

## Wimba.com Suggested Best PowerPoint Practices

### Wimba Classroom - PowerPoint Best Practices:

For best results, it is recommended that PowerPoint presentations follow these PowerPoint best practices noted below:

- **Keep presentations under 20 MB in size**

You will have greater success if your presentations are smaller. This will allow you to upload a PPT file without having timeout issues (slower connections may be limited).

- **Keep the number of slides in your presentations to less than 60 slides**

While you can upload presentations with more than 60 slides, you will experience better performance if you keep your slide deck to less than 60 slides.

If you need to upload more than 60 slides, it is recommended that you divide the PowerPoint into 2 separate PowerPoint presentations.

This provides two benefits:

1. You will give you and your participants a stop point to break up your discussion.
2. You will experience increased performance.

- **Keep images small**

*Avoid using large images in your presentation. Remember that the larger the image, the long it will take your end users to download and view the presentation.*

- **Avoid backgrounds with pictures and gradients. Use solid color backgrounds**

Use background images that do not contain too many colors. Individual slides will get converted to still images. The more colors in an image, the longer it will take your end users to download the slide

- **Avoid animations, video, and interactions**

PowerPoint slides get converted to still images and will not be displayed in Wimba Classroom.

- **Remove Spaces in the file Name and uniquely name it**

Otherwise, you may receive an error in uploading it or won't be able to find it in the list.

### Use built-in PowerPoint Templates and Slide Titles

Names in the title field of templates display in Wimba and make it easier for you to navigate through it.