

- In PowerPoint go to Insert> Movies and Sounds> Movie from File... or Insert> Movies and Sounds> Sound from File... then browse to the folder you have made and select your video / audio file.
- Unless you will be presenting from the computer you used to make the PowerPoint presentation, copy the whole folder with PowerPoint and audio and video files onto a CD or USB drive. It is then best to copy the folder again to the hard drive of the computer you are presenting from and run it from there.
- When you insert a movie or sound, you have the option for it to play automatically or only when you click on it.
- If the link is broken when you click on a video PowerPoint will look for the file in the folder. If it cannot detect the file a dialogue box will appear asking whether you want to locate the file yourself. You can then browse to the file and re-establish the link. Re-save the PowerPoint file and it will maintain that link.

Proprietary codecs

Some equipment records video clips with a special codec – for example, some MRI scanners that can produce video sequences. A codec is a special file that decodes the video file before it can be played. These proprietary codecs need to be available to the computer trying to play the clip. To check whether this is the case, always test your presentation on a different computer to the one you created it on and that is not on the same network. If you get a warning about a missing codec you might need to download it from the manufacturer's website or from:

www.microsoft.com/downloads/

Video inserted on a Mac

Once you save a video that has been inserted on a Macintosh computer it saves it as a Quicktime file. This will not play on a PC unless you have Quicktime and a codec installed. Avoid this by always doing your last save on a PC and make sure your files have the correct extensions (.ppt, .mpg, etc.)

5. Why do my slides start playing automatically?

If when you start a PowerPoint show the slides start changing automatically you probably have transition timings switched on. These can be useful for practising your talk, but you must remember to switch them off. Go to the Slide Transition Task Pane. Under **Advance slide** make sure the box next to **On mouse click** is checked and not the one next to **Automatically after...** In the slide sorter these timings show on the left under each slide thumbnail.

6. How should I save and name my files?

When taking or sending files for a conference, name your files consistently – but avoid names that might get confused with someone else's presentation. For example 'Glasgow.ppt' might be meaningful to you but the AV technician in Glasgow cannot see at a glance whose talk it is. Use your surname, plus date and time of your talk (e.g. Smith_241109_1130). Label your CD with your name, title of your talk and time of presentation. Make sure you have a back-up copy – CDs can fail and USB drives can get lost.

And finally... always test your presentation

- Try it on your own PC
- Test it on another PC, not connected to your network
- Check that it runs on the delivery computer, making sure video and audio files are still linked and able to run and animations work the way you expected.

If you cannot resolve a problem yourself, please call the Media Studio (see below) or, if on the Biomedical Campus, bleep the Educational Resources Officer on 152 154.

Contact or visit us at:

Media Studio
Box 151, Level 1
Addenbrooke's Hospital
Hills Road
Cambridge
CB2 0QQ

Tel 01223 216349
Internal ext 2349
email enquiries@media-studio.co.uk
www.media-studio.co.uk



Factsheet

Troubleshooting

PowerPoint and data projection

Teaching and presenting can be stressful enough without having problems with the projection equipment or your PowerPoint slides. This factsheet gives some advice on avoiding and troubleshooting such problems.



MS/TPP/0212 VAT No. 654910528 E&OE

media studio
photography • design & print • room bookings • audio visual

Connecting a computer to a data projector (PC or Mac)

1. Unpack and position the data projector to its approximate location.
2. Connect the mains power lead to a nearby mains socket, (please secure/cover trailing cables across walkways to avoid trip hazards).
3. Connect the VGA/RGB connector to the data projector, tighten the connector screws by hand to hold the plug in the socket.
4. Do not switch on the laptop until after you've connected the other end of the VGA/RGB cable to the projector. (To connect this cable to an Apple Mac laptop you will need an adaptor cable (you will need to supply one) to convert from the VGA/RGB connector to the Mac connection – see photos).



5. Switch on the laptop. The data projector should show the same image as your laptop screen.

Troubleshooting data projector setup

1. *The projector isn't projecting my laptop image or is just displaying a blue screen.*

All of Media Studio's projectors have instructions with them, but if you are having problems, here are some things to check:

- Ensure that the VGA/RGB cable is properly connected, also carefully check that there are not any bent pins in the VGA/RGB connectors. If any pins are bent replace the lead.
- Ensure that the projector and laptop are switched on and responding. i.e. If the MENU button on the projector is pressed then the menu appears on the screen. Clicking on the START menu (Apple menu for a Mac) on the laptop brings up the selected menu. If not, restart the suspect machine – either the projector or laptop.
- If the image is still not visible then locate the

Function key on the laptop which cycles through the video output settings. It will be one of the F1–F12 keys often with either a picture of a TV/monitor or with the letters CRT/LCD written on it. To change the video output settings you may need to press the FN or FUNCTION key (most likely on the bottom left of the keyboard) and the relevant F key (F1–F12).

2. *The image from the projector is a 'squashed' version of my laptop screen.*

This happens when the screen resolution of the laptop is set too high for the projector. You need to adjust the screen resolution on your laptop to be no more than 1024x768 pixels.

To change the screen resolution:

- Minimise program windows to reveal the desktop icons.
- Right-click on the desktop and select **Properties**.
- Select the Advanced tab along the top. Here there is a sliding adjuster to change the screen resolution. Move it until the setting shows 1024 x 768. Then click OK. There will be a 15-second countdown timer at this point; click OK before it expires or the screen resolution will return to the original setting.
- Click OK to return to the desktop.

3. *The mains socket is too far away from where I want the projector. Do you have mains extensions?*

There is one supplied with each projector, which normally is sufficient, but if it's not you can borrow another from the Media Studio.

Common PowerPoint presentation problems

1. *How can I view my notes in PowerPoint when I'm doing my presentation?*

To do this you need to have your computer configured to use Extended Desktop (see 2. below) and then you use the Presenter View option in PowerPoint. This feature is available in PowerPoint 2002 and 2003: go to the **Slide Show** menu and select **Set Up Show**, Under **Multiple Monitors**, select **Presenter View**.

2. *How do I set up my laptop to have Extended Desktop?*

This is done through the screen settings. If your laptop comes with manufacturer specific software for adjusting screen settings then it is best to use this (see a below). Alternatively go to the display properties settings (see b below). Check that the data projector (or second monitor) is plugged in and switched on, then proceed:

- a. There will be an icon in the System Tray of your computer screen. To clarify which one to use simply pause the mouse over each icon and some text will pop up describing the program – just look out for the word '..graphics..' and then double-left-click on the icon. If there doesn't seem to be a graphics related program already running then see b.
- b. To access the display properties settings first minimise or close all open programs. Right-click on the Desktop then select Properties from the drop down menu. Select the Settings tab.

Single-left-click on the '2' monitor picture then single-left-click on the box beside 'Extend my Windows desktop onto this monitor'. Click Apply. You should then see your Desktop background (no icons) on the second screen. If the second screen (data projector) doesn't show your desktop background then check that the resolution for the '2' screen is set to 1024x768 then click Apply. If you're still having problems phone Media Studio on extension 2349 for advice.

3. *What file formats should I use?*

The best format to use for video is MPEG 1, which has the file extension .mpg and will play on a PC or a Macintosh computer. For Audio use MP3 (.mp3) or AIFF (.aif) files. For photographs use JPEG (.jpg) files of up to 200kb.

4. *How can I make sure a video or audio file plays correctly?*

This can go wrong for a number of reasons, but the commonest are easy to avoid.

Linking media files

- Create a folder and put all the files you want to play into that folder. Then save your PowerPoint presentation to the same folder.