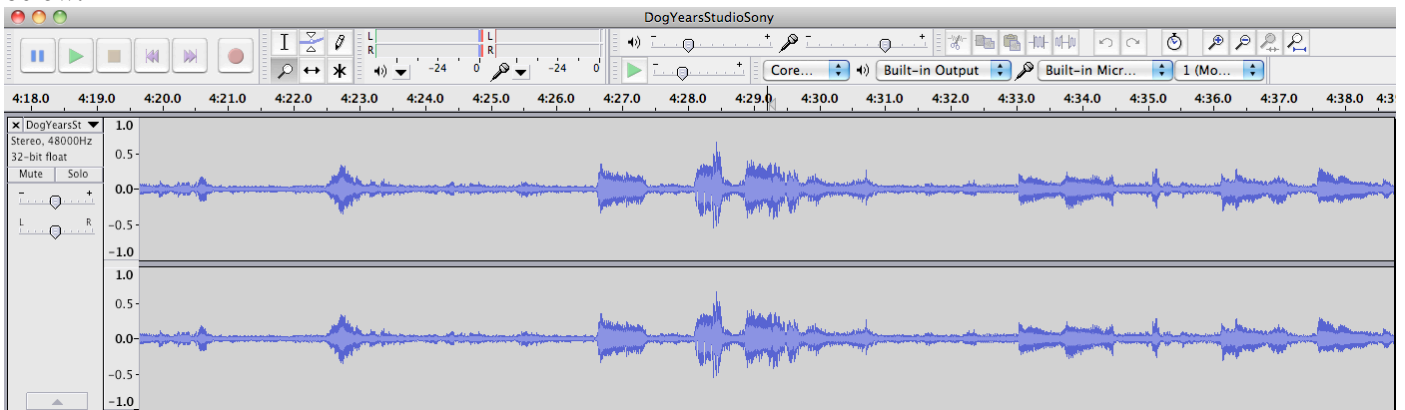
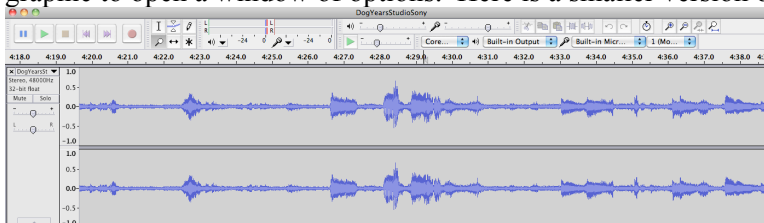


Composition: Electronic Media I
Fall 2011
How to Prepare a Handout for a Class Presentation

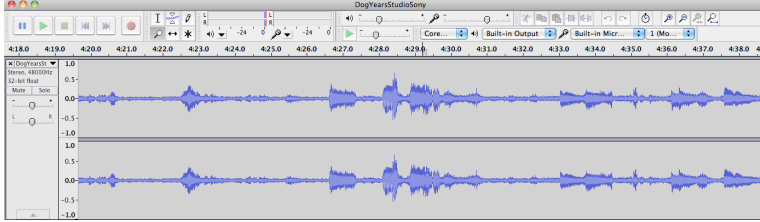
1. The font is times new roman, 11 point. The margins are all .5 inches. The default tab is 0.25”.
2. The large tab between the number on the left and the first word of the text is to allow space for double-digit numbers like the one below.
12. See how close the letter appears to the number.
3. Always use a tab between the number and the first letter. This is for alignment reasons.
 - a. See? By using the tab in the line above, this line is aligned with the top line.
4. Here is how wraparound text works. In this text that follows, apple, apple, apple, apple, apple, apple, apple, apple, apple, I line the second like up with the top line. Sometimes I can’t do this until I hit the return key. This causes the second line to be treated as a separate entity from the first line.
5. This also applies to the letters a, b, c, etc. as follows:
 - a. In this text that follows, apple, apple, apple, apple, apple, apple, apple, apple, apple, apple, apple, apple, apple, apple, apple, apple: this is not good because I want this line aligned with the text of the top line, not the letter a.
 - b. Here we go again: apple, apple, apple, apple, apple, apple, apple, apple, apple, apple, apple, apple, apple, apple, this did it. I hit the tab button and that got the text moved over.
6. Screen shots are very important. In Audacity, for example, I use cmd-control-4 to draw a rectangle around the area that I want to copy. It will be neater if my selection stays close to the outer edges of the graphic. Once selected, a picture is sent to the clipboard. Place the cursor in the handout exactly where you want the graphic to appear, and use the paste command. The graphic will be resized to align with the margin on the right, as shown below.



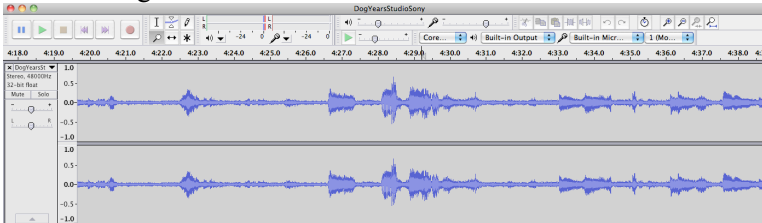
Like any graphic in Word, this can be resized either by dragging the lower right corner, or double-clicking on the graphic to open a window of options. Here is a smaller version of the graphic:



7. Consider the alignment show below.
 - a. Here is a line of text followed by a graphic below. Notice how the left margin of the graphic is aligned with the left margin of the text, not number. This is bad.



- b. Notice that this results in graphics aligned in two different ways, which looks cluttered on the page.
 - c. Therefore, I recommend always aligning with the leftmost text margin in the document, as shown below. This is good.



8. There are two competing needs concerning the size of a graphic.
 - a. It should be large enough to read on paper.
 - b. It should be resized when page breaks need to be controlled for clarity.
9. If possible, page breaks should occur between numbered items, not lettered items.
10. Other considerations are:
 - a. Use the authorial third person voice.
 - b. In some handouts, first person can be more effective, as in this handout.
 - c. In general, use complete sentences. If incomplete sentences are more effective, try to use them together, rather than mixing with complete sentences.
11. Incomplete sentences:
 - a. First example of incomplete sentence.
 - b. Another.
12. Keep formatting to a minimum. Bold text, underline text, italics, all complicates things.
13. Quotes need to be handled carefully. Consider the two examples below:
 - a. As the experts on English language and grammar say, “commas after a quote should be placed before the last quote,” in the manner just shown.
 - b. An expert would say, “do not place the comma after the last quote”, as shown here.
 - c. In my handouts, I often use quotes to show the precise wording of a filename, expression, and commands used in an operating system or software program. Almost always, these expressions do not end with any type of punctuation. Consider the two examples below:
 - d. Here, I instruct the student to name a file “A1a.” This is grammatically correct, but misleading.
 - e. Here, I instruct the student to name a file “A1a”. This is not grammatically correct, but clearly shows the expression to be used.
 - f. For commas, consider the two examples below:
 - a. Here, I instruct the student to name files “A1a,” “A1b,” etc. This is grammatically correct, but misleading.
 - b. Here, I instruct the student to name files “A1a”, “A1b”, etc. This is grammatically correct, but misleading.
14. When writing a research paper, grant proposal, and even emails, I use a certain number of words organized for flow. When writing a handout that contains technical information that must be unambiguously expressed, I sometimes use more words so that my sentences contain parallel wording. Examples of this can be seen in Item 13, above.