

Suggestions for PowerPoint Slides

The main goal in using slides is to facilitate worship by making the words accessible to all.

- Use a seriffed font for lyrics. Non-seriffed fonts are acceptable for headlines, but the smaller they are, the more difficult they are to read.

Example:

Times New Roman
Century
Book Antiqua
Georgia

Bad Examples:

Arial (the default font in PowerPoint!)
Century Gothic
Tahoma
Trebuchet

- Do not use fancy fonts for lyrics. They are virtually impossible to read.

Examples:

A mazonē
Chaucer
Curlz
Sherwood
Vivaldi

- The minimum font for texts should be about 28 points depending on the font. Usually there should be no more than six lines per slide.
- Make sure there is a high level of contrast between the words and the background. Creative backgrounds are great if the words are still readable. It is difficult to use images with high-contrast colors underneath lyrics because it becomes hard to find a color for the words that will be easily readable. If you have any doubts, don't use it. Use backgrounds that complement the text. There is nothing wrong with using bright texts with a solid, dark background.
- Make an effort to preserve the music's poetry. If you must break up the words based on space considerations, try to maintain the progression of thought from line to line. This helps the congregation engage in the text more readily.
- Be careful how colors interact on a large screen.
- The slides should blend with the worship environment. The slide transitions, fonts, and colors used for "O Worship the King" would not necessarily be appropriate for a hymn such as "Be Still, My Soul" or the praise song "Amazing Love."
- Remember that for older persons and for those who are visually challenged, PowerPoint slides are frustrating. You might consider providing printed song sheets for them. Even so, and particularly if you do not provide printed lyrics, you must make the texts as readable as possible.
- Technology's purpose is to assist in communicating the intended message. In a worship service environment this means the technology should not draw attention to itself but rather facilitate worship. Fonts, background colors, the choice of whether to use a motion background or a static one—all these artistic decisions should be motivated by asking oneself the simple question, "Will this distract me from focusing my attention on God?"