



## **DFI'S POWERPOINT GUIDELINES**

- Company Logos may appear on title and closing slide only. Slides containing proprietary graphs, photos, etc., may be denoted with a copyright symbol and the company name (ex: ©ABCdrilling). Logos may not appear on each slide.
- Font Size. We suggest minimum font size of 18 pt.
- Please use wide format slides (16:9).
- File Size (imported graphic size). Most presentation problems occur with large .ppt files and large imported graphics. To avoid loading and running problems, DFI recommends limiting file size to 40 MB and using small (.jpg or .gif) graphic files.
- Contrast. Use light font colors on dark backgrounds and dark font colors on light backgrounds.
- Number of Bullets: We suggest maximum of six. (Less is more!)
- Photographs: Use photographs only with permission from the source.