

# Guidelines for Standard PowerPoint Presentations in McEvoy Auditorium

## 1. Format presentations with a **BLACK BACKGROUND**

- Creates the best visibility in the auditorium
- Makes images and text stand out
- Main text should be white

## 2. Text Guidelines

- Main text should be **white** (use other light colors to add accent)
- “Fancy fonts” are not easily legible
- Best fonts are san-serif fonts (e.g. Arial, Calibri, Lucida Sans, Tahoma, etc.)
- Text should be size 22pt or larger

## 3. Images

- If an image is blurry on the computer, it will not project well on the large screen – high resolution images are best
- Generally 100-300 dpi is acceptable for the HD projector
- The total size of a PowerPoint file shouldn't exceed 20 MB, as that can slow down the computer or cause it to freeze
- Do not skew the proportions of images you are resizing (hold down the “Shift” key while making them larger or smaller)
- One or two images per slide is best, more than four can result in confusion and poor image quality
- Make sure images do not extend past the edge of the slide – they will be cut off

## Helpful Information

- First slide should be blank (just the black background)
- Second slide should be the title slide – if you have one
- Last slide should also be blank
- The museum can support requests to provide a Mac or PC for your presentation, but for technical reasons, **PowerPoint** is preferred.
- The required aspect ratio is **16:9**.

Examples:

GOOD

## Pianos in American Art

Large, simple font. Easy to read.

White font on a black background.



Herman Maril,  
*Duet #3*, about 1967-1971



Philip Evergood,  
*Woman at the Piano*, 1955

Images are large, good resolution, spaced well, and captioned with appropriately formatted san-serif text.

Bad

## *Pianos in American Art*

Fancy, hard to read font.

Colored font on a white background.



Herman Maril,  
*Duet #3*, about 1967-1971



Arthur Buehler,  
*Duet*, about 1930s-1940s



Aaron Siskind,  
*Heroin Nightclub Singer*, 1937



Rosalind Brooks,  
*Rosalind Brooks At Piano*, 1920



Philip Evergood,  
*Woman at the Piano*, 1955



Theodore Robinson,  
*At the Piano*, 1887

Too many images that are small and crowded, while being lost in the white background

Captions are hard to read – text is too fancy and the color is too light