

Online Presentations with audio

BEST PRACTICES

WHAT THE EXPERTS ARE SAYING

SLIDES

Text

- 15 words max per slide.
- Font Size:
 - 24 + Content Text
 - 28 + Title Text
- Use a sans serif font:
 - Verdana or Arial
- Use no more than 2 fonts per slide.
- Use a common font to prevent cross-platform problems.
- Do not use ALL CAPS or underlining.
- Use dark type on a light background.
- Limit each slide to one idea.
- Avoid complete sentences.

Design

- Avoid standard background templates. Use a custom template or contact FACT to have one created for you.
- When creating for the web, keep your background simple. Slides with a lot of graphics and colors become very pixelated when compressed for the web.
- Choose a template where the words are easily distinguished from the background.

- Avoid busy backgrounds.
- Select a template and color scheme that relates to your lecture topic.
- Copying illustrations from a text usually results in too much detail. Students are frustrated when they cannot read the details on a slide. Recreate illustrations using Adobe Photoshop or Illustrator in a simplified format.
- Keep pictures near 75 dpi at the correct size.
- For online presentations do not use transitions. Web compression can really distort slide transitions.
- Set your PowerPoint slide size to maximum 8" x 6". FACT recommends a size of 7" x 5". This will accommodate most screen sizes and decrease your file size.

STRATEGY

Use Objectives

- Establish good learning objectives before creating your PowerPoint—what do you want your students to be able to do when they leave the classroom?
- Keep in mind your student's existing/preexisting skills and knowledge, interest level, and the desired learning outcomes.

Organize Content

- Structure your material with an introduction, body, and conclusion.
- Let the audience know where you're going. Use an agenda, key points, and headers.
- Include just core ideas the audience can quickly scan.
- Use bulleted lists that are parallel grammatically.
- Use several simple slides rather than one complicated one.

ASK YOURSELF:

- Is the material presented in a logical order?
- Is a change of topic made clear?

DELIVERY

Instructor

- Avoid rambling
- Project your voice; don't mumble.
- Pace yourself.
- Show enthusiasm for your topic and use relevant humor.
- Believe what you say.
- Paraphrase—don't read slide content.
- Always script out and rehearse what you want to say.

- Perform audio tests and listen to the way the narration sounds.
- Replace hard-to-pronounce words or phrases with easier words.
- Always double check technical terminology.
- Don't try to sound like a reporter if it is not natural to you. Find your own narration style.
- 15 minutes max for online presentations. Online students have a hard time viewing long web presentations...the shorter the better.
- Chunk your material into a three or four 10-15 minute segments if needed.

Content

- Only display images when you're ready to use them. Students are distracted by visuals that aren't immediately pertinent to the information being conveyed.
- Orient your audience to displayed visuals before going into the details.
- Viewers need direction with bullet points or lists.
- Begin presenting basic elements all students understand and build up to a more complex level.
- Use the slide as a guide rather than reading from it.

RECORDING

Technical

Audio Format: PowerPoint records in PCM format. This is a high quality recording which allows for later compression without data loss.

File Size: By default, PowerPoint is set to record at 44 kHz, 16 bit stereo. This creates a high quality

recording, but also a very large file. To decrease file size, decrease the recording quality. The following chart shows the file sizes associated with different recording options. You can still get good sounding audio with a lower file size. *FACT suggests recording at 22 kHz, 16 bit Mono.*

Sampling rate kHz	Bit Depth	Channels	Disk Space for one minute of sound
44	16	Stereo	10.5 Mb
44	16	Mono	5.2 Mb
44	8	Stereo	5.2 Mb
44	8	Mono	2.6 Mb
22	16	Stereo	5.2 Mb
22	16	Mono	2.6 Mb
22	8	Stereo	2.6 Mb
22	8	Mono	1.3 Mb
11	16	Stereo	2.6 Mb
11	16	Mono	1.3 Mb
11	8	Stereo	1.3 Mb
11	8	Mono	0.6 Mb

Background Noise: Eliminate all room background noise (fish tanks, fans, etc.). Background noises become a part of the final product and can make it difficult for the student to understand the narration.

Microphones: A \$20.00 microphone or headset from a local store is adequate for this type of recording. Make sure the microphone is plugged into your computer correctly before beginning.

Directions

1. Create your PowerPoint presentation.
2. Connect the microphone to your computer.
3. Choose Slide Show>Record Narration from the main menu.
4. Select "Set Microphone Level" to make sure your microphone is properly connected.

5. Select "Change Quality" to change your audio quality from the PowerPoint default.
6. Select "OK" when you are ready to record.
7. PowerPoint will launch your presentation in slide show view.
8. Begin narrating your presentation.
9. When you have finished your recording and reached the end of the slides, you will be asked if you want the slide timings saved as well. Select "Yes." This will automatically advance your slides with the audio when viewed.
10. A sound icon will be on each slide, indicating that narration was recorded for that slide. Double-click on the icon to playback the audio for that slide. This icon does not show on the slide when viewed.

SAVE FOR THE WEB

- To turn your PowerPoint into a webpage, select File>Save as Web Page.
- Name your web file. Remember webpage naming conventions. No spaces or special characters. Use lowercase letters only for best web results.
- You will now have an html page for your PowerPoint as well as a file folder with the same name that contains your images, audio, etc. Both of these items need to be placed on the web or in WebCT together for proper viewing.
- For your students to view the PowerPoint with the audio, tell them to click on the "View Slide Show" button from the html page.

