

Using 'PowerPoint' in Lectures

- Use a sans-serif font, preferably Arial or Verdana at point 30.
- Make sure there is a sharp contrast between text and background. Dark blue and cream are particularly easy to see.
- Don't use upper case alone; use mixed case (ie. capitals at the beginnings of words only).
- Use bold, but not underlining.
- Text should be left-aligned. If it is justified, 'rivers' of space will confuse some readers.
- Be careful not to use colour to make meaningful distinctions, to help students unable to see such distinctions.
- Write no more on each slide than you would on a postcard.
- Avoid using too many animations.
- Use the 'slide design' options: this will keep the text accessible.
- You can use the 'notes' field to gloss the slides: this will be useful for people viewing the presentation after seeing or without having seen the presentation.
- Read out what is on the slides. This will help students unable to see them.