Falmouth Town Meetings

Guidelines

- Recommended text styles include Arial, Times New Roman, and Verdana.

- Title text should be a minimum of 32 point font.

- Bullet text should be a minimum of 28 point font.

- Sub-bullet text should be a minimum of 24 point font.

- Background color should be light or dark (for example; white, black, dark blue)

Guidelines

- Font color should be at the highest contrast possible from the background color.

- Graphs, charts, pictures and maps should have clear, visible titles

- Once you have completed your presentation, please save your file (Save As command) using the following naming convention:

  YYYYmmm-articlenumber-presentername.ppt

example: ***2001april***-07-smith.ppt

Guidelines

If the presentation file is not too large, please email your electronic presentation to **ithelp@falmouth.freshdesk.com** no later than 10:00AM on the day of the Town Meeting. If you are unable to email your presentation please contact the Information Technology Department to make arrangements for the presentation to be loaded onto a computer assigned for Town Meeting presentations prior to 10:00AM on the day of Town Meeting. (IT Department 508-495-7400)

The IT staff will scan the presentation for viruses; make sure that your presentation opens properly and place them into the electronic presentation folder for the meeting. Please make sure that you provide your contact information in your email.

IT staff will not modify the content of your presentation.

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