



- Step 1: Keep it simple.**
- Step 2: Chunk text, lose bullets.**
- Step 3: Balance your elements.**
- Step 4: Add images.**
- Step 5: Design for everyone.**



### **Step 1: Keep it Simple.**

Keep your text clear, concise, and compelling. Only include what is relevant to your audience. Remove any distractions, such as animations.

### **Step 2: Chunk text, lose bullets.**

The human brain gives more attention to things it views as different. Avoid the standard PowerPoint templates with bullet points. Instead, think about chunking your text and placing it horizontally, vertically, with icons, and/or inside of shapes.

### **Step 3: Balance your elements.**

Don't have SAD slides. **Scale** your objects to be the same. **Align** and **distribute** the objects so that white space is consistent.

### **Step 4: Add images.**

Find images that are consistent with the words on the slide (or the words you are saying). Be sure your images are inclusive, trauma-informed, and royalty-free.

### **Step 5: Design for everyone.**

Make sure your slides have the right contrast (4.5:1); mixed case fonts that are 32-points or greater; and be careful about putting words over images.



## Pro Tip

Format your PowerPoint Notes Page into a handout.

### Transforming your PowerPoint slide into a handout:

- 1 View > Master Views > Notes Master
- 2 Remove extras (like the header and footer).
- 3 Move your actual slide notes out to the side of the slide.
- 4 Add visual elements (e.g. logo, solid bar along the top, etc.) and/or change the background.
- 5 Add your content to the notes section. If you need more room, change the size of the slide that is displayed on the notes page.
- 6 File > Print > Select PDF for printer, Select "Notes Page", select "current slide".