



Godmanchester Baptist Church

## **Creating and using PowerPoint presentations for people with have partial sight, are deaf or hard of hearing, have learning disabilities, dyslexia, colour blindness and other special needs.**

### **1. Choose a Readable Font**

Managing your content's font and size helps your audience read your slides from a distance. The RNIB and the World Blind Union highly recommend using **sans serif font** types such as **Helvetica, Arial, and Verdana**. These font styles don't have small finishing strokes, which makes them more legible and readable for people with low vision and dyslexia.

**When presenting in our WA or Small Hall. 32-point is the absolute minimum size you should be using.** As an example, our song slides are in **Myriad Pro** (a sans-serif font) and set at **48 point**.

*Italics is more difficult to read. Emphasise words using bold or increase the font size.*

### **2. Number of words on slide**

It is best practice to have only a few lines of text, or bullet points, on a slide, ideally no more than five to seven and only about five or six words per line and left justified. That's around 30 words per page. There must be enough space between lines to prevent 'crowding' effects during reading.

Slides only need to provide key words, statements, or ideas not the whole text. Use multiple slides if necessary. Using at least 32pt will stop you putting too much text on a page.

### **2. Control Brightness and Contrast**

Using appropriate brightness and contrast is a key way to improve the readability of your slides. This can be a light background with dark text and graphics or vice versa. This especially helps partially sighted and dyslexic people, but everyone benefits in our light building. You can use [Veign Pixeur](https://veignpixeur.com) to capture colours and this site to check them: [https://snook.ca/technical/colour\\_contrast/colour.html](https://snook.ca/technical/colour_contrast/colour.html). You are looking for a YES in the righthand box.

This combination provides good contrast that boosts the readability of your work for anybody who might have trouble distinguishing one colour from another. When deciding on your colour palette, always go for clarity instead of only visually appealing colours.

### **3. Limit Animations and Effects**

Animations and effects do not sit well with visually impaired people, so keep them at a minimum. They are a tired effect anyway. People with partial sight and dyslexics wait for the text to stop moving before they can start reading it. Steer clear from moving text effects such as "Fly In", "Bounce", "Spiral" or "Zoom."

Don't use WordArt – full stop! Text that has been unnecessarily distorted is harder to read and adds no meaningful impact.

When it comes to choosing the appropriate effect, "Appear" suits most presentations because it's the simplest and quickest animation.

Effects that show one bullet point at a time are also good ones to use. These help your viewers focus on specific points without getting overwhelmed by too much text on the screen all at once.

#### **4. Position text high on the slide**

Anyone using a wheelchair, unable to stand or placed behind a tall person cannot see the low section of our screens. For example, our song slides only use a maximum of five lines at the top of the screen

#### **5. Don't use all capitals.**

THEY ARE MUCH HARDER TO READ. You don't normally see ALL CAPTIALS used for important signs elsewhere,

#### **6. Use bullet points instead of sentences.** Dyslexics will be grateful.

#### **7. Don't put text over background graphics or photos.**

It is much harder to read for everyone. They may look ok on your high-resolution computer screen, but data projectors do not have the same power, resolution or contrast especially when projecting onto a wall.

#### **8. Place one full size image on each slide.**

Multiple images on a page become too small for people to see easily. If it is necessary to have to point out which one is being referred to, it needs to be on a sperate slide. Building complex animations on one slide is far more time consuming for you to create than adding extra slides.

#### **9. Video.**

Video almost always display less well than static images. When looking for video, see if there is a version with subtitles (although sadly many still have text which is too small). Also remember that video without any commentary is not accessible to those with poor sight.

The version of PowerPoint we deliberately use on our Presentation laptop cannot run MP4 videos (for example, from YouTube) when embedded into a slide. You need to convert it into WMV format. Real Downloader and Real Converter will help you do this. They are part of the free RealPlayer package.

As with images, look for video which is an appropriate size – 800x600 will work well. HD videos show well too. If the screen size is too small, then people cannot see it clearly or it will pixelate if increased in size.

Avoid video with a large file size. These will judder as they are shown. Most of our videos are around 50MB for a 2-minute run time. Very large video files cause the PP to become bloated and sluggish load.

#### **9. Provide oral support for what is on the screen.**

For example, if you put up a cartoon in a presentation, you ought to describe it and read out what the people are saying. Doing this may weaken your illustration but it's entirely lost on those who cannot see the screen and text properly. This is also true for someone listening to the sermon recording. Is that illustration necessary?

#### **10. Offer handouts.**

You can easily print a PowerPoint presentation in various combinations of slide formats. You can also share a presentation via email or place it on our website.