

Graphics for the Videoconference

Some basic rules for designing graphics for use in the Distance/Videoconference Classroom

1. **PowerPoint, Persuasion, Harvard Graphics, CorelDraw and Cricket Presents** are all good software for providing slides for use via videoconferencing. Slides can be presented via the computer using a scan converter into the system, or by using plain paper graphics on the document camera.
2. On the Screen:
 - Materials must be presented in a "landscape-format" using a "3 units vertically by 4 units horizontally" ratio, for the television screen.
 - Make sure that there is no essential information in the perimeter of the graphic. Up to fifteen per cent of the total size of the graphic may be lost during transmission.
 - Recommended font size is not less than 32 point for the main body and a recommended 40+ point for titles.
 - Maximum 6 lines on the screen.
 - Maximum 6 words per line.
 - Keep font type simple, one style per page
 - Use a sans serif typeface (i.e. Arial, Century Gothic); avoid times New Roman, script, and other fancy lettering.
 - Hand printed slides are useable. Using a 8 1/2" x 11" format for the document camera, capital letters should be about 3/4" high and lower case letters should be at least 1/2 the height of CAPITALS. A medium tip marker makes for greatest clarity. Keep the words well spaced. Use the horizontal orientation.
3. Keep graphic simple, fine detail can be lost in the transmission.
4. Try to stick to plain, contrasting colors, which are not too heavily saturated and easily distinguishable from each other. Off-white, yellow or black lettering on a graded blue background is usually a good combination.
5. If another color is needed, pick a lightly saturated one - not red. Use different colors on the same page to highlight certain topics ---- but not red.
6. No strips or cross-hatching as they may strobe.
7. Use lines that are at least 2 points in thickness.
8. Don't crowd the page with text.
9. If the information is complex, break it down into several graphics. Omit non-essential detail from the graphics.
10. If possible, check the visual effect of graphics on a monitor to make sure that: The format used does not go outside the screen (entering the same area).
 - The lines are right width for high definition

- The text is legible.
11. Use visuals sparing and where appropriate.
 12. When using complex graphics, make sure the participants have copies so that they can follow the discussion and are not trying to re-copy the graphic for their notes.