



Fengyuan Toastmasters Club

Toastmasters International: *Where Leaders Are Made*

#7355, Area L-1, Division L, District 67 of Toastmasters International

Making Multi-Media Presentations

PowerPoint/A10HP Keys and Buttons



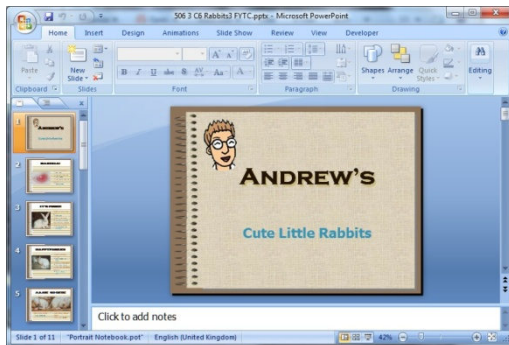
Before the Meeting [for Speakers]

1. Send you presentation files to the FYTC Tech Guru.
*** Before the meeting! ***
2. Any special instructions for playing the file?
 - Play all? Or only play a part?
 - Do you need to repeat?
3. Come early to the meeting, so you can practice with the pointer or playing the file.

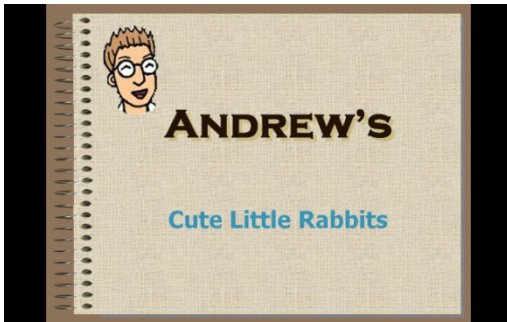
Before the Presentation [for SAAs]

PowerPoint/A10HP

1. Open the slide show.

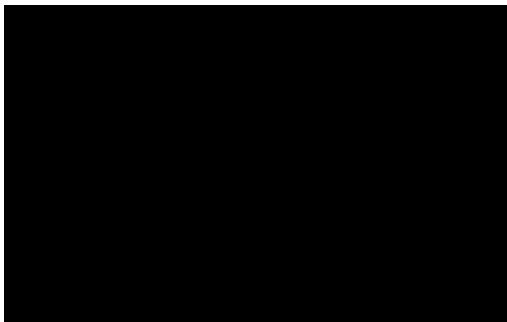


2. Start the presentation [Shift+F5 or "START" on the pointer*].



**Press again if the presentation doesn't start.*

3. "BLANK" to blank the screen so the audience cannot see the 1st slide.



4. Give the pointer and the instructions on P3 to the speaker.



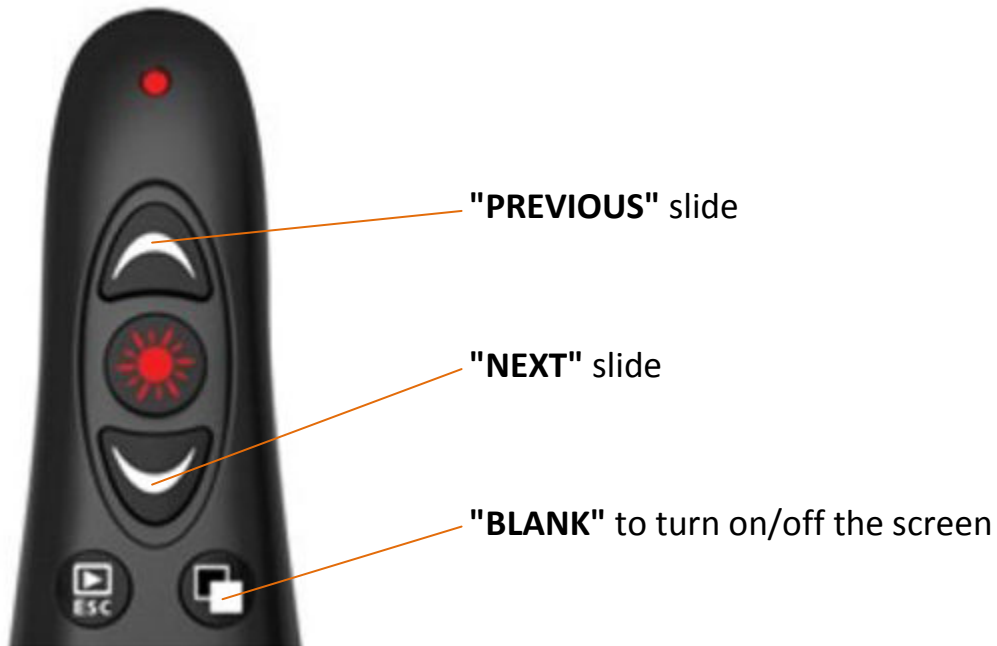
Video/MP3

1. Open the file in appropriate software.
2. Leave the focus on the play button so that the speaker can press "SPACE" to start/pause play back.
3. Set the OHP source to video so audience cannot see the computer screen.

During the Presentation [for Speakers]

PowerPoint/A10HP

- Press "**BLANK**" to turn on the screen.
- Press "**NEXT**" as appropriate.
- Press "**BLANK**" again to turn off the screen at the end of your presentation.



Video/MP3

- Press "**SPACE**" to play/pause/stop the file.

After Your Presentation [for Speakers]

- Return the pointer to the SAA.
- SAA: Close the previous slide show and prepare for the next speaker.
- Give the next speaker the pointer and instructions.

TGVP Fengyuan Toastmasters Club