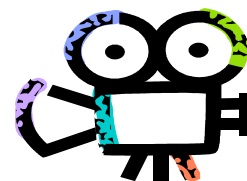




Text Fonts & Formatting



SMPS- Mrs. Brazil
Instructional Technology

- **Remember:** Keep it simple!
- **1 or 2 fonts** in the whole presentation.
(Vary when necessary with size, bold, italics, color.)
- **Font sizes:**
 - Minimum = 18 pts.
 - Title font = 36 pts. At least
 - Bullet list = 24, 32, or 38 pts.
- **Font type:**
 - Use sans-serif fonts, like **This**.
 - Text in a serif font must be in a larger font size to be readable than a sans-serif font.
 - Use fancy fonts only for titles.
(Be sure they are readable! Be sure to transport the font with the presentation.)
- **PowerPoint Formatting:**
 - ALL CAPS is hard to read. Use only in titles, if then. Avoid underlines. (That indicates a link.)
 - Shadow titles or terms, but be careful with text. Often makes normal text muddy.
(Templates often shadow everything.)