A FORM FOR PREPARING 2 X 2 SLIDE COPY

J. M. Spain and Raymond J. Miller

GRAPHIC and tabular materials are almost universally presented at professional meetings by means of 2" X 2" slides. Good slides can greatly enhance technical presentations; conversely, poor slides often ruin or greatly detract from otherwise good presentations. An essential requirement for good slides is that they be easily read by the entire audience; hence the size of lettering on slide copy must be appropriate for the format size being used.

To facilitate the preparation of good slide copy, a special form has been designed (Figure 1). The form is grid-ruled with 10 lines per inch on 8½" X 11" paper. Five satisfactory format sizes ranging from 3” X 2” to 9” X 6” are shown, along with appropriate letter sizes (Leroy letter size) for each, as given by Smith. Marginal typing guides are provided for format sizes up to 4½” X 3”, the largest size for which typed legends are recommended. Larger sizes require hand lettering as indicated. Typed legends have the advantage of being easier and faster to prepare and require no hand lettering skill.

Grid lines, format sizes, and instructions are printed in light blue; thus are nonreproducing if properly photographed with orthochromatic film. Finished copy can therefore be prepared directly on the forms. Lithographic film has been used extensively at this institution for black and white negative transparencies made directly from copy prepared on the forms as described. Color can be added quickly and easily to negative transparencies with felt-tipped pens as described by Spain.

Ordinary color-reversal film may be used to make positive transparencies. Since color film is sensitive to the entire visible spectrum, final copy for positive transparencies should be prepared on plain bond paper. Preliminary copy can be prepared on the special forms and subsequently traced on bond.

Graduate students in Soil Science at this institution have recently been required to prepare and use 2 X 2 slides in their regular seminars. Each student is responsible for preparing his own slide copy. A member of the seminar committee checks copy for form and content before the Visual Aids Department prepares finished slides. Students thus gain invaluable firsthand experience in the preparation and use of 2 X 2 slides. The forms have been especially useful to those with little or no previous experience in the preparation of slide copy.

Figure 1. Form for preparing 2 X 2 slide copy (shown here in black but normally printed in light blue with 10 lines per inch).