

How to Avoid a Techno-Disaster! (or Tips for Showing Your Presentation)

1. Maximum **viewing distance** for your audience is six times the size of the screen diameter. If you have a 30" X 40" screen, the maximum viewing distance is 20 feet. The best viewing distance is 2 to 8 times the height of your presentation screen.
2. If you have used non-standard fonts or symbols in your presentation, be sure that you have **included** any **unusual fonts** with your presentation. If the computer on which you display your presentation doesn't have fonts or special symbols, it will substitute fonts and symbols in an unpredictable way.(Embed your fonts by using the **File--Pack and Go** command and check the "**Embed TrueType Fonts**" in the "**Links**" category in the Pack and Go Wizard dialog window. Note that you may **only** embed TrueType fonts. If you click on **Font** in the **Format** menu, TrueType fonts will have a **TT** to the left of the font name.)
3. If possible, **test your presentation** on the computer and projector the day before. Be sure that the version of PowerPoint you created your presentation with is on that machine or use the "**Pack and Go**" command and pack a **PowerPoint viewer** with your presentation
4. If you have movie or sound clips in your presentation, be sure that you have checked the "**Include linked files**" button in the **Pack and Go Wizard** dialog window under "**Links.**"
5. **Test any movie clips** to see if the processor speed of the machine used for display makes the movie slow or jerky.
6. **View your transitions and special effects** to see if they are too slow or too fast on the machine. Also check to see if they are unslightly due to pixelation.
7. If you have included sound effects or sound clips or movie clips with sound, **test the speakers** on the computer. See if the speakers distort sound. Check to be sure that sounds can be heard from the back.
8. Have a **backup plan** in case of the techno-gremlin. Prepare 35 mm slides, or overhead transparencies and the technology to support them, or plan to work with the audience from your handouts. The only essential ingredient to your presentation is you!