

COLOR YOUR WORLD, BUT KEEP YOUR PRESENTATION LEGIBLE!


Colorful presentations can be interesting, but don't let your presentation become lost (or illegible) in the process. Choose a color scheme with contrasting background and text colors that are not only “easy on the eyes” but that also keep text legible.

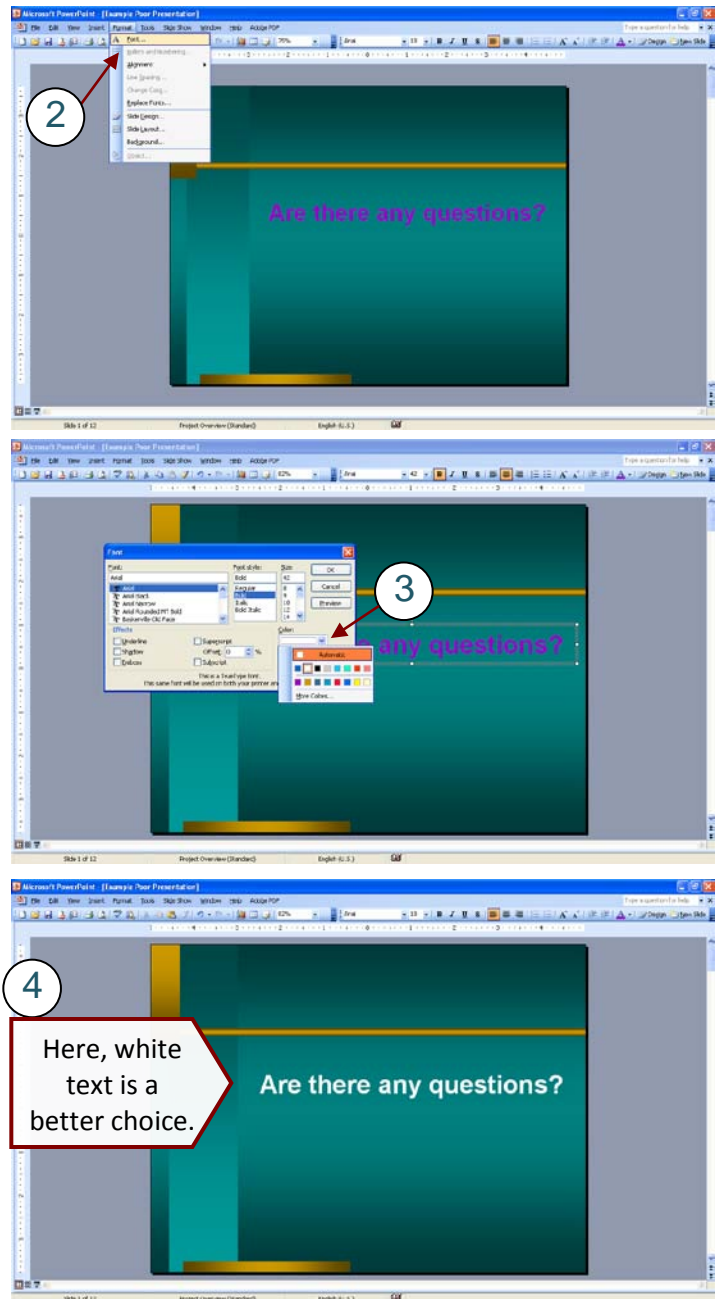
Here's how to change the text color to help create more appealing and reader friendly slides:

- 1) Select the text box of the font to be changed.
- 2) Choose “Format” from the toolbar and select “Font.”
A dialog box called “Font” will open.
- 3) Within the dialog box, click on the drop-down arrow below “Color.”
Here you can choose from a color swatch shown or choose “More colors...” for additional and more custom options.
Select your color by clicking on your choice, then click “OK.”
- 4) Review your slide show with an objective eye to evaluate your color choices.

1) *Does the contrast between background and text colors aid in or decrease legibility?*

2) *Are the colors pleasing and enticing or are they harsh and distracting?*

Shortcut to change text color: With your Formatting toolbar open, click on the down arrow following the  button. The selection of color swatches and “More colors...” options will appear.



Additional Tip: Yellow and red are usually poor color choices for text. Even on a blue background which may provide contrast, yellow and red text may be hard on the eyes. Both contrast and aesthetics should be taken into consideration when choosing color schemes.