

## Kevin's Tips for Adobe Presenter

### 1. Start with a really good PowerPoint

- a. No tricks or settings in Presenter will overcome deficiencies in the underlying presentation slides
- b. Have a good, flexible template that fits with WSU Extension graphic identity (I use a modified version of the standard Extension template)
- c. Use the PowerPoint tips presented in class (and this will help your "live" presentations just as much as online!)
- d. Know when to lump, and when to split
  - i. Presentations should be distilled and pithy – avoid duplication and unnecessary detail
  - ii. Don't present too much information on one slide (split into multiple slides if needed)
  - iii. Don't make the presentation itself too long (split into multiple presentations if needed)

### 2. Don't skip the script, no matter how tempting.

- a. The scripts should go in the notes window in PowerPoint (at the bottom) – in presenter, the Import Notes button on the record dialog will pull these in.
- b. If you make changes to the script in Presenter (e.g. changing words, adding carriage returns, etc.), also make sure to Export Scripts (next to the Import Notes button) to send these changes back to PowerPoint.
- c. Read your script aloud before recording to identify any "tripping hazards."

### 3. Pump up the volume

- a. Shout into the microphone when auto-setting the volume (right after you click Record in Presenter); then talk normally
- b. Avoids problems with your voice getting too loud for the microphone later
- c. Seems to make the microphone less sensitive to external noises

### 4. Speak SLOWLY

- a. But don't lose emotion/inflection (slow does not have to be monotone!)
- b. Pause at periods and commas

## **5. Add information for the speaker/presenter**

- a. Add new people using the Preferences button in the Presenter menu – try to include a logo and photo (use a vertical photo rather than horizontal)
- b. Apply the person to the PowerPoint slides by clicking the Slide Manager button, then select all, and then click the blue text next to “Presented by” on any of the slides

## **6. Suggested settings (click the Settings button in Presenter):**

- a. Appearance – be sure to add a meaningful title
- b. Playback – disable auto play, enable slide numbers in outline, reduce duration of “silent” slides to 3 seconds
- c. Quality – defaults usually work good
- d. Attachments – avoid these – post documents, etc. online and link to them rather than attaching them

## **7. Use quizzes carefully**

- a. They can be a nice feature; but implementation is fussy
- b. Fewer user restrictions (e.g. make it optional, allow retakes, etc.) are best for most applications
- c. Make each question 1 point, then determine the passing score (if you want it pass/fail)
- d. Avoid short answer questions, as getting an exact match can be tough (multiple choice, true false, matching work well)
- e. Keep quizzes short
- f. Experiment with different settings – there are settings for all quizzes, settings for a specific quiz, settings for a specific question, etc. Play around and see what does what.

## **8. Have a concluding slide**

- a. Avoids ambiguity about the end of the presentation
- b. A simple, silent slide that states that the presentation is concluded
- c. Should go AFTER the quiz (if applicable)