

Presentation Tips

Internet EXTRAS:

Prepare the Area – don't forget to check that the lighting, screen, and projector are all in working order for your presentation.

Launching Hyperlinks – If you need to use hyperlinks during your presentation, open the host application (i.e. QuickTime for video links) before your presentation begins in order to reduce the lag time between the click and the hyperlink's appearance.

Check Everything –

- ❖ Remote control
- ❖ Dual Video
- ❖ Microphone

Within the Presentation –

- ❖ Make the fonts even larger
- ❖ Resist cute slide transitions, animations, sounds (unless appropriate for your audience)
- ❖ Be careful about video inserts
- ❖ HAVE A BACK UP PLAN – paper, presentation on diskette or CD, extra machine, spare light bulb, etc.
- ❖ Have a final slide that wraps up the presentation and can be displayed until all guests leave