Presentation Instructions / Tips / Advice

Power Point is the AACPDM standard method of presentation. It is recommended that you embed your videos in your presentation. Please see below for instructions on embedding videos. Clarity of presentation and high quality of audiovisual materials will have maximum impact on the information conveyed. Please note: You may bring a Mac to do your presentation (except Free Paper Presentations - a lap top will be provided for you); however, you will need to bring your own VGA adapter for a Mac.

Embedding Video to PowerPoint:

Here is a basic tutorial on embedding video into PowerPoint, assuming that you already have the video file on your desktop or hard drive.

1. Create a folder and label it "Presentation" (you can name it whatever you like).
2. Drag or copy the movie file(s) you plan to use in that folder. (WMV or AVI work best)
3. Open a PowerPoint Presentation and save it to that same folder.
4. When it's time to insert movie files to your presentation, select them from this same folder.
5. When you are finished you should have all files you need in one folder.

To insert the video clip into your presentation:

1. In PowerPoint create a new presentation or open an existing one.
2. Choose which slide you want the presentation to be in or add it to an existing slide.
3. From the top menu, click on the Insert ribbon. Then choose Movie & Sound – Movie From File.
4. In the pop-up box, search for your movie file (in the folder you

created) and add it.

5. You can resize, move, and position video where you want on the screen.

Important Note: If you will be presenting on another computer, make sure you have the movie file in the same folder as your presentation. PowerPoint DOES NOT save the movie file all together. So, remember when transferring the presentation, burning a CD, or putting your presentation on a flash drive, to be sure to transfer the whole folder as opposed to just the PowerPoint presentation. Please note that the interface and steps are different for different versions of PowerPoint.

For Microsoft Support visit:
http://office.microsoft.com/en-us/support/

Audience:

In preparing your presentation, please remember that the strength of this Academy is the inter-disciplinary nature of its participants and our interest in a broad range of rehabilitation outcomes. Also, please remember that your audience may represent many disciplines and perspectives, including parents. Please ensure that you refer to persons with disabilities with respect. See the provided handouts for more details.

Copyright:

Copyright law protects original works. Works created by an individual after January 1, 1978 are copyrighted for the life of the author plus 50 years.

Copyright laws need to be respected. If another individuals work is included in a presentation, written permission must be given to reproduce the material.

Graphics:

The Graphics you project on the screen to support the spoken word should help clarify ideas, emphasize key points, show relationships and provide the visual information your audience needs to understand your message.

Here are a few suggestions:

- Keep visuals CLEAR and SIMPLE! Abbreviate your message (no show & tell)
- Simple graphs, charts and diagrams are much more meaningful to an audience than complex, cluttered ones.
- Avoid the overkill of too many meaningless colors, patterns or graphics in one frame.
- Use a minimum of words for text and title frames. Five to eight lines per frame and five
to seven words per line is the maximum - less is better.
- Upper and lower case lettering is more legible than all capital letters.
- Vary the size of lettering to emphasize mainheads and subheads -- but avoid using more than three type sizes per frame.
- Sans serif type (type without the "feet") projects better and is easier to read. (example: Helvetica, Arial, Geneva, etc.)
- Try to maintain the same or similar type size from frame to frame -- even if some frames have less copy - but avoid a "lonely" word on a screen.
- Try to keep all type horizontal to the page... even with charts.
- Contrasting colors work best. A good rule of thumb: use a dark

background color with lighter color for text and graphics (see below).

• Highlight your main point or main head with a dominant color.
(example: yellow main head, white body copy - see below)

• Avoid intensely bright or saturated colors that compete with the text.

• Keep color scheme consistent throughout your presentation.
Changing colors and type styles can be very confusing and distract
from the message