Presentation Tools: PowerPoint

Williams College, Art Department, Visual Resources Center, Lawrence Hall
Drop-in Support and Training, 8:30am-4:30pm, Monday-Friday
(413) 597-2015, http://www.williams.edu/art/vrc/

Basic Tips for Art Presentations

1. Always start with a blank presentation. Do not use design templates with extra graphics and bright colors.

2. Never use TIFF image files. They are too big! Always use JPEG files.

3. Use black backgrounds to electronically mask the edges of images. Use white text.

4. Add an extra blank slide (black background) at the beginning of your presentation. This allows you to open your presentation file and warm-up the projector without revealing your first slide until you are ready to start your talk.

5. To retain correct image proportions, only resize images from the corner handles. Beware of risking image quality, including pixilation, when enlarging images.

6. Add important text to the top of slides to insure that all viewers have an unobstructed view.

7. Avoid all animations, slide transitions, and fancy text formatting that detracts from the works of art.

8. Finally, for PC users, in the Picture toolbar, compress all images to 96 dpi for web/screen viewing when your presentation is complete. This will keep your overall file size manageable and loading quickly during your presentation.

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