# Tobe Text size and typeface v2-PLARC demo captions

1

00:00:00,000 --> 00:00:08,000

[Tobe] I was forwarded this email exchange from a colleague regarding a project we were working on.

2

00:00:08,000 --> 00:00:14,000

Unfortunately, the text size and font styles used by both correspondents

3

00:00:14,000 --> 00:00:18,000

make this email exchange really challenging to read.

4

00:00:18,000 --> 00:00:31,000

I can use screen magnification but as you can see it is kind of a cumbersome way to read emails

5

00:00:31,000 --> 00:00:40,000

and it's a little more complicated here due to a formatting issue which we will also address.

6

00:00:40,000 --> 00:00:51,000

Ideally, the email arrives in a typeface and size that requires no intervention or adaptation on the part of the recipient.

7

00:00:51,000 --> 00:00:58,000

A good way to do this is to always use a sans serif font such as Calibri, Verdana or Helvetica.

8

00:00:58,000 --> 00:01:08,000

12 point is the minimum font size, however if possible 14 point is even better.