

## TECHNICAL RESOURCES FOR PRESENTERS

### WHOM DO I CONTACT FOR TECHNICAL ASSISTANCE?

The Tech Leadership team for 2018-2019 consists of:

Jim Pike	<a href="mailto:jimpike@rogers.com"><u>jimpike@rogers.com</u></a>
Brian Gaston	<a href="mailto:gaston.brianw@gmail.com"><u>gaston.brianw@gmail.com</u></a>
Kennedy Marshall	<a href="mailto:marshallkennedy@rogers.com"><u>marshallkennedy@rogers.com</u></a>
Philip Wong	<a href="mailto:philip.wong@hotmail.com"><u>philip.wong@hotmail.com</u></a>

### WHEN IS TECH SUPPORT OFFERED?

Tech support sessions are held every Thursday at Knox College from 9:10 - 9:50 a.m. This is the ideal time to do a trial run of your presentation on classroom equipment. During the first two weeks of the fall semester, a member of the Tech Leadership Team will be on hand during all classroom hours to provide any needed assistance. Each workshop has a designated tech rep who has been trained in troubleshooting audiovisual equipment issues. You may also email questions at any time to a member of the Tech Leadership Team

### WHAT SOFTWARE SHOULD I USE TO CREATE MY PRESENTATION?

#### For MS Windows System Users

- Create your presentation using MS PowerPoint software and save it on a USB key.
- Don't worry about what version of PowerPoint you have - the current version of PowerPoint software is backward compatible with older versions.
- Test the final version of your presentation using classroom PC equipment before the day of your presentation.

#### For Apple Mac System Users

- If you have MS Office software on your computer, just use MS Powerpoint and save it on a USB key.
- Alternatively, you can create your presentation using Apple's Keynote software.
- Export (convert) your Keynote presentation by saving it in PowerPoint format. Here's how to do that [https://support.apple.com/kb/PH26007?locale=en\\_US](https://support.apple.com/kb/PH26007?locale=en_US)
- Save your converted PowerPoint version of your Keynote presentation on a USB key.
- Test the final version of your presentation using classroom PC equipment before the day of your presentation.
- **Please do not bring your Apple equipment to do your presentation.** The classroom video and audio cable connections **must not** be altered.

## **Another Alternative**

Google Slides <https://www.google.ca/intl/en-GB/slides/about/> is freeware, meaning there is no official support from the vendor. Google Slides is not supported by the Tech Team but there are experienced users available who could offer assistance.

## **HOW DO I ADD A YOUTUBE HYPERLINK TO A POWERPOINT OR KEYNOTE SLIDE?**

For PowerPoint

<https://support.office.com/en-us/article/add-a-hyperlink-to-a-slide-239c6c94-d52f-480c-99ae-8b0acf7df6d9>

For Keynote

[https://support.apple.com/kb/ph16934?locale=en\\_US](https://support.apple.com/kb/ph16934?locale=en_US)

## **HOW DO I SAVE MY PRESENTATION FILE ONTO A USB DRIVE?**

For both PCs and Macs follow:

<https://www.wikihow.com/Copy-Documents-to-a-USB-Flash-Drive-from-Your-Computer>

## **WILL ANY USB FILE FORMAT WORK?**

When exporting an Apple Keynote presentation to PowerPoint equivalent, the file **must** be written to a USB drive formatted in **FAT32 or exFAT file structure**.

Otherwise, it will not be readable in a Windows environment.

## **MY PRESENTATION IS A LARGE FILE. HOW CAN I EMAIL IT TO THE TECH TEAM TO CHECK ON COMPATIBILITY WITH ACADEMY EQUIPMENT?**

If you have Google drive set up, upload your file to your Google drive, give it universal access permission and provide a link to the Tech Team to access that file. If the file size exceeds the allowable size of an email attachment, copy the file to a USB device and give it to the Tech Team.

## **HOW DO I SET POWERPOINT TO FULL SCREEN MODE WHEN I GIVE MY PRESENTATION?**

<https://allto.ca/wp-content/uploads/2019/08/Tech-Team-Frequently-Ask-Questions-Aug-25.pdf>

## **HOW DO I SET UP A DUPLICATE SCREEN FOR A POWERPOINT PRESENTATION?**

<https://allto.ca/wp-content/uploads/2019/08/Tech-Team-Frequently-Ask-Questions-Aug-25.pdf>

## **HOW DO I SET UP A POWERPOINT PRESENTATION WITH SPEAKER NOTES?**

**<https://allto.ca/wp-content/uploads/2019/08/Tech-Team-Frequently-Ask-Questions-Aug-25.pdf>**

The PC and video projector screens in the classroom are set up to show identical images as the default mode. If you wish to use the speaker notes feature in your presentation, please:

- Ask your workshop's technical rep to change the video projector and PC screen set up
- Make sure the PC and video projector screens are reset to show identical images for the next presenter
- Function key F4 on the PC keyboard is used to set screen mode options
- Function key F4 is used to set the presentation in full screen mode.