

## USING OVERHEAD TRANSPARENCIES

### Basic Rules:

1. Check the size - only space you really have is not full page (eg. 8.5 X 11) but 7.5 X 9.5
2. Keep it simple - no more than 6 words per line, 6 lines per image, use only key words and phrases, don't put entire presentation on one transparency
3. Basic layout - double space, use simple bold letters, plain type
4. Size of letters or image -can you read/see the original at 10 feet?
5. Copy transparencies into handouts
6. Use special effects - superimpose layers, use silhouettes and cutouts
7. Practice your lecture/talk using the transparencies

<p><u>AVOID:</u></p> <ul style="list-style-type: none"><li>• Putting on too much information</li><li>• Turning lamp on before you position transparency</li><li>• Leaving lamp on after removing image</li><li>• Turning off room lights</li><li>• Waving hands or other objects over transparency</li><li>• Standing in front of projector, obscuring image</li></ul>	<p><u>DO:</u></p> <ul style="list-style-type: none"><li>• Line up image and then turn on light</li><li>• Leave room lights on to allow note taking</li><li>• Indicate item by using pencil or other pointer that won't roll away &amp; remove when finished with that point</li><li>• Check room before and arrange projector &amp; screen so that view is not obstructed (turn page over to see diagrams for room arrangements)</li><li>• Use overlays to provide (up to 4) sense of progression, starting with simple image</li></ul>
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