

Presenter Instructions: Quick Guide



C Sherman AV Medical Audio-Visual specialists supports the following presentation file types:

Windows:

PowerPoint 2007 & PowerPoint 2003

MAC:

PowerPoint 2008 & Keynote 2009

We have both PC's and MAC's in the main conference room for your presentation.

Bring Us Your Files

Bring us your files to upload in the main conference room prior to your presentation. In the morning after 6:30am, during coffee breaks, during lunch or at the end of the day.

At the Podium

There is an 8" LCD monitor, a wireless remote with forward/reverse and a very bright green laser pointer, plus a regular mouse (for starting and stopping videos and slide advance if you choose), Note that "Speaker Notes" are not seen on the podium monitor, so if you use them print them out.

Videos

If you have any videos in your presentation come see us as early as possible during the conference to ensure that we have the proper codex to run the videos. If you do not test them with us we cannot ensure that they will run properly.

Presentation HELP

We are available before and during the conference by calling Chris Sherman's cell phone at 360-708-4226. (Pacific Time please before the conference)

Additional Details & Tips.....

Trouble Free PowerPoint Presentation

Our method of projecting your PowerPoint or Keynote files starts by you providing us your files on CD or USB flash drive (or any USB device for that matter). We upload your files into a networked system wired remotely to a high output (4500 lumen) LCD projector. At the podium you have a wireless remote with forward/reverse and laser pointer, plus a regular mouse to start and stop videos and an 8" LCD monitor to view your slides. The loading of your files eliminates the fumbling of hooking up laptops at the podium plus avoiding the huge problem of incompatibilities while maintaining your allotted presentation time and conference continuity.

PC Users:

Save your presentation in the latest version you are using. If you are using PowerPoint 2007 save it as a 2007 file.

Ever had bullets missing? Be sure to save your fonts with your slides. This is done by turning on "Embed or Save True Type Fonts". In Windows PowerPoint 97-2000 you use "Save AS" and in the upper right save box is a tab for "tools". Click on "tools" and check "Imbed True Type Fonts". In Windows PowerPoint 2002 and up, go to "Tools" on the top of the main menu bar and click on "Options" at the bottom of the list then click the "Save" tab. Click on the fourth box down to imbed the fonts. In 2007 go to "Options", "Save", check the "Embed Fonts in the file" box.

Keep your file size as small as possible. Huge files create all kinds of problems, such as slow loading, display and transitions. If you have numerous photos make sure they are optimized for 1024x768 size. Most photos are quite large and it doesn't do any good being any larger than 1024x768. If your PowerPoint file is quite large, check out www.NXPowerlite.com (Go to Product, Desktop Edition and download Trial). It's an awesome program and optimizes all your slides for a resolution you specify (use 1024x768). It will reduce your file size by 50+%!! Get it, it works, and it's cheap! (Trial is Free for the first 10 uses)

MAC Users:

With Mac save your talk as a regular PowerPoint or Keynote file.

Videos in PowerPoint

This is the most troublesome area we run into. There are so many Codex's out there (the compression logarithm that compresses digital video) so it's impossible to have them all. **See me as early as possible at the conference if you have any videos. Also, be sure to save your Video files, *which are separate files*, on your media as well.** They do not save in PowerPoint automatically! And if you don't have those files, you will have no video!

If we have any problems with your video I can run it separately in Windows Media Player or QuickTime as a back-up plus I have other options to make your video run. As a last resort I can hook-up your laptop to our system so be sure to bring it along as a back-up.

Questions or Additional Help: Call Chris @ 360-708-4226 (Pacific Time)

Presenter Instructions: Quick Guide & Additional Details & Tips