

1: How to Film Videos with a Video Camera and Put Them on YouTube

Bring an external microphone and 25 to 50 feet (to m) of cable. If the presenter will be standing at the podium, you can attach your microphone to the existing podium mic with tape (with permission).

Adaptive technology Electronic resources Our program today will cover these five topics. To begin I will share some success stories or examples of the impact that adaptive technology for computers and electronic resources has had for people with disabilities. Then we will consider the most important legislative directives on the issue and look at some statistics about people with disabilities. We will then consider the bigger picture of access to libraries and library services for people with disabilities. With that background, a videotape presentation and discussion of adaptive technology for computers will bring our focus to electronic resources in libraries. The last segment of the program will include the second videotape presentation and a discussion of universal design of electronic resources applied to the development of World Wide Web pages. Your packet of handouts is one of the tools that will help you apply the ideas presented. Put up overhead transparency. The following handouts are in your packet. World Wide Access Much of the information presented today is provided in these handouts. I will let you know which handout covers the information we are focusing on as we go through the presentation. Keep the handouts handy to save from taking duplicative notes. Success Stories Put up overhead transparency. Her learning disability makes it difficult for her to read so she uses a speech output system to read the screen. Her system works well until she runs into programs not designed according to universal design principles. Shane surfs the Net with a small tube in his mouth. The computer obeys his every command as he inputs Morse code - sip for a dot, puff for a dash. His cerebral palsy is only a minor inconvenience as he researches information on his special interest, naval communication. Katie is hearing impaired. She often uses a sign language interpreter. On the Internet, however, Katie communicates with the reference librarian quickly and easily through electronic mail. These stories provide examples of people with disabilities who are successfully pursuing avocations, education, and careers thanks to adaptive technology and electronic resources. During our presentation today, we will be learning how to ensure that there will be many more success stories like these for people with disabilities. Legal Issues Put up overhead transparency. The Department of Justice has stated that "Integration is fundamental to the purpose of the American with Disabilities Act. Footnote 2 In short, libraries must assure that people with disabilities can participate in library programs and utilize library resources as independently as possible. And this includes electronic information resources. As legal questions about the implications of the ADA for access to electronic information resources are tested, libraries are being required to provide access to these services. According to decisions in recent cases on access to electronic resources, libraries in academic institutions must proactively and deliberately plan for accessibility. A recent letter from the U. Department of Education Office for Civil Rights noted: Title II of the Americans with Disabilities Act requires a public college to take appropriate steps to ensure that communications with persons with disabilities "are as effective as communications with others" [28 C. OCR has repeatedly held that the term "communication" in this context means the transfer of information, including but not limited to the verbal presentation of a lecture, the printed text of a book, and the resources of the Internet. Footnote 3 Put up overhead transparency. In providing guidance on expectations for libraries in providing access to electronic resources, the letter states: Modern adaptive technology has radically affected the degree to which it is economically feasible to make printed materials and computer based information systems accessible to blind patrons. The larger and more financially endowed the library, the higher the expectation that a greater volume of information will be made available within a shorter amount of time, particularly when reasonably priced adaptive technology is available to replace tasks that previously required personnel. An important indicator regarding the extent to which a public library is obligated to utilize adaptive technology is the degree to which it is relying on technology to serve its non-disabled patrons. The more technology that has been purchased by a public library to serve non-disabled patrons, the more reasonable the expectation that it will employ technology such as scanners to serve its patrons with disabilities. Footnote 4 As libraries increasingly provide electronic resources, they are legally obligated to

ensure accessibility for people with disabilities. Definitions and Statistics So, what exactly does "person with a disability" mean? Examples of qualifying disabilities covered by legislation may include, but are not limited to, spinal cord injuries, loss of limbs, multiple sclerosis, muscular dystrophy, cerebral palsy, hearing impairments, visual impairments, speech impairments, specific learning disabilities, head injuries, psychiatric disorders, diabetes, cancer, and AIDS. Some of these conditions are readily apparent; some are invisible. Some require that we provide special accommodations in the library; some do not. Additionally, some people who have conditions with the same label may have very different abilities when it comes to performing specific tasks. For example, one student who has cerebral palsy may have difficulty walking. According to surveys conducted in , 9. Footnote 5 In addition, we can expect the number of library patrons with disabilities to increase. Some reasons for this increase include: Advances in medical technology and techniques result in greater numbers of people who survive traumatic accidents and problematic births. Improvements in technology make it possible for more people with disabilities to live independently and have productive lives for which they will want and need library resources. The creation of federal and state mandated K and higher education academic support programs helps more students with disabilities complete high school and enter college and careers. The number of students with disabilities enrolled in universities and colleges has already increased. The aging of the baby boomer generation will cause a significant demographic shift in our society, increasing the number of people with low vision, hearing impairments, and other disabilities related to the aging process. Footnote 7 All of these factors are leading to increased numbers of people with disabilities who are and will be requesting services at libraries. Summary The purpose of this introduction is to help you understand why libraries need to be prepared to serve people with disabilities. The legal imperatives of the ADA and other laws and the expected increase of people with disabilities in our constituencies and argue strongly for immediate action. Libraries will be best prepared to serve patrons with disabilities if they strive to include them in regularly provided services. This is best achieved by using universal design principles when designing facilities, equipment, services and resources; by providing a base level of adaptive technology; and by developing a policy and procedures for handling requests for accommodation. By taking these steps the library will be better able to respond quickly to more specialized requests for accommodation.

2: PPT " Video Tapes to DVD PowerPoint presentation | free to download - id: 73a7c3-MT15Y

Explainer Video Company - Animation Yogi - Animation Yogi is an Animated video production company based in Bangalore, India, specialises in Whiteboard animation video, Explainer Video, Infographics video, Animated Marketing Videos, Viral videos, Youtube Video, Motion Graphics video, 2d and 3d animation video, Promotional video etc.

This website is chock-full of educational and entertaining videos that can add a dynamic element to your content. Insert it as an online video Use an embed code Screen capture a YouTube video How to choose the best method 1. Insert it as online video Starting from version , PowerPoint includes a built-in tool to insert a YouTube video onto a slide. Here are the steps on how to use it: Go to YouTube and find the video that you would like to embed into your presentation. Copy the link from the address bar. Open your presentation and select the slide where you would like to place the video. Paste the link in the first address bar of the opened window. Using this field, you also can search for a video on YouTube directly. Click on the magnifying glass or press Enter on your keyboard to search. Click on the thumbnail of the video and press Insert. You can adjust the video size just like with any other slide object. Pros Fast, easy to do. Cons Requires viewers to have an Internet connection, the playback is not customizable. Cannot be done in PowerPoint Use an embed code A more advanced way to add a video from YouTube is to use the embed code. To insert a video using an embed code, follow the steps below: Go to YouTube and find the desired video. Open your presentation and select the slide. Insert the code into the From a Video Embed Code field. Then click on Insert or press Enter. Before you place the video onto the slide, you can add some parameters into the code. The following parameter will make the video start from 1: Also, the Related Videos screen will not be shown after the video ends: Pros More control over the video playback and appearance with the help of parameters. Cons Takes more time than inserting with a link. Requires viewers to have an Internet connection. Screen capture a YouTube video While all the above tips require viewers to have an Internet connection, you can make your presentation internet independent by inserting a video from your computer. Copy the link within the quotes from the embed code on YouTube. Open a blank tab in your Internet browser and paste the link into the address bar. To make the capturing process easier, you can hide most of the YouTube player elements from the video frame. To remove the video title and the player controls from the frame, add? Run iSpring Free Cam using a shortcut on your desktop or find the application in the list of the installed programs. Click on New Recording. Open your Internet browser and adjust the capturing frame to the size of the video. Click on Settings the gear icon and make sure that Record system sounds is selected. To prohibit microphone recording, unselect the Microphone checkbox. Click on the red button to start recording. The app will show a 3-second countdown before it starts capturing the video. You can change the assigned key in the iSpring Free Cam settings. After a preview of the recording has been created, you can edit the video by clicking on Edit. Locate the folder where you would like to save the video file. Now open your PowerPoint presentation and insert the file as a local video. Pros Video can be played in offline mode. Cons The quality of the captured video is worse than the original version, and requires more time compared to other techniques time required depends on the duration of the video that you would like to capture. It compares the pros and cons of all described methods, so that you can choose the best one according to your needs.

3: Three ways to record and share a presentation with nothing but a Chromebook - TechRepublic

Having a recorded presentation (aka screencast) allows you to post it as a video on your website or send it to someone interested in your topic. In the following tutorial, I show how to create a video of a slide presentation in which your voice is recorded along with a full-screen image of your slides.

They take the mic, reel through their points, nail the highlights, and walk off to a hearty handshake or a thunder of applause. The best even make it feel natural. Of course, those same speakers will be the first to tell you just how important practice really is. That no one is born with a knack for delivery “it is learned through study and earned through experience. Public speaking classes are great. So are Toastmasters groups and other forums for presentation practice. Even just time spent running through a presentation over and over in front of the mirror is valuable for improving the final performance. However, in the words of career coach Shweta Khare in a recent Forbes article: You absolutely must do this. It is the only way to find out if your presentation is any good. You have to watch yourself giving your speech. The presentation is you actually speaking, so you have to edit the rough draft of you actually speaking. As the person leading the conversation, you must expect your audience will attend to not only your every word, but your every non-verbal cue as well. As Walker described, video allows you to see how comfortable or not-so-comfortable you look while presenting. Watching a recording of your practice presentations will often provide instant insight into where you may struggle with ideas or transitions, where you may miss points, and how well you hold your narrative thread from start to close. It helps you see your performance the way your audience will. As the information age progresses many organizations now find most of their employees are knowledge workers “and that their success depends not on more efficiently assembling a widget but on more effectively promoting an idea. Fortunately, enabling that practice today is easier than ever. How To Record Yourself Giving a Presentation In the past, recording a practice presentation would have entailed bringing in a specialist and an AV team, finding space to record, then waiting a week or two for production. Today we all have access to convenient, high-quality video cameras built right into our smartphones and laptops. Employees can practice whenever and wherever they like “just click record and get started. Once a practice session is recorded, presenters can instantly upload and share the video with peers, managers, or anyone else in the organization “who can then provide feedback with notes and comments right in the video file. We have the technology we need to help ourselves, our colleagues, and our teams become better presenters and better communicators. All we need to do is use it! Panopto is a video platform designed to deploy on every desktop in your organization, making it easy for anyone to record their practice presentations “as well as to share best practices, capture product demos, offer insights from HR and executives, and more. To see how Panopto can make video easy in your organization, contact our team for a free day trial. Just complete the form below. Our team will answer your questions, share a quick demo, and set you up with a free 30 day trial of our video platform.

4: Sample Presentation Script | DO-IT

3m vhb tape presentation video Rating is available when the video has been rented. This feature is not available right now. Please try again later. Published on Jul 16,

Take a giant leap forward towards becoming a better and more confident public speaker. Most presenters have some tic, habit, or mannerism that distracts their audience. Video yourself and review the video at least three times. Then make adjustments for improvement. Video is now easier than ever. Getting started is neither expensive nor difficult. In fact, you may already have most of what you need. After purchasing the equipment, the rest is easy; it just takes commitment. Here are a few recommendations for basic video equipment: See my specific equipment recommendations and sample video links below. Watch the video for 3 video camera options. Can you hear me now? Along with the video portion of your recording, make sure you have fairly clean audio. Set your recording device at the back of the room. Placing it near a speaker will help it pick up your voice. Alternatively, you can record your voice separately with a pocket device, but that adds another layer to this task. Once you have recorded your public speaking presentation, transfer it to a computer with a large monitor. You want to see yourself on a bigger screen than one provided on the recording device. No one, not even professional speakers, likes seeing himself. But the professionals have learned that video review is a part of the process of getting better. Watch your video at least three times. Review your presentation with the sound on and the sound off. With the sound on, listen to what you are saying and how you say it. Do you use a lot of filler words? Do your sentences trail off? Is there vocal variety in your voice? When you watch the video with the sound off, focus on your non-verbals. Do you move around too much or not enough? Do you connect with your audience by looking at them? Do you gesture oddly? Commit to use video. If you want to be a better speaker, make the commitment to use video. Record as many presentations as you can. Review them and critique your speech and your style. Make adjustments, fine tune your presentation skills, and leap towards becoming the great public speaker you want to be. Use video to get you there. This small pocket camcorder is versatile as it has an input for an external microphone. The recording medium is an SD card. Purchase an SD card that is at least 16 gbs. Video shot with Kodak Zi8 iPhone: Mounted on a tripod and steady mount, it will be fine. An external mike can be plugged into the iPhone. The recording media is internal, but make sure that you have enough space to record your presentation. Remember to place your iPhone in airplane mode. Use one that is at least 16 gbs. Record separate video and audio. Watch this video by Carl Kwan. You can record your video with a camera at the back of the room while recording the audio with an iPhone or digital recorder that is placed in your pocket. This is the set up that I typically use. This set up ensures that I get clear audio. To add some space between you and your iPhone, get the Edutige Microphone cable kit. With more than 25 years of experience as an international corporate spokesperson, Charles leads by example. He captivates attention as he delivers critical presentation skills. His workshops cover the core skills of public speaking as well as presentation techniques learned from decades of corporate presenting. Charles is a guest columnist for Presentation Magazine. When not for revealing the secrets of better public speaking, Charles spends time collecting vintage magic posters, stone lithographs of magicians from “ To see some of his collection, visit www. He can also make a mean gumbo. Charles was born in Hackensack, NJ.

5: Turn your presentation into a video - PowerPoint

Note: Citations are based on reference standards. However, formatting rules can vary widely between applications and fields of interest or study. The specific requirements or preferences of your reviewing publisher, classroom teacher, institution or organization should be applied.

You may switch this setting if you like. The default time spent on each slide is 5 seconds. You can change that timing in the Seconds to spend on each slide box. To the right of the box, click the up arrow to increase the duration, or click the down arrow to decrease the duration. If you have recorded a timed narration, by default the value is Use Recorded Timings and Narrations. In the File name box, enter a file name for the video, browse for the folder that will contain this file, and then click Save. You can track the progress of the video creation by looking at the status bar at the bottom of your screen. The video creation process can take up to several hours depending on the length of the video and the complexity of the presentation. For a long video, you can set it up to be created overnight. To play your newly-created video, go to the designated folder location, and then double-click the file. The viewer begins watching the presentation immediately. On the File menu, select Save to ensure all your recent work has been saved in PowerPoint presentation format. On the File menu, select Save As. Choose the folder location where you want to store your PowerPoint Show file. Why turn your presentation into a video? When you want to give a high-fidelity version of your presentation to colleagues or customers either as an e-mail attachment, published to the web, on a CD or DVD, save it and let it play as a video. You can save your presentation as either an MPEG-4 video file. Both formats are widely supported and can be streamed over the internet. Some tips to remember when recording your presentation as a video: You can record and time voice narration and laser pointer movements in your video. You can control the size of the multimedia file and the quality of your video. You can include animations and transitions in your movie. Viewers do not need to have PowerPoint installed on their computers to watch it. If your presentation contains an embedded video, the video will play correctly without your needing to control it. Depending on the content of your presentation, creating a video may take some time. Lengthy presentations and presentations with animations, transitions, and media content will likely take longer to create. Media inserted in previous versions of PowerPoint. To include these, you can convert or upgrade the media object. For example, if you inserted the media using PowerPoint, it will be linked and it will play in the presentation. However, when you export the file as a video, the linked media will be dropped. You can convert the file to the new file format click the File tab, and under Info, click Convert, or you can right-click the media object and then click to upgrade; it will embed the file and export it correctly.

6: PPT – Video Recording PowerPoint presentation | free to view - id: e0-NGM1Z

If you want to create a video presentation from photos and pictures, check out our tutorial about creating slideshows. If you want to make a video presentation of an application, site, or web service, check out our tutorial about creating video guides.

What if you could record your presentations so that other people can easily access and view them? Having a recorded presentation aka screencast allows you to post it as a video on your website or send it to someone interested in your topic. In the following tutorial, I show how to create a video of a slide presentation in which your voice is recorded along with a full-screen image of your slides. You will need three items to make a high quality recording of a presentation: A slideshow created with PowerPoint or a similar application. Compile your presentation as you normally would for a talk and write out the script so that you can deliver your talk smoothly. You may need to practice beforehand so that it does not sound like you are reading. In my tutorial, I will be using Screenflow, which is for the Mac, but the principle is the same for all these applications. These all record whatever is visible on your computer screen along with any audio. You can also record your own image with the built-in camera on your computer. Your image then can be inserted into a picture-in-picture window within your presentation so that the viewer sees you along with your slides. A decent microphone to record the audio. The built-in microphones on most computers are not that good. The audio quality of your presentation will be greatly improved if you use a good external microphone see previous post. The simplest way is to upload your finished file to a video-sharing site such as YouTube or Vimeo see this post that explains what to consider in making this decision. If you are concerned about copyright, then be sure to include a watermark on your video file or on your slides. Once published, you can take the embed code for your video and insert it into your website or send the link to someone instead of the file, which likely will be too large to email. This is a great way to create a permanent record of your oral presentations. You can also create lessons to augment a course you are teaching or record class lectures for students to review as many times as they wish. There are lots of possibilities. Virtually anything that you can show on your computer screen can be captured this way and published as a video. Be sure to select the HD version and full-screen for best viewing direct link: Are you interested in learning more techniques like this? If so, check out *The Scientist Videographer eBook* , which is an electronic guidebook packed with information, tips, and tutorials and designed for the 21st century scientist, teacher, and student.

7: The Cursed Video Tape by Chelsea Preston on Prezi

I want the presentation to show like a video, so the slides change after the number of seconds that I need for the automatically playing narration. I made sure it's synchronised and the volume is up - but when I start the presentation nothing is playing.

Practice in front of a friend or friends without stopping, just as you will want to give your presentation on speech day. Practice in front of a mirror full length if possible. Practice using visual aids so you know how much time they will take up and how to incorporate them into your speech. Practice with background noise ie. Practice with the actual speaking outline you will use in your presentation. Practice your speech dressed as you plan to be for your actual presentation so that you can feel comfortable and ready to speak. Video tape yourself if possible. This is the best way for you to be able to see what your mistakes are so that you can fix them before you give your presentation. Practice becoming aware of your posture and mannerisms as you speak. If you are going to use movement on speech day -- you need to practice moving--keep it controlled and natural. Eliminate any distracting mannerisms you may have. Distracting mannerisms include but are not limited to many nervous habits you might have i. These are actions you can easily avoid doing if you are aware of them. Take off your jewelry; tie your hair back or moose it down; get rid of the pen, etc Never have change or keys in your pockets. You do not want to have the sound of objects competing with your voice. Never wear a hat, unless it is part of your presentation. Dress appropriately any time you give a presentation. It is better to make a credible first impression by looking as if you are interested in giving a good speech. Do not use distracting mannerisms. This includes many nervous habits you might have i. Do not stand with your arms crossed or your hands in your pockets. This type of posture prevents you from gesturing and may even make your audience uncomfortable. Never apologize if you make a mistake while giving a speech. Simply correct the mistake and move on. You never want to draw light to an error, chances are most people will miss it anyway. Along these same lines never make faces when you make a mistake it is better to just keep going. Rather introduce them as you are speaking. Use Visual Cues on your speaking outline to easily avoid these blunders. When you are practicing put your outline on something - Music stand; A box; A high counter, anything to simulate the lectern that you will be presenting with. What do you think? Do you have any questions, comments, concerns, suggestions, or tips for practicing speeches that you would like to share? If so, contact me, Ron St. John , with your feedback. I will get back to you as soon as possible. Be sure to state the title or subject matter, so I know to what material you are referring.

8: How To Video A Speaker | Videotaping A Seminar

Read the manual, or if you already understand it, go and video tape your idea. When you are shooting the footage, make sure you are not shooting against light etc. Make sure you have enough lighting to capture clear images.

The use of visual aids, coupled with good public speaking skills, work hand-in-hand to create effective presentations. Your speaking style and stage presence are personal talents that you can refine with much practice and experience. Each aspect of effective presentations, however, could not be detailed in this discussion. Instead, much emphasis is given to visual aids which are essential to all successful presentations. Establishing your objectives, planning and organizing your material, and using appropriate visual aids are the essential ingredients. The recipe for effective presentations calls for all three ingredients, and you must use them in the order in which they are presented here. By establishing your objectives first, you can prepare material that supports each objective. The use of visual aids will move you further along toward your objectives by illustrating and emphasizing your ideas more effectively than words alone. As you start to design your presentation, you must ask yourself, "What do I want to accomplish by making this presentation?" It is these objectives that drive your presentation and move the audience to your end goals. Your end goals may be that the attendees take a particular action, adopt a new perspective, or respond to facts and information. Establishing these goals requires careful planning. The key to designing your presentation is determining these objectives. After all, they become the foundation upon which your content, organization, and visual aids are built. By considering the nature of your audience, you can more easily determine what you will present and how you will present it. An audience analysis will enable you to: Let the audience analysis influence the form of information presented so you can create this bridge. Planning and Organizing Your Material When you have determined the characteristics of your audience, then you are ready to plan and organize your material. The tips listed below will assist you in tailoring your approach accordingly. Keep in mind that the use of visual aids will help to produce effective one-way or two-way communication. Many factors are involved in choosing these visual aids, and the type of interaction you want to develop with the audience will influence your choice. Planning Your Material Do not wait to prepare your presentation while on your way to the training session. You cannot do your best at presenting or persuading by "winging it. Limit content to your major point and no more than five key supporting points. Prepare your content considering such things as whether they are likely to be friendly or unfriendly, lay or technical in their background, and whether they want only to listen or to respond and contribute. Select appropriate visual aids and a presentation style that will be effective in the physical setting for your training session. Recognizes the importance of reinforcement in adult learning Completes the communication for the listener Informs people who arrive late of what they missed Recognizes the importance of organization, highlighting, and summarizing main points for the audience Serves to clarify main themes for the audience at the end of the presentation Using Visual Aids Visual aids help your presentation make things happen. Visual aids help you reach your objectives by providing emphasis to whatever is being said. Visual aids involve your audience and require a change from one activity to another: When you use visual aids, their use tends to encourage gestures and movement on your part. This extra movement reinforces the control that you, the speaker, need over the presentation. The use of visual aids, then, are mutually beneficial to the audience and you. Visual aids add impact and interest to a presentation. With pictures, the concepts or ideas you present are no longer simply words - but words plus images. The chart below cites the effectiveness of visual aids on audience retention. People tend to be eye-minded, and the impacts visual aids bring to a presentation are, indeed, significant. The studies, below, reveal interesting statistics that support these findings: In many studies, experimental psychologists and educators have found that retention of information three days after a meeting or other event is six times greater when information is presented by visual and oral means than when the information is presented by the spoken word alone. The use of visual aids, then, is essential to all presentations. Without them, the impact of your presentation may leave the audience shortly after the audience leaves you. By preparing a presentation with visual aids that reinforce your main ideas, you will reach your audience far more effectively, and, perhaps,

continue to "touch" them long after the presentation ends. It is critical that you prepare visual aids that reinforce your major points, stimulate your audience, and work well in the physical setting of your presentation. Visual aids and audio-visuals include a wide variety of communication products, including flip charts, overhead transparencies, slides, audio-slide shows, and video tapes. Demonstrating a process or simply passing around a sample of some equipment or model are also effective way to clarify messages visually. If visual aids are poorly selected or inadequately done, they will distract from what you are saying. The tips listed below will help you in the selection and preparation of visual aids. Tips on Preparing Visual Aids Start with at least a rough outline of the goal and major points of the presentation before selecting the visual aid s. For example, a particular scene or slides may trigger ideas for the presentation, providing the power of images. Do not proceed too far without first determining what you want to accomplish, what your audience wants to gain, and what the physical setting requires. Each element of an audio-visual product - a single slide or a page of a flip chart presentation, for example, - must be simple and contain only one message. Placing more than one message on a single image confuses the audience and diminishes the potential impact of visual media. Determine the difference between what you will say and what the visual aid will show. Do not read straight from your visuals. Ask the audience to read or listen, not both; visual aids should not provide reading material while you talk. Rather, use them to illustrate or highlight your points. Give participants paper copies of various graphic aids used in your presentation. They will be able to write on the paper copies and have them for future reference. Assess your cost constraints. An overhead transparency presentation can always be used in a formal environment if 35 mm slides are too expensive. Account for production time in your planning and selection process. Slides must be developed, videotape edited - you do not want to back yourself against a wall because the visuals are not ready. You can often get production work done in hours, but it is much more expensive than work that is done on an extended schedule. Use local photographs and examples when discussing general problems and issues. While a general problem concerning welding safety, for example, may elude someone, illustrating with a system in use at the site can bring the issue home. Use charts and graphs to support the presentation of numerical information. Develop sketches and drawings to convey various designs and plans. When preparing graphics, make sure they are not too crowded in detail. Do no over-use color. See that line detail, letters, and symbols are bold enough to be seen from the back of the room. Do not use visual aids for persuasive statements, qualifying remarks, emotional appeals, or any type of rhetorical statement. They should provide reinforcement following your address. Consider giving them out after the presentation, unless the audience will use them during the presentation or will need to review them in advance of the presentation. Practice presenting the full program using graphic materials so you are familiar with their use and order. If you use audio-visual materials, practice working with them and the equipment to get the timing down right. Seek feedback on the clarity of your visuals and do so early enough to allow yourself time to make needed adjustments. The question of what to use and how to choose is an excellent one. The next several pages will help you answer this question by identifying the advantages and limitations of each type of visual, as well as the development techniques required in preparing each. By looking at these pros and cons, you can more easily decide what will work best for your presentation.

Flip Charts Flip charts are quick, inexpensive visual aids for briefing small groups. The charts, felt-tip markers and graphic materials are readily available, and with a modest ability at lettering, the presenters can compose the desired visual aid in-house. Help the speaker proceed through the material Convey information Provide the audience with something to look at in addition to the speaker Can be prepared prior to, as well as during, the presentation Demonstrate that the speaker has given thought to his or her remarks Can be used to record audience questions and comments Can be converted to slides

Limitations: May require the use of graphics talent Are not suitable for use in a large audience setting May be difficult to transport

When Developing Flip Charts: Each sheet of paper should contain one idea, sketch, or theme. Words, charts, diagrams, and other symbols must be penned in a large enough size to be seen by people farthest from the speaker. For example, a 1-inch letter is legible from 32 feet, and a 2-inch letter from 64 feet. Divide the distance from the back of the room to the visual by 32 to determine the minimum size of letters. Use block lettering, since it is easiest to read. Use all capital letters, and do not slant or italicize letters. Use and vary the color. Also, check from a distance to make sure the color works well and is not

distracting. Overhead Transparencies Overhead transparencies are useful for audience settings of 20 to 50 people and can be produced quickly, easily, and inexpensively. Any camera-ready artwork, whether word charts, illustrations, or diagrams can be made into transparencies using standard office paper copiers. Most manufacturers of paper copiers offer clear and colored acetate sheets that run through copying machines like paper, but transfer a black image into acetate for use as overhead transparencies. The only piece of hardware required is an overhead transparency projector. Overlay transparencies provide a good cumulative presentation. Speaker can use an overhead projector with significant light in the room, thereby enabling the speaker to maintain eye contact with the audience. The projected image size is sometimes too small to be seen from the back of a large room. Often, the image does not sit square on the screen, as the head of the projector is tilted to increase the size of the image. It is difficult to write on the transparency while it is on the projector.

9: Presenting Effective Presentations with Visual Aids

Start a Hangout On Air, and then stream your presentation live. Anything you do in the Hangout On Air will be recorded. Record your webcam video or share your screen with the Screenshare www.enganchecubano.com

Author March 12, at I know that I will need some additional equipment. So, I would like to have handheld mics to pass around. The speaker as well as the audience needs to be amplified as well as recorded. How do I do both, and well? They have not decided on me yet; I just need to come up with a proposal. Any help from you all would be immensely appreciated. March 12, at Your timing is really off; when to be frazzled is right before the job, not months in advance. Go do whatever it is you do to relax. Your lav can be attached to the mic at the podium and wired to your main cam. You ask the speaker to repeat the questions and you are covered for that. With the prodigious low light ability of your , not likely you will need to bring in extra light. You go to the one s in charge and ask questions. May be hard to capture with max quality on the fly, but do capture. None of this a problem if you are a Marvel Comic hero of if you just follow the maxim Be Prepared. Stay Cool and get lots of these jobs. You will make a good impression if you deliver DVDs of a quality product within hours after the event. I will probably connect the lav mic to them, as speakers tend to wander away from the podium sometimes. As far as I know, there will be no photographer. And as for turnaround in hoursâ€¦my jaw dropped when I read that. There is no way I can get them a DVD in hours, unless I just give them the raw footageâ€¦ Find out the name of the conference and the name s of the speaker s as soon as possible. Then you can make up a conference title graphic and a graphic for each speaker in advance. Be sure and get a shot of the audience finding their seats just before the talk starts. From then on it could be mostly raw footage of talking heads. Maybe add a closing graphic listing all the speakers and sponsors. Probably 60 to watts would be bright enough. Do you know how long this runs? Find out as much as you can before hand. And bring extra tapes. March 13, at Hang on to that. It takes longer than that for someone to do a written report about it. You need to determine what exactly they want on the video. Will your piece be the comprehensive record; or just the record of the speakers and maybe an award ceremony. With really sophisticated websites so commonplace, there may be plans afoot to have brochures, Power Point presentations, etc. There may not be a need for you to worry about anything but the speakers. However, if they expect, or eventually figure out, that your video is going to be the official record of everything, that could multiply your task by two or three times. Help them figure it out! Something like this would be a manageable add-on to your task of covering the conference, and might get you points. Best To You, March 13, at I have found out a bit more about what they expect in a final product. They plan to have the final product my DVDs as a training video for their groups across the country. My other question is this. I have a Sony VX I want to have a secondary camera. Do any of you out there have experience with both of these? Will I be seeing noticeable differences in picture between the two? I read somewhere that only amateurs buy, and pros rent. You all are a great helpâ€¦and comfort! Author You must be logged in to reply to this topic. Quick Survey Help us understand the products you use so that we can be sure our content is relevant for you. Which editing software do you use?

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