

PowerPoint Presentations

Please read the following carefully.

Note: If you have trouble converting to pdf format or your presentation is too large (over 10MB in pdf format) see the help box at the end.

Use presentation software to prepare your slides. While most of us immediately think of PowerPoint, the presentation software that comes with WordPerfect Suite or Open Office Suite will also do the job. (Open Office Suite is a free download. <http://www.openoffice.org/>). You do not have to use presentation software to make your slides. You can just use Word. Keynote is the software most commonly used by Macbook owners.

The following rules apply. If you fail to follow the rules, your presentation will be downgraded.

- Your first slide should contain your name and your project title.
- No slide transitions, no music. Color is acceptable. Your slides must be easily read by all in the presentation room. Make sure that your font is not too small. Avoid hard-to-read color combinations.
- Graphics (such as charts, graphs, and pictures) pertinent to the project as acceptable.
- Graphics added for entertainment purposes or to just be cute are not allowed.
- When you have completed your slide presentation, save it.

How do you save your presentation in pdf format? With most software, you just use Save As and then select pdf as the file type. Check your file size. It must be under 10MB. Most presentation files will be under 3 MB. If it is over 10 MB you must make it smaller. (See box below.) If your pdf is under 10MB, then you are ready to upload at pjasregistration.com. Uploading will be discussed in a separate handout.

The following PJAS presentation rules also apply:

- No three dimensional displays
- No hand outs
- Maximum Presentation Time is 10 minutes per presenter.
- For each presenter, the Maximum Total question time for all judges combined is 5 minutes.
- All Presentations must use metric units.
- Digital presentations must be in pdf format and must be uploaded by the deadline. No flash drives.

Trouble with file size or converting to PDF format.

1. Smallpdf.com is a very useful website. It will convert Word files and Powerpoint files to pdf format. It will also compress pdf files. So if you have a pdf that is too large, try using the compress pdf at this site.
2. The primary cause of files that are too large is photos of many megapixels. In PowerPoint, right click on your photo. Select Format Picture. A Picture Tools menu will show at the top. Click there. Select Compress Pictures. The box that opens will have "Apply only to this picture checked". If you click Ok, only the one picture will be compress. If you uncheck the box, all pictures will be compressed. So you can compress all the pictures or just go through and compress some of them.
3. Another way to compress photos is using Photoshop. In Photoshop, open your picture, click on File/Save for Web and Devices. This will compress the size. Use the compressed photo on your slide. Also, there are many online utilities that will compress the size while retaining the visual quality. Search for "compressing photos."