

Advice for the preparation of powerpoint slides for best web-streaming quality

INTRODUCTION

Media Services encourages Faculties and Sections to use the DeC television studio facilities to record, web stream (both live and on-demand) forums, debates, lectures, in-service activity and information sharing sessions.

An important aid in the delivery of content from the DeC television studio is the display of **Microsoft Powerpoint** slides.

The television studio is equipped with a PC laptop, projector, and screen for the display of powerpoint by presenters. Audience members view the powerpoint slides in the studio projected onto the large screen, **BUT** the internet audience views a feed directly from the computer.

As the internet image is relatively small (this ensures reliable delivery, see image below), careful planning of the powerpoint presentation is necessary to enable internet-connected users to clearly read text and interpret diagrams.

When invited guests bring along their powerpoint presentations, and these presentations have not been made “broadcast-friendly”, viewing problems arise for internet connected participants. **Your guests need to know in advance how to modify their powerpoint presentation.**

PLANNING

To ensure successful display of powerpoint, the following points should be considered at the planning phase:-

1. TEXT OVERLOAD

It is very important that your powerpoint slides are not cluttered with text information. If a slide has lots of small text, full sentences, quotes etc, this information will become badly blurred and illegible to internet users.

If you have a single screen full of text – break it up over a number of slides, and reduce the text to dot-points.

2. DIAGRAM OVERLOAD

Similarly, if you have a complicated diagram/flow chart etc. this too will become illegible when reduced in size. Keep this information simple, and let diagrams build up over a number of slides.

3. PICTURE OVERLOAD

Again if you use lots of small images on one powerpoint screen, they will become too small to understand when reduced in size – keep to one/two large images per slide.

4. AUDIO/VIDEO CLIPS

Our system is capable of recording audio or video clips you may embed into the powerpoint presentation.

5. INTERNET CONNECTIVITY

The laptop PC is connected to the internet, so if your presentation takes you to the internet, that will occur as usual.

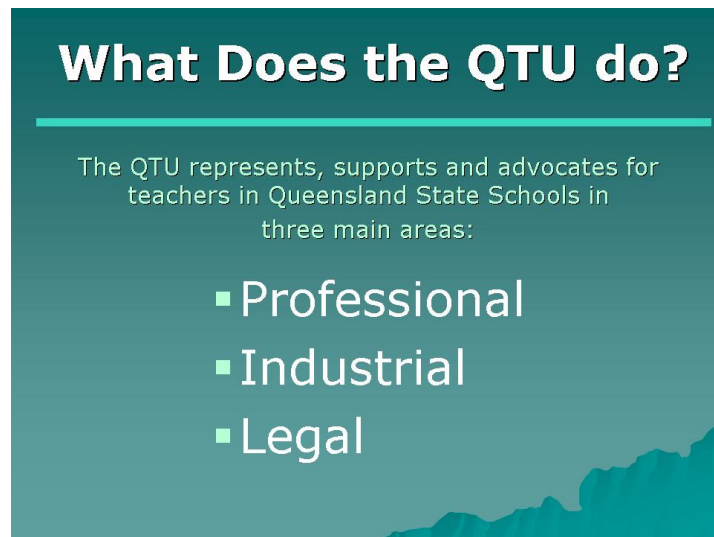
AN IMPORTANT NOTE ON COPYRIGHT

If you intend using pictures/cartoons/graphics/audio or video as part of your powerpoint presentation, Media Services staff will need to sight evidence that you have copyright permission to transmit such images/audio/video, and that people appearing in (eg. School children, teachers) have given written permission, or parent/guardian written permission to appear.

If this evidence cannot be provided, the slides may need to be removed from the presentation.

COLOUR AND DESIGN

Based on past experience, simple colours, backgrounds and graphics work best. White bold text on a dark background seems to provide the best contrast. Fly-ins and sound effects only detract from the presentation.



What Does the QTU do?

The QTU represents, supports and advocates for teachers in Queensland State Schools in three main areas:

- Professional
- Industrial
- Legal



Key Features of the USQ Approach

Student Focussed

- Regular communication and contact
- Dedicated staff to handle enquiries
- Respond in a timely fashion
- Seamless provision of services

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Simple, well-designed slides (in approximately the internet-delivered size)

FINALLY

The more slides, the better – break up text, images and diagrams across many slides so that each slide contains less complicated information – your internet audience will appreciate it.

For further information and examples, contact,

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