

## Preparing Documents and Materials for Teaching via Video Conference

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- The purpose of any graphic is to focus attention on a key idea. The intent of using graphics is to make concepts easier to comprehend and clarify key ideas.
- Balance text and graphics on the screen or page. Decide if the text or graphic should be more dominant. Determine which delivers the idea better and make that one the most prominent.
- Leave a good amount of white space around graphics. Don't place text too close to them.
- Limit the total number of words on a slide or visual (that is meant to be digitally displayed) to 20-25 or less if possible. Check the slide or visual on screen for ease of readability.
- Use prompts and cues for keywords and important ideas. Use them consistently and only one at a time. Examples of cues include underlining, italic, bold, and color variants. Be cautious when using color as some individuals cannot see color.
- Limit the amount of color used on a slide or document to 2-3 compatible colors. Check the colors on your display to ensure that they are visually appealing.
- Use boxes, charts, graphs, and tables within a document to organize, emphasize and divide ideas. Use shapes and arrows to direct the eye to the most important information on a visual.
- Use clipart and photos to reinforce ideas. Check them on the screen to ensure they are easy to see.

## uTech - Online Teaching and Learning Tip Sheet

- When choosing a font/text choose large bold letters. Choose a sans-serif font such as Arial or Helvetica with a minimum of 24 points, with a point size of 32 points recommended.
- Restrict the use of fonts to two or three per document of visual and use them consistently throughout the entire class period.
- When possible choose left alignment of text.
- Choose colors that contrast well. (e.g. dark background/light text or light background/dark text) The most legible colors are dark blue backgrounds with light yellow text.
- Limit animations and transitions to when they are absolutely necessary.
- Keep videos short.
- Provide copies of all materials and visuals on a supplemental course site so students can pull them up locally during class in case there is a technical issue with sending the documents via the video conference.

## Resources

- [OTL homepage](#)
- [OTL Workshops](#)
- [Western Online Knowledge Base](#)

