



PowerPoint Style Presentations

It is not necessary to use a PowerPoint style presentation in a SDSAR Meeting Presentation.

Two sizes and two presentation creation programs:

- Aspect Ratios, 16x9 which is similar to current widescreen tv format. The older version is 4x3 which would correspond to tv's made prior to the invention of the widescreen tv. Which is the one to use? The safest is 4x3 as it will work on widescreen projectors and screens as well 4x3 equipment. Widescreen will only work correctly on a 16x9 projector that uses a 16x9 projection screen or surface.
- Two programs that are commonly used to create a presentation; Microsoft's PowerPoint and the Open Office Impress which is free. Impress is a quality product but does not offer all of the "bells and whistles" found in PowerPoint although most of the advanced features would probably not be used.

Using the "template" Files

- Filenames indicate the aspect ratio and presentation program to use. The files are:
 - 16x9 files are: "2022_SDSAR-America250_16x9-PPtemplate.pptx" for PowerPoint or "2022_SDSAR-America250_16x9-OOtemplate.odp" for Open Office Impress.
 - 4x3 files are: "2022_SDSAR-America250_4x3-PPtemplate.pptx" for PowerPoint or "2022_SDSAR-America250_4x3-OOtemplate.odp" for Open Office Impress.
- The templates use high contrast colors which work best in our typical meeting environment. You are free to make changes as you see fit however low contrast or pale colors may not display well anywhere other than very dark rooms.
- Suggested fonts and sizes are:
 - PowerPoint: titles 26-28 using Tw Cen MT (headings), detail text at least 20 using Tw Cen MT (body).
 - OpenOffice: titles 40-44 using Tw Cen MT (headings), detail text at least 26 using Tw Cen MT (body).
- Font colors used are a dark blue (#0038A8) for PowerPoint titles, Blue 5 for Open Office and black for other text.
- The templates contain an opening slide, start slide, title slide, one content slide, one photo slide and a closing slide. Only the title and content slides will need editing with your content. The content slide should be duplicated as needed to create the number of slides needed. The photo slide just shows a good size to use for images and can be deleted or converted to a content slide.
- We suggest you duplicate the content slide a number of times *before* you enter your text. If there are slides with repeated content, create one slide with the repeated content and then duplicate that slide as needed.

Once fully developed, copy the presentation file to a USB stick in case the computer attached to the projector at the meeting can support the presentation type. As a backup, bring your own laptop on which you have tested the presentation.