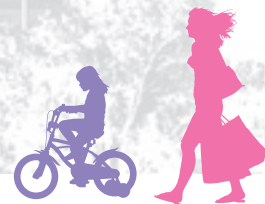




Overhead Projector (OHP) or Powerpoint Presentations

Achieving access for all





Overhead projector (OHP) or PowerPoint Presentations.

It is important to remember when using OHP slides or PowerPoint that people with visual impairments may find it difficult or impossible to read the information on the screen. The following guidance will help to overcome this.

- Limit the amount of text per slide and use a large, bold Arial print. About 20 to 30 words per slide is a useful guide.
- Think how charts, graphs or other graphics will be presented. Unless it can be easily read from a distance it may be more appropriate just to keep this information to a text format.
- When using PowerPoint make sure there is a clear colour and tone contrast between text and background.
- Don't use fancy font styles, artwork or text moving about, or in and out. Ensure there is time for the text to be read slowly before moving on to the next slide.
- Always read out everything that is on the screen, including:
 - announcing the title of each new slide;
 - describing an item on a slide rather than just pointing;
 - briefly describing the key content and meaning of important graphs, charts, pictures, animations, video or graphical designs.
- The text in PowerPoint handouts should always be in a minimum of Arial 12 point (ideally 14 point).
- There should be no more than two slides per page on handouts.
- Put text of OHP or PowerPoint onto CD for easy transcription into large print or Braille.