



Slide Titles are Left Justified, Arial Bold 28 pt., Initial Caps

- Primary items, suggested ratio – 24 pt.
 - Secondary items – 20 pt.
 - Sub-statements – 18 pt.
- Use this format consistently throughout. Use initial cap on first word only.
- Don't overwhelm the audience with too many lengthy bullets on each slide page.
- Don't forget to use a spell checker.