



## Tips for Successful PowerPoint Presentations

### ***1. What file formats should I use?***

The best format to use for video is MPEG 1, which has the file extension .mpg and will play on a PC or a Macintosh computer. For Audio use MP3 (.mp3), or AIFF (.aif) files. For photographs use JPEG (.jpg) files of up to 200kb.

### ***2. How can I make sure a video or audio file plays correctly?***

This can go wrong for a number of reasons, but the commonest are easy to avoid.

Linking media files

- Create a folder and put all the files you want to play into that folder. Then save your PowerPoint presentation to the same folder.
- In PowerPoint go to Insert> Movies and Sounds> Movie from File or Insert> Movies and Sounds> Sound from File then browse to the folder you have made and select your video / audio file.
- Unless you will be presenting from the computer you used to make the PowerPoint presentation, copy the whole folder with PowerPoint and audio and video files onto a CD or USB drive. It is then best to copy the folder again to the hard drive of the computer you are presenting from and run it from there..
- When you insert a movie or sound, you have the option for it to play automatically or only when you click on it.
- If the link is broken when you click on a video \ PowerPoint will look for the file in the folder.

If it cannot detect the file a dialogue box will appear asking whether you want to locate the file yourself. You can then browse to the file and re-establish the link. Re-save the PowerPoint file and it will maintain that link.

Proprietary codec's

Some equipment records video clips with a special codec - for example, some MRI scanners that can produce video sequences. A codec is a special file that decodes the video file before it can be played.

These proprietary codec's need to be available to the computer trying to play the clip. To check whether this is the case, always test your presentation on a different computer to the one you created it on and that is not on the same network. If you get a warning about a missing codec you might need to download it from the manufacturers website or from: [www.microsoft.com/downloads/](http://www.microsoft.com/downloads/)

Video inserted on a Mac

Once you save a video that has been inserted on a Macintosh computer it saves it as a QuickTime file. This will not play on a PC unless you have QuickTime and a codec installed. Avoid this by always doing your last save on a PC and make sure your files have the correct extensions (.ppt, .mpg, etc.)

Any problems contact [vince@directinghealth.com](mailto:vince@directinghealth.com)  
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### ***3. Why do my slides start playing automatically?***

If when you start a PowerPoint show the slides start changing automatically you probably have transition timings switched on. These can be useful for practicing your talk, but you must remember to switch them off. Go to the Slide Transition Task Pane. Under **Advance slide** make sure the box next to **On mouse click** is checked and not the one next to **Automatically after ...**. In the slide sorter these timings show on the left under each slide thumbnail.

### ***4. How should I save and name my files?***

When taking or sending files for a conference, name your files consistently - but avoid names that might get confused with someone else's presentation. For example 'Glasgow.ppt' might be meaningful to you but the AV technician in Glasgow cannot see at a glance whose talk it is. Use your surname, plus date and time of your talk (e.g. Smith\_2411 09\_1130). Label your CD with your name, title of your talk and time of presentation. Make sure you have a back-up copy - CDs can fail and USB drives can get lost.

### ***And finally ... always test your presentation***

- Try it on your own PC
- Test it on another PC, not connected to your network
- Check that it runs on the delivery computer, making sure video and audio files are still linked and able to run and animations work the way you expected.

Directing Health will perform a test delivery if you provide your presentation prior to the event, or on arrival to the event on Thursday afternoon

Please note we will be running all presentations in PowerPoint using windows XP laptops.

**Would you please inform Directing Health if you require your presentation to run audio files at the meeting?**

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