Avoiding Power Point Coma

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Power Point is:

A curse!

Best thing since Sliced bread.

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Bloom’s Taxonomy

**Evaluation**: appraise, argue, assess, attach, choose, compare

**Synthesis**: arrange, assemble, collect, compose, construct

**Analysis**: analyze, appraise, calculate, categorize, compare

**Application**: apply, choose, demonstrate, dramatize, employ

**Understanding**: classify, describe, discuss, explain, express

**Knowledge**: arrange, define, duplicate, label, list, memorize

Conclusions:

Don’t use it for:  
Use it for:
Avoiding “coma”

Overview

Key Issues

Layout
- orientation
- size

Action!

Handouts

Copyright Issues
Key Issues

◆ Usability:
  – how easily the user can extract the desired information from the visual
  – proven techniques

◆ Aesthetics
  – visual appeal
  – art

Layout

◆ Orientation
◆ Projection size
◆ Template
◆ Sequence
◆ Color
◆ Readability
◆ Numbers & graphs
Orientation

Portrait

This is text. \[ I = \frac{E}{R} \]

Landscape

This is text. \[ I = \frac{E}{R} \]

Projection Size

back of class room

1

screen

6

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Template

- all visuals same look
  - title
  - main info
  - support & drawings
  - identification

- sequence
  - where to look next
  - animation & builds
  - upper left to lower right

Color

- Hot colors
  - White
  - Yellow
  - Pink
  - RED
Color

Cool colors

- Gray
- Green
- Brown
- Blue

Color: background

- not distracting
- allows other items to stand out
Color: foreground

- White
- Yellow
- Pink
- RED

- e.g. yellow
- e.g. white
- to direct attention
- use sparingly

Readability: Pictures

> 70% visual

Pictures with words:
- ground plane on back
- pads on 0.1” centers
- drill your own holes to gnd
- tight - min lead length
- BNC
- NEAT!
Readability: Case

- TEXT IN ALL UPPERCASE IS HARD TO FOLLOW.

- Use upper and lower case. Let the rules of good English tell you what to do.

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Readability: Fonts

What is this?
Readability: Fonts

- One principle font \textit{serif}.
  - Times Roman is popular in texts, ...

- One support font
  - Arial is close to fonts from CAD packages
  - Use it sparingly

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Readability: emphasis

- Vary
  - size
  - weight
  - color
  - \textit{italics}
  - \underline{underline} Beware!

- Pick \textit{a technique}, or two, and stick with it.
**Readability:** size

- **Main title:** 44
- **Key points:** 32
- **Sub points and most text:** 24
- **Reference info, probably to be read later:** 18

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**Readability:** How much info?

- **6 words**
  - Usually about 6 words across is enough.
  - Three to five items per slide.
  - Older provides reference to newer.
  - Change color as you build.

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Readability: numbers ➔ graphs

% 
Use a pie chart

Production Results

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Readability: numbers ➔ graphs

Trends:
Use a line graph

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Readability: numbers ➔ graphs

Size comparison:
Use a bar graph

Sales Comparison

million $  

1st Qtr 2nd Qtr 3rd Qtr 4th Qtr

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Action!

TV < 30 sec per view

Builds

top to bottom
left to right
leave reference drawing in place
new point in white (or larger and offset)
old points in yellow (or smaller and grouped)
allows for:

slower note taking;
continuity;
organization

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**Action!**

**Animation**

- Put in a box
- Stop

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**Action!**

**Video clips**

- *Really* cool!
- WWW ? Citation!!
- Stop the motion when you expect folks to read.
- Keep short and to the point!

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[www.fen.bris.ac.uk/engmaths/research/nonlinear/tacoma/tacoma.html](http://www.fen.bris.ac.uk/engmaths/research/nonlinear/tacoma/tacoma.html)
Handouts

- schematics, diagrams, …
- general info, ref. ...
- omit steps, leave blanks
- omit answers, leave blanks

Copyright Issues

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Copyright and fair use
- fairuse.stanford.edu
- www.libraries.psu.edu/avs/fairuse/default.html
- www.iupui.edu/it/copyinfo/highered.html

Copyright Code
- www.law.cornell.edu/uscode/17/
Copyright Issues

- Copyright Clearance Center
  - www.copyright.com

- U.S. Copyright Office
  - Lcweb.Loc.gov/copyright

- U.S. Office of Patents and Trademarks
  - www.uspto.gov