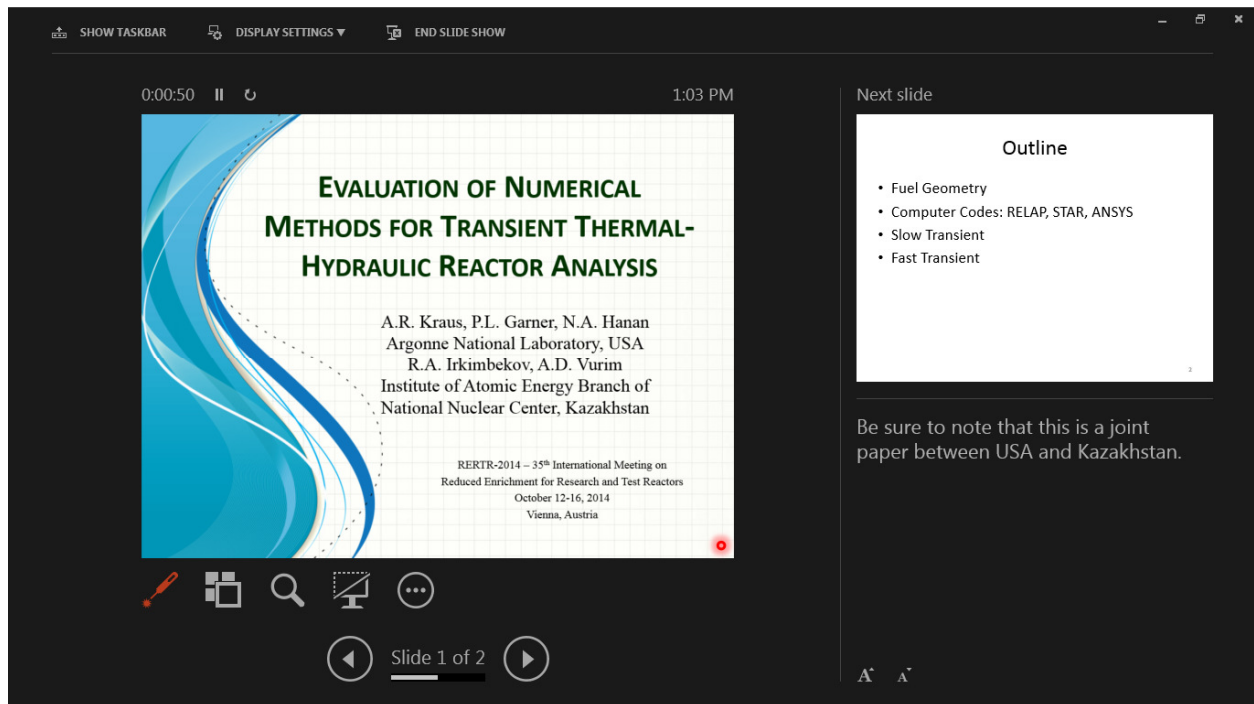Oral Presentation Notes for RERTR-2015

Unlike previous RERTR meetings, the plan for RERTR-2015 is to put the presentation laptop computer on the speaker podium. Without this being a software endorsement, we encourage you to develop your presentation under Microsoft PowerPoint. Within PowerPoint we will configure the laptop to use Presenter View, which is illustrated below using PowerPoint 2013. Most of the laptop screen will show your Current Slide (on the left side), and that is all that the audience will see. In addition you (but not the audience) will be able to see two other major things on the laptop screen: (1) the presentation Notes for the Current Slide which you have created within PowerPoint (lower right corner) and (2) a preview of the Next Slide to be shown (upper right corner), both of which can aid you in giving a smoother presentation. You will use the mouse to move the cursor within the current slide as on-screen simulated laser pointer (shown as red dot in lower right corner of current slide). You can use any of Page-Down, Right-Arrow, or Down-Arrow keys to advance to the Next Slide, and the reverse of these keys (i.e., Page-Up, Left-Arrow, or Up-Arrow) to go to the Previous Slide.

There are a few other useful items on the screen. Above the Current Slide are the time elapsed (H:MM:SS) in your presentation (on the left) and the time of day (on the right). Below the Current Slide is a slide sorter button (2-nd from left) allowing you to see thumbnail of all slides and click on one to make it the Current Slide. The magnifying glass (3-rd from left) allows you to zoom by 100% (one-quarter of slide will fill the screen, movable). The vertical line between Current Slide and Next Slide and the horizontal line between Next Slide and Notes box are user-movable using click/drag. If your Current Slide Notes exceed the size of the notes box then a scroll bar will appear on the right side of the box.

Microsoft has a set of 3 videos on Presenter View: (1) overview, (2) prepare presentation, and (3) give the presentation, which can be found using the following link: https://support.office.com/en-us/article/Use-Presenter-view-798dcb21-603c-43c3-a782-9a2d7720ab33

If you give us your slides as PowerPoint Show (*.ppsx) or Adobe PDF (*.pdf) then the Presenter View is not available. You (and the audience) will see only the Current Slide in full screen mode - no current slide Notes, no Next Slide preview. You will still use the mouse to move the cursor to simulate a laser pointer. You will still use Page-Down, Page-Up, and the 4 arrow keys to move forward and backward in your presentation.

Revised 2015/Sep/22