

Preparing Handouts

Concepts

- Demonstration and practice in developing handouts for presentations and the classroom

Overview

Tips and tricks for developing appropriate and effective handouts.

Materials

- TI-84 Plus
- Computer with TI Connect™ software, word processor

Device Screenshots

Use TI ScreenCapture, a component of TI Connect™, to get calculator screen pictures. See Figure 1.

- Copy the image to the Windows® clipboard.
 - Use the Edit>Copy menu item, click the "Copy" button, or press Ctrl+C to put the picture on the clipboard.
- Switch to your application (word processor, etc.).
- Paste into your document.
 - Use the "Edit>Paste" menu item, click the "Paste" button, or press Ctrl+V to paste into your document.

Important: In Microsoft® Word, use the "Text Wrapping" button on the "Picture Toolbar" to control the alignment of the image with the text. (Use "Tight" or "Square.")

Device Keystrokes

Install the appropriate "Key Font". Key fonts are available from <http://education.ti.com>. See Figure 2.

- In your application, use the "Insert>Symbol" menu item (for example, within Microsoft® Word).
- In the font drop-down list, locate the "TI83Symbols" font (for TI-83, TI-83 Plus, TI-84, and TI-84 Plus).
 - Click the character (the entire character might not fit in the box allowed for it, but it will be correct in your document).
 - Click [Insert] (or double-click the character, or press [ENTER] on your keyboard).

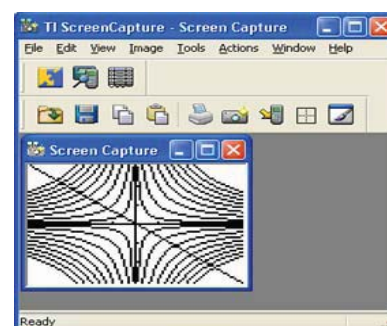


Figure 1

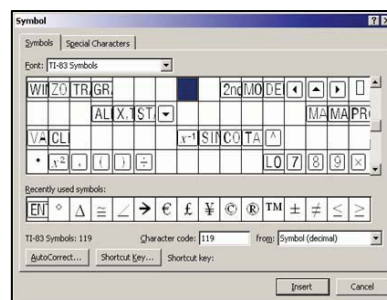


Figure 2

Tip: You may want to put all the characters on your document at the same time, in one place, and then cut and paste to the appropriate places in the text. Or you can leave this window open while you work in the word processor, adding more key fonts as needed.

Other Handout Suggestions

1. Adjust “text wrapping” around an image:
 - After an image is in the document, click the image.
 - On the “Drawing” toolbar, click the “Text Wrapping” button.
 - Select “Tight.”
 - When an image is selected and has black, square drag handles around the border, the image is “in line with text” and will respond to line returns.
 - When the drag handles are hollow round circles, the image is more “drag-able” and can be placed outside the constraints of text lines (to get this, select ‘in front of text’ instead of ‘tight’).
2. Put captions on pictures (Select image, then Insert>Reference>Caption), and refer to them in the text. See Figure 3.
 - Be careful to ensure that your screenshot contains all relevant information!
3. Images and their captions should be “Grouped.” To “Group” two objects:
 - Select one object (the caption)
 - Shift+Click to select the second object (the image)
 - Right-click the image, and select Grouping...> Group.
4. To take screenshots of a Windows® application:
 - Press Alt+PrtScrn to put the active window image on the clipboard for pasting into a document.
5. Leave room for notes.
6. Use page numbers and total number of pages to make sure your audience has all the materials.
7. Include author information in the header or footer.
8. Maintain a consistent "look" throughout (fonts, bullets, and headings); use a maximum of two fonts. Avoid the “Comic Sans” font for readability!
9. Staple multi-page handouts.
10. Obey copyright laws.



TI-84 MODE

Figure 3