The anatomy of a simple handout handout for L&S TA training by Will Benton (willb@acm.org) sit amet, consectetuer adipi g elit. n. Nullam quis metus. Quiso bus lobortis or facilisi. Pellentesque tempu massa at ipsum aucto PUT YOUR NAME AND SOME WAY TO I PREFER TO USE CONTACT YOU IN SANS-SERIF A PROMINENT FONTS FOR PLACE ---HEADINGS ... THIS ISN'T MERELY A SHOUT-OUT - INSTEAD, IT GIVES PEOPLE SOME WAY TO PROVIDE FEEDBACK AND

GIVE YOUR HANDOUT A TITLE THAT IS DESCRIPTIVE, BUT NOT TOO LONG -YOU'LL WANT TO REFER TO IT IN LECTURE, AND HANDOUTS WITH LONG TITLES WILL MAKE THIS TEDIOUS ..

dignissim doloi venenatis feugiat. Praesent molestie magna tincidunt nisl.

ut nisl. In pharetra lorem quis

CORRECTIONS! \*

...AND SERIF FONTS FOR LARGE BLOCKS OF TEXT

ante congue dui, non e

DON'T GO FONT-CRAZY, THOUGH! ONE OR TWO GOOD FONTS IS ENOUGH

FIGURES CAN

lum pulvin lacin i odio. Donec in turpis. Proin turpis. condimentum pellentesque, lectus EVEN SIMPLE

REALLY AID YOUR PROSE! trices nec, laoreet eu, aliquet Fusce ullamcorper, tellus id sollicitudin placerat, sem nisl

lectus, convallis id, pretium sed, semper commodo, tellus. Sed neque arcu, mattis non, faucibus vel, pharetra sit amet, nisl. In pede tortor, gravida ac, vehicula quis, pretium vitae, justo. In hac habitasse platea dictumst. Nullam blandit ligula in magna. Pr

Aenean ac felis at orci aliquam scelerisque. Praesent magna

IT'S PROBABLY A GOOD IDEA TO INCLUDE A COPYRIGHT NOTICE, ESPECIALLY IF YOU PLAN TO DISTRIBUTE HANDOUTS VIA THE WEB

Sed nec orci vitae libero commodo condimentum. Cum sociis natoque pen

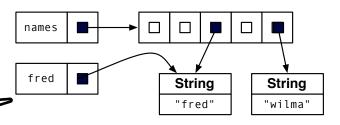
tes, nascetur ria standard footer with the FILE NAME AND MODIFICATION DATE CAN MAKE IT EASY TO FIND THE RIGHT FILE LATER, WHEN YOU WANT TO PRINT MORE.

\* I'VE ACTUALLY RECEIVED SUGGESTIONS AND CORRECTIONS OVER EMAIL, SENT BY FRIENDLY PEOPLE WHO FOUND MY HANDOUTS ON THE WEB!

THIS HANDOUT IS AN ANNOTATED VERSION OF MY HANDOUT TEMPLATE. YOU DON'T HAVE TO USE EVERY IDEA HERE, OF COURSE, BUT SOME OF THESE SHOULD BE USEFUL!

Why is this handout in landscape (wide) rather than portrait (tall) orientation?

I prefer the landscape orientation for a couple of reasons. Most importantly, I find it easier to lay out the sorts of handouts I typically design on a wide page. Landscape lends itself well to a three-column layout, in which most columns have between fifty and sixty characters of elevenpoint type. This is a good line length; the lines are not so long as to be tiring to the eye (your eyes don't like to move back and forth unless they're watching tennis), but not so short as to require many distracting hyphenations.



The three-column layout also affords other possibilities, like including small figures in columns (the one above, which unfortunately has nothing to do with this text, is from a CS 302 handout). Alternatively, you can use only one column for text (e.g. definitions or answers to common questions) and use the other two columns for a large figure. Especially large figures, like graphs, flowcharts, or timelines, may benefit from an entire landscape page.

By the way, do you think that the question-and-answer style is a useful way to structure didactic prose in a handout?

It's worked pretty well for me so far.