

Using an in-class projector for your presentation

The UCB Symposium classrooms are equipped with a ceiling-mounted projector and pull-down screen. You may decide to use the projector equipment for your visual aid during your speech. Your laptop will require a special keyboard combination to begin sending an image to the projector. In addition, many laptops will require an adapter cable to connect with the projector. It is **strongly recommended** that you test out your laptop with the in-class equipment and familiarize yourself with the following steps before your speaking day.

Speaking day pre-presentation steps:

1. Have your laptop running and plugged in the wall for power at the front of the room before speeches begin
2. Have your presentation application opened and on the screen, close all unnecessary programs
3. Once its time for your speech turn on the class projector by pressing “ON” at the projector control panel
4. Pull down the projector screen
5. Plug the projector cable into your laptop, an adapter may be required (see below)
6. Enable your laptop “video-out” feature with the correct keystroke combination (see below)
7. Test the projector display by advancing your presentation

Connecting your laptop to the in-class projector

UCB in class projectors are designed to connect to the VGA port of a laptop (see Figure 1). Some Windows laptops and nearly all Mac laptops will have a

different type of connection. You will need to have the appropriate adapter if you plan to use a laptop that does not have a VGA connection.



Figure 1: VGA Connection

Other popular types of connections are DVI (Figure 2), mini-DisplayPort (Figure 3) and Mini DVI (Figure 4). Adapters are sold at computer/electronic stores for around \$20. These adapters are called “DVI to VGA”, “mini DisplayPort to VGA” or “Mini DVI to VGA” respectively.



Figure 1: DVI Connection



Figure 3: mini DisplayPort



Figure 4: Mini DVI Connection

Display adapters:

The DVI connection type is the most universally used among Windows based laptops such as Dell, HP, and Toshiba. Apple used DVI on their portable computers from October 2001 through 2005.



Figure 5: DVI to VGA Adapter

The mini-DisplayPort was introduced in October 2008 and is the current Apple standard for laptop computers. This connector is used on versions of the MacBook, MacBook Air, and MacBook Pro notebooks.



Figure 6: mini DisplayPort to VGA Adapter

The mini-DVI connector was used in select Apple laptops between 2003 and 2008. It is found on the 12-inch PowerBook G4, Intel-based iMac, the MacBook Intel-based laptops.



Figure 7: Mini DVI to VGA Adapter

Enabling projector display on a laptop

Once the projector is powered on and the cable is connected you will most likely need to tell your laptop to enable the projector display. You will need to know how to toggle your display settings. Nearly all laptop brands offer a key combination shortcut. Look for the function key (Figure 8). You will need to hold this key while pressing a display settings shortcut key. Your key may look like one of the examples in Figure 9:



Figure 8: Function key

Figure 9: Examples of display settings keys

See chart below for common key combinations.

Laptop Brand	Key Combinations
Apple	Fn+F7 or "Detect Displays"
Dell	Fn+F8
HP or Compaq	Fn+F5 or F4
Toshiba	Fn+F5
Gateway	Fn+F3 or F4 or F7
IBM	Fn+F7
Micron	Fn+F8 or F12
Acer	Fn+F3 or F5
Sony Vaio	Fn+F4 or F3

USB flash drives – U3 software

USB Flash drives are a common and universal type of media storage device used for transporting files. You may want to use a USB flash drive to transport or move your presentation if it is not already on the laptop you intend to use during your speech.



U3 software provides a platform for specially designed software applications to be portable, via the flash drive, to other Windows PC's. Many new USB flash drives come with U3 software already installed on the drive. Some students have reported issues resulting from this software when trying to use their USB flash drive in a laptop for a presentation.

If you want to avoid the U3 software from auto running on a windows PC, hold the SHIFT key while inserting the U3 smart drive. Keep holding the SHIFT key until Windows has fully detected the USB flash drive. This will avoid the Launchpad software from starting.

If you want to only use the USB flash drive for the purpose of saving and transporting files, the U3 software can be uninstalled. Most U3 smart drives come with an uninstall utility that converts the U3 smart drive into a regular USB flash drive. This utility can be accessed from the U3 Launchpad software. Open the U3 Launchpad and click on Settings, then select U3 Launchpad Settings and click on the Uninstall tab. Some devices have a link to the Uninstall utility under Help and Support.

- More information on U3 can be found here: <http://u3.com/support/>

PowerPoint best practices

PowerPoint is a tool used to help communicate ideas through visual aide. It is widely used in the business world to enhance a presentation. While PowerPoint can help your presentation, ineffective, overuse use can be a major distraction and can detract from your speech. The following information provides a guideline on how to create a quality PowerPoint visual aide while avoiding the potential pitfalls.

Content & Format:

- Keep slides design simple. Complex slide designs can distract from your content. High contrast (white letters on black background) works well in a bright classroom.
- Use a large font. Text should be readable from the back of the room.
- When possible, use a graphic or chart to illustrate your point, rather than text.
- Use high quality, relevant, pictures. Use the built in crop tool to enhance your images.
- Use text in bullet point form, no more than four points per slide
- Charts and images are worth a thousand words. Wordy slides only distract your audience.
- Avoid sound effects and limit animation. What starts as cute can quickly become annoying.
- Use imbedded fonts. Font styles may change depending on the computer used if the font is not imbedded.

Delivery:

- Separate content slides with blank slides. This keeps your audience focused on you between the use of each slide.

- Look natural when advancing slides. Position yourself within reach of your laptop and avoid interrupting yourself to navigate PowerPoint.
- Use slides sparingly. Slides should emphasize main points. Don't let your speech resemble a slideshow.
- Don't speak to your slides. Make sure you face your audience when discussing the slide.
- Remember technology isn't always reliable. Be prepared with a backup plan if your laptop or projector fails.
- Tip: You can open your presentation directly to slide show view *by right-clicking* on the file and selecting "Show."

Additional References:

- Great resource illustrating all video connection types used on Macintosh laptops: <http://macwizards.com/videoguide/>
- A resource on connecting laptops and projectors provided by SFSU: <http://www.sfsu.edu/~avitv/computerfaq.html>
- A very basic step-by-step video for using a laptop with a projector is available here: <http://www.meetingtomorrow.com/content/static-content/how-to-connect-a-laptop-to-a-projector>
- A funny video of Don McMillan showing what NOT to do in PowerPoint: <http://www.youtube.com/watch?v=lpvgfmEU2Ck>
- Additional information about U3 software: <http://u3.com/support/>
- Good resource to find the appropriate adapter if you have a Macintosh: <http://store.apple.com>
- Additional information on USB flash drives and their uses: http://en.wikipedia.org/wiki/USB_flash_drive