Presentation Delivery and Distribution

Understand methods of presentation delivery and distribution.

What is Presentation Software?

- Presentation software is a program used to create slide shows or multimedia presentations.

- Multimedia means presenting data in more than one medium, such as combining text, graphics, animation, video and sound.

Uses of Presentation Software

- **Lectures**
- **Student Reports**
- **Stories**
- **Tutorials**
- **Visualization of Concepts**
- **Self-running presentation**

To Use or Not to Use?

- If President Lincoln had used PowerPoint to deliver the Gettysburg Address do think it would have had the same impact?

- What about the "I Have a Dream" by Martin Luther King, Jr.?

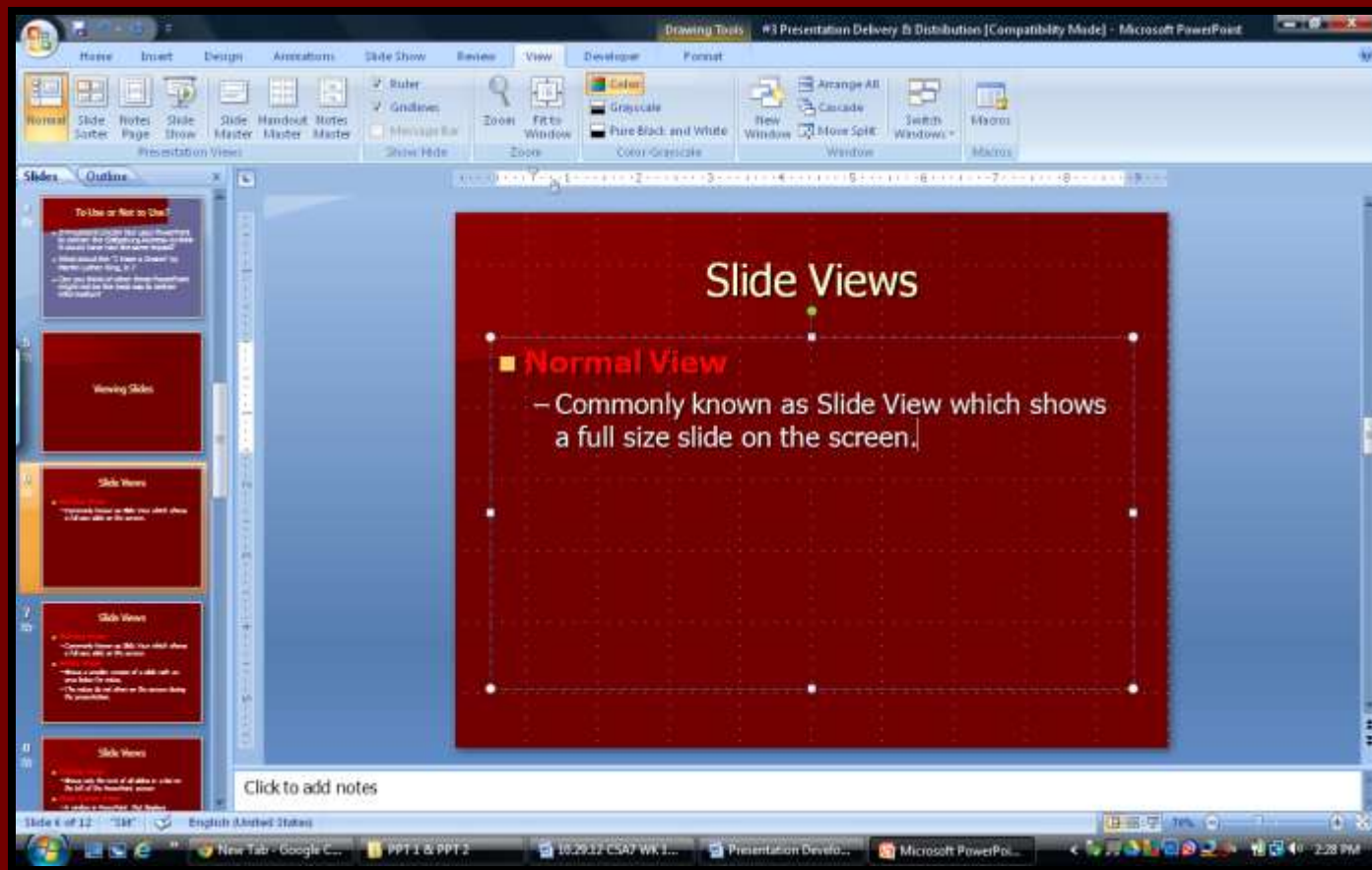- Can you think of other times PowerPoint might not be the best way to deliver information?

To Use or Not to Use?

- Can you think of times when PowerPoint would be the best way to deliver information?
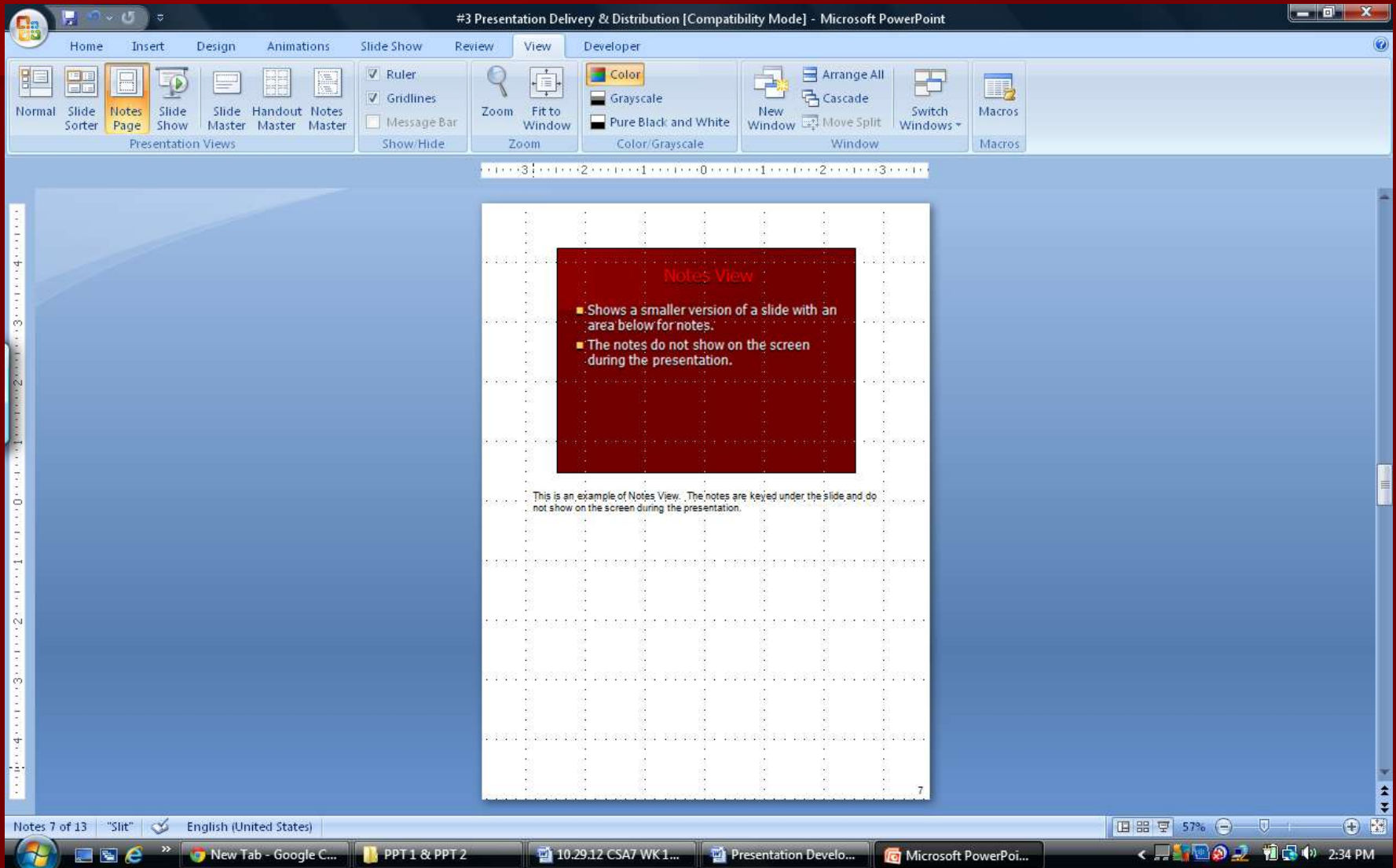
Viewing Slides

Normal View

■ Commonly known as Slide View which shows a full size slide on the screen.

Notes Page View

- Shows a smaller version of a slide with an area below for notes.

- The notes do not show on the screen during the presentation.

Notes Page View

Outline View

- Shows only the text of all slides in a list on the left of the PowerPoint screen
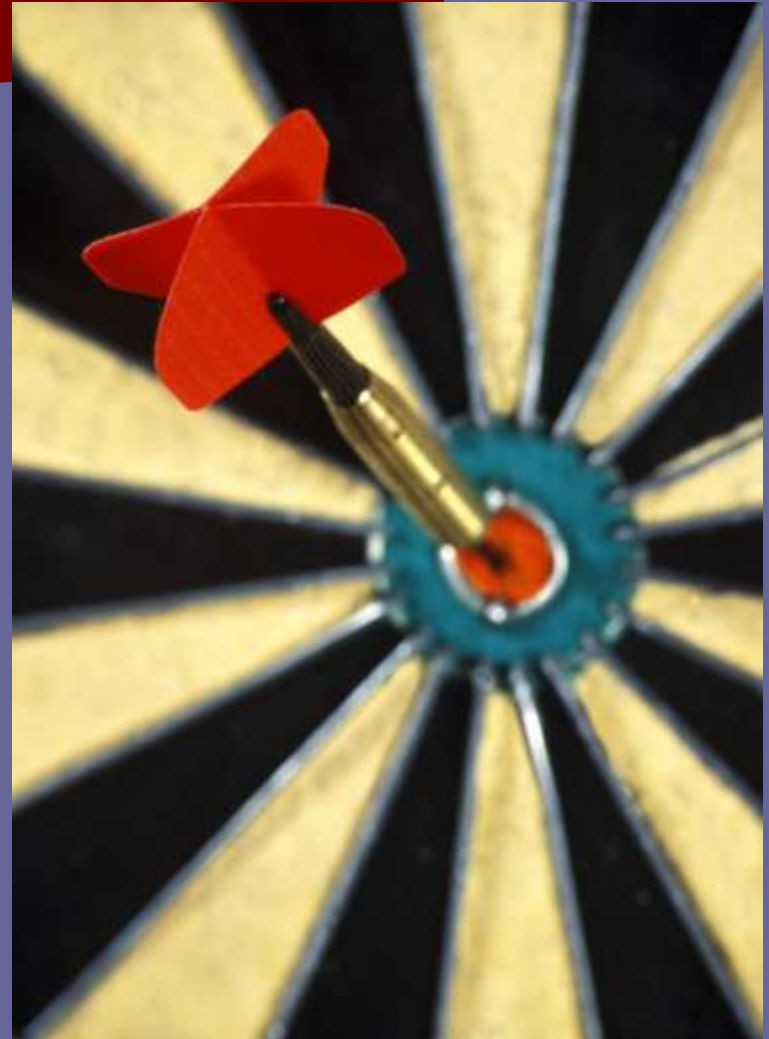
Outline View

Slide Sorter View

- A window in PowerPoint that displays thumbnail versions of all your slides, arranged in horizontal rows.

- Rearranging or deleting slides is easy to do in this view

Slide Sorter View
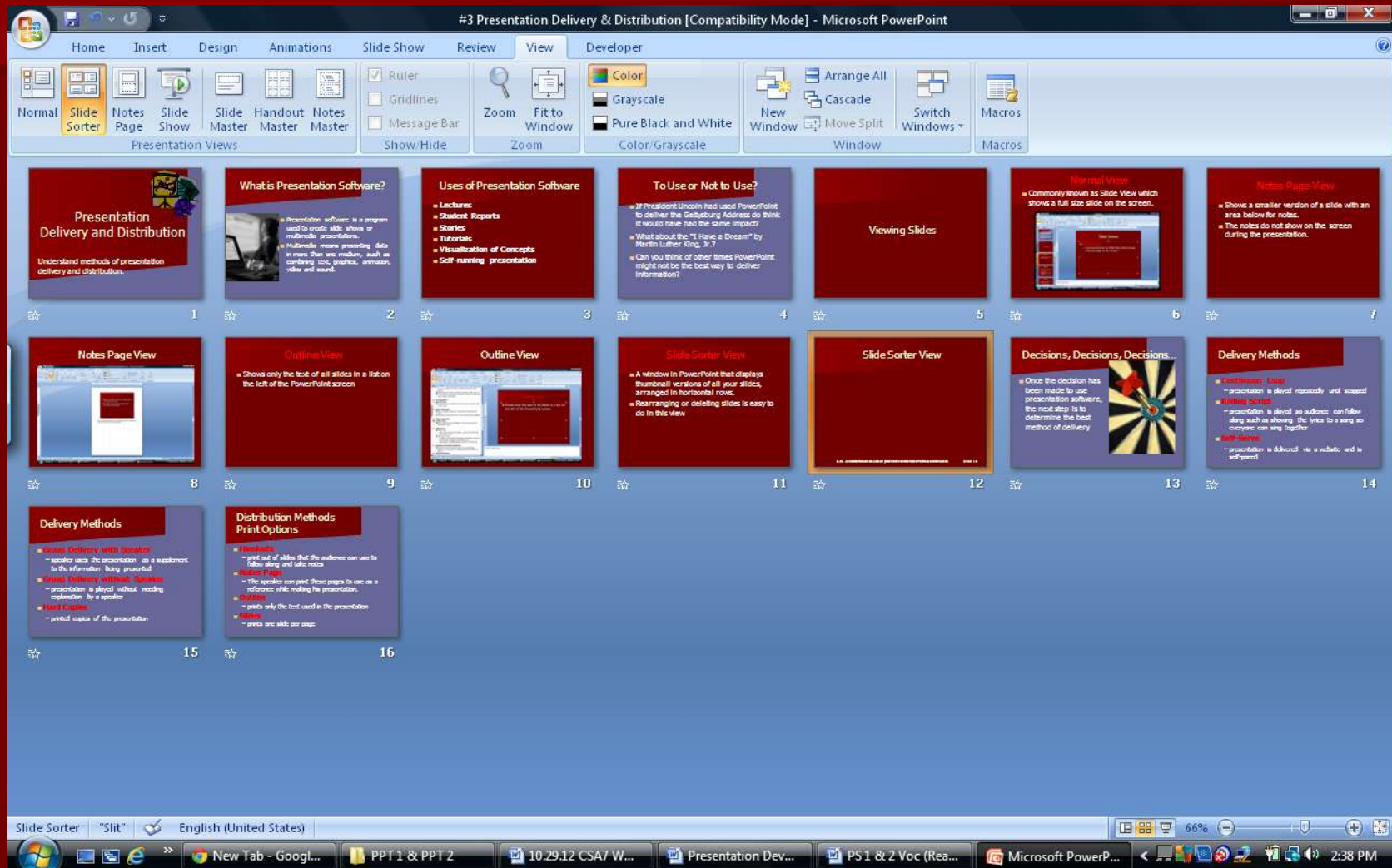
Decisions, Decisions, Decisions…

- Once the decision has been made to use presentation software, the next step is to determine the best method of delivery

Delivery Methods

- **Continuous Loop**
  - presentation is played repeatedly until stopped
- **Rolling Script**
  - presentation is played so audience can follow along such as showing the lyrics to a song so everyone can sing together
- **Self-Serve**
  - presentation is delivered via a website and is self-paced

Delivery Methods

- **Group Delivery with Speaker**
  - speaker uses the presentation as a supplement to the information being presented
- **Group Delivery without Speaker**
  - presentation is played without needing explanation by a speaker
- **Hard Copies**
  - printed copies of the presentation

Distribution Methods
Print Options

- **Handouts**
  - print out of slides that the audience can use to follow along and take notes

Distribution Methods Print Options

- **Notes Page**
  - The speaker can print these pages to use as a reference while making his presentation.

Notes Page View

- Shows a smaller version of a slide with an area below for notes.
- The notes do not show on the screen during the presentation.

This is an example of Notes View. The notes are keyed under the slide and do not show on the screen during the presentation.

Distribution Methods Print Options

■ **Outline**

– prints only the text used in the presentation

Distribution Methods
Print Options

- **Slides**
  - prints one slide per page