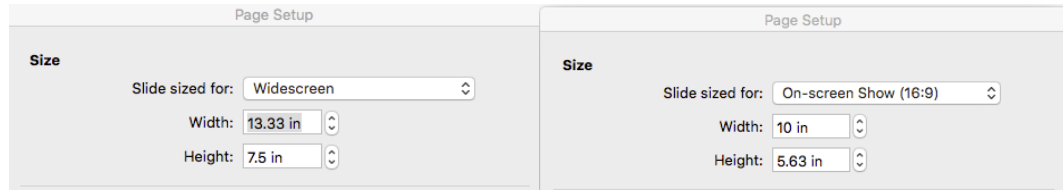


PowerPoint Guidelines from Production

- Page size for PowerPoint should be either Widescreen 13.33 x 7.5 inches or On-screen Show (16:9) 10 x 5.63x inches (*1920x1080 pts, 16x9 ratio*).

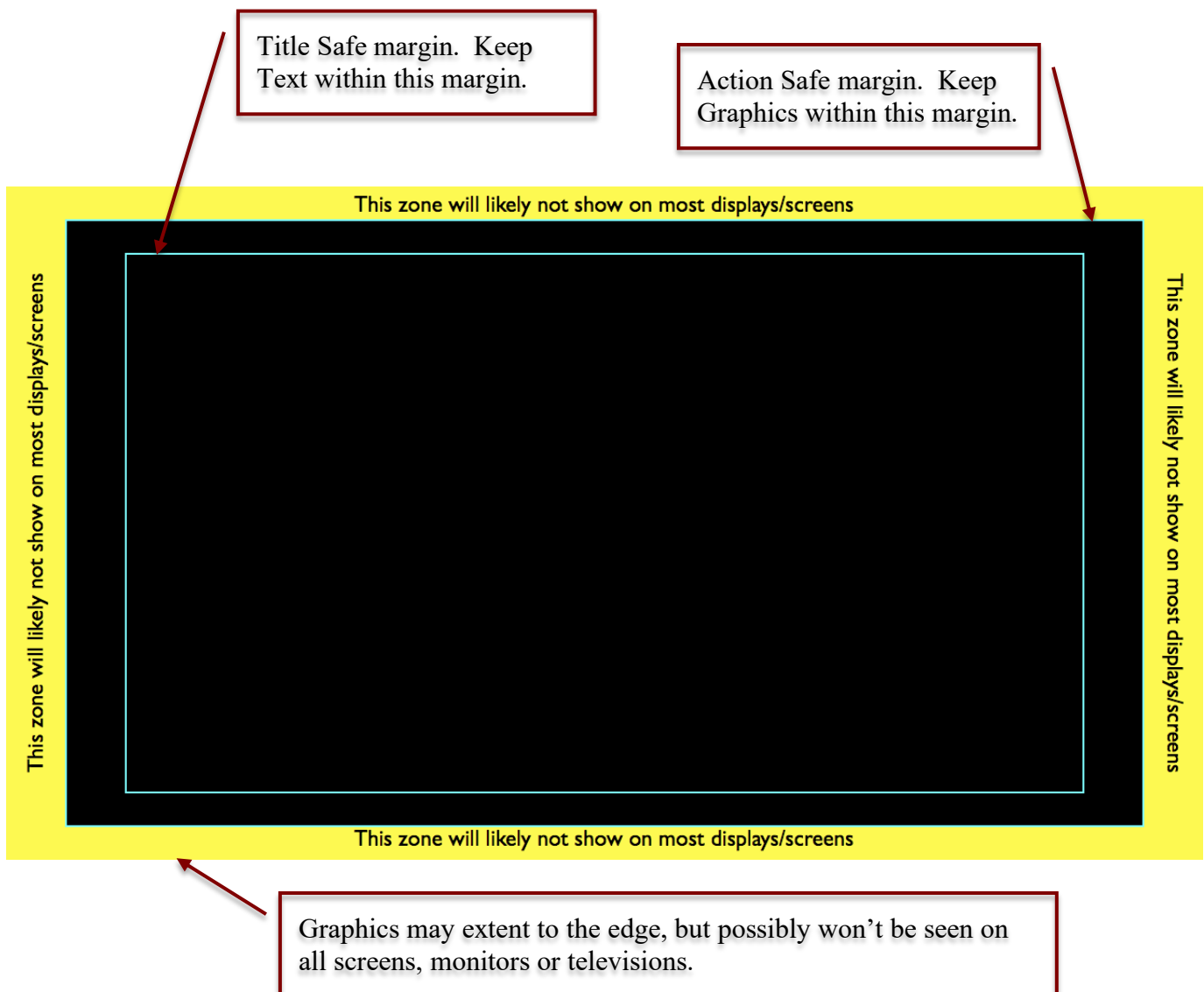


- Font size should be at least 36pt to be readable.
 - Some fonts have a smaller "stroke" so their size may need to be larger than 36pt to be readable.
 - Making the text **BOLD** can improve readability.
 - Adding a "Glow" text option can help text stand out against a background graphic. "Glow" tends to add more contrast than a "shadow".
 - Rule of Thumb - Display your PPT full screen on your laptop or computer. When you stand across the room, can you read the text?
- Observe Action and Title Safes standards
 - Keep text that viewers must be able to see within the Title Safe area. Title Safe = 10% margins on all sides; see picture below.
 - Keep portions of graphics that viewers must be able to see within the Action Safe area. Action Safe = 5% margins on all sides; see picture below.
- Do **NOT** use slide or object transitions or builds in PowerPoint presentations that will be used in the Worship Center.
 - PPT slides will be converted to JPEG images so we can use them in our computer graphics system in the Worship Center. Any transitions or builds will be lost in the conversion.
- Whites should be only 85% white.
 - 90-100% white is too bright for screens, monitors, and televisions.
 - Adjust all white backgrounds to 85%.
- Images/Pictures
 - Use images that are size 1920x1080 or larger
 - Per Communications, we do NOT have licensing to use images from Google. Instead, try these royalty-free sites:
 - www.pixabay.com
 - www.unsplash.com
 - www.pexels.com

- <http://www.gratisography.com/>
- <https://burst.shopify.com>

Action and Title Safes

- *Title Safe (10% margin on all sides)* - Keep text that viewers must be able to see within the Title Safe area. Text or graphics outside these margins may be cut off on some screens or displays.
- *Action Safe (5% margin on all sides)* - Keep portions of graphics that viewers must be able to see within the Action Safe area. Graphics outside these margins may be cut off on some screens or displays.



Graphic File programs

Slides created as a graphic file in programs such as Adobe Illustrator or Photoshop, should observe the following specs:

- 1920x1080 pixels should be total canvas size
- 72 dpi for out digital screens or displays
- RGB Color
- Whites should not exceed 85%, or White should be at 255, 255, 255 (RGB) and Black at 16,16,16.
- Exported in .jpg format at highest quality settings