

Audio Visual Presentation Tip Sheet

For Seneca Faculty



Backup! Have a copy of your presentation on a USB drive burned to a disc. You can also save it on Blackboard or email a copy of your presentation to yourself.

Folders! Save your Powerpoint file in a folder with any media content in the presentation. Audio and Video files are not embedded in the .ppt or .pptx file and Powerpoint will look for the files in the folder your presentation is in.

Fonts! If you are loading your presentation onto a computer other than your own and you have incorporated new or unusual fonts, make sure you save the font with your presentation. (To do this in Powerpoint 2007, click on Microsoft Office Button in the top left hand corner of the screen, click on Powerpoint Options, click on the "Save" Options and check the *Embed Fonts in the File* box.

Desktop! Before your presentation, save any folders and files being used to the desktop and use these versions to present from as running directly from a USB stick, DVD or CD can cause problems, especially if it contains video or audio.

Shortcuts! Know your keyboard shortcuts. Here are some useful ones for Powerpoint:

- **F5** = **Start Slideshow**
- **Esc.** = **End Slide Show**
- **B** = **Black Screen**
- **W** = **White Screen**
- **↑ or →** = **Next Slide**
- **↓ or ←** = **Previous Slide.**

Laptop Tips



Know your Laptop! Not all laptops detect automatically that they are connected to a projector. It is up to you to know how to detect a projector or external display on your laptop. For Mac users, this is often found under *Displays>System Preferences>Detect Displays*. For most PC laptops there is a key combination (e.g. Fn+F5 or Fn+F8). There are many online resources listing these key combinations, including:

- <http://www.mcgill.ca/files/collaboration/MonitorPortActivation.pdf>

Power! Don't rely on your laptop's battery, always use the power supply (and bring an extension cord). Over time, your laptop will give less and less time on each charge. The last thing you want in a presentation is to run out of power.

Power Management! Go to your laptop's power management settings and make sure the laptop is not set to turn off, standby or hibernate during periods of inactivity. If your laptop shuts down during a presentation you may end up wasting time rebooting, logging in or reconnecting to a network. (For advice on how to do this, please contact AV Services at ext. 3054).

Resolution! Make sure the resolution of your laptop matches the resolution of the projector. The most common resolution on projectors is 1024x768. However, most modern laptops have a widescreen format and will need to be adjusted to match the projector:

- PC: *Start>Settings>Control Panel>Display>Settings Tab*
- Mac: *Apple Menu>System Preferences>Displays*