Research Imaging Solutions Brown Bag Seminar Series
Imaging Made Easy:
Overcoming Projection Problems

Overall Issues:
- Contact whoever has the computer and projection equipment to find out if it's Mac or PC, if it has all the resources you'll need (PowerPoint, QuickTime or any other media player, web browsers, internet connection or special applications that you are linking to).
- If at all possible, test your presentation ahead of time on the same computer and projector that you'll use for the actual event (especially if you are borrowing either or both pieces of equipment).
- Run through entire slide show in Presentation Mode and pre-start any hyperlinks, linked files or applications.
- Make sure all photo images are *Inserted* **not** *Copy and Pasted* into presentation

LCD Data Projector Issues
- Bring whatever interface you need to hook up to the projector: Most projectors will come with a standard monitor cable, anything beyond that- dongles or other adapters, you are responsible for.
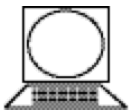
Computer Issues
- Bring your power supply & use it- Do not run your computer using batteries.
- System Standby, Sleep, Energy Saver, Screen Saver and Power Saver should all be off.
- After connecting to the LCD Projector, make sure both monitors are set to same resolution.
- Put a Shortcut or an Alias on you desktop for quick presentation access.

If you are showing your PowerPoint presentation on anything other than the computer that
you created it on
- If possible, present on the platform you created the presentation on (Mac or Windows).
- Do not use template designs for the background.
- Do not use unusual fonts (unless you bring the font suitcase along on your disk).
- Avoid using bullets.
- If including a movie,
    - make sure presentation computer has QuickTime on it- bring along platform compatible QuickTime installer for insurance.
    - put the movie file in same folder as presentation.
    - bring along both a .mov *and* .avi versions and be prepared to reinsert the movies if movie doesn't play during presentation test.
    - If reinserted movie files still don't play, create a hyperlink to movie file and play it in it's native application (be sure host computer has that application and pre-start it).
    - If movie displays a black square on screen, make the LCD projector primary monitor or reduce the resolution on both monitors.
- Include resources on portable media: any movies, unusual fonts or installers that you may need.
- Bring two types of portable media (like a flash drive *and* a CD).
- If burning a CD for use on the 'other' platform, test it on the 'other' platform.
- Copy presentation and resources to local hard drive: Do not run presentation from your portable media.

Mac Issues	Windows Issues
- Use PC formatted disk for transfer and .ppt extension on file name. - Problems? Try Restarting. - Set Displays to Mirror	- Use your Power Schemes Control Panel. - Use Pack & Go feature in PowerPoint. - Know how to turn on External Monitor. - In Display Control Panel, set display to Mirror or Clone mode

Your Best Insurance
Be prepared. Have all your hardware and software resources.
Pre-start all linked applications and test your entire presentation.