

# Flip Chart Tips

## General Tips

- Print in clear, legible letters
- Use the 6 X 6 Rule - six words per line, 6 lines per page
- Don't worry about spelling and punctuation
- Use different colors to highlight and separate points; use no more than three colors per page
- Use bold colors - blue, green, black - for writing
- Use red and orange for emphasis, avoid yellow, which cannot be seen clearly (Red may be difficult for people with color blindness to read)

## For Meetings

- Avoid sentences - focus on key words and phrases
- Summarize and abbreviate - use participants' own words
- Ask people to repeat and clarify as needed
- Use symbols - arrows, circles, asterisks, underlines - to link points and show emphasis
- Number each sheet and post pages when filled

## For Presentations

Use flip charts to:

- ✓ focus an audience's attention
  - ✓ give visual expression to ideas and concepts
  - ✓ communicate what words cannot
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- Confine flip chart use to groups of 25 people or less
  - Use letters one inch in height for each 15 feet the audience is away from the chart
  - Use top  $\frac{2}{3}$  of page so audience can see all of page
  - Write lightly in pencil next to your key points
  - Write out the information for the flip chart pages on regular paper first
  - Leave a blank sheet between each page so information won't peek through
  - Use clear tape or post-it tabs to mark pages you might want to refer to
  - For mistakes, use white out or cover it with white paper