UNIVERSITY of NICOSIA
TECHNOLOGY ENHANCED LEARNING CENTRE NEWSLETTER
Fall 2021

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Ideas On Designing Better Presentations, & Three Ways To Send Your Large Content Project Files To TELC

Design presentations in a better way to support **engagement & effective learning**! Use **FREE online image providers** to get licence-free, high-quality images. Three ways you can **send others your large files** reliably.

✓ Appropriate Font

STRENGTH

- Fits the context of your image and topic.
- Adds to the meaning of content without drawing attention away from it.
- Gives the impression that there was deeper thought put into choosing the text instead of just 'looks cool'.

✗ Inappropriate Font

STRENGTH

- Makes the viewer 'feel off', even if they aren't sure what is the cause.
- Distracting
- Amateurish

✓ Single Font

In publishing and graphic design, Lorem ipsum is a placeholder text commonly used to demonstrate the visual form of a document or a typeface without relying on meaningful content. Lorem ipsum may be used as a placeholder before final copy is available.

It is also used to temporarily replace text in a process called greeking, which allows designers to consider the form of a webpage or publication, without the meaning of the text influencing the design.

Donec viverra leo aliquet, auctor quam id, convallis orci. Sed in molestie est. Cras ornare turpis at ligula posuere, sit amet accumsan neque lobortis. Maecenas mattis risus ligula, sed ullamcorper nunc efficitur sed. Praesent venenatis quam tortor, id viverra nunc rutrum a. Maecenas malesuada ultricies sapien sit amet pharetra.

✗ Various Fonts

In publishing and graphic design, Lorem ipsum is a placeholder text commonly used to demonstrate the visual form of a document or a typeface without relying on meaningful content. Lorem ipsum may be used as a placeholder before final copy is available.

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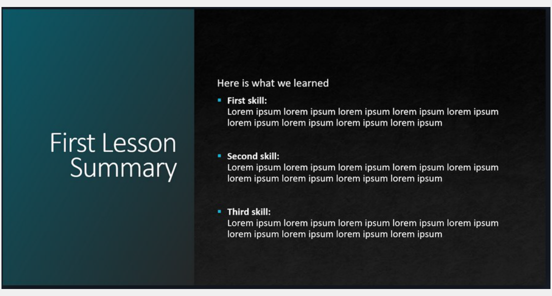
Donec viverra leo aliquet, auctor quam id, convallis orci. Sed in molestie est. Cras ornare turpis at ligula posuere, sit amet accumsan neque lobortis. Maecenas mattis risus ligula, sed ullamcorper nunc efficitur sed. Praesent venenatis quam tortor, id viverra nunc rutrum a. Maecenas malesuada ultricies sapien sit amet pharetra.

✓ Layered Content



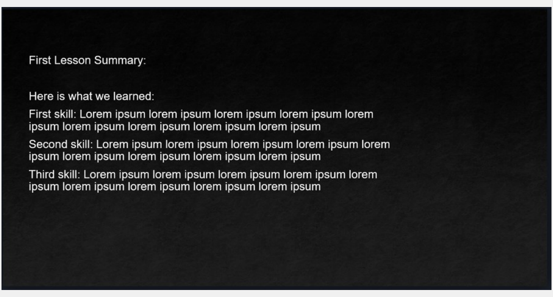
First Lesson Summary

Here is what we learned

- **First skill:**
  Lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum
- **Second skill:**
  Lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum
- **Third skill:**
  Lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum

- Increases readability
- Adds to retention
- Visual elements help guide the eye
- Less tiring to read/look at

✗ Non-layered Content



First Lesson Summary:

Here is what we learned:

First skill: Lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum

Second skill: Lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum

Third skill: Lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum lorem ipsum

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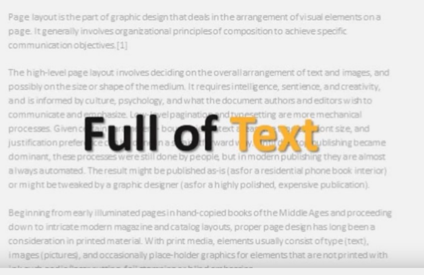
Text VS Visualisation

✗ Wall of text



Full of Text

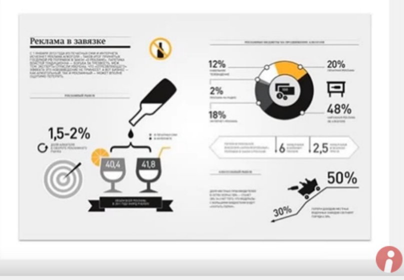
Page layout is the part of graphic design that deals in the arrangement of visual elements on a page. It generally involves organizational principles of composition to achieve specific communication objectives.[1]

The high-level page layout involves deciding on the overall arrangement of text and images, and possibly on the size or shape of the medium. It requires intelligence, sentience, and creativity, and is informed by culture, psychology, and what the document authors and editors wish to communicate and [illegible]. Lo[illegible] pagination [illegible] typesetting are more mechanical processes. Given c[illegible] font size, and justification prefe[illegible] ublishing became dominant, these processes were still done by people, but in modern publishing they are almost always automated. The result might be published as-is (as for a residential phone book interior) or might be tweaked by a graphic designer (as for a highly polished, expensive publication).

Beginning from early illuminated pages in hand-copied books of the Middle Ages and proceeding down to intricate modern magazine and catalog layouts, proper page design has long been a consideration in printed material. With print media, elements usually consist of type (text), images (pictures), and occasionally place-holder graphics for elements that are not printed with

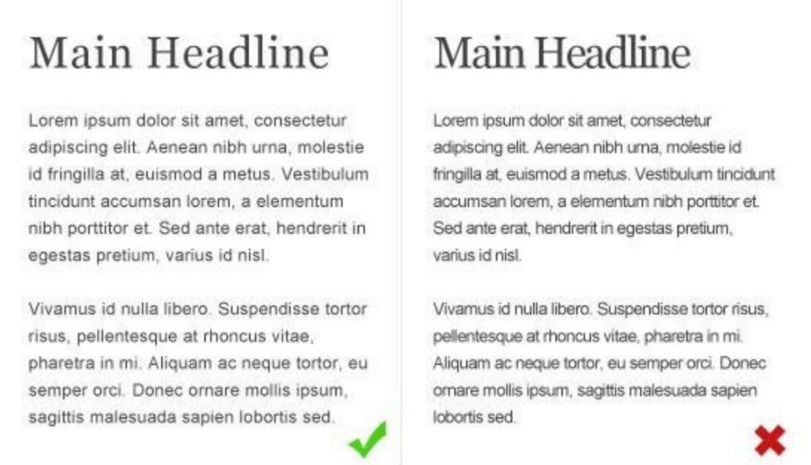
Replacing some parts of text with visualisations will drastically improve retention, readability, enjoyment, attention.

✓ Visualisation



Important note: **Do not overdo it** by going to **either** of the above extremes, find what works for your specific content.

Line Spacing



Main Headline

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean nibh urna, molestie id fringilla at, euismod a metus. Vestibulum tincidunt accumsan lorem, a elementum nibh porttitor et. Sed ante erat, hendrerit in egestas pretium, varius id nisl.

Vivamus id nulla libero. Suspendisse tortor risus, pellentesque at rhoncus vitae, pharetra in mi. Aliquam ac neque tortor, eu semper orci. Donec ornare mollis ipsum, sagittis malesuada sapien lobortis sed.

✓

Main Headline

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean nibh urna, molestie id fringilla at, euismod a metus. Vestibulum tincidunt accumsan lorem, a elementum nibh porttitor et. Sed ante erat, hendrerit in egestas pretium, varius id nisl.

Vivamus id nulla libero. Suspendisse tortor risus, pellentesque at rhoncus vitae, pharetra in mi. Aliquam ac neque tortor, eu semper orci. Donec ornare mollis ipsum, sagittis malesuada sapien lobortis sed.

✗

- Line height and line length must be taken in consideration.
- It's good to have enough white space between words and lines.
- Having little to no white space will make the words glued together and very difficult to read.

Line Length

The best number of words in a line for the best readability

would be between 9 to 12 words or between 50 to
60 characters.

Example

Gaiman's family is of Polish-Jewish and other Eastern European Jewish origins. His great-grandfather emigrated from Antwerp, Belgium, to the UK before 1914 and his grandfather eventually settled in the south of England in the Hampshire city of Portsmouth and established a chain of grocery stores. Gaiman's grandfather changed his original family name of Chaiman to Gaiman. His father, David Bernard Gaiman, worked in the same chain of stores; his mother, Sheila Gaiman (née Goldman), was a pharmacist. He has two younger sisters, Claire and Lizzy.

VS

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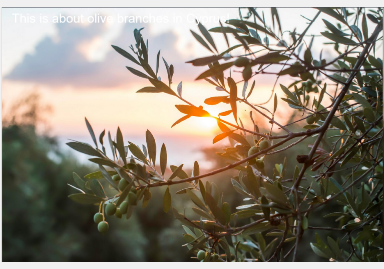
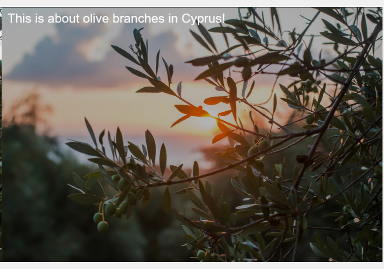
Making Text Clear

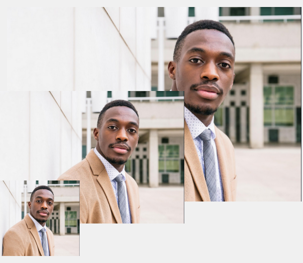


Text is illegible, obstructed, unclear, or distracting. Similar colour to the image.

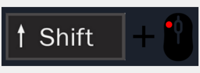


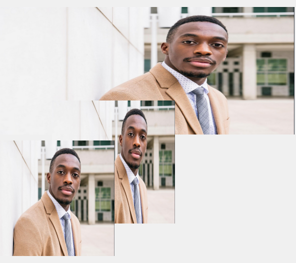
With just -30% brightness, the same text becomes legible and less distracting!

Resizing Images Correctly



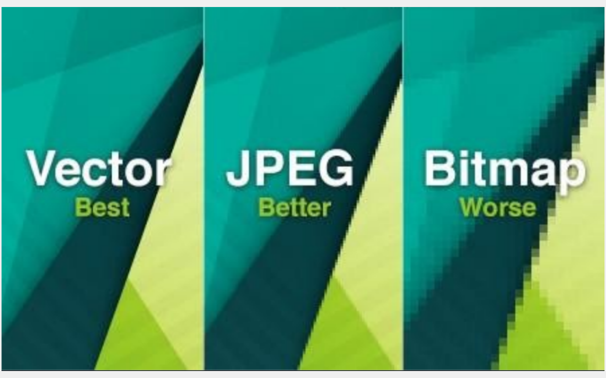
Hold Shift, click and hold Left Mouse on corner of image, then drag your mouse to resize images proportionally.





- Distorts images and reduces quality
- Makes contents difficult to look at

Picture File Formats



- Vector technology offers zero loss in quality as you resize.
- Jpeg formats are an okay compromise, but are often low quality.
- Bitmap images should be avoided unless you want to use something very small, like an icon.

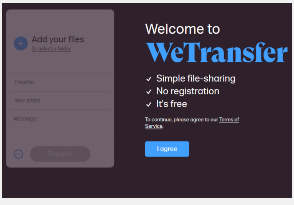
How To Send Your Large Files

Some Of Your Options

we transfer	OneDrive	Google Drive
2GB LIMIT WITH FREE ACCOUNT - NO REGISTRATION	MICROSOFT ONEDRIVE - REQUIRES LIVE ACCOUNT	GOOGLE DRIVE - REQUIRES GOOGLE ACCOUNT

Using WeTransfer

1. Navigate to www.wetransfer.com and click Agree.

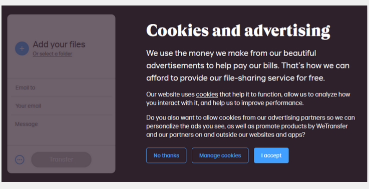


Welcome to
WeTransfer

✓ Simple file-sharing
✓ No registration
✓ It's free

To continue, please agree to our Terms of Service.

2. (Optional) Click on Manage Cookies.
Accept the cookies policies.



Cookies and advertising

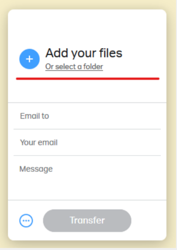
We use the money we make from our beautiful advertisements to help pay our bills. That's how we can afford to provide our file-sharing service for free.

Our website uses cookies that help it to function, allow us to analyze how you interact with it, and help us to improve performance.

Do you also want to allow cookies from our advertising partners so we can personalize the ads you see, as well as promote products by WeTransfer and our partners on and outside our websites and apps?

3. Click or drag your files into the window.

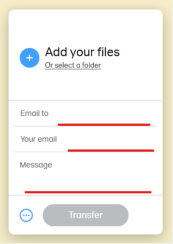
Note: Size limit is 2GB per upload for the Free Account.



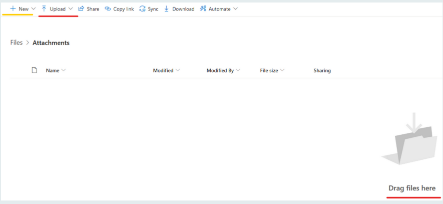
4. Type in the email of the person you want to send the files to.

5. Type in your email.

6. Type in a message so the receiver has some context and knows what you're sending them.

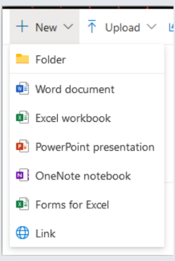


Using Microsoft OneDrive

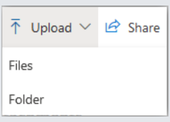


1. Log-in to your OneDrive platform

2. You can click on Upload or just drag files into the window and they will upload.



Hint: Clicking on 'New' allows you to create Folders to organise your uploads.



1. Click on Upload and then select if you want to upload a file.

2. Select Folder if you want to upload all of the contents of a folder you have in your system.

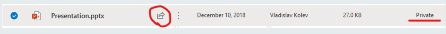
(we recommend you do this in a newly created folder so that everything is organised.)

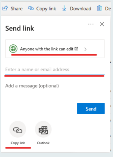
Sharing a file

1. Click on the Share icon after selecting a file.
(Take note of the privacy setting on the right side.)

OR

Click on "Share" on the menu.





2. Click on 'Anyone with the link can edit' to change permissions for the file/folder. (IMPORTANT)

Anyone with the link: Allows link to work for anyone regardless if they have an account or not.

People in UNic with the link: Allows link to work for people who have the link are a part of the Organisation.

People with existing access: Link works for people who already had access to it.

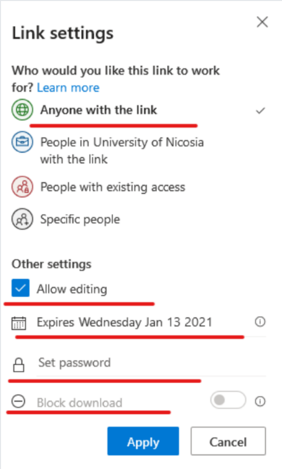
Specific people: Link works for specific people you select/list.

Allow editing: Allows editing of the file/folder/document by anyone who fills the criteria set previously.

Link expiry: Set expiration date for link. UNic policy is 120 days.

Set password: Give an extra layer of protection and allows you to have more access control even if previously set to "Anyone with the link".

Block download: Disables/Enables download. Unavailable if 'Allow editing' is ticked. If sending files this must not be enabled.



Link settings

Who would you like this link to work for? Learn more

Anyone with the link ✓

People in University of Nicosia with the link

People with existing access

Specific people

Other settings

☑ Allow editing

Expires Wednesday Jan 13 2021

Set password

Block download

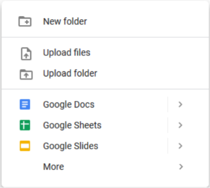
Using Google Drive

Go to drive.google.com and log-in with your Google Account.

Right click anywhere in the space to show the option pop-up.

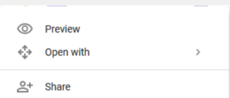
You can use this to create new folders to organise your content.

You can use this to upload files/folders.



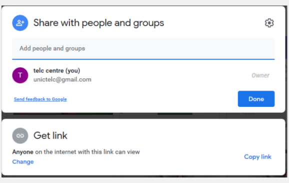
After your file(s)/folder(s) have finished uploading, right-click on them.

Click on 'Share' or 'Get Shareable Link'



Use these menus to change share settings

Click on 'Change' in the lower part.



Share with people and groups

Add people and groups

telc centre (you)
unictelc@gmail.com
Owner

Get link

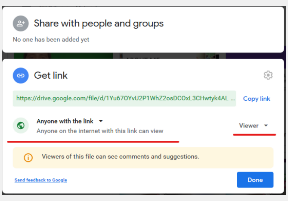
Anyone on the internet with this link can view

Click on 'Anyone with the link' to change that option

Click on Viewer to change what role the person with the link will get once clicking it. For file sharing set this to 'Editor'.

When done, click 'Copy link'.

You can now send that link.



Share with people and groups

No one has been added yet

Get link

https://drive.google.com/file/d/1Yu67OYvU2P1WhZ2osDCOxL3CHwtyk4AL ...

Anyone with the link
Anyone on the internet with this link can view
Viewer

Viewers of this file can see comments and suggestions.

Image Providers

Free Providers

Pixabay *(https://pixabay.com/)*
Pixabay.com is a website for sharing photos, illustrations, vector graphics, film footage and music.

Unsplash *(https://unsplash.com/)*
Unsplash is a website dedicated to sharing stock photography

Burst *(https://burst.shopify.com/)*
Burst is a free stock photo platform that is powered by Shopify.

Pexels *(https://www.pexels.com/)*
Pexels is a provider of stock photography and stock footage.

FreeImages *(https://www.freeimages.com/)*
Download high-resolution photographs and illustrations free of charge.

KaboomPics *(https://kaboompics.com/)*
For stock photographs

Premium Providers

Photocase *(https://www.photocase.com/)*
Photocase is a German stock photo agency specializing in unconventional, artistic, authentic stock photos with a clear Berlin-style vibe.

Shutterstock *(https://www.shutterstock.com/)*
Shutterstock is a global provider of stock photography, stock footage, stock music, and editing tools

Getty Images *(https://www.gettyimages.com/)*
Award-winning imagery, video, music, multimedia and premium digital content

Adobe Stock *(https://stock.adobe.com/cy_en/)*
Adobe Stock is a service that gives designers, marketers, creatives, video professionals, and others access to millions of high-quality, curated, royalty-free assets for all their creative projects. Assets type include photos, vectors, illustrations, templates, 3D assets, videos, motion graphics templates, and audio tracks.