

## Presenters' Guide to Using PowerPoint Presentations

- 1 PowerPoint presentations submitted after the deadline for printing written material will not be reproduced and included in the seminar handbook. If you want copies of your presentation given to attendees, please submit your presentation by the printing deadline.
2. To avoid technical difficulties and to eliminate set up time between speakers, we ask that all PowerPoint presentations be submitted to us 72 hours in advance of the program. All PowerPoint presentations will be loaded on one IBM compatible laptop computer. Please save your presentations to be compatible with a laptop running Windows 98 operating system and Microsoft Office 2000. If you are running Office XP, save your PowerPoint presentation as a PowerPoint 97-2002&95 presentation.

-We do not have a wireless mouse. Instead, we have a 50-foot cable connecting the laptop to the projector. The laptop can be placed anywhere you want in the room. However, the presenter or an aid will need to click the computer to move forward to the next slide. In case of technical problems, please bring a backup of your presentation on a floppy disc or CD.

3. Presentations must be created or re-created in a resolution of 800 x 600 pixels. Our current auditorium projectors work best with a standard VGA scan rate of 800 x 600. Our system will accommodate resolutions of 1024 x 768 and higher, but the formatting may be altered. Please note, if you simply change the rate after creating your program in a higher resolution, some type will be lost. Reformatting your text maybe necessary.
4. Avoid red. Red lettering or large areas of red tend to blur or bleed. The most effective backgrounds are dark blues and purples with white or yellow lettering. If you use a white or light background, be sure your lettering is bold, dark, and large enough.

5. Use bold, block typefaces with no serifs. Your type size should be at least **40** pts.

Headlines at least **54** pts. You may need to make longer lists into multiple pages.

6. If you miss the printing deadline, please be prepared with backup copies of your presentation! Bring enough copies of each page/slide for all attendees. Call our office for instructions on how many copies to bring.
7. Please let us know if you require audio for sound effects.

If you have questions or concerns, please contact us at UMKC Law School Continuing Legal Education, (816) 235-1649, fax (816) 235-5414, or email Daniel McCarroll at [mccarrolld@umkc.edu](mailto:mccarrolld@umkc.edu).