

Dan Poynter's


PowerPoint Tips & Tricks

Illustrating Your Message with Multimedia




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Dan Poynter, CSP. ParaPub.com



Willie Sutton Interview


- 📖 Willie, Why do you hold up banks?
- 📖 Willie, Why do you use a gun?

Continuous Communicator:
Put your props on the table up front

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Surprise Slides

- 📖 Slide or lines not in the handout.
- 📖 Do not tip off audience as to what is coming
- 📖 Like giving away the punch line




Willie Sutton: Questions only
Later: Examples of slides

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PowerPoint

- 📖 Can we talk?




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My Challenges



- 📖 Need notes
- 📖 Lots of show and tell
- 📖 Can't travel with many props

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MultiMedia Tips

- 📖 Don't call it ~~PowerPoint~~
- 📖 People are turned off
 - 📖 Too much bad PowerPoint
- 📖 Refer to multimedia
 - 📖 Brochures, website, verbally, etc

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PowerPoint is not a slide show medium, it is a multimedia vehicle

Photos and drawings
ClipArt.com & Google\Images

Animations
AnimationFactory.com

Video
StupidVideos.com, etc.
Audiences sit up and lean forward when a video clip begins. Motion gets more attention and often makes the point memorable.

Sounds
ClipArt.com



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Computer



- Clear slip case for Security
- Red dots or stickers to mark it
- Use small dots near holes and on important keys
- Low-weight, low-volume model
 - Fits into hotel room safe.
- PowerPoint 2003 & 2007

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PowerPoint Backup

- CD may not work on all computers
 - Package for CD (Was Pack 'n Go)
- USB drive – Need a computer with PPT
- Hard to borrow a computer
 - People rarely bring computers
 - People are reluctant to lend computers
- 2 Sony notebooks

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Speaker notes

- Speaker-notes in lower corner

Insert\Text Box. Use Tahoma 8pt.



Q: How many use PPT?
Notes in PPT type
N: Video

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Unique Masthead Slide



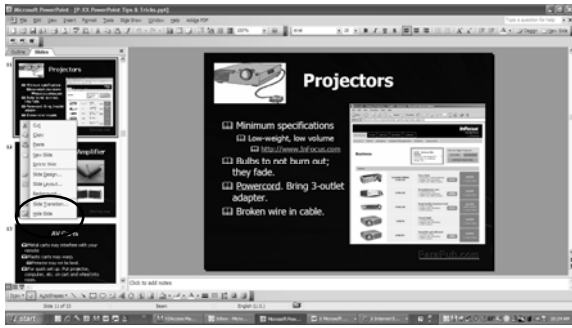
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Customize Show with Embossing

View\Master\Slide Master
Format\Font\Emboss

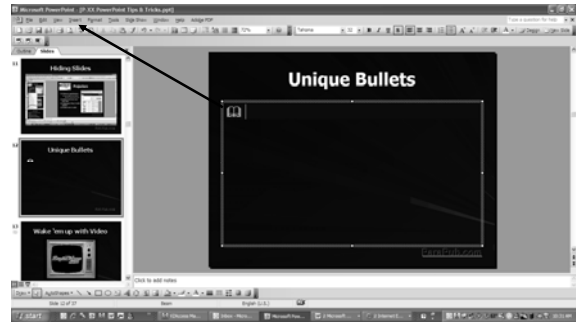
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Hiding Slides: Right Click



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Unique Bullets



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Projectors

- ☞ Minimum specifications
 - ☞ Low-weight, low volume
 - ☞ <http://www.InFocus.com>
- ☞ Bulbs to not burn out; they fade.
- ☞ Powercord. Bring 3-outlet adapter.
- ☞ Broken wire in cable.



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Sound Systems--Amplifier

- ☞ Boost sound.
- ☞ Needs power (batteries) to boost volume
- ☞ Radio Shack: Cat # 40-1441.
 - ☞ Two 2" speakers. 3w
 - ☞ \$19.95
 - ☞ Batteries good for 22 hours



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Sound into House System

- ☞ Cord with female XLR plug for house system



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AV Carts

- ☞ Metal carts may interfere with your remote
- ☞ Plastic carts may warp.
 - ☞ Protector may not be level.
- ☞ For quick set up. Put projector, computer, etc. on cart and wheel into room.



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Remotes

- Infrared.
 - Come with most projectors
 - Junk. Short range & line-of-sight.

- Radio Frequency (RF)
 - Honeywell StreetSmart.
 - <http://www.powerremote.com/>



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Remotes-Buttons

- Most remotes
 - No button position consistency.



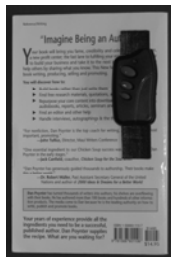
- Stacked buttons
 - Advance
 - Retreat
 - Laser pointer



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Mounting Remotes

- Velcro on object (book)
- Velcro on ring



Sound Systems--Mics



- Cordless mic.
 - Frees hands
 - Types
 - <http://www.billjohnson.com/index.html>
 - Can be used with Radio Shack speakers too.
 - "Poor-man's PA system"

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Label Everything



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Audio Recording

- Record Digitally
- Mic
- Audacity (Free recording/editing program)

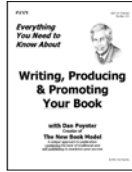
<http://audacity.sourceforge.net>

- Hard disk
 - Record presentations
 - Olympus WS200S recorder
 - \$150.



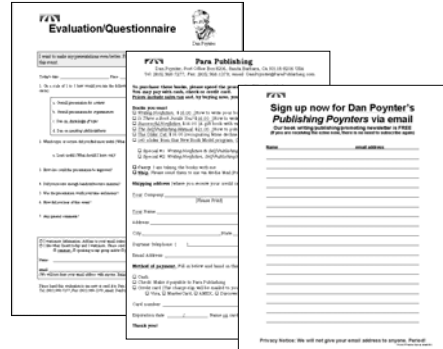
Handouts

- 📖 Audiences want the slides
- 📖 Print handouts. 11 x 17 stapled.
 - 📖 Opens to lie flat
- 📖 Kinko's Online. Print locally or ship ahead on UPS.
- 📖 Email 2 days in advance for estimated count
 - 📖 Or check their web site
 - 📖 Bring extra handouts, if required, for walk-ins.
 - 📖 Handouts on webs site in Forms Bank
- 📖 Teach from handout when equipment or power fails



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Other Handouts



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Carrying Your Show

- 📖 Professional speakers have to travel to their audiences.
- 📖 Take only the essentials
- 📖 Low-weight, low-volume

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Travel - Luggage



- 📖 Two bags
 - 📖 Wheels. Balanced.
 - 📖 Drag, do not carry.
 - 📖 Dimensions: 9 x 14 x 22
- 📖 Do not check bags
 - 📖 Save time at both ends
 - 📖 Keep attaché case with computer and projector with you at all times
 - 📖 Avoid loss and rough handling
 - 📖 Easier to switch flights

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Travel - Packing



- 📖 Place clothes, etc. in clear plastic (Ziploc) bags

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Identify Luggage

- 📖 Mark bags with ID ribbons. Put on handle too.
- 📖 For benefit of OTHER person.
 - 📖 Dark airports. They will be unpacking at home before they realize they switched bags.





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Travel - Flying



- 📖 Security. Do not wear metal.
 - 📖 Put watch, change, etc. in carryon bag for scanning
- 📖 Do not drink tank water on aircraft
- 📖 Keep points in a single airline
 - 📖 Better treatment
- 📖 Jet lag pills





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Travel - Equipment

Stay in touch with clients and office

- 📖 Cell phone
- 📖 Pocket PC/Palm PDA
 - 📖 Email
 - 📖 Web searches
 - 📖 Addresses
 - 📖 Calendar
 - 📖 Read books
 - 📖 (Also has a cell phone)
- 📖 Computer: Email, PowerPoint, etc.



Verizon/Samsung i830
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Travel - Hotels



- 📖 Stay near airport terminal
 - 📖 Van over for early flights (minimize traffic & weather)
 - 📖 Less expensive than downtown hotels
- 📖 Favor chains and cheaper affiliates
- 📖 Book on line at hotel sites to get points, upgrades, late checkout, etc.
 - 📖 In class, request ride back to hotel.
 - 📖 Save cab fare.
- 📖 Keep records on hotel, vans, etc for next visit.

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Hotel Points




Parent and affiliate hotels

- 📖 **Marriott:** Fairfield Inn, Renaissance Hotels, Courtyard, Residence Inn, Springhill Suites & TownePlace Suites.
- 📖 **Hilton:** Hampton Inn, Doubletree, Conrad Hotels, Homewood Suites & Embassy Suites
- 📖 **Hyatt:** (All have Hyatt in their name)
- 📖 **Radisson:** Country Inns, Park Inn, Park Plaza & Regent Int'l Hotels.
- 📖 **Starwood:** Westin, Sheraton, Four Points, St. Regis, Luxury Collection.
- 📖 **Holiday Inn:** Intercontinental, Crowne Plaza & Staybridge Suites.
- 📖 **Choice Hotels:** Clarion, Comfort, Quality, Sleep Inn, MainStay Suites, EconoLodge, Rodeway Inn.


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Visas and Vaccinations

Countries at risk for yellow fever and having reported at least one outbreak, 1985-1997



Normally, only Yellow Fever



http://www.staralliance.com/en/travellers/tools_services/health_visa_form.html

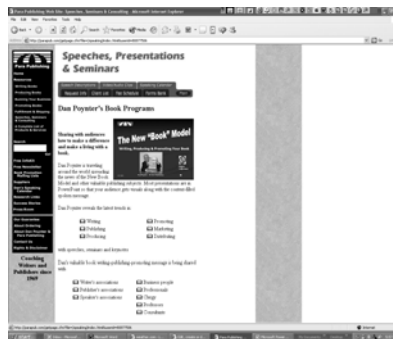
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Your Speaking Sub-Site

Note Tabs

- 📖 Speech Descriptions
- 📖 Speaking Calendar
- 📖 Client List
- 📖 Video & Audio Clips
- 📖 Forms Bank
- 📖 Fee Schedule
- 📖 Request Info Form

A Complete Media Kit



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Video & Audio Clips



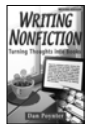
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Speaking Calendar

- Available to
 - Clients
 - Meeting Planners
- Self-service
- Update with interface
- Dates automatically expire



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My name is
Dan Poynter

and

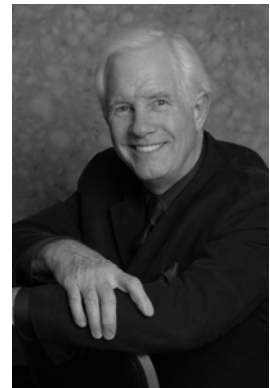
I want your
PowerPoint to be
better.



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FREE
ZINE



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