

Dan Poynter's

PowerPoint Tips & Tricks

Illustrating Your Message with Multimedia





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Dan Poynter, CSP. ParaPub.com

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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Surprise Lines

- 📖 Some *lines* not in the handout.
- 📖 Next: Willie Sutton Slide.
- 📖 Progressive Reveal
 - 📖 Do not tip off audience as to what is coming
 - 📖 Like giving away the punch line



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Willie Sutton Interview

- 📖 Willie, Why do you hold up banks?

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



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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
- <http://www.Google.com/Docs>
 - Store file online
- SD card on Sony
- Hard to borrow a computer
 - People rarely bring computers
 - People are reluctant to lend computers
- 2 Sony notebooks

S: 2 HD crashes and a "virus"
No loading: Porn

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Speaker notes

- Speaker-notes in lower corner

Insert\Text Box. Use Tahoma 8pt.



Q: How many use PPT?
Notes in 8 pt type
R: Video

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Unique Masthead Slide



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Customize Show with Embossing

View\Master\Slide Master
Format\Font\Emboss

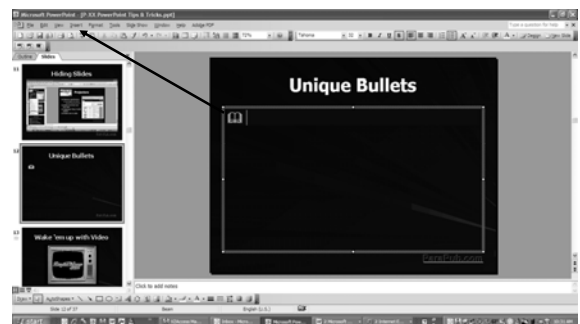
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Hiding Slides: Right Click



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Unique Bullets



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Projectors

- ☞ Minimum specifications
 - ☞ 1024 x 768 (XGA)
 - ☞ 1800 Lumens
 - ☞ Low-weight, low volume
 - ☞ <http://www.InFocus.com>
- ☞ Bulbs to not burn out
 - ☞ They fade
- ☞ Powercord
 - ☞ Bring 3-outlet adapter
- ☞ Color missing
 - ☞ Broken wire in cable



IN-10



IN-15

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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.



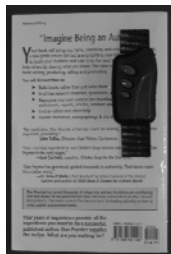
- 📖 Stacked buttons
 - 📖 Advance
 - 📖 Retreat
 - 📖 Laser pointer



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Mounting Remotes

- 📖 Velcro on object (book)
- 📖 Velcro on ring

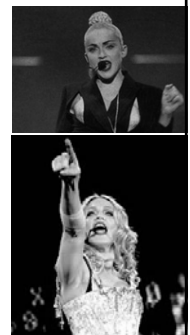


Sound Systems--Mics

- 📖 Headset mic.
- 📖 Boom



- 📖 Countryman



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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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Label the Liquid/Gel Bag



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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 web site in Forms Bank
- 📖 Teach from handout when equipment or power fails



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When you run out of Handouts

- 📖 Send them to your web site
- 📖 Self-serve



Other Handouts



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FMI: Free Newsletter

📖 Goes to 35,000+ authors, publishers & speakers

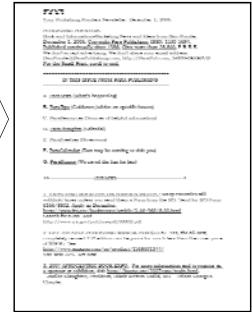
📖 Full of tips & resources

📖 They forward it to colleagues.

📖 Circulation grows by 200/week

📖 Sign up at ParaPub.com

📖 (You can't beat FREE)



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Room Setup

- 📖 Screen position
 - 📖 to stage left
 - 📖 Rear projection
 - 📖 laser dot is absorbed
- 📖 Classroom style, theater style, rounds.
 - 📖 Table to write on
 - 📖 Close to screen

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Its Showtime



📖 Click your heels together, stand straight, tighten your buttocks and approach the platform.

📖 Actor trick –Alan Stevens.

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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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During the Next Dozen Slides, Please Take a Moment to . . .

- Fill out the Evaluation Form
 - Let me know what to keep and what to change

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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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When Should you be Most Alert in-flight?

- Pilot error is a far more likely cause of an airplane crash than mechanical failure or bad weather conditions.
- 70% of serious accidents occur during
 - Takeoff
 - Landing

Wear your shoes and wrap until airborne

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Travel - Sleeping

- Melatonin
- Valerian. 600 mg.
 - Nature's Plus #7354
- Eyeshades
- Ear plugs
- Noise-cancelling headsets
 - Bose. On-the-ears & over-the-ears
 - Sony ear plugs
 - Audio on or off



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Travel - Wellness

- 📖 Colds
- 📖 Airborne
- 📖 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)



Verizon/Samsung i830

- 📖 Computer: Email, PowerPoint, etc.

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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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Removing Wrinkles from Clothes

- 📖 Steam in shower
- 📖 Use hair dryer

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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_visas_form.html

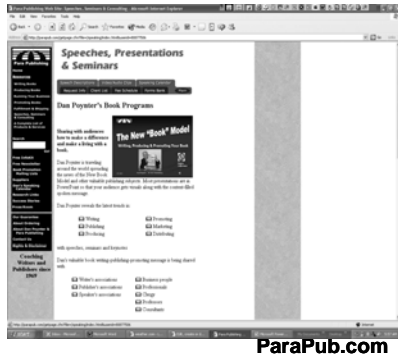
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Your Speaking Sub-Site

Note Tabs

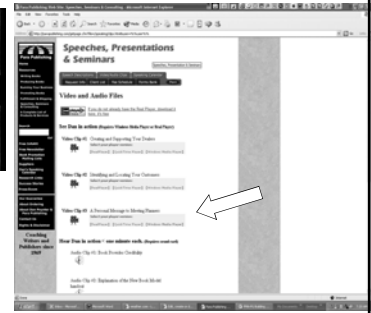
- 📖 Speech Descriptions
- 📖 Speaking Calendar
- 📖 Client List
- 📖 Video & Audio Clips
- 📖 Forms Bank
- 📖 Fee Schedule
- 📖 Request Info Form

A Complete Media Kit



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Video & Audio Clips



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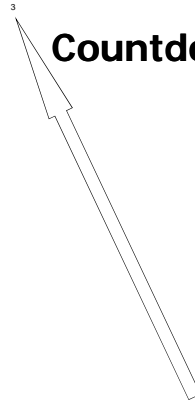
Speaking Calendar

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



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Countdown Slide Numbers



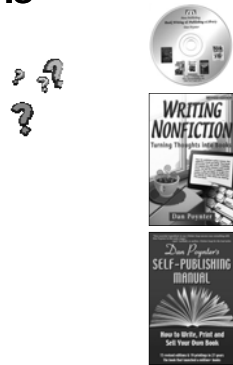
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Questions

📖 Please share your PowerPoint and travel experiences with our audience.

and

📖 Sign up for the FREE *Publishing Poynters* ezine



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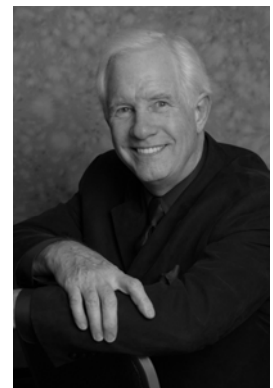
Is there anything I can clarify for you?
What should you do next?



My name is Dan Poynter

and

I want your PowerPoint to be better.



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Z
M
I
H**



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