BELS
Barnet Education & Learning Service

Specialist Teaching Team, Vision

Top tips - Important aspects to consider when preparing displays.

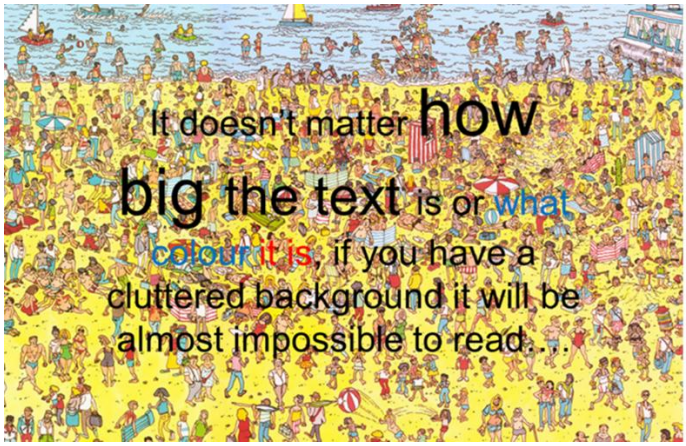
Summary of factors to think about when completing a display, slide or worksheet.

1. Background and borders
2. Contrast of colours
3. Use of colour – too many colours?
4. Font style and size
5. Visual clutter – keep only the necessary information
6. Place work straight, not at an angle
7. Spacing of lines of text
8. Keep diagrams simple – less is more!
9. Laminated sheets and lighting
10. Check with a colleague, what do they think?

1.Background and borders

Plain and calm colours work well to reduce visual clutter. Keep to the board area only.





Research has found that restaurants who want you to stay for longer use calming colours, whereas fast food outlets use bright, bold colours because they want you to leave quickly.

Why do you need a border? Can it be the same colour as the background to reduce visual load?

2.Contrast

Good contrast is a vital part of being able to access a text more easily.
Be aware of any colour vision discrepancies that could make it harder for an individual to access the text.

Suggested best contrast to support low vision

Does the contrast help you access this text?

Does the contrast help you access this text?

Does the contrast help you access this text?

Does the contrast help you access this text?

Does the contrast help you access this text?

Does the contrast help you access this text?

Poor contrast

Does the contrast help you access this text?

Does the contrast help you access this text?

Does the contrast help you access this text?

Does the contrast help you access this text?

3.Don’t use too many colours

Use of a lot of different colours can make it harder to visually process the information presented and therefore to find the information requested.

Do you feel that you would strain your eyes if you had to read a lot of text written like this? Do the different colours help?

Do you feel that you would strain your eyes if you had to read a lot of text written like this? Do the different colours help you find the information needed?

4.Font size and style

It is best to use a clear, simple font style for displays.
Use of upper and lower case is better than just use of capital letters because capital letters are more similar in shape and can therefore be more challenging for a person to access.

Good script examples are Calibri, Arial, Comic Sans
Poor script examples are Times New Roman, Century School book or ones that look like handwriting with tails.

Does the script used help with access? (Comic Sans)

Does the script used help with access? (Arial)

Does the script used help with access? (Caibri, Body)

Does the script used help with access?

Does the script used help with access?

Does the script used help with access?

JUST USING CAPTIAL LETTERS CAN MAKE IT HARDER TO ACCESS THE TEXT?

Or increased font size? (N10)

Or increased font size? (N12)

Or increased font size? (N18)

Or increased font size? (N20)

5.Visual clutter

Visual clutter means that there is too much information to visually process. It is important to cut out any inessential information or diagrams to help direct attention to the information that is important.

What is the purpose of each diagram/ picture? Is it necessary?

Do you need all the text, or can you cut it down to just the essential information?

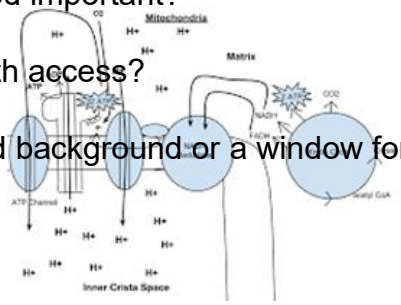
Do the additional images make it easier to access information?

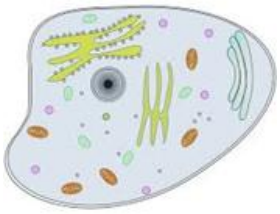
Is the size of the image and how it is placed important?

Does having writing over a picture help with access?

What about using a visually busy/ crowded background or a window for display?



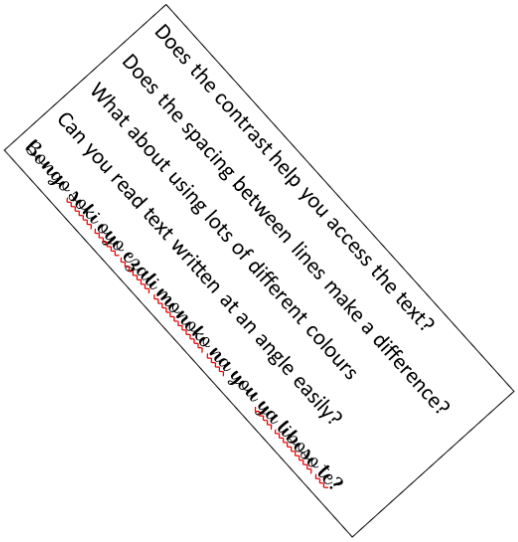




Do these images help access?

6.Place work straight, not at an angle

It is much harder to read something that is not straight.



7.Spacing of lines of text

If you have larger pieces of text wider line spacing can make it far less visually tiring to access the text.

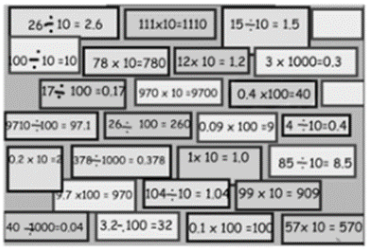
Bongo soki oyo ezali monoko na you ya liboso te? Ezali yango lisusu mpasi koleka? (How about if this is not your first language? Is it even harder? Lingala via Google Translate) (Single line spacing)

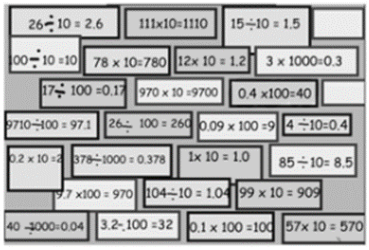
Bongo soki oyo ezali monoko na you ya liboso te? Ezali yango lisusu mpasi koleka? (How about if this is not your first language? Is it even harder? Lingala via Google Translate) The spacing makes a difference for longer pieces of text. (1.15 spacing)

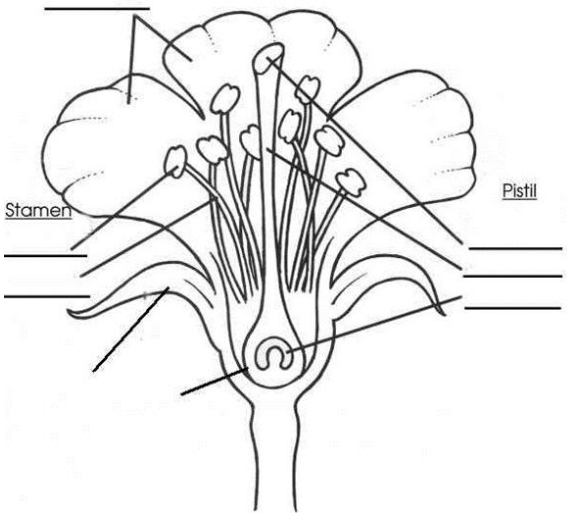
Bongo soki oyo ezali monoko na you ya liboso te? Ezali yango lisusu mpasi koleka? (How about if this is not your first language? Is it even harder? Lingala via Google Translate) The spacing makes a difference for longer pieces of text. (1.5 spacing)

8. Keep diagrams simple – less is more in this case

Diagrams/displays with too much information, annotation lines going across the page/diagram or small squares on a graph can be very visually confusing.







9.Laminated sheets and lighting

Use matt laminating pouches if you do need to laminate something. Shiny ones can cause glare which means no-one can access the information.

10. Don't go over the top – think simplicity

Step back and take a look at the display or ask a colleague as a fresh pair of eyes.

Think:

1. **Background and borders**
2. **Contrast**
3. **Use of colour – too many?**
4. **Font style and size**
5. **Visual clutter – cut out the inessential, keep only the information necessary**
6. **Place work straight, not at an angle**
7. **Spacing of lines of text**
8. **Keep diagrams simple – less is more**
9. **Laminated sheets and lighting**
10. **Check with a colleague, what do they think?**

What not to do!

