

# VISUAL AIDS / SLIDES



# VISUAL AIDS

Visual aids include flipchart, whiteboard, props and PowerPoint.

In slides – **More Is Less.**



Of all of our inventions for mass communication, PICTURES still speak the most universally understood language.

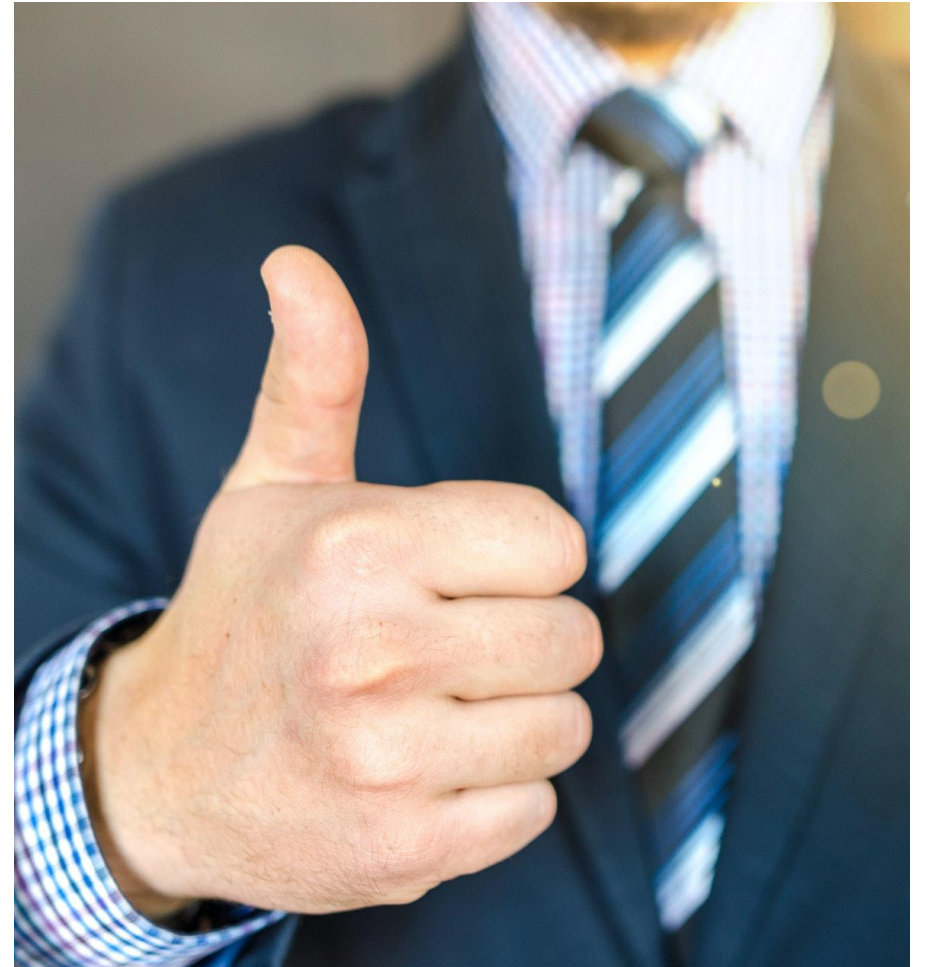
~ Walt Disney



# SLIDES BEST PRACTICE

## DO...

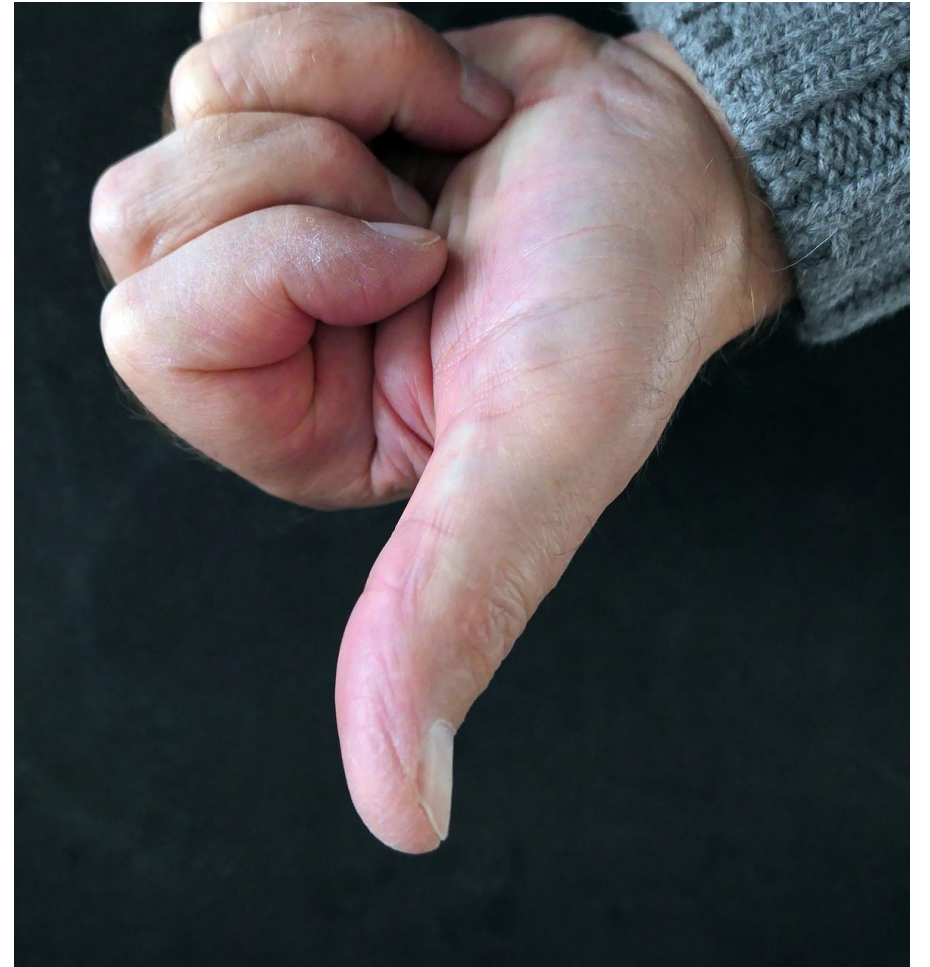
- ✓ Ask yourself “Is this slide necessary?” If not – ditch it
- ✓ Avoid speaking to slides
- ✓ Remember 6 x 6 rule – Max 6 words per line & 6 bullets per slide
- ✓ Use reveal & hide– press B during slide show
- ✓ Remember 10, 20, 30 – 10 slides for 30 mins, minimum font size 30
- ✓ Include Videos, charts, pictures
- ✓ Use props as visual aids
- ✓ Remember YOU are the message – your slides are only an aid



# SLIDES BEST PRACTICE

## DON'T...

- × Read from the slides
- × Use smaller than font size 30
- × Use text where an image or graphic will suffice
- × Mix font sizes and colour
- × Forget – have 2 versions ( 1 for the slideshow and 1 as a hand-out)
- × Have text at bottom of slide (may not be visible from back)
- × Ignore the spell check 😊 - print in outline and read for sanity
- × Forget that More is Less!



# CONSIDERATIONS FOR VIRTUAL SLIDES

## DO...

- ✓ Keep slides simple and clean
- ✓ Use photos of people to simulate an audience
- ✓ Use the pen tool during slideshow to annotate the presentation
- ✓ Have more frequent on-screen changes
- ✓ Use larger fonts
- ✓ Have plenty of white space
- ✓ Use high-contrast colour designs
- ✓ Use props as visual aids

