

Good Visuals

There are two ways to display visuals in a videoconference – via the document camera (for text, pictures, objects) and via computer eg PowerPoint. Graphics and documents for use in videoconferencing should be designed with the screen in mind. They should be in TV format, which is a 3 x 4 ratio ie 3 units high by 4 units wide. The easiest way to achieve this with A4 paper is - working in landscape - leave a 4 cm margin top and bottom and a 6 cm margin left and right.

The principles below will help you to achieve effective screen graphics both on the document camera and with computer.

Print size & font

- Use a minimum of 36 point bold for titles and 24 point bold for body text.
- Use Helvetica or a similar *sans serif* font eg Arial, Geneva.
- Don't mix fonts and don't use too many styles ie **bold**, *italics*, underline.
- Use upper and lower case for body text.
- Maximum of 30 characters and spaces per line.
- Maximum of 7 lines of text per screen.

Page layout

- When arranging the page layout, use landscape mode (ie turn the page sideways).
- Don't over crowd your graphics. Too much information is difficult to read.
- Keep diagrams simple.
- Keep all graphics within a 'safe' area on the page. Leave a 4cm margin top and bottom and a 6 cm margin left and right. (Programs such as PowerPoint will automatically do this.)
- Some sites may have a PIP (a small window displaying their outgoing picture) on their screen. You may have to ask them to move this so that they can see all of your graphic.

Document Camera

- Use pastel coloured paper as this transmits a better picture.
- Ensure that the paper does not have a shine as this can make it difficult to read.
- If you are showing an object place it on a pastel coloured piece of paper for a better picture.
- You can use the document camera as a whiteboard – place a piece of pastel coloured paper under the document camera and zoom out so that it fills the whole screen. Now write on this with a 'felt' or 'marker' pen with a medium tip.

Computer

- Mid-blue background with yellow text transmits well.
- Experiment with others eg dark background, apricot print; mauve background, black print.
- Don't use overly detailed patterns as a background to your message. Too much detail can cause loss of picture quality and be distracting – your message gets lost in the pattern.
- Don't use complicated builds and transitions eg mosaics, fly-ins – this can affect picture quality and be distracting.