Montgomery College PowerPoint Template Usage Guide

**MC** MONTGOMERY COLLEGE

Branded PowerPoint Templates

Montgomery College branded PowerPoint templates give visual consistency to the College's diverse range of presentations, providing consistent placement of the College's logo and consistent use of the College's official colors. **Montgomery College branded PowerPoint templates are available for download from the Creative Services website at montgomerycollege.edu/creativeservices.** These templates feature a title slide, interior slides, and a closing slide.
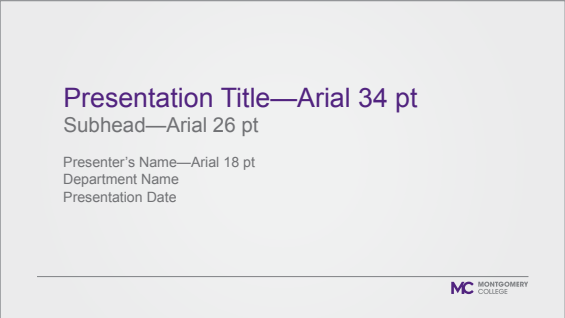
Official Montgomery College PowerPoint Templates

PowerPoint Template 1
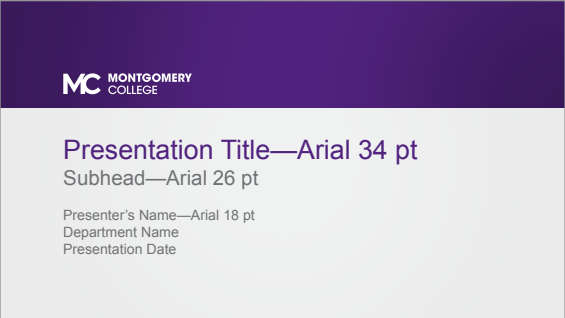
PowerPoint Template 2

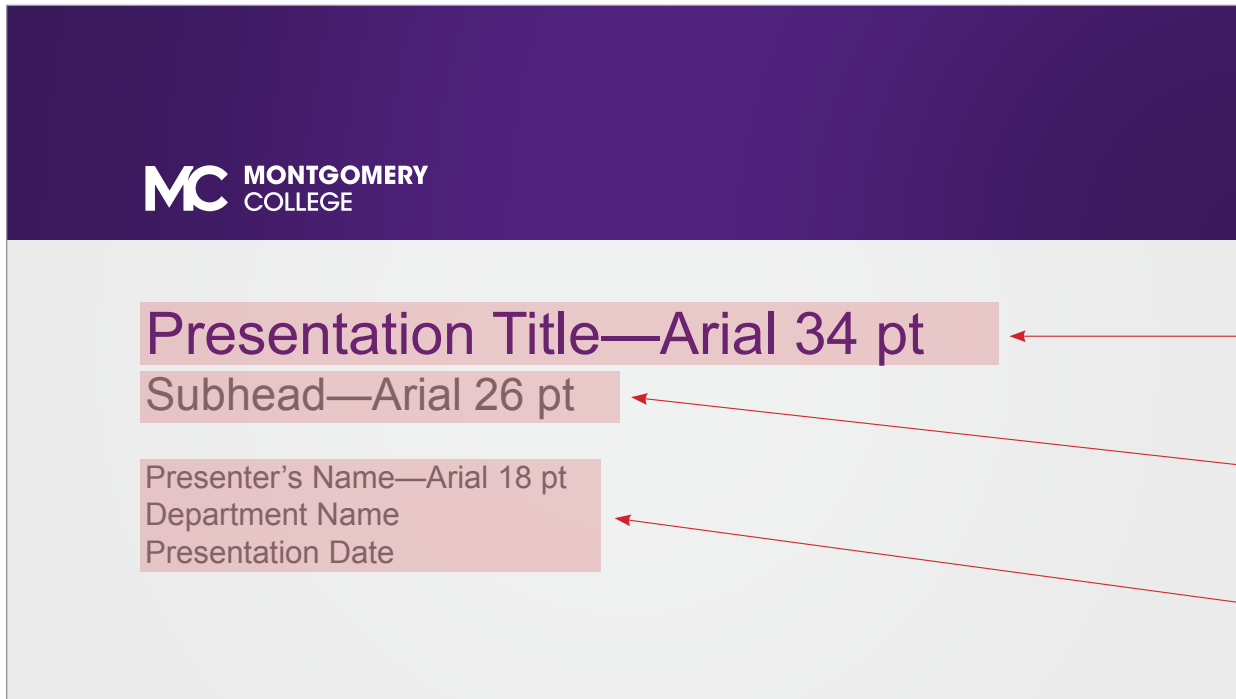### PowerPoint Template 3

PowerPoint Template 4

PowerPoint Template 5

PowerPoint Template Fonts

Opening PowerPoint Slide Templates 1, 2, and 3: Recommended Format

Recommended Font Treatment

Presentation Title
Arial at a font size of 34 point in purple (RGB: 81, 35, 127).

Subhead
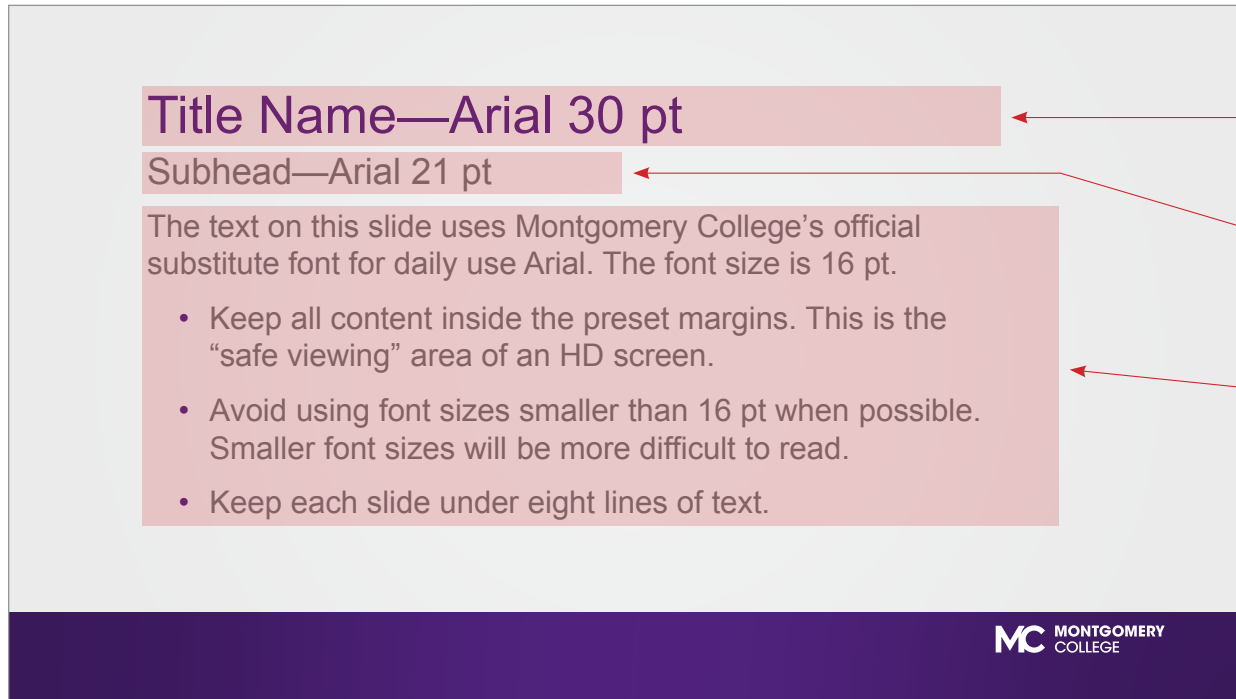Arial at a font size of 26 point in dark gray (RGB: 102, 102, 102).

Body Text
Arial at a font size of 18 point in dark gray (RGB: 102, 102, 102).

Montgomery College's official substitute typeface for daily use, Arial, is used for all PowerPoint headings, subheads, and body text on the opening slide.

PowerPoint Template Fonts

Interior PowerPoint Slide Templates 1, 2, and 3: Recommended Format

Title Name—Arial 30 pt

Subhead—Arial 21 pt

The text on this slide uses Montgomery College's official substitute font for daily use Arial. The font size is 16 pt.

- Keep all content inside the preset margins. This is the "safe viewing" area of an HD screen.

- Avoid using font sizes smaller than 16 pt when possible. Smaller font sizes will be more difficult to read.

- Keep each slide under eight lines of text.

MC MONTGOMERY COLLEGE

Recommended Font Treatment

Presentation Title
Arial at a font size of 30 point in purple (RGB: 81, 35, 127).

Subhead
Arial at a font size of 21 point in dark gray (RGB: 102, 102, 102).

Body Text
Arial at a font size of 18 point in dark gray (RGB: 102, 102, 102).

Arial is also used for all PowerPoint headings, subheads, and body copy on interior slides.

PowerPoint Template Fonts

Opening PowerPoint Slide Template 4 and 5: Recommended Format

Recommended Font Treatment

Presentation Title
Times New Roman at a font size of 55 point in white (RGB: 255, 255, 255).

**Subhead and
Presentation Information**
Arial at a font size of 18 point in white (RGB: 255, 255, 255).

Times New Roman is used for all presentation titles on the opening slide. Arial is used for all subheads and body text.

PowerPoint Template Fonts

Interior PowerPoint Slide Template 4 and 5: Recommended Format

Slide Title—35 pt

HEADER (ALL CAPS)—18 PT

Body Copy—16 pt

HEADER (ALL CAPS)—18 PT

Body Copy—16 pt

MONTGOMERY COLLEGE

2

Recommended Font Treatment

Slide Title
Times New Roman at a font size of 35 point in purple (RGB: 81, 35, 127).

Body Text Head
Arial at a font size of 18 point in purple (RGB: 81, 35, 127).

Body Text
Arial at a font size of 16 point in dark gray (RGB: 82, 82, 82).

Times New Roman is used for all section titles on interior slides. Arial is used for all section subheads, body text heads, and body text.

PowerPoint TV Safe Zone

Montgomery College PowerPoint templates have been created to be compatible for both computer and TV screens. TV screens do differ from computer screens as the edges of a TV screen are masked off from view. All Montgomery College PowerPoint templates have preset margins that create a "TV safe zone." All PowerPoint slide content should remain inside this "TV safe zone."
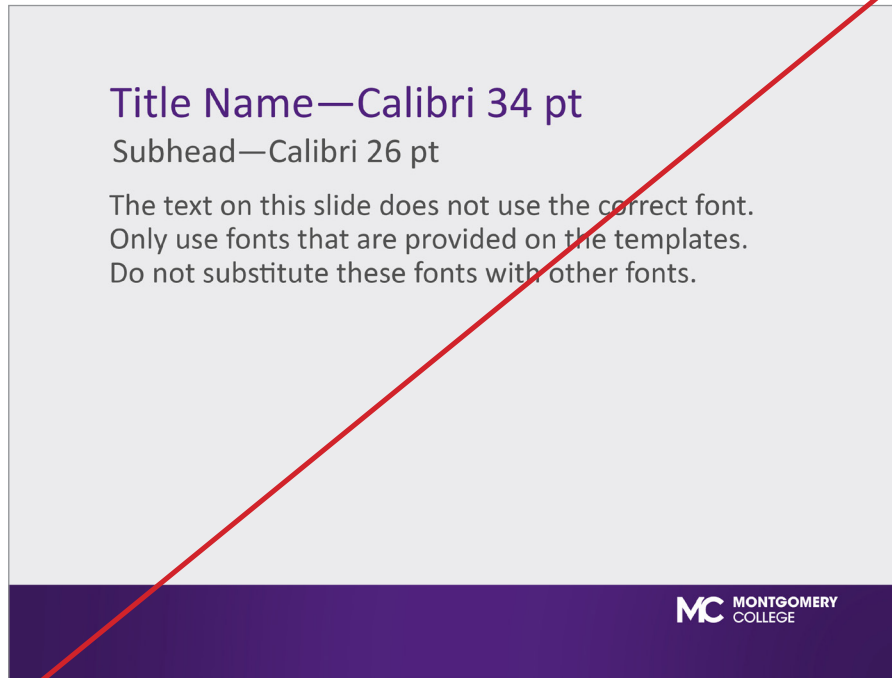
Keep all PowerPoint slide content inside the TV safe zone.

Slide Title—35 pt

HEADER (ALL CAPS)—18 PT

Body Copy—16 pt

HEADER (ALL CAPS)—18 PT

Body Copy—16 pt

MC MONTGOMERY COLLEGE

2
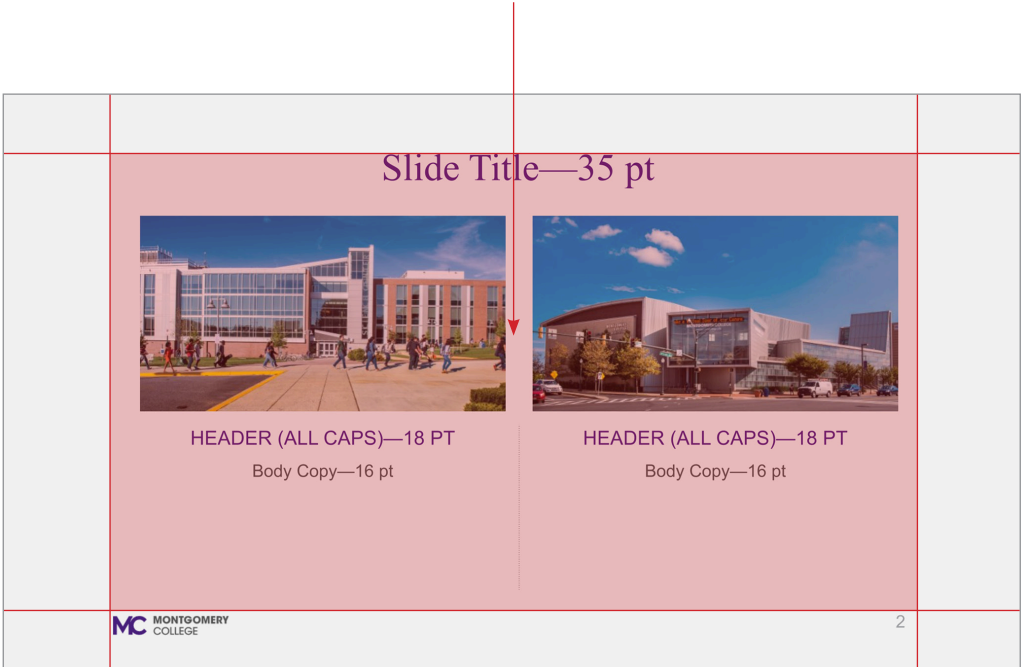
PowerPoint Slide Legibility Guidelines—Text

PowerPoint Text Guidelines

- Only use fonts that are provided in the templates. Because these fonts are standard system fonts on all Windows PC and Mac computers, PowerPoint presentations will look visually consistent across both platforms.

- The font size should be no smaller than 16 point. Text that is smaller than 16 point can be difficult to read on screen.

- Brevity is key. Minimize content. Each slide should have no more than eight lines of text.

Incorrect
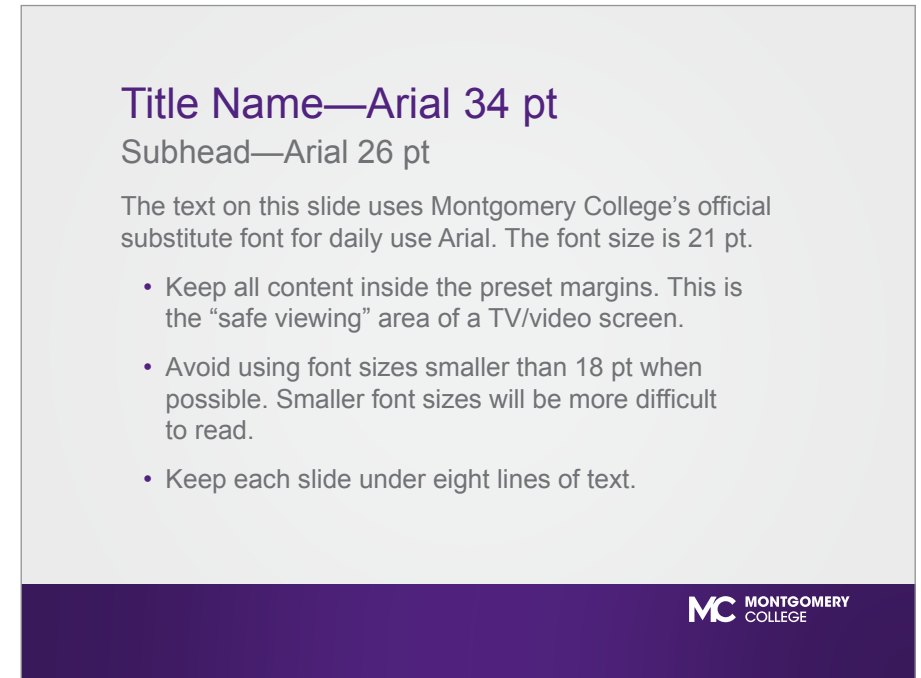
Title Name—Calibri 34 pt
Subhead—Calibri 26 pt

The text on this slide does not use the correct font. Only use fonts that are provided on the templates. Do not substitute these fonts with other fonts.

MC MONTGOMERY COLLEGE

Correct

Title Name—Arial 34 pt
Subhead—Arial 26 pt

The text on this slide uses Montgomery College's official substitute font for daily use Arial. The font size is 21 pt.

- Keep all content inside the preset margins. This is the "safe viewing" area of a TV/video screen.

- Avoid using font sizes smaller than 18 pt when possible. Smaller font sizes will be more difficult to read.
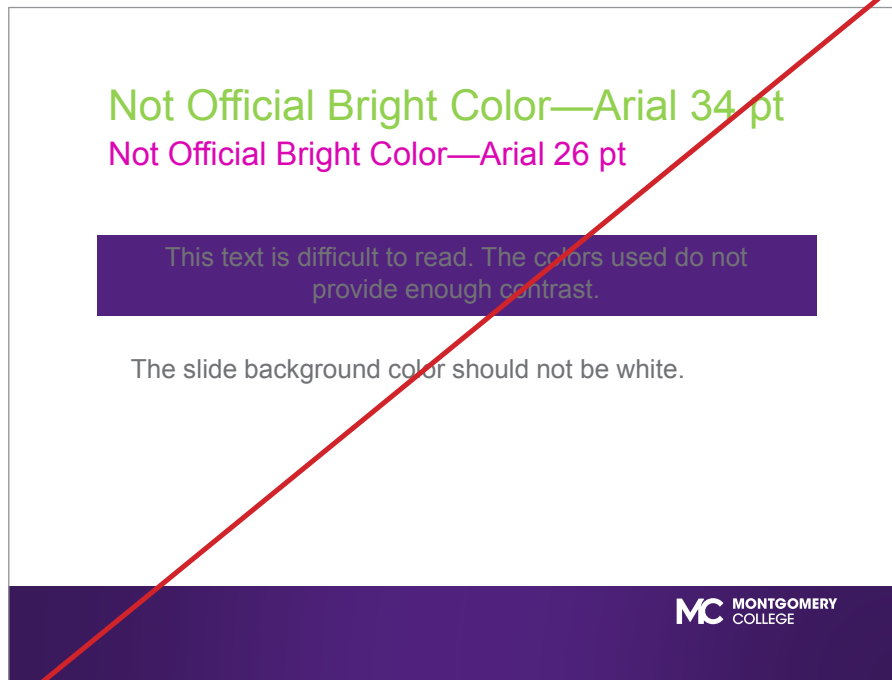
- Keep each slide under eight lines of text.

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PowerPoint Slide Legibility Guidelines—Color

PowerPoint Color Guidelines

- Do not alter the template's preset color scheme. Only the College's official colors should be used.

- Do not change the slide background color to white. Brilliant whites and bright colors do not work well on TV screens.

- Maintain good contrast between the color of the text and the color of the background.
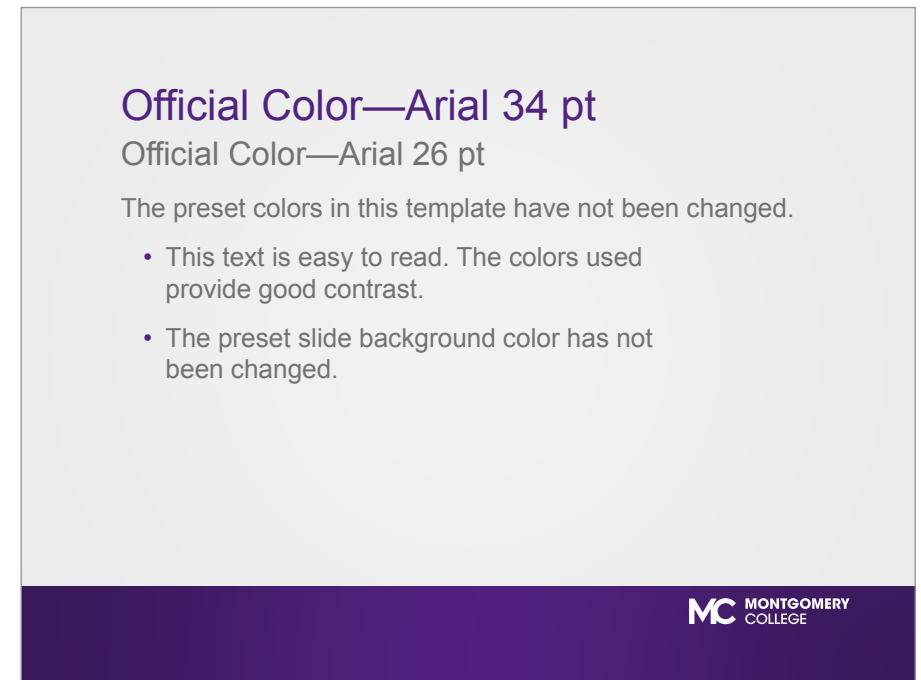
Incorrect

Not Official Bright Color—Arial 34 pt
Not Official Bright Color—Arial 26 pt

This text is difficult to read. The colors used do not provide enough contrast.

The slide background color should not be white.

Correct

Official Color—Arial 34 pt
Official Color—Arial 26 pt

The preset colors in this template have not been changed.

- This text is easy to read. The colors used provide good contrast.

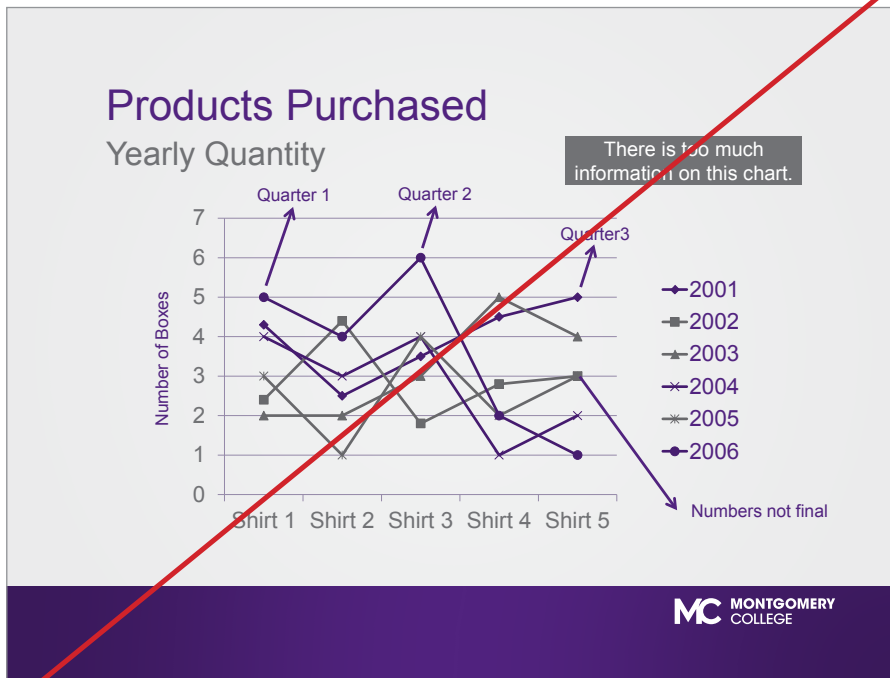- The preset slide background color has not been changed.

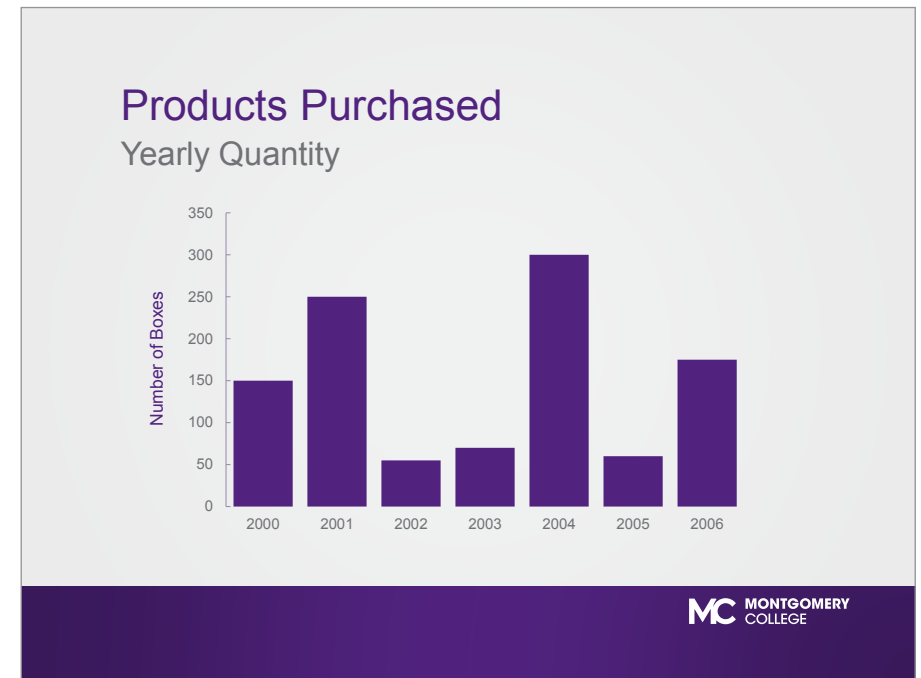# PowerPoint Slide Legibility Guidelines—Charts

PowerPoint Chart Guidelines

- Use charts only when necessary to provide visual reinforcement.

- Keep charts simple. Use simple bar graph charts, pie charts, line charts, or flow charts.

Incorrect

Correct

PowerPoint Presentations—Avoiding Copyright Violations

- All photos and images are subject to copyright and may not be used outside of their original source without permission from the copyright owners. Any information obtained from an outside source may also be subject to copyright.

- The presenter is responsible for acquiring the permission/rights needed to use all copyrighted photos, images, and/or information in his/her presentation.

- Acquired permission/rights must include usage for cable television and/or the internet.

- Montgomery College Television must abide by all copyright regulations and reserves the right to ask for proof of such permission/rights before broadcasting or posting video of a presentation.

- The presenter must always credit the source of all copyrighted photos, images, and/or information in his/her PowerPoint presentation