

Dyslexia Style Guide for Presentations

Fonts

- Use fonts which are clear, rounded and have a space between letters, such as: comic sans, verdana, calibri, dyslexie, trebuchet.
- Use 1.5 or double line spacing.
- Use wide margins.
- Use numbers or bullet points rather than continuous prose.
- Avoid underlining and italics which can make words 'run together'.
- Use bold text for titles, sub-headings or to draw attention to important information or key vocabulary.
- Colour-code text – for example, information in one colour, questions in another.
- Avoid using uppercase letters for continuous text. Lower case letters are easier to read.
- Avoid the use of background graphics with text over the top.

Colour

- Use sufficient contrast levels between background and text.
- Use dark coloured text on a light (not white) background. Light text on a dark background can work too. Ask your students what they prefer.
- Avoid green and red/pink, as these colours are difficult for those who have colour vision deficiencies (colour blindness).

Writing style

- Include flow charts, illustrations and diagrams to break up large sections of text or to demonstrate a particular procedure.
- Ensure that data, charts and diagrams are logical and easy to follow.
- Sentences and written instructions should be short and simple.
- Keep paragraphs short – dense blocks of text are difficult to read.
- Avoid too much text on the page. Make sure that it isn't too cluttered.
- Remember to leave plenty of space for people to write their responses.

Reducing Cognitive load

- Keep your message simple in order to keep your content memorable.
- Break down more complex information into smaller, simpler parts.
- What exactly are your key messages? Think of 3 essential things and make sure these points are explained simply without any extraneous “noise”.
- Try not to describe in prose what can be visualised. Use consistent dual coding – simple images to accompany verbal messages.

Watch: <https://support.microsoft.com/en-us/office/video-design-slides-for-people-with-dyslexia-a2158953-84d7-4894-8f6c-1c9968709041>

Sources: <https://presented.co.uk/reduce-cognitive-load/C:\Users\BAT16\Downloads\DyslexiaFriendlyFormats.pdf>
<https://www.bdadyslexia.org.uk/advice/employers/creating-a-dyslexia-friendly-workplace/dyslexia-friendly-style-guide>