Guidelines for Preparing Powerpoint Presentations
National Junior Science & Humanities Symposium

Even if you are an experienced presenter, please take a moment to read the following information completely. If you have further questions, please contact the National Junior Science & Humanities Symposium (JSHS) Office, Tel. 603/228-4520, or email: cousens@jshs.org

1. Speaker ready room and practice sessions. Student speakers should plan to rehearse and test equipment prior to the formal presentation. The location and schedule for rehearsals will be announced at the National symposium. PC-based computers, with a CD-Rom and floppy drive, will be in each session room configured with Microsoft 2000 Powerpoint and Adobe Acrobat. The use of Macintosh computers or use of other software requires students to bring their own equipment.

2. Steps to ensure your success

a. When building your presentation, make sure you include any external files utilized in the same folder as your presentation. When creating your media for transportation copy the entire folder to the disk. To ensure the success of your presentation, remember to make a backup copy of your files and transport that media in a separate piece of luggage. Please also be reminded to bring back-up overheads in the event of equipment or software problems. If you have inserted movies into your Powerpoint presentation, we will require that you check your presentation in the Speaker Ready Room.

b. **Movies:** We can only accept movies that have been created with standard compression codec's that are in use by Windows. Save your files as AVI's or MPG's only, using the following codec's:

Cinepak

Intel Indeo Video R3.2

Indeo 5.10

Intel RAW

Mpeg2

It is imperative that you check your movies in the Speaker Ready Room if your presentation contains video files.

We recommend a small test you can do to check whether your movie file will work in Powerpoint To determine the compatibility of the movie, follow these steps:

1. Click Start, and then click Run.

2. In the Open box, type the appropriate command for your operating system.

In Microsoft Windows 98 or Microsoft Windows Millennium Edition (Me), type

Mplayer.exe

In Microsoft Windows NT 4.0 or Microsoft Windows 2000/XP, type:

Mplay32.exe

1. Click OK. Media Player is started.

2. On the File menu, click Open.

3. Select the movie that you want to verify. Click Open. The video will play, if it is the correct format.

Please be observant of the size of your video files. Please also be reminded of the rules for the utilization of video in the National JSHS paper presentations.

Pictures: Images inserted into Powerpoint are embedded into the presentation. Images that are created at a dpi setting higher than 75 dpi are not necessary and will only increase the size of your presentation. Try to avoid overloading your presentation with unnecessary images. JPG images are the preferred file format for inserted images.

Fonts: We can only supply fonts that are included in the base installation of Windows. Any font other than these will need to be embedded into your Powerpoint presentation. The fonts we suggest using are Times New Roman, Arial and Tahoma. Use of fonts not included in Windows can lead to words that bleed into graphics or bullets which may be the wrong style. Microsoft provides a utility that can tell you if a font can be embedded. It is located at the following link.

http://www.microsfot.com/typography/property/property/htm?fname+%20&fsize

You can embed the fonts into your presentation by following these steps.

Office XP

1. Click File, and then Save As.

2. On the Tools drop down menu select Save Options

3. At the bottom of the menu you will seee an Embed TrueType Fonts check box. Check the box.

Office 2000

1. Click File, and then Save As.

2. On the Tools drop down menu select Embed TrueType Fonts.

Users of Apple Computers:

If you are producing your presentation on an Apple computer please be aware of the following issues. If you are using Powerpoint 2001, it is recommended that you install the Microsoft Office 2001 Service Release 1 before creating your presentation. You can find this at:
http://www.microsoft.com/mac/download/office2001/sr1.asp

Movies: QuickTime is not native to Windows computers. Powerpoint only supports QuickTime movies up to version 2.5. To insure the best chance of success create your movies as AVI files. In addition use Cinepak for compression instead of Sorenson. Movies saved as AVI's have the best chance of success on a Windows machine. You can also convert your movies to the mpeg format in QuickTime Pro/. You must test your movies and presentation on a Windows machine before finalizing your show.

Images. Use common image formats that are cross platform such as JPG, PNG, GIF, and BMP.

Fonts: Use common cross platform fonts such as Times New Roman, Arial, and Courier. It may be necessary to load your presentation onto a Windows machine. If this occurs, many custom Mac fonts will not translate properly.

Animations: Use simple entry animation effects, su ch as fly in/out, appear, and dissolve. Do not use exit animations: Powerpoint 2000 for Windows does not support exist animations. Furthermore, Powrepoint 2001 for Mac and Powerpoint X for Mac do not support Powerpoint XP for Windows animations. If you are creating a presentation in Powerpoint XP for display on a Macintosh computer, avoid using any animations.

Excerpt, American Heart Association, Guidelines for presenters,
http://www.americanheart.org/downloadable/heart/101726624507pptguide.pdf. Accessed January 2003.