Legislative Research Commission
PowerPoint Settings Guide

LRC committee rooms provide multiple, large screens for presenting PowerPoint slides to legislators and audience members. We recommend the following settings to make your presentation the most effective.

1. To match the screen dimensions, PowerPoints should use a widescreen 16:9 ratio rather than the standard 4:3 ratio. This allows use of the entire screen and provides a clearer image for participants.

2. Presenter view/mode is discouraged. Due to the setup of LRC equipment, using presenter view can cause issues when displaying content and can slow down the flow of a meeting.

3. Fonts, images, and graphs should be appropriately sized. While the rooms have many displays, using fonts that are too small can make it impossible for legislators or audience members to see, particularly those attending remotely.

4. Video and audio content is generally not permitted. With many LRC meetings now on Zoom, presenting video or audio content can lead to technical issues and cause delays. Prior approval from both the committee chair and committee staff administrator is required before the meeting for any sort of video or audio content.

5. Websites are acceptable as long as they do not contain video or audio content. The committee room laptops have internet access and have Chrome preinstalled.