

## Recommended Good Practice for Presenting Information

This guide is intended to promote general good practice and increase accessibility. However, the needs of dyslexic or visually impaired people will differ. For specific needs refer to the individual concerned. Also refer to [www.rnib.org.uk](http://www.rnib.org.uk) - See It Right or [www.bdadyslexia.org.uk](http://www.bdadyslexia.org.uk) – Style Guide.

### Slides (overhead transparencies - OHTs) and Interactive Presentations (e.g. PowerPoint)

Recommended practice:	Try to avoid:
<ul style="list-style-type: none"> <li>a) Provide slides/OHTs in electronic form, in advance, so they may be put in a font which the student finds readable (also for Braille, tape, e-mail attachments or for a signer to check interpretation).</li> <li>b) Ensure lists have a blank line between items and use letters or numbers as identifiers and not bullet symbols for long lists.</li> <li>c) Ensure text is left aligned.</li> <li>d) Use a minimum font size of 24 pt and sans serif fonts (e.g. Comic Sans or Arial).</li> <li>e) Keep the number of slides to a reasonable number and use as background aids to the lecture/presentation.</li> <li>f) Ensure that words are not obscured by pictures or patterns in the background.</li> <li>g) Ensure a good contrast between any necessary background and text (for example, dark text on a light background).</li> </ul>	<ul style="list-style-type: none"> <li>a) Unnecessary use of interactive features which bring in ‘flying’ delayed text, dissolving effects, flashing and scrolling.</li> <li>b) Centring lists of information.</li> <li>c) Use of capital letters or italics in continuous text.</li> <li>d) Inserting text boxes directly into slides; they are lost when saving as an outline or viewing with screen readers.</li> <li>e) Underlining words and headings which will make words difficult to read.</li> <li>f) Using colour to illustrate a point; someone who is colour blind or has colour perception difficulties may not know what you are referring to.</li> <li>g) Unnecessary distraction from you as the speaker.</li> </ul>

### Web Pages

Recommended practice:	Try to avoid:
<ul style="list-style-type: none"> <li>a) Follow guidance for Slides and Presentations above.</li> <li>b) Ensure hyperlinks are self explanatory</li> <li>c) Ensure images have meaningful ‘Alt tag’ explanations.</li> <li>d) Keep navigation logical and simple.</li> </ul>	<ul style="list-style-type: none"> <li>a) Using PDF files without an accompanying Word version.</li> <li>b) Pop-up boxes.</li> <li>c) Tables on a web page.</li> <li>d) Overuse of hyperlinks (no more than 15-20 on a page).</li> </ul>

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