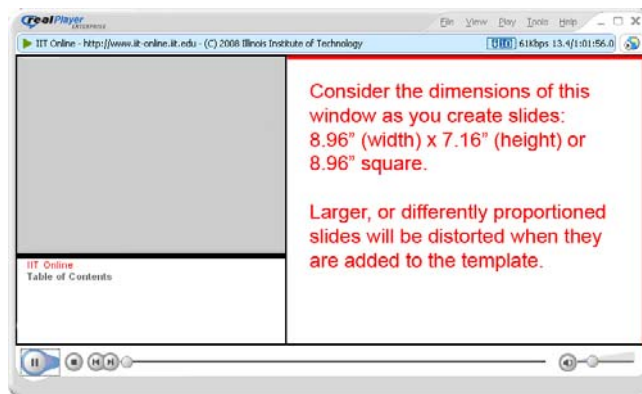
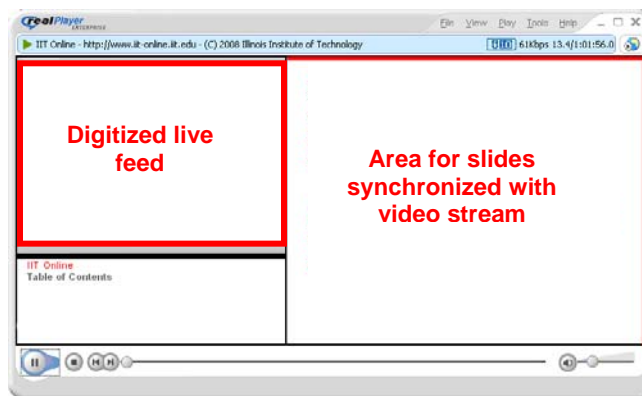


Using PPT Slides in IIT Online Courses: Recommendations & Guidelines

IIT Online courses make instructors' PowerPoint slides available to remote students (broadcast and Internet) in multiple ways:



1. As live output to local and remote classroom displays (broadcast students only).
 2. As a digitized and streamed version of the live output (see above)
 3. As downloadable files (pdf), when faculty make those files available to IIT Online production staff
 4. As synchronized slides when the faculty member provides those electronic materials to IIT Online staff
- * Faculty may also choose to make files available via the Blackboard platform independent of IIT Online's production efforts.

If you are teaching an IIT Online course, you should consider all of those delivery mechanisms -- and the associated student audiences -- when creating course content. The most formally constraining of those delivery modes is the streamed video with synchronized slides, as the "real estate" available for display is limited.



IIT Online PPT Recommendations & Specifications

There are some general rules of thumb for creating effective PowerPoint slides, but the nature of broadcast and web-delivered media increases the importance of some existing recommendations and adds additional guidelines. In general, it is important to remember that slides that look great projected or viewed locally on a monitor may be unreadable when viewed on a remote TV monitor or via the Internet.

DOCUMENT	Size	8.96" (width) x 7.16" (height) or 8.96" square.
	Margins	1" minimum (Left/Right; Top/Bottom) to be sure that all information is visible to all students regardless of delivery (face-to-face, broadcast, and Internet)
BACKGROUND	Color	For display, avoid using a white background; it may create technical issues on camera and can actually be straining to read in-person. Light gray works well (e.g., RGB 234, 234, 234). To change your background color, go the Format menu item in PowerPoint, select Background, use the pull-down and choose More Colors. Make your selection from the Standard or Custom tabs; for example choose the second lightest gray from the Standard picker or choose Custom and enter RGB 234,234, 234. Make your color choice and click Apply or Apply to All. Review your slides.
	Images	Keep the background simple. If you want to add a graphic, like the IIT logo (source), place it only on the title page. You can find downloadable versions of the IIT logo and other art as well on the IIT Communications and Marketing website at http://www.iit.edu/departments/pr/comm_tools/logos_iit.html# .
FONT	Font	Use a sans serif font such as Arial or Helvetica <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>serif font</p> </div> <div style="text-align: center;">  <p>sans serif font</p> </div> </div>
	Size	18+ point.
	Style	Do not use bold face or shadow.
	Color	Avoid "reds" as they bleed on screen. Consider the background color or image when you choose a font color. For example, black text [RGB 0,0,0] on light gray [RGB] will look good.
DRAWINGS	Lines	Use lines at least 3-pixels wide (the mid-width selections). Lines too thin will flicker on screen.
OTHER MEDIA	Other media	Faculty may dynamically capture live work from their PCs including Internet activity by using Camtasia, a program provided by IIT Online. To request a copy of the program and guidelines on use, contact Brad Katz at bkatz2@iit.edu or x 7213. If you are using this type of program, start and stop the program to create separate files for distinct content as the output may not be editable.

If you have any questions about using presentations or presentation for technologies for IIT Online classes, please contact Brad Katz at bkatz2@iit.edu or x77213.