

## Slide Tips for the Web

These instructions are designed to assist you when developing slides to be presented in a webcast. Although many high bandwidth graphical effects are possible, you should normally conserve bandwidth when you are at all concerned with the bandwidth capacity of your audience.

### General Tips

- The PowerPoint slide size should be 10 x 7.5. Verify on the 'Design' tab by selecting 'Page Setup'.
- The slide deck may not contain links to external data. The upload process will not be able to resolve any such references. To verify, click the Microsoft Office Button, point to 'Prepare' and select 'Edit Links to Files' (Office 2007). Break any links present.
- Should the uploaded deck display more than one slide at a time, click the Microsoft Office Button and select 'PowerPoint Options'. Under the 'Advanced' category, in the 'When printing this document:' section, make sure that the value 'Slides' is displayed as the value for 'Print what.' Then re-upload the slide deck.
- Should there be any issues with the upload process, convert the slides to PDF and select the PDF option when uploading the slides. Do note that when PDFs are uploaded, slide link names in the Presentation Center will not reflect the 'Title' of the slide.
- Make sure you don't intend on displaying several slides in rapid succession especially for low bandwidth audiences. You should normally allow at least 10 – 15 seconds between slides.
- If you re-upload slides and the uploaded slides do not appear to show your latest modifications, make sure that the temporary Internet files are deleted, or change your browser's settings from Automatically to Every Visit to the Page. (In Internet Explorer select Tools→Internet Options→General→Temporary Internet Files-Settings and select the indicated option.) Note that your audience will see the correct slides.
  - Access the temporary Internet files in Internet Explorer - From the Tools menu select Internet Options. On the General Tab, Click the delete button found in the contents of the Temporary Internet Files section to delete the files or the Settings button to change the default setting of Automatic.
  - Should the above procedure does not resolve the issue, you may have a "caching server" on your network that is responsible for retaining the old slides. Use a different PC to access the uploaded slides or you may need to contact your IT people regarding this.

### PowerPoint

Use normal PowerPoint slides suitable to a live audience. These general guidelines are designed to help you optimize the presentation if you desire:

## ■ Backgrounds

- Don't use complex backgrounds, especially patterned or color shaded ones. Normally the use of complex backgrounds will at least double or triple the bandwidth required by the slide without adding content value.
- Generally you should pick a color that corresponds to the sponsoring company's website. This information is also built into the Proclaim Enterprise software and should be consistent with those colors chosen. The system will also create the agenda page with the chosen color scheme.
- If the background color of the sponsoring company's website is not suitable for a background to a slide pick a color such as white that is neutral and will lend appeal to the presentation.

For demonstration purposes, the slide area (outlined in 'dashes') and the entire viewer page share the same background color.



## ■ Sizes

- Keep away from small font sizes. We recommend a font size of 16 points or higher for text to be clearly seen by most audiences.
- Use a fairly standard font such as Arial or Tahoma. Avoid uncommon fonts as they may not be interpreted satisfactorily during the upload process.

## ■ Graphics

- We recommend you don't use very complicated graphics - they often do not convert directly and have to be resized. Resizing may cause distortion.

- You may use higher levels of graphic content in your slides when you are confident that your audience has sufficient bandwidth to receive them.
- Do not use 'build' slides. Create a series of slides instead of using PowerPoint's build process. The uploading process essentially creates a snapshot of the PowerPoint slide. Consequently, 'builds' are not captured, only the end result of each build.

## Adding 'Slide Area Content' other than PPT slides

**Following are non-PPT items that may be added to the slide list in the Presentation Center.** (Detailed instructions regarding these items are provided elsewhere.)

- Graphic Files or Images such as GIFs and JPGs.

These instructions apply if you already have images that you wish to display in the slide area of the Viewer page. These instructions also apply when you are not using PowerPoint and need to convert the presentation to images directly from another application.

- The standard size of a graphic should be 614x460 unless you have changed the default size of your Viewer screen.
- Keep the resolution to 72 dpi (dots per inch). Most pictures are normally stored at a 300 dpi resolution.
- File size should not exceed 100 KB.
- To make the content readable, avoid small font sizes.
- Keep the images simple.

- HTML

HTML is more efficient in the use of bandwidth than images. HTML is also designed to scale more effectively in different screen sizes than images. Entire websites that are not contained in the event may also be effectively presented. General Guidelines are:

- If you are uploading HTML pages into the presentation make sure they do not have relative links to images or other html pages.
- Make sure the HTML page presents itself well in the Viewer page frame.
- Make sure that your HTML is cross browser compatible. Most HTML documents from products that generate HTML have limitations in this area.

- Website

You may display an actual website in the slide area, provided that you have internet access during the presentation. Instructions on displaying a website in the slide area of a Viewer page may be found in another document.

- Videos

A video may also be displayed in the slide area. Instructions on how to show a video in the slide area of a Viewer page may be found in another document.