• Leave the upper right corner clear so that a picture of you can be inserted into this area.

• Graphics should be prepared in a landscape or horizontal format.
• Pictures, animation or graphs may be incorporated into your presentations.

Remember!
• Planning is essential
• Keep graphics simple.
• Test your slides a few days beforehand. When using Power Point, try to prepare all slides using the Master screen format.
• Keep your program producer informed.

For Assistance
For assistance with creating your presentation or using PowerPoint, please call:
Jon Nakasone ........................................ 956-2719
  nakasone@hawaii.edu
Steve Singer ........................................... 956-5662
  singer@hawaii.edu

Good Luck with your presentations!

DLIT Personnel
If you require further information, or would like to schedule a time to test your presentations, please call or e-mail one of the following staff members so an appointment can be scheduled.
Glynis Berndt .................................. 956-2409
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ianf@hawaii.edu
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kathy@hawaii.edu
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Preparing a Computer Presentation for Transmission on ITV
Many instructors and presenters prepare presentations on their computers for their televised programs. Due to the variety of software programs and computer formats available, here are some suggestions to consider before preparing any computer graphics for television presentations.

**DLIT Computers**

DLIT supports both the PC and Mac platforms. Our computers have CD ROM drives, ZIP drives, and floppy disc drives.

**Software**

Our computers have:
- Win 95
- Mac OS 8
- Microsoft Office (PC: Office '97 & Mac: Office '98)
- Netscape
- Fetch/WS_FTP
- Telnet

If we do not have the software you need, with a minimum of 3 days advance notice, we can install your software on our computer. Please bring in your complete software package. The software will be removed after your presentation.

**Scan Converters**

In order to transmit the computer screen on television, we connect the computer to a scan converter. The scan converter reformats the image from the computer so it is suitable for video transmission.

Our scan convertors work with the following resolutions:
- 640 x 480
- 832 x 624

Our recommended preference is 640 x 480. If you are working with 832x624 or higher resolutions, please work with your program producer and schedule a test time. This insures your computer works properly with our equipment.

**Laptop Computers**

If you prefer to bring your presentation on your own laptop computer, it must have the following features:
- Mac or PC
- VGA output
- appropriate external monitor out cable/adapter
- mirroring capabilities
  (This allows you to see on your own laptop screen the same image that is being transmitted out of the VGA output. Laptop computers that don't have this will have a blank screen when the VGA output is being used. You may also need to toggle your laptop to display the picture through the VGA output.)

**Tips for preparing your presentation**

When presenting with a computer, you will be controlling the presentation, advancing each slide or page at your own pace.

Presentations that look fantastic on the computer screen may not look as great when transmitted. To avoid major discrepancies, keep the following points in mind:
- Keep a border on all four sides of the screen so the edges of your presentation are not cropped off during transmission. No words or pictures should extend into these borders.
- Select a dark colored background; blue tends to work best.
- Text colors that work well are yellow or white.
- Fonts should be at least 36 pt, 48 pt for headers and titles
- Use a sans serif font like Arial or Helvetica
- Text should be bold and shadowed.
- Text should be limited to 6-8 lines per page and typed in upper and lower case.