



CREATING AND SHOWING A POWERPOINT PRESENTATION ON THE SCRIPPS CAMPUS

PLANNING THE PRESENTATION

Begin by writing the text of your presentation, and then plan and arrange it in a logical order with appropriate content. Storyboarding can be helpful in planning and making ideas flow. PowerPoint is a tool, so the content should not be your entire presentation, but instead used to highlight or illustrate your main points.

HOW TO ENSURE ACCURATE VIEWING OF YOUR PRESENTATION

For best results, a PowerPoint file should be created on the computer on which it will be shown, or on a computer with:

- the same platform
- the same version of PowerPoint
- the same operating system.

And it is **highly recommended that you view the file on the destination computer/projector BEFORE your presentation.** Remember that colors and pictures can appear different on a projector than the monitor.

PLATFORM vs.

PowerPoint is available on both Windows and Macintosh platforms. The two platforms are generally compatible, but there are some small variations. If you create your file on a Mac and then view on a PC, you may see font and/or page formatting differences that must be adjusted. **It is best to develop your file on a PC if you are showing it on a PC, or on a Mac if showing on a Mac.** Scripps has both platforms available in our computer labs.

POWERPOINT VERSIONS

Windows: Scripps currently has PowerPoint 2013 on the Windows 7 image installed on Classroom, lab, and dorm Dell computers. To learn which version you have, go to Help > About PowerPoint. If you don't know which version is installed on the destination computer, save your Windows file as a "PowerPoint 97-2003 Presentation" file type. Note that newer versions of PowerPoint can usually read older versions, but the reverse is not always true.

Macintosh: PowerPoint 2016 for Mac is on the new OSX image. This new Mac version automatically saves PowerPoint as a file type that can be viewed on other versions of Mac and Windows. However, there are still some slight incongruities, especially when inserting graphics and using fonts.

If you are unable to create your presentation on the same platform/version/operating system as the presentation computer, then **it is essential that you view your PowerPoint show during the development stage on the same type computer you will be using for presenting.**

INSERTING PICTURES

Use JPG files for photos and GIF files for graphics—these are compressed formats which make file size (kb) smaller. Note we have seen problems with TIFF files in presentations. Use the Insert > Picture > From File process to add images to slides. If you copy and paste a picture into a slide it may not appear in your presentation, especially when going from one platform to another.

If a picture is large and the file size (KB) must be reduced, this should be done in Photoshop first; shrinking a picture once in PowerPoint does not reduce the file size. Also, a picture should NOT be enlarged once inserted on a slide as this reduces resolution and hence picture quality.

FONTS

Select common fonts that are found on most current computers (e.g. Arial, Times New Roman). If you do use a font that the viewing computer doesn't have, it will select another font that can change the look and formatting of your presentation. If this occurs, use the Format > Replace Fonts feature to change your fonts. Other tips:

- Select fonts that are easy to read; Sans Serif fonts are best (e.g. Arial)
- Limit fonts to one or two styles



- Use a font size large enough to be seen from the back of the room—36 points or larger is recommended
- Fonts on titles should be at least 42 points

BACK UP YOUR FILES!

Save your presentation to a flash drive or Cloud storage. And save any linked files in the same folder on the same device, or they may not appear in your presentation. We also suggest that you save your file in BOTH Windows and Mac formats – make sure the drive is formatted for both platforms, in the event the viewing location is changed and you have to show it on a different platform. Files can also be saved as PDF for viewing on all platforms.

SHOWING THE PRESENTATION



Copy your files to the computer desktop and open your PowerPoint file for presenting. If you try running it from a network, the network may be unavailable your show will not be viewable. **Be sure to test your show BEFORE the actual presentation**, with plenty of time to make changes if necessary.

NOT SURE? KEEP IT SIMPLE

The more “bells and whistles” you add to your presentation, the more imperative it is to test your show on the correct platform/software version during the development process. Imported templates or fancy fonts may not be available on the destination computer, and audio, animation effects, transitions, etc. may also have problems. Be certain to give yourself plenty of time to make changes if needed.



HAVE A BACKUP PLAN

If your presentation doesn’t work for any reason, it’s always a good idea to have printed copies on hand to distribute to your audience, or some other backup plan.

TIPS

Common slide design suggestions:

- Use contrasting colors for text/background so text is easy to read; light text on dark background is best for projection
- Lists should be left-justified; titles can be centered
- First and last items on a list receive the most attention, so this is where your most important points should be listed

Keep text simple:

- Avoid cluttering slides with too much text or graphics
- Don’t use many text effects such as bold, italics, underline
- Use short phrases and sentences to convey your message
- 7 x 7 rule for lists: maximum 7 words per line and 7 lines per page

Rehearse your presentation, and test your presentation on the computer you will show it on!

SAVE FILE AS VIDEO

Your presentation can be saved as a video file for automated viewing. Go to File > Save As > under File Type select MP4 Video file. This file will run with automated timing in a video player; each slide will display for about five seconds. Note that some animation effects, backgrounds, transitions and other tools may not be compatible with this format, so **this must be tested before showing it to your audience.**

POWERPOINT VIEWER



All Scripps computers have PowerPoint installed. However, if a personal or off-campus Windows computer does not have PowerPoint, a viewer can be downloaded from Microsoft’s web page for showing your presentation—this file can also be saved to your flash or storage drive - see: <https://www.microsoft.com/en-us/download/details.aspx?id=13>

For additional information or assistance, please contact Scripps Information Technology at Help@scrippscollege.edu, or call ext. 73406.