

Preparing and showing ☐🗨️ presentations

(for 👤 people who do this sporadically)



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On 2015-07-21, I envisioned this file to help community leaders for whom I do tech support. And as a reminder for me, when tired, hungry and grumpy! I base this on the concept that **we should be kind to our audience**, and contains recommendations by [Rick Darke](#) and others, and lessons learned from my own experience. For date this file last updated, please see page footer. For information on green or programming subjects, please see a list of [this document's sister docs](#).

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1 Weeks before the presentation

1.1 Find a support person.

- If possible, arrange to have a **support person** to focus on the **tech stuff**, while **you** focus on your **audience, material** and **presentation**. If you have such a support person, verify that they have a copy of this document, and determine how much of this content you can delegate!

1.2 Prepare your presentation

- If collaborating with a distributed team, please do with:
 - **Google Docs, Sheets and Slides**, running on **Google Drive**, very good, free. If you have a **Gmail** email account, you already have access to Google Docs, Sheets and Slides through your email account. [Spaces Forms](#).
 - **Microsoft Office Online**, running on **Microsoft OneDrive**. If you have an **Outlook.com/Live Mail** (formerly **Hotmail**) email account, you already have access to Microsoft OneDrive and Office Online through your email account.
 - Or share files with your team via **Dropbox** (Basic plan FREE), **Apple iCloud**, **Box**, or the more-secure **milDrive**, **sync.com** and **SpiderOak**. I love the former!
- In your presentation, cover **Why** before **How** before **What**, as in [TED talk "Start with Why" by Simon Sinek](#) or [TED talk "Start with Why" by Simon Sinek](#).
- To be displayable on most equipment, try to get your presentation in a **common format**, such as **.pdf** documents, **.ppt .pps .pptx .ppsx** presentations, or **.avi .mp4 .3gp .mpg .ogg** video. For more help, please see my [tools document](#).
- If your presentation is in format **Adobe Photoshop Elements PSE**, or other unusual format, consider Exporting it to **.pdf**, or rebuilding it as a **.pptx**.
- If building it in **Microsoft PowerPoint, Apple Keynote, LibreOffice Impress, OpenOffice Impress, Google Slides, Prezi** (very nice), **Slidedog** or other presentation software:
 - Build your presentation with an **aspect ratio** of:
 - whatever you will be projecting on, or
 - **21:9 2.3:1** rare, but might be the future, or
 - **16:9 1.8:1** if displaying it on HDTV high-definition TVs over **HDMI**, or many computers these days, or
 - **16:10 1.6:1** if displaying on most **Apple** and some other computers (very near the *golden ratio*), or
 - **4:3 1.33:1** (VGA, PowerPoint's default), please **discontinue** using this aspect ratio, unless you **know** you will be showing your presentation in **VGA** format.
 - **Change the aspect ratio**, by:
 - To the **presentation as a whole**, use technique in <https://duckduckgo.com/?q=powerpoint+aspect+ratio+change> or <https://google.com/search?q=powerpoint+aspect+ratio+change> (in PowerPoint 2010 use ribbon tab **View** > **Normal** view, then ribbon tab **Design** > group **Customize Page Setup** > **Slide-Size Page Setup** > the aspect ratio you chose above > **OK**), then . . .
 - **For each slide:**
 - For each image** that got squished, right-click that image > **Size and Position...** > tab **Size** > **Width** down 1 and up 1 > **Close**.
 - Readjust as needed the **layout** of elements on that slide.
 - Continue for all slides.
 - Save** the presentation.
 - Use **graphics/images/photos** of as **high quality** as possible:
 - No small **.jpg** files, with their visible image bubbles.
 - Find a **.jpg** with more pixels.
 - If scanning or making your own image, use a lossless format, such as **.png .tiff .psd .flif .bmp**. **TODO: include .heif** if easy to set for lossless image data storage.
 - For more help, please see my [tools document](#). Most of instructions on scanning are copied [below](#).
 - Push the images out to the **edges** of your slide, **maximizing** image size, and **minimizing** margins.

- Put **minimal text** on your slides, just enough so you can remember what you are talking about.
- **NEW** If you have a slide with **multiple** complex graphics or thoughts:
 - Break it up into multiple slides, so your audience can see it.
 - Or start with one overview slide, but quickly drill down to multiple slides, each with its own graphic or thought.
- **NEW** If you need to make a point involving a very-busy graphic that your audience will never be able to see:
 - Copy your graphic and hack it with big magenta circles that illustrate your point.
 - Give your audience a quick verbal overview of the graphics details, and make your point illustrated by your big magenta circles.
- **NEW** To see a great example of a slide deck, see [http://www.pinchot.org/PDFs/Pinchot_Lex_\(2014\).pdf](http://www.pinchot.org/PDFs/Pinchot_Lex_(2014).pdf).
- **Never read your slides.**
 - If you are going to just **read your slides**, you should make a **video** of the presentation, post it on **YouTube**, and have everyone watch it from **home**.
- If during your talk you need some **prompts** or see your **notes**, and you are using **Microsoft PowerPoint**, set your presentation to use **Presentation Mode**:
 - **NEW** Connect your computer to a projector or TV, via an HDMI or VGA cable.
 - AFAIK, you cannot do this via a Chromecast or other wireless device.
 - **NEW** Set **WindowsLogoKey+P** to **Extend**.
 - Bring up your presentation under **PowerPoint**, and drag its window to appear on your private display.
 - In **PowerPoint** tab **Slide Show**, group **Monitors**, check checkbox **Use Presenter View** and set dropdown **Show On** to be your public display.
 - **Practice** with it!
 - **If you plan to use Presenter View at CC (MCLH, B_C and elsewhere), bring your own computer.**
- Put your text **over** your images. It's OK, it will be just fine. *Especially if you follow the next three major (and their minor) bullets . . .*
- Use **fonts large enough** for gray-hairs wearing trifocals. Even if you can *temporarily* read the microscopic print common in BMW ads, some day you, too, will get **presbyopia**!
- No **ALL-CAPS**. That is SHOUTING, annoying, and hard to read.
 - In almost all places, use **sentence case**. It is easiest to read.
 - For titles, it is OK to use **Title Case**.
- Use **colors** that **contrast** with each other. No gray-text-over-gray-backgrounds! There are some good guidelines out there about choosing colors across each other on the color wheel, either two colors straight across from each other, three colors that cut the color wheel in thirds, etc.
 - *If your text does not yet stand out from a busy background*, select your **text box** object (the text box itself, not any particular text within it), and *if using PowerPoint* > ribbon tab **Format** > group **Shape Styles** > control **Shape Fill** > **More Fill Colors ...** > select a background color, and set transparency to about **50%** > **OK** > experiment.
- Do **not** use PowerPoint's fancy **transitions**, e.g., pulling in from the right, or pixeling in in little squares. They are annoying, and distract from what you are saying. Just make slides **snap** to the next slide.
- Try **very hard to not** use **timed transitions**. *If the timing is so tight you can't take a question or comment in the middle*, consider making this into a video, posting it on YouTube, and having everyone watch it from home. Instead, do any one of:
 - Drive the slides **yourself**, by at transition time, walk over to your computer and hitting **Enter** or **spacebar** or **→**. (*If using Prezi*, only the latter works.) Then you can walk back to the middle and point and stuff.
 - OR-
 - Get (and practice with!) a **presentation wireless remote control** to advance the slides fore and aft. **M's** has a built-in laser-pointer--very nice to have.
 - OR-
 - Delegate a **minion** to sit in front of the computer and drive. Instruct said minion to advance the slide whenever you twirl your right hand, or other signal you arrange.

- If you have **embedded videos**, decide whether you want them to auto-launch. If Yes, then do that by **(TODO: say how to set that)**.

I had great success by cloning a video slide into two:

- The first slide was the first frame of the video, so the speaker could introduce it.
- The second slide was the video, auto-launch. Audience reaction was awesome as the "still" photo now started to move!
- If MS PowerPoint 2010 will **not play** a video or shows "**Media Unavailable**", install **QuickTime**, and make a note to, after you are done with this project, uninstall it.

- Verify that videos and presentations always show **fullscreen**, without taskbar, volume level nor other overhead. Don't distract your audience.
 - For **.pdf**, use **Ctrl+L**, or **View > Full Screen Mode**.
 - For **.ppt** and **.pptx**, use **F5**, or **Slide Show > From Beginning**.
 - If MS PowerPoint 2010 will **not play** a video or shows "**Media Unavailable**", install **QuickTime**, and make a note to, after you are done with this project, uninstall it.
 - For video files, your media player should have a **Fullscreen** button, or **View > Fullscreen**.
 - If you **any issues with your current media player**, install **VLC media player from VideoLAN**. I love it! Plays all kinds of files, tolerates incomplete or damaged media files, records played media, converts between file types, and grabs individual-frame screenshots. [[To take a Mobile phone screenshot.](#)]
- If **time** for your presentation is tight:
 - Arrange to have a **minion** keep you on time, with a set of cards or hand signals.
 - Have your local geek, seeking to break into mobile, code you a mobile app that turns your phone's display **blue**, then **green** when you have used your minimum time, **yellow** a minute before the end, and **red** to cut it off. Sounds fun!
- **Spellcheck** everything!
- If you think people are going to **take notes**:
 - Near the beginning, tell your audience you will Post the slides, and you will have the conference organizer email them a link to those slides. -OR-
 - Make paper handouts of your slides.
 - For **PowerPoint**, make handouts via **File > Print > Print All Slides** and Print Layout=**Notes Pages** and Handouts=**3 slides** or whatever you want.
- If you have real 3-D meatspace **visual aids**, awesome.
 - **Delegate** some minions to demonstrate them!
- **NEW** **Drawing the audience's attention to a part** of your presentation is a GREAT idea.
 - Pointing a **laser-pointer** at a **projection screen** is probably fine. But:
 - **Test** it first!
 - Don't point your laser-pointer at your **laptop screen**—it will bounce off onto the wall behind you. :-(
 - If you see laser-pointer on the wall behind the speaker, have them point to real screen instead. I've seen this happen!
 - Don't point laser-pointer at a TV—it won't reflect.
 - In many of these cases, the **PowerPoint laser-pointer** will be more effective -- use **Ctrl+dragMouse**.
 - But to do so, if you are using PowerPoint **Presenter View**, you will need to see **both** screens.
 - I have also see a [spotlight function](#) used to good effect. Looks like serious work to add.
 - If your stage has a single display (not two), you can always use a **long stick**!

1.2.1 To scan a file on my Canon PIXMA MX922

- **NEW** To scan a photograph to a **.png** file on my Canon PIXMA MX922:
 - At the printer: set original photo in hopper face-up, or on glass face-down.
 - On your computer:
 - [One-time: install (from the real Canon support website for the printer) tab **Drivers** the full "MX920 series MP Drivers", then ...]
 - **Start > Canon Utilities > IJ Scan Utility >**
 - button **Settings...** > tab **Photo Scan** > set all the options the way you like, including Resolution: **600 dpi**, Data Format: **PNG**, Save in: *somewhere you like*, and Open with an application: **Windows Explorer** > button **OK** >

- button **Photo** > wait a minute for the scan to complete > button **Exit** > wait for **File Explorer** to come up > launch your file, and see if **OK**.
- **NEW** To scan a text-containing document to a [.pdf](#) file on my Canon PIXMA MX922:
 - At the printer: set original document in hopper face-up, or on glass face-down.
 - On your computer:
 - [One-time: install (from the real Canon support website for the printer) tab **Drivers** the full "MX920 series MP Drivers", and install from tab **Software** "My Image Garden" (this is what makes your scan searchable/copyable/pasteable), then ...]
 - **Start** > **Canon Utilities** > **IJ Scan Utility** >
 - button **Settings...** > tab **Document Scan** > set all the options the way you like, including Data Format: **PDF (Settings...** > check **Create a PDF file that supports keyword search** > **OK**), Save in: *somewhere you like*, and Open with an application: **Windows Explorer** > button **OK** >
 - button **Document** > wait a minute for the scan to complete > place next original and click button **Scan**, or click button **Exit** > wait for **File Explorer** to come up > launch your file, and see if **OK**.
- **NEW** To have searchable/copyable/pasteable text built into your [.pdf](#) file on your computer with an HP printer: **Start** > **HP Solution Center** > **Home** > **Convert to Text**. Works great.

1.2.2 To scan a file in Windows

- **NEW** [How to scan a document in Windows](#).

1.2.3 If you are going to show web link URLs or URIs

NEW If you are going to **show or print any web links**, be **kind** to your audience, by making it possible to write down or type your [URL](#), by **shortening** the URL by:

- Make sure the URL **works**, by Pasting it into a browser tab or **WindowsLogoKey+R** box > [Enter].
If bad, get it working.
- For links to **Search**, use format:
 - <https://duckduckgo.com/?q=windows+10+sort+folders+top>
 - <https://google.com/search?q=windows+sort+folders+top>
 Test the new URL.
If bad, undo this this change.
If good, use this URL—you are done.
- For links to **maps**, **weather**, **flight info** or **YouTube**, see formats in my [tools document](#) page 2 or 3.
Test the new URL.
If bad, undo this this change.
If good, use this URL—you are done.
- ...
- If the URL **starts with** "[https://www.](#)", replace it with "[https://](#)".
Test the new URL.
If bad, undo this this change.
- If the URL starts with "[http://www.](#)", replace it with "[http://](#)" or with "[www.](#)" (your choice).
Test the new URL.
If bad, undo this this change.
- If the URL **contains** "[facebook.com/pg/pagename](#)", remove the "[pg/](#)".
In general, this should be something like "[https://facebook.com/pagename](#)", where "[pagename](#)" is the Facebook "[@name](#)" (without the "@") displayed on all of your group's Facebook pages.
Test the new URL.
If bad, undo this this change.
- ...

- If the URL **ends in** "[?ref=page_internal](#)", replace it with "".
Test the new URL.
If bad, undo this this change.
- ...
- If the URL contains a parameter delimited by "?", and perhaps additional parameters delimited by "&", start removing them, one at a time.
I suggest starting at the end, and moving forward.
When removing a parameter, always remove its **starting** delimiter, "?" or "&".
Do not remove its **ending** delimiter.
If you remove a parameter with its starting delimiter "&", that is fine.
If you remove a parameter with its starting delimiter "?", replace the next "&" with "?".
Test the new URL.
If bad, undo this this change.
Continue with the other parameters.
- If the URL **ends in** "/", replace it with "".
Test the new URL.
If bad, undo this this change.
- If the URL **starts with** "[http://](#)" or "[www.](#)", replace it with "".
In a browser tab, this will work fine. But test it anyway.
In a [WindowsLogoKey+R](#) box, this will break the URL. But any audience member who launches websites this way, will know to add it back.

1.3 Internet access

- Do **not** trust that your site will have Internet access:
 - At **AY_CM**, they have Wi-Fi only in the more-common conference rooms, for which we can sometimes drag credentials out of the staff, or figure out for ourselves. One room I know of has wired Internet, which I used once to download a file to a thumb-/jump-/USB-/flash-drive. The presenter (who had expected good Internet access) talked without visuals for the first third of the talk, until I had connected to the Internet, downloaded to a thumb-drive, and sneaker-netted it across the room.
 - At **CC (MCLH, B_C and elsewhere)**, they have wired Internet, and Wi-Fi with a complicated sign-on process that you must repeat every **[NEW] 24 hours 3 weeks**.
 - **DVC** has Wi-Fi, but they won't let us use it.
 - **NEW SLC** now has open Wi-Fi.
- If you want to [save a video from Facebook](#).
- If you want to use a video on **YouTube**, see if the page has a **Download** button.
 - If **Yes**, press it, and save it to a known filename and location.
 - If **No** and you are a close friend of me, please let me know, I will walk you through my [tools document](#).
- If you want to use a website, see if you can:
 - Do some print-screens (**Start** > "[snip](#)" > desktop app **Snipping Tool** > **New** > mouse drag rectangle you want > **Exit** > Save=**Yes, .png**). -OR-
 - Save off a working copy of the website (I know some ways of doing that).

1.4 Test it!

- If you think you can run without access to the Internet, turn off your Internet access, show your presentation, and **verify** that you can see all photos, videos and audio, with no hovertext!
- Verify that videos and presentations always show **fullscreen**, without taskbar, volume level nor other overhead. Don't distract your audience.
 - For **.pdf**, use **Ctrl+L**, or **View** > **Full Screen Mode**.
 - For **.ppt** and **.pptx**, use **F5**, or **Slide Show** > **From Beginning**.
 - If MS PowerPoint 2010 will **not play** a video or shows "**Media Unavailable**", install [QuickTime](#), and make a note to, after you are done with this project, uninstall it.
 - For video files, your media player should have a **Fullscreen** button or **View** > **Fullscreen**.

- If you **any** issues with your current media player, install **VLC media player** from [VideoLAN](#). I love it! Plays all kinds of files, tolerates incomplete or damaged media files, records played media, converts between file types, and grabs individual-frame screenshots. [[To take a Mobile phone screenshot.](#)]
- Verify that your presentation covers **Why** before **How** before **What**, as in [TED talk "Start with Why" by Simon Sinek](#) or [TED talk "Start with Why" by Simon Sinek](#).
- **Spellcheck** everything!
- *If at all possible*, put your content on:
 - Your computer **harddrive** (and know where it is).
-AND-
 - A thumb-/jump-/USB-/flash-drive (and know where it is).
 - On here, if your presentation is a **.ppt** or **.pptx**, also save it with the PowerPoint **runtime** by doing a **Save As .pps** or **.ppsx**. If your computer should die, it should be showable on someone else's computer without PowerPoint (not sure what operating systems are supported).
 - **NEW** And for more paranoia, **Save As .pdf**.
 - AND-
 - Any location knowable by your presentation site.
- When you acquire a new **thumb-/jump-/USB-/flash-drive**:
 - IF your drive came in format="**FAT32**",
AND you want your drive to handle file sizes >4GB=**No**,
THEN you can leave it just like this.
 - IF your drive came in format="**NTFS**",
AND you want your drive for Microsoft Windows use=**Read-Write**
AND Apple macOS use=**Read-Only** or **not at all**,
THEN you can leave it just like this.
 - IF your drive came in format="**HFS+**",
AND you want your drive for Apple macOS use=**Read-Write**
AND Microsoft Windows use=**not at all**,
THEN you can leave it just like this.
 - IF you want your drive for use in the Honda Fit/Jazz Type 2 entertainment system,
THEN reformat your drive to format="**FAT32**".
 - IF you are running Apple macOS level lower than 10.6.6,
THEN apply the "**exFAT patch**".
 - IF you are running Microsoft Windows release lower than 7,
THEN apply the "**exFAT patch**".
 - IF you are running Microsoft Windows release lower than 10,
THEN upgrade to a modern level of Microsoft Windows with all due speed.
 - IF you want your drive for Apple macOS use=**Read-Write**,
AND/OR Microsoft Windows use=**Read-Write**,
AND/OR handle file sizes >4GB=**Yes**,
THEN reformat your drive to format="**exFAT**" as in
<https://support.wdc.com/knowledgebase/answer.aspx?ID=291> (creates folder "**MACOSX**").
- While you are at it, personalize the name of your **thumb-/jump-/USB-/flash-drive** to:
 - something with **your name** and **location**, in format **FirstLastUSA**, or
 - a permanently-available phone number, in format **AAA-EEE-XXXX**.
- *If collaborating with a distributed team*, please do with:
 - **Google Docs, Sheets and Slides**, running on **Google Drive**, very good, free. *If you have a Gmail email account*, you already have access to Google Docs, Sheets and Slides through your email account. [Spaces. Forms.](#)
 - **Microsoft Office Online**, running on **Microsoft OneDrive**. *If you have an Outlook.com/Live Mail (formerly Hotmail) email account*, you already have access to Microsoft OneDrive and Office Online through your email account.
 - Or share files with your team via **Dropbox** (Basic plan FREE), **Apple iCloud, Box**, or the more-secure **milDrive, sync.com** or **SpiderOak**. I love the former!
- *If you have real 3-D meatspace visual aids*, awesome. **Delegate** some minions to demonstrate them!

1.5 Kit

- You probably want to make a kit of stuff to bring. Some ideas:
- **L's kit:**
 - Computer with DVI port, [DVI/VGA converter device](#), powercord, this document printed on dead trees.
- **M's kit:**
 - Computer with HDMI port, in case with powercord and a mouse.
 - [HDMI/VGA converter device](#).
 - Projector in case, with power cable, VGA cable, and wireless presenter-clicker/laser-pointer.
 - Bag with extension cord, power strip, external speakers including power cable and headphone cable.
- **My kit:**
 - Computer with HDMI port, in backpack with powercord.
The backpack also contains, all nice and neat in a blue pencil box I call my TARDIS . . .
 - [HDMI/VGA converter device](#). I have used, successfully, a reverse [VGA/HDMI converter device](#).
 - Two thumb-/jump-/USB-/flash-drives (for people who forgot one).
 - North American outlet splitter (can charge or run two or three devices from a single outlet).
 - North-American-outlet/USB converter device (to charge two devices that do so over USB cables).
 - Car-outlet/USB converter device (to charge devices that do so over USB cables).
 - Battery pack (to run or slowly charge mobile phones when away from grid and car power outlets).
 - USB/micro-USB cable (connects most Android and WP to computers, and charges them).
 - USB/mini-USB cable (connects most cameras to computers).
 - Small Wi-Fi router/range-extender/public-hotspot-firewall ([NETGEAR Trek N300 PR2000](#)), connectors below.
 - Small Ethernet "Cat-5" cable (for wired Internet).
 - Disposable batteries (AA×4, AAA×3, ha).
 - Bag of zip-ties, string, paperclip, etc.
 - Small cheap headphones, extender cable, 6.35 mm/3½ mm converter, RCA phono/3½ mm converter.
 - Chromecast device, with extender and power cord, if I made a note to remove from my TV and bring it.
 - Microphone with 3½ mm male TRS (not TS) plug (with little shirt clip) [+ headphone extender cable].
 - [USB external stereo sound adapter](#) dongle [+ USB extender cable].
- *If you are going to **buy a projector**:*
 - Get one that projects **Full HD 1080p (1920x1080 at 16:9 or 1920x1200 at 16:10)** or better. I am told the Epson 1980WU was great for larger venues.
 - Unless budget drives it, try not to get one that projects just **720p (1280x720 at 16:9 or 1280x800 at 16:10)**--that has only 44% of the pixels above. Nor worse. I am told the Epson 1771W works well on screens up to 6 m (20 ft) wide.
 - *If you are a professional*, I am told the industry is moving toward **4K (3840x2160)** or **8K (7680x4320)**.
 - **HDMI** or **wireless** input is more important than **VGA**, and probably **DVI**. I saw one workplace where people connect wirelessly to their projector, apparently via a **Chromecast** app and device.

2 Business day before the presentation

- **Inspect** the site,
- doing **everything possible** in the next section, thus **verifying** that everything will work.
- *If you are going to use that site's **computer** and/or **Wi-Fi** and/or **wired network**, get the **access credentials** (e.g., userName and password) for them, and record them [below](#).*
- At **AY_CM**, call your contact _____ at 231-861-2262.
- At **CC**, call their **IT** group (open **M-F 1-5p**) at _____ -526-8555.
- **DVC** has Wi-Fi, but they won't let us use it.
- **NEW SLC** now has open Wi-Fi.
- **Spellcheck** your documents again!
- **Turn off notifications** on your presentation computer. With Microsoft Windows, perhaps via:
 - WindowsLogoKey > Focus assist settings > When I'm duplicating my display > Off, or
 - WindowsLogoKey > Notifications > Get notifications from apps and other senders > Off.
- **Charge** your computer, phone, wireless presenter-clicker/laser-pointer, wireless microphone/speaker, etc.
- **NEW You are ready!**
If you don't feel ready:
 - Get your game face on.
 - Exercise **hard**.
 - Center yourself, using whatever you need: Yoga. Long walk. Play your favorite instrument.
 - *If you are reasonably-young or -urban*, listen to [Eminem Lose Yourself](#) a few times.
 - Eat a good dinner.
 - Get a great night's sleep.
 - **Fake it until you make it!**
 - **You own it!**

3 Hour before the presentation

- **Inspect** the site again.
- Find a **TV** or **projection screen** or **blank wall** of neutral color.
 - *If needed, lower the projection screen.*
 - At **CC MCLH** or **KC/MSUE**, lower the screen using the up and down buttons on the wall column to the **right** of where the screen will be.
 - At **CC B_C**, lower the screen using the up and down buttons on the wall to the **left** of where the screen will be.
- *If your site already has a **computer attached to the projector**, and **you are going to use it**:*
 - *If you plan to use Microsoft PowerPoint **Presenter View** at **CC** (MCLH, B_C and elsewhere), do not use this option—it won't work—bring your own computer.*
 - *If needed, power on that computer.*
 - Logon to that computer, using the access credentials obtained [before](#):
 - At **CC**, use username="**visitor**" and password="**c c yy**".
 - Bring up your content, over the Internet, or via a thumb-/jump-/USB-/flash-drive.
- *If you are using your **own computer**:*
 - *If needed, supply power to that computer.*
 - **Power on** that computer.
 - Bring up your **content**, over via a **thumb-/jump-/USB-/flash-drive** (preferably) or via the Internet.
 - *If you need **Internet** access, acquire that:*
 - Using **wired** Internet, over an **Ethernet cable**, either "Cat-5" or "Cat-6".
 - OR-
 - Over **Wi-Fi**, using access credentials obtained [before](#).
 - At **AY_CM**, SSID="**A Public**", psw="**b s nnnn**", ??= "**IDYnnnn!**".
 - At **CC** (MCLH, B_C and elsewhere):
 - Be prepared to receive an SMS text message, or an email.

- Tell your computing device to select Wi-Fi SSID="Guest".
 - Launch a web **browser** to some webpage **not** on their approved list (e.g., www.ericpiehl.com).
 - When instead of your expected webpage, CC's system displays its own **Guest Registration** access page:
 - Choose a **Register** button, depending on how you want to **authenticate** yourself:
 - (1) **Text/SMS Message** (to you) [sometimes fails, sometimes succeeds],
 - (2) **Email Address** (to you) [most reliable and quickest if you can receive email],
 - (3) **C__ Sponsored Access** (email to your CC sponsor who is monitoring their email right now [have not tried this], or
 - (4) **I have an Event Code** [have not tried this].
 - Check the box to say you accept their terms,
 - Identify yourself by name, organization, and mobile cellphone number or email address.
 - If the **Guest Registration** access page now says "*Your network access should be available. Close your current browser, and open a new one to start browsing*", you now probably have 10 minutes of access. So get your presentation going. But don't forget to . . .
 - ~~If~~ When you receive a response on your mobile cellphone via **SMS text**, type the code into the webpage above.
 - If you receive a response by **email** to you, open the email and click its link.
 - If a new browser tab says "**Access Granted!**", you are **good to go (!)** for [NEW] 24 hours 3 weeks.
 - After [NEW] 24 hours 3 weeks, your access will expire, and you must repeat this whole process.
 - **DVC** has Wi-Fi, but they won't let us use it.
 - **NEW** At **SLC**, SSID="theirOtherAcronym Guest", bring up a web browser to Register. *If you have other devices to connect, give them your email address and they will email you a password to use.*
- If you are using your site's **projector**, connect it to your **computer** wirelessly or with a **cable**:
 - If **Microsoft Windows** computer, use an **HDMI** cable (preferably) or **VGA** cable (if you must—very old).
 - If **Apple Macintosh**, use an **HDMI** cable (preferably) cable or **VGA** cable (if you must—very old), via an adapter from your computer model's particular video output, which may be one of:
 - **USB-C Digital AV Multiport,**
 - **Mini-DisplayPort,**
 - **Thunderbolt,**
 - **Mini-DVI,** or
 - **DVI.**
 - Do **not** use a **USB** cable.
 - I saw one workplace where people connect wirelessly to their projector, apparently via a **Chromecast** device. If so, install the **Chromecast app** on your computer, and **verify** that it connects to their Chromecast device. *If you see a site that uses a different wireless technique, please let me know the details!*
 - If you are using your **own projector**:
 - If needed, supply power to that projector.
 - Connect your **computer** to your **projector** wirelessly or with a **cable**:
 - If **Microsoft Windows** computer, use an **HDMI** cable (preferably) or **VGA** cable (if you must—very old).
 - If **Apple Macintosh**, use an **HDMI** cable (preferably) or **VGA** cable (if you must—very old), via an adapter from your computer model's particular video output, which may be one of:
 - **USB-C Digital AV Multiport,**
 - **Mini-DisplayPort,**
 - **Thunderbolt,**
 - **Mini-DVI,** or
 - **DVI.**
 - Do **not** use a **USB** cable.
 - If you have a **Chromecast** device on your projector, install the **Chromecast app** on your computer, and **verify** that it connects to your Chromecast device. *If you know of a different wireless technique, please let me know the details!*
 - If using a **projector**:
 - If the project is **off**, press its power button **1/0 once**, and delay panicking until the projector has had 60 seconds to warm up.
 - At **CC (MCLH, B_C and elsewhere)**, on the podium-top box, press its side button **Projector ON.**
 - If nothing on screen, open the **lens cap**.

- If your computer content is **not** being projected, but instead says "No Signal" and "Source: not yours", press the projector's **Source** button.
 - At **CC (MCLH, B_C and elsewhere)**, on the podium-top box, press its side button **Desktop or Laptop**.
 - If needed, **zoom** the projector, by a dial or moving the projector stand, maximizing use of the screen.
 - If needed, **focus** the projector. Respect your audience--do a good job.
 - If needed, **raise or lower** the projector, usually so your content reaches near the top of the screen.
 - If needed, **keystone** the projector.
 - If you plan to use Microsoft PowerPoint **Presenter View**, set your computer **WindowsLogoKey+P** to **Extend**.
- Bring up your **content**.
 - **Test** that the system **shows it** OK:
 - **Fullscreen** (no taskbar, volume level nor other distractions).
 - For **.pdf**, use **Ctrl+L**, or **View > Full Screen Mode**.
 - For **.ppt** and **.pptx**, use **F5**, or **Slide Show > From Beginning**.
 - If **MS PowerPoint 2010** will **not play** a video or shows "**Media Unavailable**", install **QuickTime**, and make a note to, after you are done with this project, uninstall it.
 - For video files, your media player should have a **Fullscreen** button, or **View > Fullscreen**.
 - **Lighting**: test how to adjust!
 - **Glare**: verify that you don't have this!
 - If your presentation has **audio**, test it.
 - After adjusting the **computer's volume control**, if still insufficient:
 - Look around for **external speakers**. If two speakers, one speaker has one cable going to the other speaker; the other speaker also has:
 - Batteries or a power cable (if needed, supply **power** to it).
-AND-
 - A cable ending in a **headphone plug**. Connect it to your **computer's headphone jack**.
 - At **CC (MCLH, B_C and elsewhere)**, there is a **headphone plug** sticking out of the podium somewhere. Find it, and connect it to **your computer's headphone jack**.
 - Adjust the speakers' **volume control**.
 - At **CC (MCLH, B_C and elsewhere)**, on the podium-top box, press its side buttons **Prog Vol+** or **Prog Vol-**. If needed, press button **Proj Mute**.
 - **NEW** If your venue is large or you have a small voice, **test the microphone, without allowing POPS**—most annoying!):
 - Turn **off** microphone.
 - If you have a **head mic**:
 - Place on the primary user's head such that mic is **5 cm (2 in) off a corner** of their mouth (earwards), **securely!**
 - (Some **[which?]** professional microphone types can be put in front of your mouth. Experiment.)
 - If **wireless**, clip the box to their belt or place in a pocket, run the cable somewhere where it won't catch on things, and have them practice feeling for the **on-off** switch. Don't hold the box in your hand.
 - Don't pass a head mic around the audience—find another mic.
 - If you have a **lapel mic**:
 - Clip to the primary speaker's clothing, in the **center** of their chest, over the top of their sternum, a hand-width down from their necktie knot, or about where a necklace would fall.
 - If **wireless**, clip the box to their belt or place in a pocket, run the cable somewhere where it won't catch on things, and have them practice feeling for the **on-off** switch. Don't hold the box in your hand.
 - Don't turn your head wildly as you point to or look at things. **DROPOUT!**
 - Don't cover the mic with your arm, as you point to things. **MUFFLE!**
 - Don't pass a lapel mic around the audience—find another mic.
 - If you **must** hold a lapel mic, hold it by the **clip**, not the mic! **RUMBLES!** And hold **below your chin!**
 - **NEW** If you have a **push-to-talk-/PA-/CB-/truck-/airplane-/police-radio-type microphone**, hold:
 - hold the base against your chin, with mic-part only 1½ cm (½ in) in front of your mouth. Else **MUFFLE!**
 - If you have an **in-stand-but-removable mic**:
 - **remove** the microphone from the stand, and practice as below ...
 - If you have a **professional** (heavy, expensive-feeling) **handheld microphone**:
 - hold right on front of your mouth.
 - If you have a **mass-market** (lighter, cheaper-feeling) **handheld microphone**:
 - below your chin (chestward), or
 - 5 cm (2 in) off a corner of your mouth (earwards). Else **POPS!**
 - If you have an **in-stand-but-not-removable mic**:

- bend or adjust the **stalk** so the mic is **below your chin** (chestward), and practice **talking over** and **not wandering away** from it.
- *If no microphone above is suitable:*
 - Get out a mic with 3½ mm male TRS (not TS) plug (with little shirt clip) > [headphone extender cable >] **USB external stereo sound adapter** pink jack > [USB extender cable >] computer USB jack.
 - Set it up. *Under Windows 10:*
 - Right-click **Taskbar** icon **Speakers** > **Sounds** > tab **Recording** > double-click *yourMic* > Device usage=**Enable** > button **Apply** > tab **Listen** > check **Listen to this device**, Playback through this device=**Default Playback Device** > button **Apply**.
 - Right-click **Taskbar** icon **Speakers** > **Open Volume Mixer** > set.
- Turn **on** microphone.
- **Test.**
- **Set volume levels**, and **practice** above. And not walking **underneath** the speakers—feedback screech.
- *When good*, turn **off** microphone until you are ready to use it.

- *If above doesn't work*, stop worrying about microphones, and tell speakers to use their **outside, teacher, or police-command voice.**

- *If venue is equipped with **T-coil / telecoil / hearing induction loop*** (a technology that transmits audio to good hearing aids), find the little electronic box that controls it, and **verify** that is turned **on!**

- **Practice!**
 - **NEW** if your audience can't see your lips, speak a lot slower, especially if content is important.
 - **NEW** Pauses are just fine.
 - Too loud is better than too quiet. (Unless you are trying to draw in the audience's attention.)
 - *If you have a tech person*, ask them to keep an eye on sound levels, light levels, glare, etc., and if conditions change, adjust the levels.

- **Breathe deep.**
- Talk to your peeps.
- Go to the **bathroom.**
- Get some **water.**
- Turn **on** your **wireless presenter-clicker/laser-pointer.**
- **NEW** Remember that PowerPoint's **laser-pointer** effect is **Ctrl+dragMouse.**
 - But, *if you are using PowerPoint **Presenter View***, you will need to see **both** screens.
- Move the **mouse cursor** over to the right edge. Verify that it disappears in a moment.
- Turn **on** your **microphone.**
 - Use it just like you practiced above, probably:
 - **below your chin** (chestward), or
 - **5 cm (2 in) off a corner** of your mouth (earwards).
- **Breathe deep.**
- **Show time! You own it!**

4 During the presentation

- **Never just read your slides!** Talk more.
 - *If you are going to just read your slides*, you should have made a **video** of the presentation, posted it on **YouTube**, and had everyone watch from **home.**
- **Use your microphone.**
 - *Unless you decided otherwise above*, keep the mic **below your chin** (chestward), or **5 cm (2 in) off a corner** of your mouth (earwards).
 - Don't walk **underneath** the speakers—feedback screech.
 - **NEW** if your audience can't see your lips, speak a lot slower, especially if content is important.
 - **NEW** Pauses are just fine.
 - Too loud is better than too quiet. (Unless you are trying to draw in the audience's attention.)
- **Relax.** You are **totally prepared.** Engage with your audience. Take questions. Take comments. **Have fun!**
 - *If the questioner is not miked or is not making good use of their microphone*, always **repeat the question.**

5 After the presentation

- Power down the **projector** by pressing its power **1/0** button. *If it says "Power?",* then push it **once more**.
 - At **CC (MCLH, B_C and elsewhere)**, on the podium-top box, press its side button **Projector OFF**. Twice.
 - To let the projector's fan cool it down, wait for a couple minutes before you unplug it.
- **Shut down** your computer, wireless clicker, speakers and any other equipment.
- Undo any cables, and pack away yours.
- Set the site's screen and equipment back to its **original configuration** (like you were *never there*).
- Take **notes** on any **lessons learned**, and . . .

- **Follow up!**
- The next day, *if you installed **QuickTime** above to get around a problem,* reboot and uninstall it:
 - *If running under Microsoft Windows,* use **Start** > **Settings** (or **System Settings**) (formerly **Control Panel**) > **Apps** > tab **Apps and features** [*optional* > **Programs and Features**] > **QuickTime** > press or right-click > **Uninstall** > Yes, you are sure > wait. When done, verify that **QuickTime** is no longer listed. At your next convenience, **reboot** (under Microsoft Windows, **Start** > **Restart** or **Shutdown**).

-End.- [send comments to the author](#)