



*WordCamp Oqijima 2018*

# Checkpoints for Creating Slides

**For Speakers**





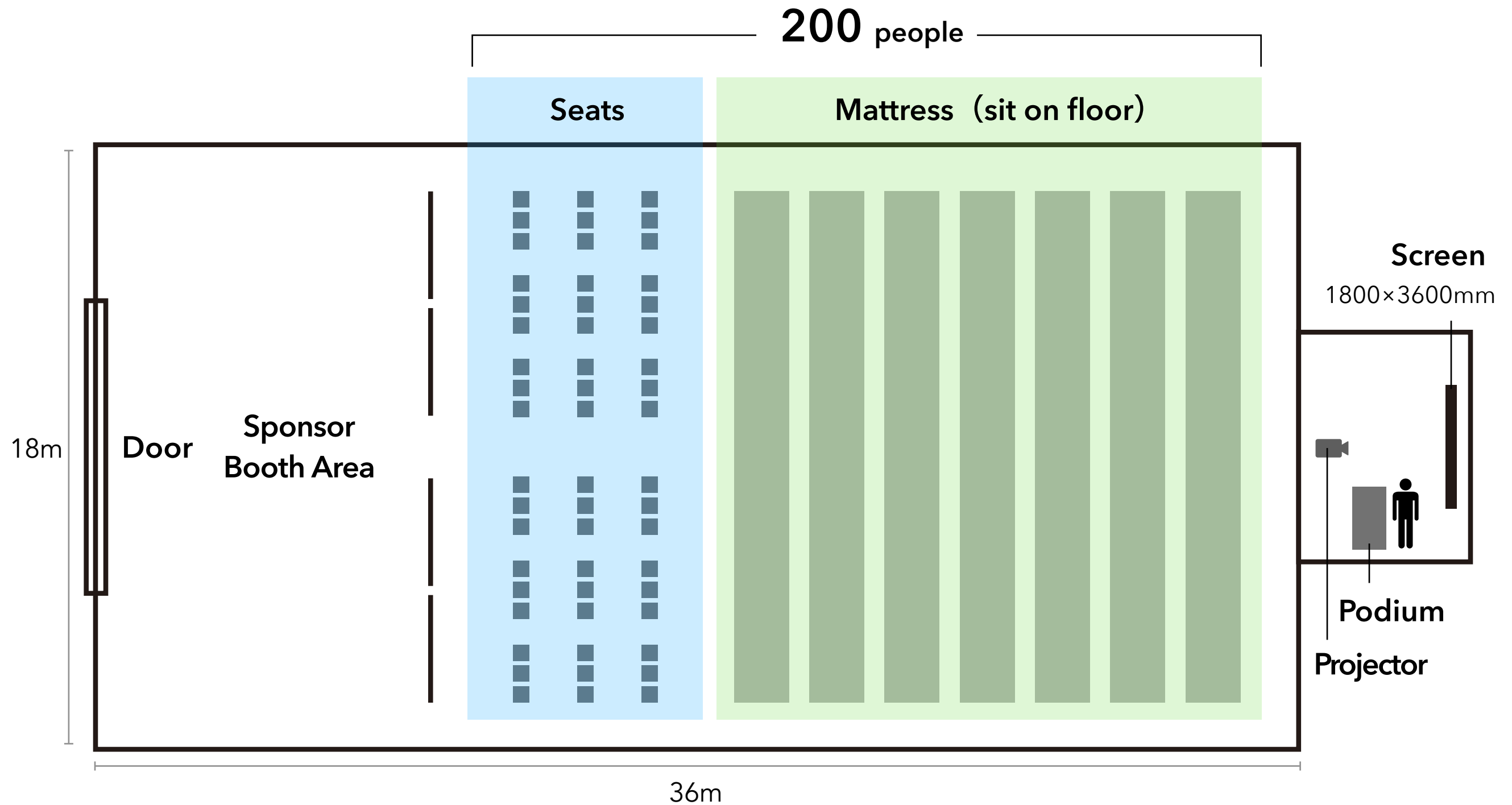
photo by Yamato Fukui

# Venue: School Gymnasium

To secure airiness, there will be natural light

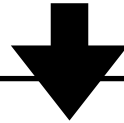
# Venue Layout

(as of 2018.6.15)



## When creating slides

A large venue with natural light, one screen only at front, hot gymnasium in summer...



- **Use large letters**
- **Contrasty**
- **Lower cognitive load**

\\ **Easy-to-read** //

Please cooperate in creating **Clear** slides

## Basic Format

- **Slide Ratio = 16 : 9** (recommended)  
※ **Ratio other than 4:3 can be displayed**

Reference : Maximum resolution of projector is 1920×1200

- **Insert a cover slide on 1st slide**  
(before slide title)

This is a common slide used in-between sessions.  
Image for cover slide will be shared later.

## Size and Thickness

- **Letters to be BIG**

Please use big letter size, including letters within diagram etc.  
Consider dividing slides, or use simple words  
to limit the no. of letters used in one slide.

This size is  
small for content



- **Be careful of thick letters** • thin letters

Using too thick letters makes it difficult to read.

Please secure contrast and size by limiting the usage of extreme thick letters and thin letters to heading and chapter door.

## Line Space • Line Break

- **Appropriate line space**

Sentences are difficult to read when line space is too clogged or too much room.

Too clogged

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Too much room

- **Break line with meaning**

When using multiple lines, it becomes easy to read when line breaks with words or phrase, not an automatic return.



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## Contrast

- **Strong contrast between font and background color**

We recommend over 7:1 ratio rate for basic font color and background color  
Check tool example : <http://contrast-ratio.com/>

Contrast Ratio

**18.28**

Background #0C1136  
Font #FFFFFF

Great!

Contrast Ratio

**3.95**

Background #4484C0  
Font #FFFFFF

May seem fine  
but stronger contrast is better

Contrast Ratio

**2.38**

Background #FFFFFF  
Font #90B44B

Contrast Ratio

**6.92**

Background #D8EEF6  
Font #4E4E4E

Difficult...

※Try to keep a strong contrast like the one on left.





**Adding word layer on photo  
is not recommended  
this time**

**There is a possibility that both photo and letters become difficult to read**

To impress image and words

Lay solid color

Or divide text area  
and image

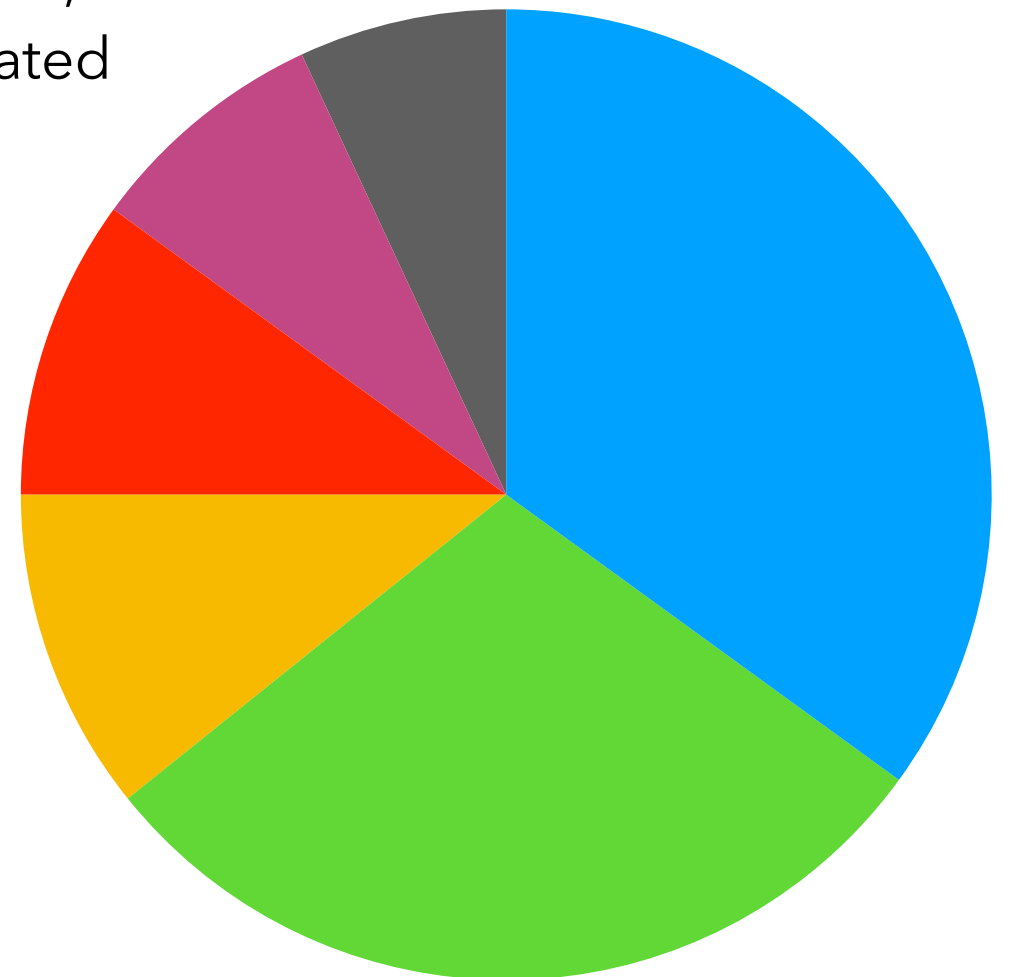
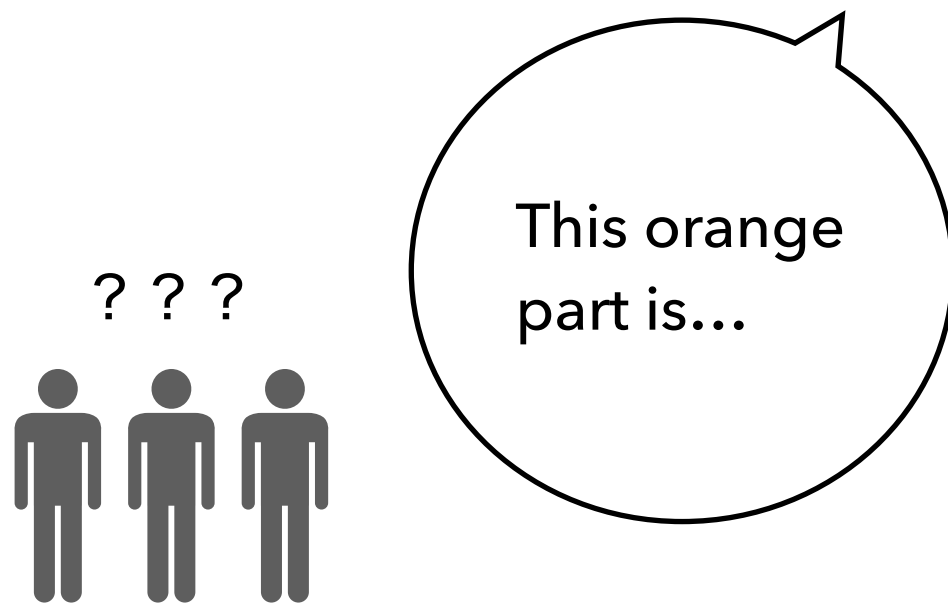
Have a try!



## Color

- **Communicating information other than color**

When using several colors for graphs or diagrams, it is recommended to add text, shapes, patterns, and moves, so information can be communicated other than color.



## Other

- **Double check typos**

Remove factors that may distract listeners attention

- **Don't place important element at bottom of slide**

Prevent "I can't see because of the head of a person sitting in front..."