

PowerPoint Tips

IMAGES:

For on-screen presentations, JPEG-type images work well. This type of image file can be created with virtually all imaging programs.

There are many graphics programs, which can manipulate images. Consult the manual for more specific instructions if needed. Using a graphics program

- a. Change the size of the image to approximately 800 x 600 pixels
- b. Save as file type "JPEG" or "JPG"
- c. Select compression setting of 8 (High quality image)

Insert all images into PowerPoint as JPEG files. If you copy the images to the clipboard and then Edit / Paste them into PowerPoint, the images will not be compressed and the PowerPoint file can become very large. To avoid this, insert them directly into PowerPoint (Insert / Picture / from File).

MOVIE FILES:

Unlike pictures or drawings, movie files are always linked to your presentation, rather than embedded in it. When you insert a linked movie file, PowerPoint creates a link to the movie file's current location. If you later move the movie file to a different location, PowerPoint cannot locate it when you want the file to play. It is a good practice to copy the movies into the same folder as your presentation before you insert the movies. PowerPoint creates a link to the movie file and can find the movie file as long as you keep it in the presentation folder, even if you move or copy the folder to another computer.

Another way to be sure that your linked files are in the same folder as your presentation is to use the Package for CD feature. This feature copies all the files to one location (a CD or folder) with your presentation and automatically updates all the links for the movie files. When your presentation contains linked files, you must copy the linked files as well as the presentation if you plan to give the presentation on another computer or send it to someone in e-mail.

An Apple QuickTime movie (.mov) file cannot be inserted into a Microsoft Office PowerPoint 2007 presentation. To play a QuickTime movie during your presentation, do one of the following:

Create a hyperlink to the QuickTime movie. During your presentation, click the linked object or text, and QuickTime for Windows will start and play the movie automatically.

Convert the file to a Microsoft Windows video (.avi) file or other compatible multimedia file format that Office PowerPoint 2007 can insert. You can use some versions of QuickTime, such as Pro versions, to convert the file. For more information, consult your QuickTime documentation, or see the Apple QuickTime Web site.

In regard to file size limits – the PowerPoint file is limited to 25mb. However, the video/movie files are NOT subject to this limit, and are to be provided as separate files accompanying the PowerPoint presentation file.

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