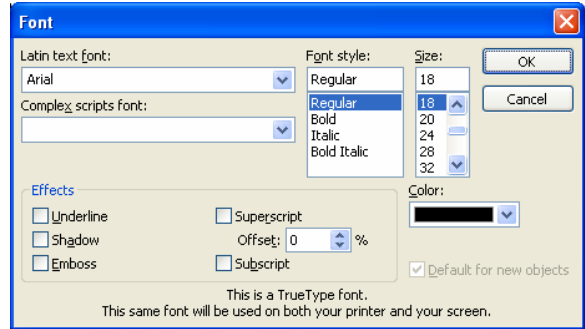


# PowerPoint Text & Color Schemes

## Setting Default Font

Always use sans-serif fonts for visual presentations. These fonts include Verdana, Arial, and Helvetica. Handouts and printed material should use serif fonts that include Times New Roman and Georgia.

1. **Format > Font**
2. Set **Latin text font** to a sans-serif font
3. Set default style and size. Color will be set with schemes (below).
4. Press **OK**



## Text Box Tool

Make sure that the Drawing Toolbar is visible by going **View > Toolbars > Drawing**.



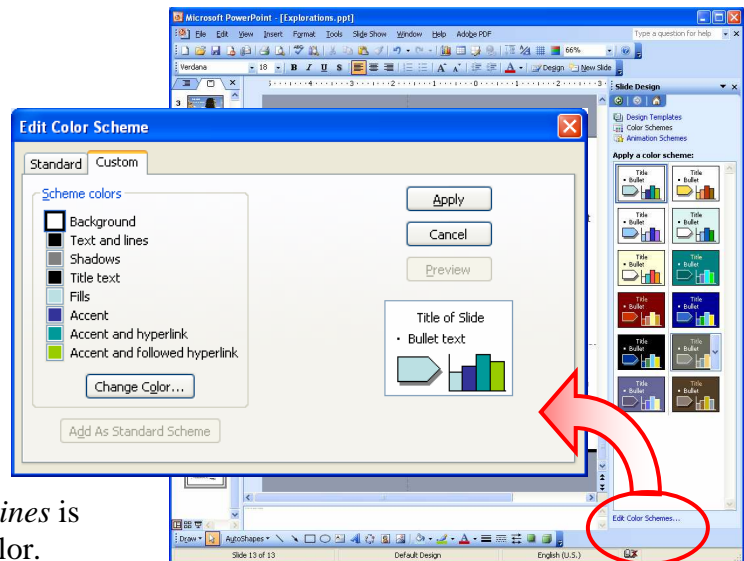
1. Select the **Text Box** tool with your mouse.
2. Click anywhere on the screen to start typing
3. Move your text box by clicking on the outer edge.
4. Change the size of your font by using the **Increase / Decrease Font Size** buttons or by changing the font size number in the **Formatting** toolbar.



## Setting Color Scheme

Create one to two color schemes for your presentation. Avoid setting background and font colors over and over.

1. To show the color scheme window, choose **Format > Slide Design**.
2. In the **Slide Design** window, click on **Color Schemes**
3. Choose a scheme that best fits your theme. Click **Edit Color Schemes** to change colors.
4. Click on the **Scheme Color** (*Text and lines* is your default text) and press **Change Color**.
5. Choose your color and press **OK**.
6. Repeat this for **Background**.
7. Press **Preview** to view your changes, **Apply** to apply to current page, or **Add as Standard Scheme** to add your new scheme to the list (recommended).



To apply a scheme to an entire presentation:

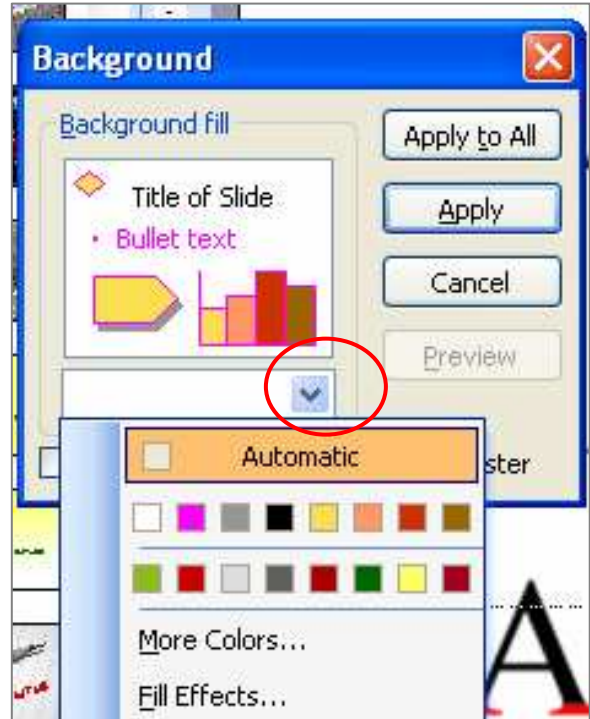
1. Select the slide or slides to apply the scheme to.
2. Click on the color scheme that you want.
3. Click on the blue arrow at its right.
4. Choose to apply to all slides or selected slides.

## Background Colors

You can also set the background manually outside of a color scheme. This will allow you to add variation to your presentation. Never have more than a couple color schemes going throughout your presentation.

**\*\*Do NOT change the colors for every slide. Think repetition and consistency.**

1. Choose **Format > Background**.
2. In the **Background** window, your current color scheme will be displayed. Choose the down arrow below the sample slide.
3. Choose a color OR select More Colors...
4. Once a color is chosen, you can choose **Fill Effects** to add a gradient (see below).
5. Press **Apply** to apply the background to the current slide OR **Apply to All** to apply to the entire presentation.



## Gradients

Gradients can be applied to backgrounds or to any object that can be filled with color. This includes bar graphs from Excel. Gradients, even if slight, add a little variation that is trendy and pleasing to the eye. When adding a gradient, keep it simple.

1. Wherever you add color, look for the **Fill Effects** option.
2. Choose one or two colors and make color selections.
3. Adjust the intensity by sliding the controller between **Dark** and **Light**.
4. Choose your **shading style** / **variants**.
5. Press **OK** when finished.

