

Guidelines for preparing PowerPoint Presentations for display at Indiana State University venues.

The following guide is meant as a reference to help ensure your presentation is compatible with the machines in our meeting spaces and will run with a substantially higher rate of success. This is not a comprehensive tutorial on creating a presentation. This is only a guide to file formats, size limitations, media recommendations. This guide is constructed assuming PowerPoint version 2013 or newer is being used.

1. **Folders:** Start your creative process by making a new folder with the title of your presentation. In this folder you will not only save your presentation but also save all of your media (video, picture and or audio files) that will be inserted into your presentation. Making separate sub-folders titled “videos”, “pictures” and so on will not only help keep you organized, it will keep everything for your presentation in one place for easy file transfer to portable storage devices.
2. **Fonts:** Most computers now a days have similar basic font collections (Arial, Times etc), some specialized fonts may not be available on all machines (Trajan Pro, Rosewood STD etc). If using a specialized font it is recommended that a copy of the font(s) used be provided within the presentation folder. An alternative to this would be to export (File, Export) the presentation as .jpeg files. Create a new presentation using these exported .jpeg files as the individual slides. This process will guarantee your text formatting, style and size will be retained. Please note, exporting to .jpeg files WILL NOT retain any animations inserted into slides, i.e. individual bullet points flying on screen.
3. **Media Links:** It is highly discouraged to use “linked” videos in a presentation. Linking to videos on YouTube, Vimeo or similar sites relies solely on a constant and stable internet connection. While today's networks are incredibly reliable, the venue staff does not control these networks or their maintenance schedule.
4. **Video formats:** The most popular video formats that PowerPoint supports includes: .mp4, .mov, .mpg or .mpeg and .wmv. It is recommended that videos be formatted as .mp4 file encoded with H.264 video and AAC audio. A comprehensive list of all video formats supported as well as tutorials and guides to convert a video to what is recommended can be found at this link:
<https://support.office.com/en-us/article/Video-and-audio-file-formats-supported-in-PowerPoint-D8B12450-26DB-4C7B-A5C1-593D3418FB59>
5. **Image formats:** When inserting an image file into PowerPoint there are many, many options. Some of the most popular formats include: .jpg, .gif, .png and .bmp. It is recommended to use .jpg or .gif format. The .jpg format is the most widely used, supports 16 million colors and is best when showing photographs or graphics with complex gradients. The .gif format is limited to 256 colors and is a great alternative to greyscale pictures, simple graphs or scanned documents. Use caution with .bmp files! Because of the way a .bmp or bitmap file is saved, the size of the file could become very large very fast and could result in performance issues upon playback of your

presentation. For a list of all file formats that are supported in PowerPoint, visit this link:

<https://support.office.com/en-us/article/File-formats-that-are-supported-in-PowerPoint-252c6fa0-a4bc-41be-ac82-b77c9773f9dc#OfficeVersion=Windows>

6. **Audio files:** PowerPoint will accept the following audio files: .aiff, .au, .mid or .midi, .mp3, .m4a, .mp4, .wav, .wma. It is recommended that a .m4a file be used and encoded with AAC audio. To view a tutorial on converting your audio file to the recommended format, visit this link:
<https://support.office.com/en-us/article/Video-and-audio-file-formats-supported-in-PowerPoint-D8B12450-26DB-4C7B-A5C1-593D3418FB59#OperatingSystem=Windows>
7. **File size:** While more recent versions of PowerPoint (2007 and up) are in theory only limited by the computer's available memory, earlier versions (97-2003) are capped at 4GB and it is not recommended for presentation files to be larger than 2GB. The reality of this is the larger your presentation file the harder the computer has to work and the more likely a failure will occur. Please be mindful of the size of all your collected media included in your presentation. This includes all video, picture and audio files. If necessary it is advised to break up one single large presentation in to 2 or 3 smaller presentations.
8. **Preview:** Please, Please preview your final presentation in its entirety including all video clips completely before bringing tech staff your final presentation. The technical staff is there to assist you in getting your presentation correctly displayed in the room. Because of your thorough knowledge of the presentation, it is preferred that the presenter and or a colleague operate the computer during the presentation to avoid slides being advanced to early or late.
9. **Final save and transfer:** Once all your media and presentation(s) have been saved into one folder, copy that folder onto a USB media drive, portable hard drive or similar device. Your presentation is now ready to be delivered to the tech staff.
10. **Backup:** It is suggested that while your presentation is running to also open and make available the media files that are imbedded within the presentation in other windows. Example, QuickTime player, VLC media player, Windows media player. In the event of PowerPoint crashing, or video failing to play within PowerPoint, your video can quickly be accessed from another application and played.
For the meeting spaces that are so equipped, it is suggested that a duplicate copy of your presentation folder (PowerPoint presentation and all associated media) be placed and running on a second computer. Most likely this will be a computer that is supplied by the presenter, office or group holding the event. The presenter, office or group should also supply a person to operate this second computer and follow along with the main presentation. In the extreme circumstance that one computer completely fails the second computer can be switched to immediately and the presentation can resume.

One final note. Keep in mind that we are dealing with technology and sensitive electronic equipment. It is not a matter of IF it will fail, it is a matter of WHEN. While following this guide which is designed to eliminate potential failures, create consistency between all presenters and suggest back up's, nothing is 100% guaranteed.