- Place all elements inside "safe title area" (at least 1" parameter)



Safe Title Area


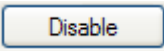
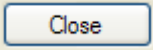
CITY OF TORRANCE

4. Technical Specifications

- **Turn off sleep mode:**
 - Right click on an empty area of the Desktop
 - Select **Properties**
 - Click on **Screen Saver** tab
 - Click on **Power** button
 - Click on **Power Schemes**
 - Click on the **Power schemes** drop down list
 - Select **Presentation**
 - Click **OK**
 - Click **OK**

- **Turn off screen saver:**
 - Right click on an empty area of the Desktop
 - Select **Properties**
 - Click on **Screen Saver** tab
 - Click on **Screen saver** drop down list
 - Select **(None)**
 - Click **OK**
 - Click **OK**

- **Set Display resolution at 1024 by 768:**
 - Right click on an empty area of the Desktop
 - Select **Properties**
 - Click on **Settings** tab
 - Under the Screen resolution area, drag the slider bar until you see **1024 x 768**
 - Click **OK**
 - Click **OK**

- **To turn off the wireless network search**
 - Double click on the wireless network icon  in the System Tray (bottom right of the screen near the clock).
 - Click on the **Disable** button 
 - Click on the **Close** button 

- **Bring a back up VGA Cable**
- **All audio/visual equipment will be turned on (including the 6 LCD Monitors) by Staff prior to the start of the meeting. CM and CIT staff will troubleshoot any conflicts.**

CONTACT INFORMATION (during regular business hours)

- Design & Scheduling Rehearsal ----- 618-5880 (City Manager's Office)
- Audio/Visual and Cablecast Questions----- 618-5762 (Office of Cable and Community Relations)
- Information Technology Questions -----618-2880 (Communications and Info Tech Department)