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## PowerPoint Guidelines for Television

To submit your own calendar page make an 800 x 600 pixel .png file. Below are some suggestions on how to make it TV friendly. Attach the file to an email and send it to calendar@communitytv.org and we'll take care of the rest! If you have any questions or problems contact Ron at ron@communitytv.org or (831) 425-8848 x305.

### Whites and Color choices:

Pure white backgrounds are NOT good for television transmission. In PowerPoint's menu, you can change the slide's Brightness from 100 down to 90 and have a positive impact on how television equipment handles the brightness of your slides. To adjust a slide's Brightness in PowerPoint go to:

Format > Slide Color Scheme > Custom > Change Color > Color Sliders > Grey Scale Slider and change the Brightness down from 100% to 90%. Different versions of PowerPoint may hide this tool in different menus but Help or Search can help you find this valuable feature.

Instead of pure white or muted white, try light pastels or soft textured backgrounds. When choosing either background or font colors, avoid the color RED whenever possible, as it tends to smear and look bad. Blue is a very video friendly color.

### Font Selection and Size:

Use BOLD and larger sans serif fonts whenever possible. Serif fonts, like Times New Roman, have little feet on the bottom of letters, which make them harder to read on television. **Helvetica, Verdana, Arial Black** or **Arial Bold** are 2 very good sans serif fonts are both sans serif fonts and work quite well.

View your pages from a distance of about five to ten feet away from your computer, just as if you're watching TV at home. If you can't read it from that distance, probably no one else will be able to either.

### Safe Border area:

There is a certain amount of the document on your computer screen that will not show when converted to television. If you can imagine a SAFE area of 5-10% from the edge (about one to one and a half inches around a typical monitor screen) and leave it empty, you probably won't lose any of your text or images.

