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Slides and vugraphs (their preparation and use), 1981, 12p.

L. S. Beedle
Slides and Vugraphs

(Their Preparation and Use)

An Excerpt from the Fritz Lab Research Manual
(237.6A)

by

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r. April 20, 1981

237.113
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INSTRUCTIONS FOR PRESENTING ENGINEERING REPORTS

(Prepared by the Metropolitan (N.Y.) Section of the ASCE)(Adaptation)

1. Do not read a paper or manuscript; this tends to kill attention and interest. Instead, prepare in advance a well-planned mental outline of what you are going to say, using, if necessary, a memorandum card to recall successive points to the memory.

2. Select only the high spots of your subject matter for oral presentation. Material of a mathematical statistical, or involved nature cannot be effectively presented and should be reserved for the printed publication.

3. Plan your opening sentences before you get up to speak.

4. Do not commence with an apology. May call attention to something the audience probably won't notice anyway.

5. Face your audience; look at your audience; speak to your audience.

6. Pitch your voice so as to be clearly heard by those in the farthest seats. Avoid a monotone; it is desirable, occasionally, to change the pitch or quality of your voice for emphasis, or to retain attention.

7. Be brief. A talk is rarely effective after the first twenty minutes. A discussion should be much briefer, especially when the program is lengthy.

8. Relax. Avoid strain in posture or in voice. A touch of natural humor or human interest will add to the effectiveness.

9. Use slides or other illustrative material where suitable. In a lantern-slide presentation, it is particularly important to avoid monotony of voice or subject matter, since the accompanying conditions of light and atmosphere are inherently of a soporific nature.

10. When explaining slides on the screen or matter on the blackboard, face the audience while talking and not the screen or blackboard.


12. Plan your concluding sentences before you get up to speak. When time limitation prevents completion of all you planned to present, or when lost for things to say, go straight to your conclusion as an effective ending.

13. Ignore your "fluffs". Call attention to the subject, not the speaker.

14. Watch out for mannerisms.
FURTHER NOTES ON ORAL REPORTS

1. Guiding principle: Think of the audience
3. Manuscript: When copies available, take them to the technical session
   Speaker's Manuscripts: Notes preferred.
4. Projectionist: Check with him in advance; are slides right side up?
   Is sequence correct?
5. Light control: Avoid completely black room
6. "Lights, please": Avoid numerous changes of light intensity
7. Slide focus: Call for focus if not clear
8. Pointer: Check in advance
   Turn off when not in use
9. Try it out: Review with colleague or supervisor
10. Speak slowly
11. Microphone: Give it due attention
12. Time Schedule: Adhere to instructions
13. Discussion: "Plant" a first question
   Speak up with your question
14. Listeners: Keep head out of light
15. Sit in front: Make a "commitment"
   Look at speaker; encourage him
16. Back-of-room control
17. Enunciation & Pronunciation
ON THE USE OF SLIDES (Further Notes)

See "At Last" (Report 369.18)

1. Avoid technical descriptions without slides (or illustrations)

2. Numbers and numerical results. Show them on the slide. Don't just "say" them. "If it's important enough to know, then it's important enough to show".

3. Light. Avoid talking in the dark (as at the end of the last slide).

4. Are slides the best visual aids? A flip chart or vugraph might be better for a small group--except for photographs.

5. Read instructions prepared by the sponsoring society.

6. Carry slides in a "holder" for protection and for maintaining sequence.

7. Number the slides. Two numbers are usually needed:
   (a) "Slide No." for filing ("288.21")
   (b) "Sequence No." for correct sequence for correct position

8. Stand still and close to screen:
   Avoid impression that you're on a reversing treadmill.

9. Slide on too long -- or too short.
ON THE PREPARATION OF SLIDES

1. Illustration copy from which photo is taken is to be prepared in one size:

   6" x 9"  Use horizontal orientation

2. Minimum size of lettering to be used on illustration copy:

   1/30th of exposed height

   Note: 1/30 x 6" = 0.20" (#240 (5/16") Leroy template)

3. Typing cannot be used for slide "originals" except by special permission.

4. Weight of Line:
   Main curve #3 (or 5) Leroy pen
   Secondary #2
   Coordinate #1

5. Photographs: Watch the background

6. Keep it simple: If completed slide can't be "read" at 18", then it won't do

7. Color: Don't use too much of it (or too many different colors)

8. Tables: Avoid, where possible

9. Equations: Keep them to a minimum

10. Avoid "turned" lettering

11. Number the sketch — and slide

12. Prepare separate "copy" for drawings and for slides.

13. Allow adequate time for art work.

Ref. FL 369.18 (JC-11)
How to Make Slides
(Ref: Fritz Lab Research Manual (237.6A)
Fritz Lab Report No. 237.113)

1. Get your outline made first.
2. Get the text in shape that you plan to illustrate.
3. Read "At Last". Follow it!!
4. Photographs: observe the normal rules of good photography
   - Principal subject as large as possible
   - People in photograph if possible
   - Avoid "portrait" pose
5. Drawings and Sketches
   a) Prepare "Slide Description" - Layout to small scale. Thompkin Telepads are useful.
   b) Rough out the lettering
      - 6" x 9" "box" beneath
      - Ogilvie non-reproducing 8½ x 11 pad.
   c) Finish lettering
      1) Draftsman
      2) Transfer lettering
      3) Hand lettering
6. Photographs to be made into slides
   Crop so it looks like a photo - not a "photo of a photo".
7. Books and other objects
   Same principle as 6: Background larger than field of view of camera.
SLIDE PREPARATIONS: Slide Pad

The sheet attached to this page is a handy device for planning slides.

Also, at the bottom is a convenient place for listing the main points of the "text" that go with the slide.

The form has another advantage: it controls the size and amount of lettering. If the lettering cannot be placed conveniently and read on this layout, then it won't be satisfactory in the projected slide.

These sheets are available in pad form from Supply room.

Also available from:
Sam Flax
25E 28th St.
New York, New York 10016

Number them with same scheme as slides.

- Makes for easy retrieval
- Contains data about each slide.

Retain at desk, filed in numerical order.

Print - as used in talk.
<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Start</td>
<td>Black slide in projector</td>
</tr>
<tr>
<td>2</td>
<td>Too crowded</td>
<td>Typed (upside down)</td>
</tr>
<tr>
<td>3</td>
<td>Typed</td>
<td>but ok</td>
</tr>
<tr>
<td>4</td>
<td>Sloppy</td>
<td>wires</td>
</tr>
<tr>
<td>5</td>
<td>Coordinate axes</td>
<td>good break</td>
</tr>
<tr>
<td>6</td>
<td>Color</td>
<td>B &amp; W OK, but no &quot;zip&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In color</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Too many colors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Color too prominent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Many colors--but OK</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Poor color exposure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B &amp; W--but better</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B &amp; W--OK</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Color--better</td>
</tr>
<tr>
<td>7</td>
<td>Background</td>
<td>Windows</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Windows</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Candles</td>
</tr>
<tr>
<td>8</td>
<td>Black</td>
<td>For a break</td>
</tr>
<tr>
<td>9</td>
<td>Keys (crowded)</td>
<td>Too much--lettering too small</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&amp; vertical</td>
</tr>
<tr>
<td>10</td>
<td>&quot;Reversed&quot;</td>
<td>Requires dark room</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Keys</td>
</tr>
<tr>
<td>11</td>
<td>Charts</td>
<td>Typed--Table--Too crowded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chart too crowded (As it should be)</td>
</tr>
<tr>
<td>12</td>
<td>No Vertical Slides</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Formulas</td>
<td>Bad</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Good</td>
</tr>
<tr>
<td>14</td>
<td>Title Slides</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Sequence</td>
<td>Full load--(too much)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Detail first</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Reverse projector)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Test result--phases</td>
</tr>
<tr>
<td></td>
<td></td>
<td>G-E part</td>
</tr>
<tr>
<td></td>
<td></td>
<td>both</td>
</tr>
</tbody>
</table>

<table>
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<td>268.22</td>
<td>3</td>
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<td>233.20</td>
<td>4</td>
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<td>317.47</td>
<td>5</td>
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<td>273.102</td>
<td>6.1</td>
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<td>273.103A</td>
<td>6.2</td>
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<tr>
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<td>6.10</td>
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<tr>
<td>205.78</td>
<td>9.1</td>
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<td>7.1</td>
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<td>321.78</td>
<td>7.2</td>
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<tr>
<td>237.53</td>
<td>7.3</td>
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<td>237.75</td>
<td>8.1</td>
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<tr>
<td>237.76</td>
<td>8.2</td>
</tr>
<tr>
<td>205C.78</td>
<td>9.1</td>
</tr>
<tr>
<td>205C.47</td>
<td>10.2</td>
</tr>
<tr>
<td>205A.33</td>
<td>11.1</td>
</tr>
<tr>
<td>205.89</td>
<td>11.2</td>
</tr>
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<td>11.4</td>
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<td>237.78</td>
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<td>237.76</td>
<td>8</td>
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<td>237.55</td>
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</tr>
<tr>
<td>327.67</td>
<td>15</td>
</tr>
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<td>327.68</td>
<td>15</td>
</tr>
<tr>
<td>327.70</td>
<td>15.17</td>
</tr>
</tbody>
</table>
16. Background
   Drawings
17. Accuracy
18. Composite
19. Caught short
20. A good rule

The result
   Attention from audience
   Black slide at end
   Slides of Building of Lab
   Slides of San Francisco

22. "Cool it"

15A People in picture
21A Last slide blank
1. **Advantages**

Enhances visual communication with audience
Transparencies can be prepared quickly
Transparencies are inexpensive to prepare
Speaker has immediate control of apparatus
Additions to transparency can be made during presentation
Permits more light in room (usually full-intensity)
When mounted, notes can be written on mounts

2. **Disadvantages**

Potential "Keystoning"
Photographs require special (and fairly expensive) processing
It may require a bit more finesse in changing slides

3. **Equipment for Preparation of Transparencies**

Routine processing possible on FL 3M machine (30¢ per sheet)
More sophisticated transparencies (color, photos, etc.) are possible commercially
Use pencil or other graphite base marker on any type paper
Transfer lettering: Available at Supply Bureau

4. **Markers**

Grease pencil "Blaidsdell" china-marker
Felt-tip pen -- Vis-a-Vis (Sanford) Supply Bureau

5. **Things to Watch**

1. Set up the vugraph on right side of screen and at such distance so that the image fills the screen
2. Lettering must not be too small
3. Do not wave pointer in front of image
4. Face audience and point to transparency -- not the screen
5. Beware of head or hand in field of view
6. Allow enough time for audience to "take in" the illustration
7. Lay the "pointer" down (or brace palm of hand) if it vibrates
(Good and Bad Vugraphs)

1. Most Common Error
   Take a table out of a report
   4.6
   2.13

2. Lettering Too Small
   Too much detail
   Modify existing original
   Fig. 14
   14 Mod
   Fig. 16

3. Impossible, but it happens
   A page out of a report
   A

4. Use of Color
   B
   Al

5. Too Wide
   288-199

6. Too Tall
   269.38

7. Title Slide

8. Holders

9. Sequential Display (Uncovering)
   Slide Design
   Commercial
   "Do-it-yourself"
   El-A
   El
   3.6x-1

10. "Build-Up" Sequential Display
    Cl

11. Spacers

12. Transfer Lettering
    (Demonstration)
    Futura Bold
    24-18