

Tips for Designing Effective Handouts

Consider the following design tips for creating effective handouts.

Keep it concise but informative.

- An effective handout should include only the most vital information for its audience.
- The handout should abide by the length requirements outlined in the Project directions. It should be packed with the most important, interesting information on the subject matter.
- Before creating your handout, take time to consider which facts are the most worth including.

Keep it visually simple and coherent.

- Simplicity is key to an effective handout. The last thing you want is for your audience to be distracted by over-the-top formatting or frilly visuals. The information should be the handout's main focus.
- Avoid using hard-to-read fonts and text colors. Stick with black text and an easily legible font such as Arial, Times New Roman, or Cambria.
- Make use of bulleted, lettered or numbered lists when appropriate. They can help present information in a clear, easily understood way.
- If appropriate, incorporate visuals such as pictures, charts and graphs into your handout. Be sure not to clutter the handout with too many images or with images that have little or nothing to do with the subject matter.
- Bold text, italics, and underlines can help provide emphasis to important points.

Plan a template.

- Before you start designing your handout, imagine how you will present the information in a coherent, visually compelling way.
- Consider drawing up a draft of your handout on paper to visually guide you through the design process.