



GUIDELINES FOR EHF BEACH HANDBALL POWERPOINT PRESENTATIONS

Step 1: Activate the gridlines in your computer. Please, do not intervene in the Slide Transition.

Presentation introductory slide

Presentation title: Tahoma 30 points. Please, do not intervene in the line spacing.

Lecturer's name and title and presentation date: Tahoma 24 points. Please, do not intervene in the line spacing.

Texts: They begin with left alignment with the logo (on the Guide) and can reach up to the right Guide that you see in your screen. It should never go lower than the last horizontal Guide.

TM©EHF 2008/Beach Handball Commission, date: Input the date of your presentation (date format example: 07 Nov 08) and then copy/paste the text box on all of your presentation slides. It gets automatically pasted on the right spot. Tahoma 7 points.

Slide number #: Number all of your slides in order (starting from the introductory slide). Tahoma 7 points.

Presentation topics

Title: Tahoma 30 points. In case that you have different title from the example, it should not exceed the right Guide. The line leans in the first horizontal Guide.

Text: Tahoma 24 points. The first line leans in the second horizontal Guide. If you have a lot of subjects, you should split them in 2 slides and must not exceed the last horizontal Guide. Please, do not intervene in the line spacing.

Cover slide

When you have several subjects in your presentation, it is advisable that you use a bisector (cover) slide with the title of every new subject introduced.

The title must be in Tahoma 30 points, aligned with the middle Guide and must not exceed the right Guide. The first line leans in the second horizontal Guide.

Cover slide with a photograph

In order to attract the audience's attention in your presentation you can use good quality (resolution) photographs which you will import (insert picture).

The photograph in this case should cover the entire slide. In order to adapt the photograph in this size you can use the tools that are found in the Picture Toolbar and in the menu Format Picture.

As for the text, please, follow the guidelines of the previous slide.

Text slide

Title: Tahoma 30 points. Begins from the left Guide and should not exceed the right. The line of the title leans in the first horizontal Guide. Please, do not intervene in the line spacing.

Subtitle: Tahoma 24 points. Begins from the left Guide and should not exceed the right. Please, do not intervene in the line spacing.

Text: Tahoma 24 points. Left alignment with the title and the subtitle (see left Guide). Please, do not intervene in the line spacing. The first line of the text leans in the second horizontal Guide. Its last line should not exceed the last horizontal Guide. If you have a more text, you should continue in a second slide.

Slide with text continuation

Title: Tahoma 15 points. Leans in the first horizontal Guide, begins from the left Guide and must not exceed the right one.

Text: If you have bullet points, use the same simple bullets in blue color in all the levels of your text. In order to differentiate the levels, please, use the command Indent. All the texts are in Tahoma 24 points. Before each paragraph of first level you must leave moreover a spacing of 0,5 points. This is not necessary for the next levels. Please, do not intervene in the line spacing.

Slide with graphics

Attention! The background in this slide is different (darker in order to emphasise your graphics). Please, use the dark background slide provided every time that you want to have a slide with a photograph or graphics.

Slide with a vertical photograph

Attention! The background in this case is different, too (darker in order to emphasise your photograph).

If your photograph is of a good quality, is advisable to place it as in the example. If, however, it is not of exceptional quality, then, place it still in the right side, but in a smaller size.

The texts are placed on the left, and as for their format are in effect the guidelines given for the slides 5 and 6. The text should be situated at least 1 cm from the photograph.

Slide with a large photograph (or diagram or drawing) and comments

Attention! The background is dark as in all slides with photographs or graphics. Follow the guidelines given in the previous pages.

Your subject is placed between the right and left Guide. It begins from first horizontal Guide.

If there are comments on the subject, they must be written above or under the photograph in Tahoma 18 points. You can connect your comment with the relative point of the subject with a vertical white line $\frac{3}{4}$ points. The comments under the photograph must not exceed the last horizontal Guide.

Avoid the lengthy comments above the photograph.