

NonToxic Slideshows

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- 1 People read seven times faster than they hear, so keep the focus on the speaker and **remove text**.
- 2 Insert or create guidelines to **line it up**. Establish a grid of columns and rows that dictate where to place slideshow components.
- 3 To help your audience quickly interpret and digest your information, **use icons**.
- 4 **Build a theme** by repeating images and fonts throughout the slide deck.
- 5 Work within the slide master to streamline slide design and **keep it easy**.
- 6 **Direct images toward text** by using the natural directionality implied in many graphics.
- 7 **Build concepts** slowly, focusing audience attention on your talking points, so they can process each piece of information.
- 8 Minimize misinterpretation or attention abandonment and **emphasize with color**.
- 9 **Layer reporting** by giving your audience just what they need, when they need it.

Resources

For more on tests for colorblindness, check out ColorOracle.org and Vischeck.com.

To locate images, work with fee-based stock photo sites like istockphoto.com. Free images can be found on images.google.com, just be sure to use the advanced search menu and filter for images that have free use license.

Read the [Non-Designer's Presentation Book](#) by Robin Williams.

Gain a lot of inspiration at SlideShare.net and consider posting your own slides there to inspire others.

[Presentation Magazine](#) has a ton of free, helpful content online. They also post free templates but use caution as the quality can vary.

Olivia Mitchell hosts a great site, [Speaking About Presenting](#), where you can read about slide design as well as presentation delivery.

Nancy Duarte published a helpful book on this topic, [Slideology](#). She also blogs at blog.duarte.com — consider subscribing to get at least weekly tips in your inbox.