Instruction for Playing Media for Classes or Meetings

Version: 2.0

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Introduction

Play media files on the flat screen TV's



Most of this document explains how to:

1. Play or show media files on the flat screen TV's located in the three meetinghouses that have this capability.
2. Save video, audio and photo files to a USB stick to later play or show on one of the flat screen TV's.

Use the LCD projectors

Toward the back of this document there is a section that describes how to use the available LCD projectors.

Capabilities of the media carts

At the end of this document there is a section that shows what each of the nine media cart located in our three meetinghouses is capable of showing.

Where these instructions do not apply

These instructions do not apply to:

1. Some flat screen TV's even though these flat screen TV's have USB ports. Some of our TV's do not have the functionality described in this document.
2. LCD projectors because they do not have USB ports.

If you want to play or show files on an LCD projector, typically in a large room for a large audience, follow the instructions in the Show content on LCD projectors topic below.

Our LCD projectors do not have USB ports. You must use a connected laptop or DVD player to show content.

Play time considerations

The ideal play time length of videos or a slide show in a classroom setting is four to seven minutes.

It may be useful to edit videos down to this play time where feasible. You can use Movie Maker on Windows or iMovie on a Mac to easily clip videos to shorten the play time to this length range.

To play a slide show for this approximate play time will require 15 to 30 unique photos.

Start the Samsung LED TV[1]

Step 1: Plug in the media cart

The TV is already plugged into the power bar on the media cart.

Plug the media cart power cord into a wall outlet.

Ensure the TV power light at front, bottom right corner is on.

Step 2: Insert the USB stick

Insert the USB stick into the USB port on the back of the Samsung LED TV.



Step 3: Turn on the TV



Turn on the TV by pressing the red power button at the top left of the remote.



You will hear a chime indicating the TV is turning on.

The TV does not need to be set to any particular channel to show media.

[1] The instructions for the LG TV located on Cart 3 downstairs in the Calgary Alberta Stake Center are very similar to the instructions for the Samsung TV illustrated here.

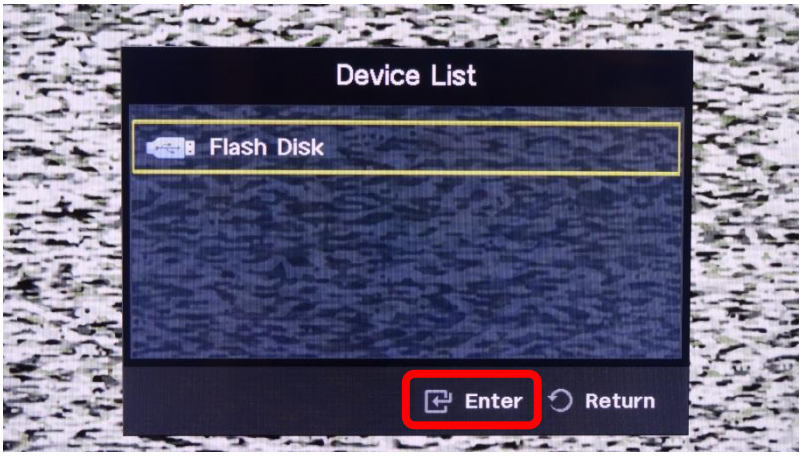
Step 4: Select the USB stick

Press Enter on the remote to select the USB stick.

If the Device List dialogue box does not appear on the TV as shown at right, press the MEDIA.P button on the remote

MEDIA.P

to have the TV to sense the presence of the USB stick.



If you are not sure about how to download media files and copy them to a USB stick, read page 5 below.

Play video files on the Samsung LED TV

Step 1: Select Videos from the Media Play menu

Use the left or right arrows on the remote to select Videos.

Press Enter on the remote.

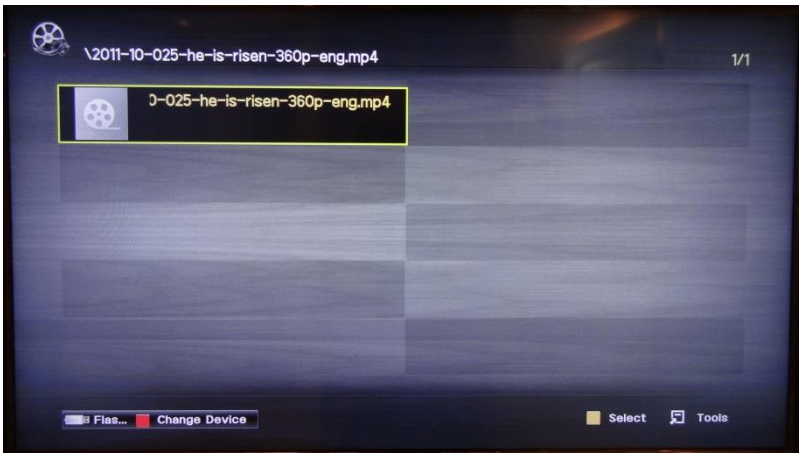


Step 2: Select the video from the list

Use the up or down arrows on the remote to select the video you want to play from the list of video files available on the USB stick.

Press Enter on the remote to begin playing the video.

Only video files will appear even if the USB stick contains other media files.



Step 3: Control video play

You can use the Volume +/- buttons on the remote to change the sound volume.

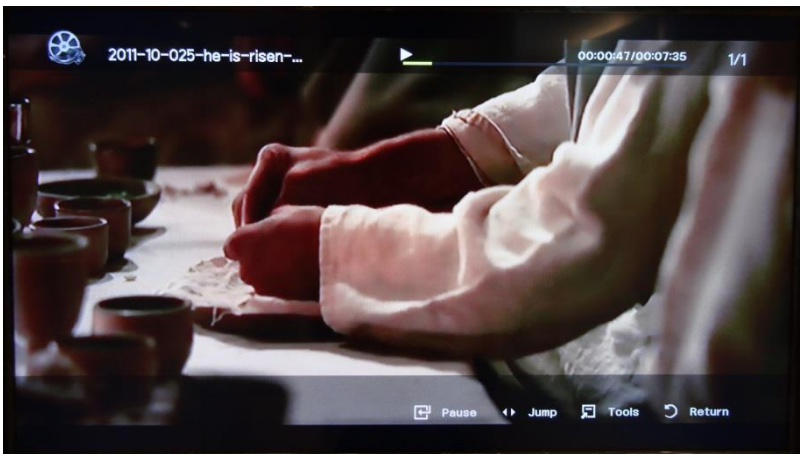


You can use the Pause button on the remote to interrupt play to discuss some aspect of the video.



You can use the Stop button on the remote to stop the video.

Press Enter to display the menu across the bottom of the screen.



Copy media files to a USB stick

This section assumes you are using a Windows computer. The Mac instructions are similar.

Step 1: Navigate to the web page

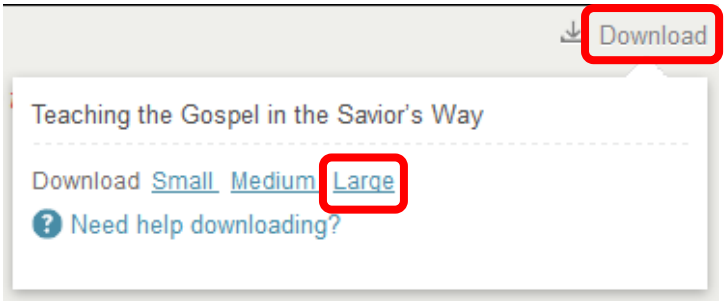
Navigate to the web page that contains the video, audio or photo file you want to use.

The examples in this document are all based on media files downloaded from lds.org.
Media files are found in many places on lds.org. Good places to find media include:

1. Clicking on Additional Helpful Resources on the right side of the web page of your lesson.
2. On the LDS.org home page, clicking on Resources > Media Library.

Step 2: Select file for download

Click on Download.



The Download selection dialogue box will appear.

Typically, you will click on Large for videos and photos. Audio is rarely available in multiple sizes.

While Large selects the largest file, this file will also produce the best viewing image on the LED TV.

If, for some reason, you have limited space on your USB stick, you can choose Medium or even Small.

Step 3: Download the file

Confirm default Save File is selected.

Click on OK to start the download to computer.

This dialogue box does not appear for some brands of web browser. In this case, the file will be copied to your Downloads directory.

Depending on the brand of web browser you are using, some type of progress bar will appear during the download.

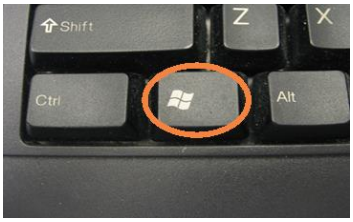


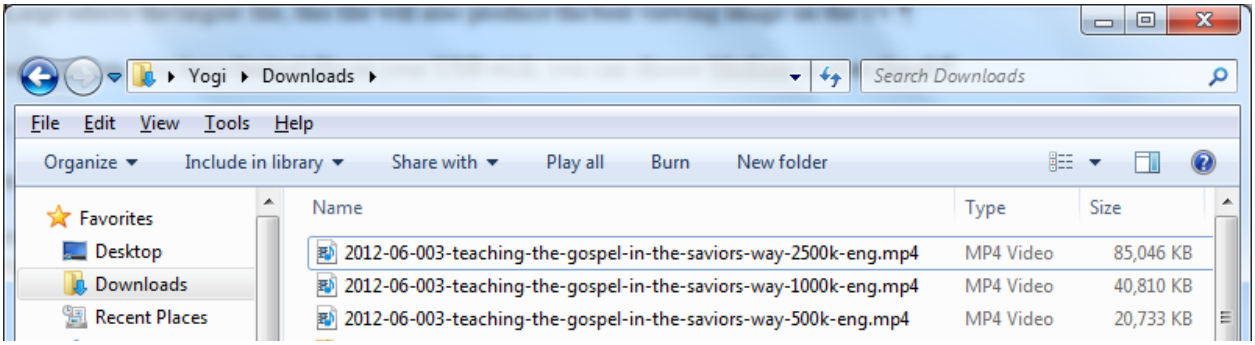
Typically the file will be copied to the Downloads directory associated with your username.

Step 4: Confirm downloaded file location

Using Windows Explorer, you can view the downloaded file list.

You can launch Windows Explorer from the Start button at bottom left of your screen or by pressing the Windows key + E.





This screen print shows how downloads for Large, Medium and Small versions of one video will appear.

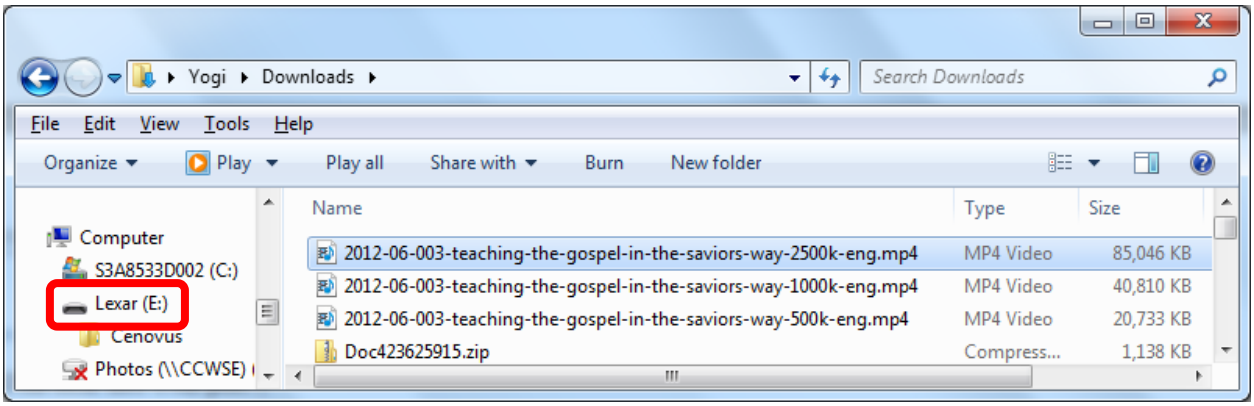
Step 5: Copy downloaded file to USB stick

Insert USB stick into a USB port.

It advantageous to use an empty USB stick because:

1. It will be easier to navigate to the file you want to show on the TV.
2. The TV won't inadvertently display thumbnails or show photos on the USB stick that are not relevant to your lesson.



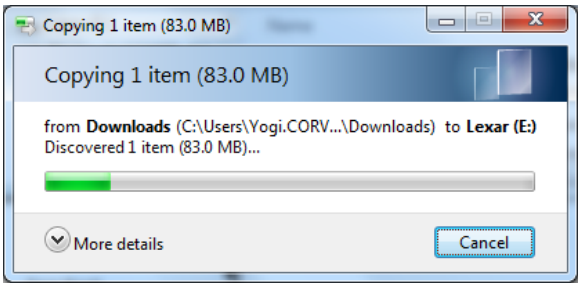


Click on the downloaded file you want to copy to the USB stick.

Drag the file name to USB drive letter by clicking and holding left mouse button.

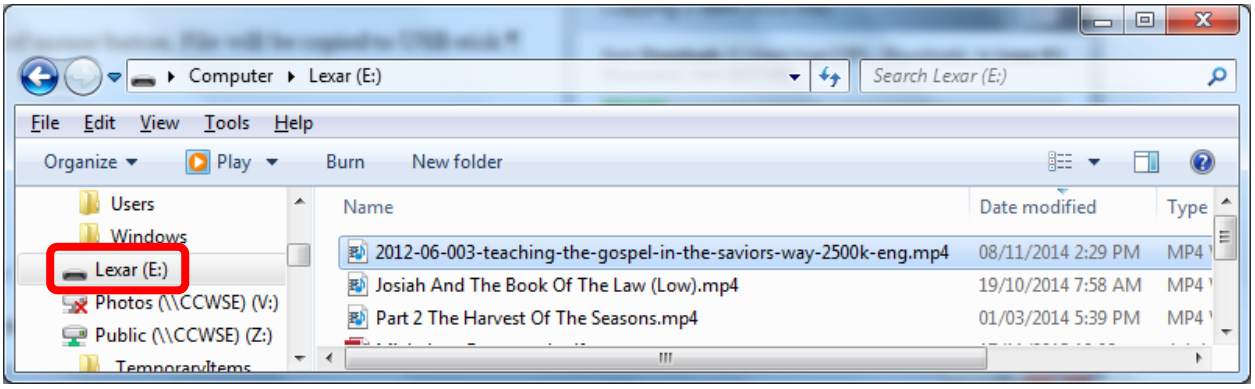
Let go of mouse button. File will be copied to USB stick.

Typically this progress bar will appear during the copy.



Step 6: Confirm downloaded file exists on USB

Click on USB drive letter.



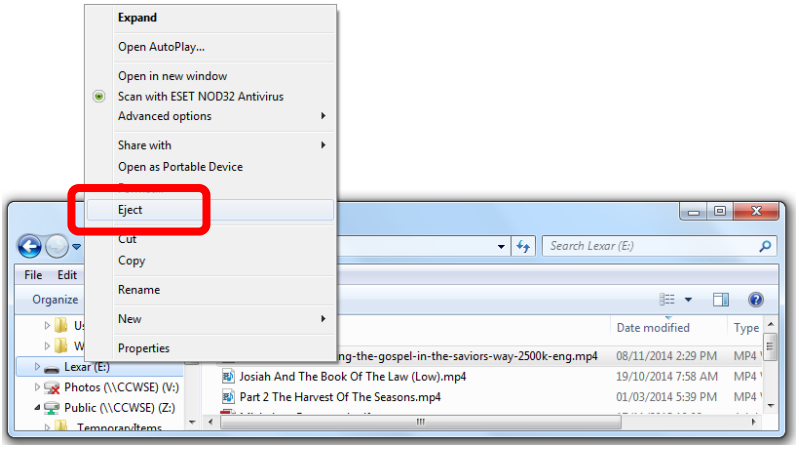
Confirm downloaded video file is shown on right.

Step 7: Eject USB stick

Right-click the USB drive letter.

Select Eject from the pop-up menu.

Remove the USB stick.



Show photo files on the Samsung LED TV

Step 1: Select Photos from the Media Play menu

Use the left or right arrows on the remote to select Photos.

Press Enter on the remote.



Step 2: Select a photo from the thumbnails displayed

Use the up or down, left or right arrows on the remote to select the first photo you want to show from the photo thumbnails displayed.

Press Enter on the remote to begin showing the photo.

Only photo thumbnails will appear as thumbnails even if the USB stick contains other media files.

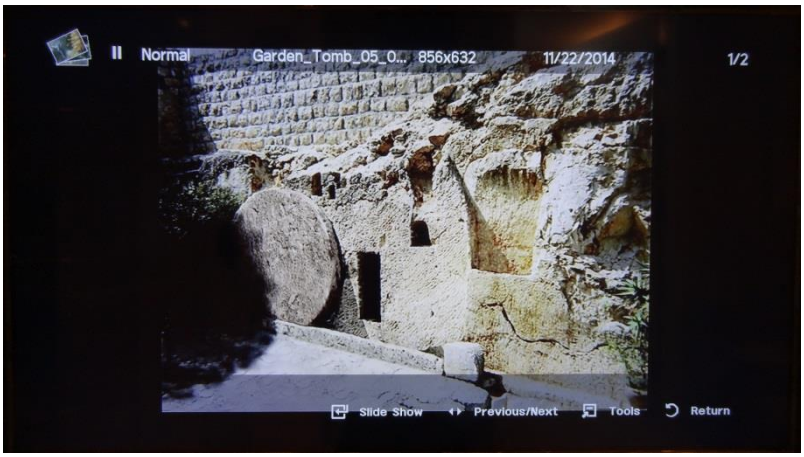


Step 3: Control photo show

You can use the left or right arrows on the remote to select the next or previous photo.

If you do not press any keys on the remote, the TV will automatically advance through the available photos.

Press Enter to display the menu across the bottom of the screen.

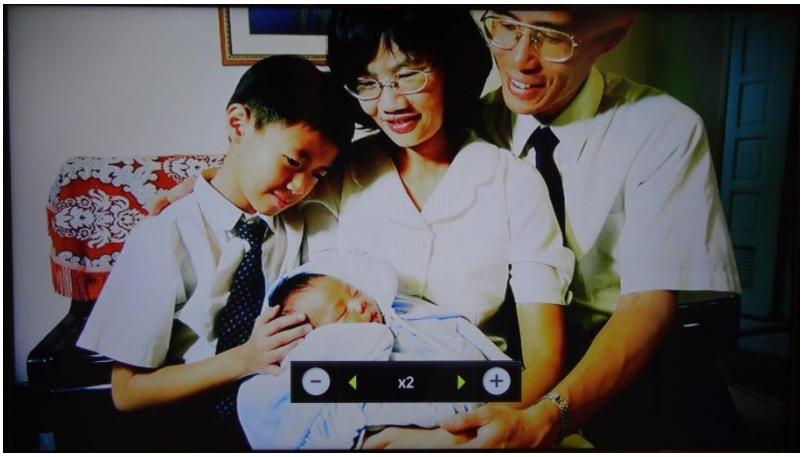


Step 4: Zoom in to increase the size of photos

Press Tools on the remote to display the Tools menu.

Select Zoom on the Tools menu.

Press the right arrow to increase the size of the photo until it fills the screen.



The TV will display photos using their original dimensions and will automatically decrease the size of photos that are too large to fit without changing their aspect ratio. This decreasing operation will produce black bars on the left and right or top and bottom of the screen.

The TV will not automatically:

1. Increase the size of photos to make better use of the screen area.
2. Rotate photos for correct orientation.

The ideal dimension of photos that will fill the screen is 1920 x 1080[2] pixels.

The ideal aspect ratio of photos that will fill the screen is 16 x 9[2].

If you're not sure of the characteristics of your photo, use software like Microsoft Picture Manager to:

1. Display the dimensions and the implied aspect ratio.
2. Rotate photos and save with correct orientation for display.
3. Crop photos to a better aspect ratio.

There is no value in resizing photos[3] for display.

[2] Horizontal dimension is the first number; vertical dimension is the second number.
[3] Resizing photos reduces the resolution and the file size of photos to conserve space or speed up downloading of web pages.

Play audio files on the Samsung LED TV

Step 1: Select Music from the Media Play menu

Use the left or right arrows on the remote to select Music.

Press Enter on the remote.

It may be easier to use a laptop, tablet or smartphone with an external speaker to play music than to use the TV.



Step 2: Select the music from the list

Use the up or down arrows on the remote to select the music you want to play from the list of music files available on the USB stick.

Press Enter on the remote to begin playing the music.

Only music files will appear even if the USB stick contains other media files.



Step 3: Control music play

You can use the Volume +/- buttons on the remote to change the sound volume.

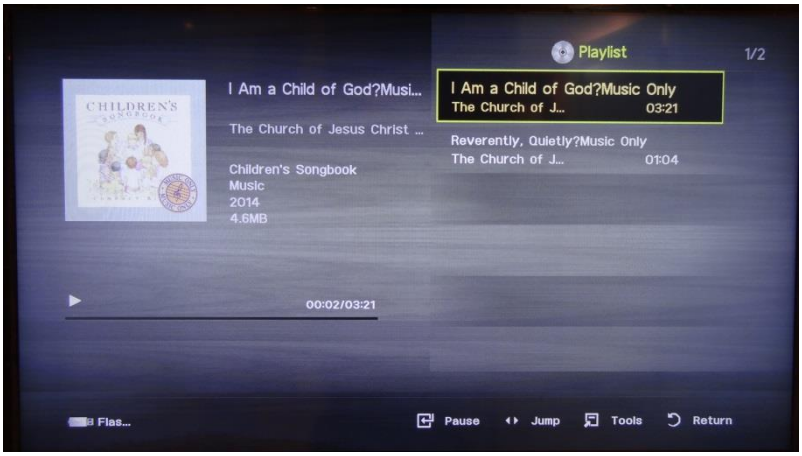


You can use the Pause button on the remote to interrupt play to discuss some aspect of the music.



You can use the Stop button on the remote to stop the music.

Press Enter to display the menu across the bottom of the screen.



Add background music to slide shows

Step 1: Select Photos from the Media Play menu

Use the left or right arrows on the remote to select Photos.

Press Enter on the remote.

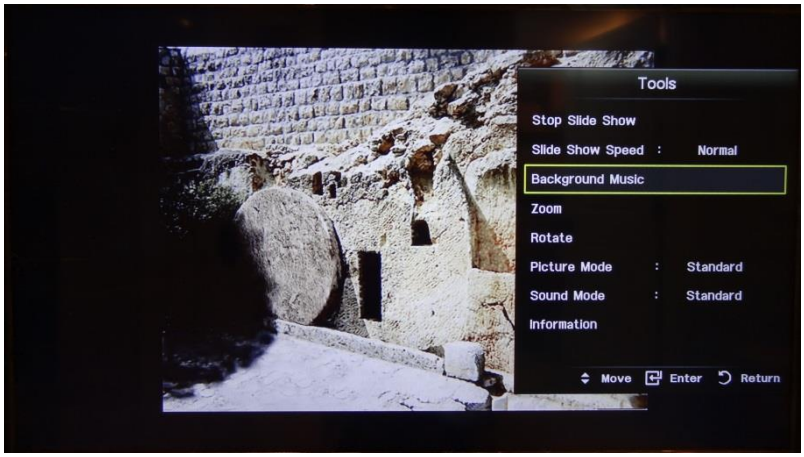


Step 2: Select Background Music feature

Press Tools on the remote to display the Tools menu.

Use the down arrow on the remote to select Background Music.

Press Enter on the remote.



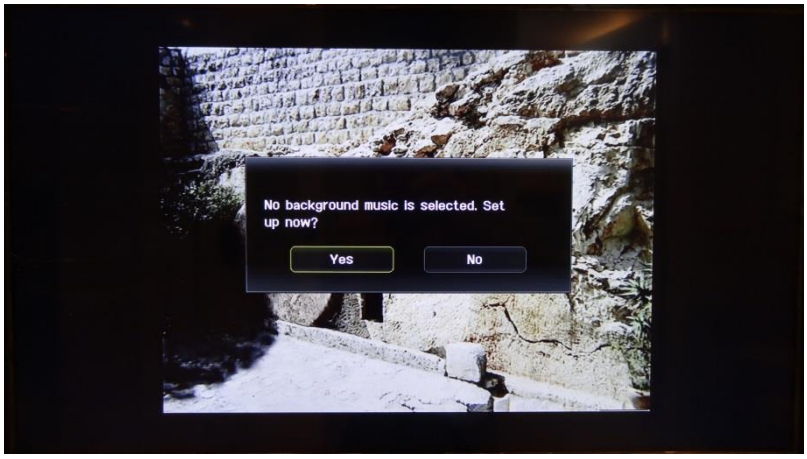
Step 3: Turn on Background Music

Press the right arrow on the remote to turn On Background Music.



Step 4: Set up Background Music

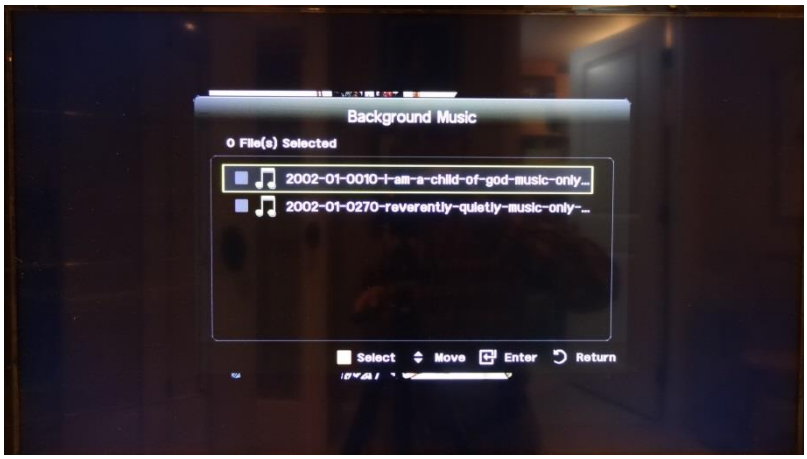
Press Enter on the remote to set up background music.



Step 5: Select Background Music file

Use the up or down arrows on the remote to select the background music file.

Press Enter on the remote to begin playing the background music.



File type considerations

The LDS church's website offers media using the following file types:

Media type	File extension	Samsung TV capability
Video	.mp4	Yes
Audio only	.mp3	Yes
Photos	.jpg	Yes
Text	.pdf or .html	No

The Samsung TV's can:

1. Also play video files with many other file types. See page 10 of the Samsung LED TV user manual attached behind this document. You may encounter these other video file types at other websites.
2. Show a series of photos as a slide show. Optionally, The Samsung TV's can play an audio file as background music with the slide show.

The flat screen TV's can only show PowerPoint presentations from a laptop with an HDMI cable. The alternative is to make use of the slide show feature described above, perhaps using the PowerPoint Save As .jpg feature.

File system considerations

Introduction

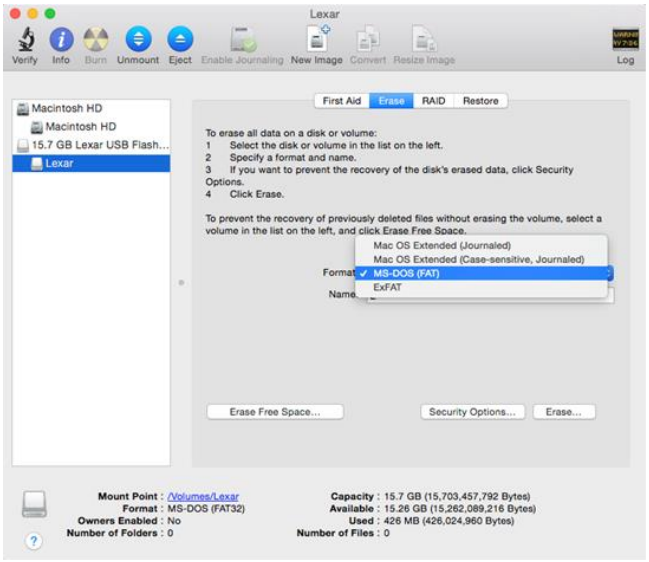
This section contains discussion of various file systems found on USB sticks and their compatibility with the Samsung TV's. This section contains useful information for the rare case when the Samsung TV cannot read your USB stick.

The Samsung TV's support these file systems: FAT16, FAT32 and NTFS.
Most USB sticks come from the manufacturer formatted with the FAT32 file system. These common USB sticks are routinely and easily read by the Samsung TV's.

Reformatting a USB stick on a MAC

If you have reformatted a USB stick to the HFS+ file system on a MAC, then the Samsung TV's won't be able to read it. In this case, you must reformat the USB stick to use the FAT32 file system on your MAC and then recopy your files to the USB stick.

See MAC dialogue box at right for help with this reformat process.



Caution:
Since this reformatting process deliberately wipes out all data on your USB stick, be doubly sure you are selecting the correct volume. It's easy to accidentally erase all the data on the main hard drive of your MAC.

USB file system to Device Compatibility

Device	FAT32	NTFS	HFS+	exFAT	FAT16
PC - Windows 7, 8	Read/Write	Read/Write	No	Read/Write	No
MAC - OS X	Read/Write	Read only	Read/Write	Read/Write	No
Samsung TV's	Read	Read	No	No	Read

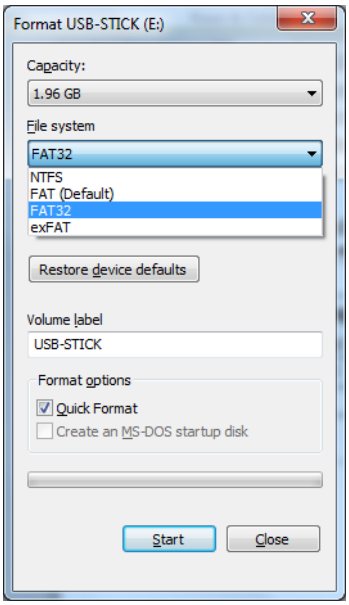
Here are some useful points related to file systems that can be found on USB sticks:

1. If you are sharing a USB stick between computers and don't need to use big files, FAT32 works almost everywhere but doesn't support files bigger than 4GB. This is the default file system for USB sticks since it works everywhere.
2. FAT32 format is supported by both Mac and PC. It doesn't support files bigger than 4GB.
3. If you are only adding files from Windows and you need to use big files, NTFS works almost everywhere including the Samsung TV's. However, NTFS is read-only on OS X and doesn't work on some media players.
4. If you do need to use files bigger than 4GB, exFAT works on Windows, Linux (with FUSE), and OS X. This is probably the best choice for a shared USB hard drive that will only be plugged into a computer. The Samsung TV's do not support this file system.
5. HFS+ the primary file system of OS X on Apple MAC computers. USB sticks with HFS+ will not work on the Samsung TV's.
6. FAT16 is now largely outdated. It doesn't support files bigger than 4GB.

Available file systems for USB sticks

If you must format a USB stick on a Windows or MAC:

1. In most cases, choose FAT32.
2. In rare cases, when you know you will show files bigger than 4GB, choose exFAT.
3. Never choose HFS+.



See Windows dialogue box at right for help with this format process.

Since this process deliberately wipes out all data on you USB stick, be doubly sure you are selecting the correct volume. It's easy to accidentally erase all the data on the main hard drive of your laptop.

This table describe the available file systems to choose from when formatting a USB stick:

Operating System	FAT32	NTFS	HFS+	exFAT	FAT16
Windows	Yes	Yes	No	Yes	No
MAC OS X	Yes	No	Yes	Yes	No

A few USB sticks, such as those that conform to the U3 specification, contain multiple partitions[4]. The Samsung TV's can recognize and read from multiple partitions on a single USB stick. However, multiple partitions create extra complexity when navigating to the video you want to show. In the interest of a smooth presentation, avoid multiple USB partitions.

[4] Partition is the technical term for the drive letter you see in Windows Explorer for the various drives you have access to such as C:\ or Z:\

Show content on LCD projectors

If you want to play or show files on an LCD projector, typically in a large room for a large audience, follow the instructions in this section.

These instructions and the diagnostic procedure when something isn't working quite right can be daunting at times. Please involve your Ward Technology Specialist if you're not sure what to do.

Step 1: Set up a small table for the LCD projector

Position a small table[5] for the LCD projector and your laptop.
It's best to place the laptop beside the LCD projector with the laptop display facing the front so you can see the image that's being displayed without having to turn your head to look at the screen.

Step 2: Set up the screen for the LCD projector

Pull down the screen if the room has one. Otherwise set up the large screen[6] from the Materials Centre.
Align the screen parallel to the wall behind it. Move the screen stand slightly, not the screen, to rotate the screen.

Step 3: Turn on the LCD projector and the laptop

Check out a 3-connector extension cord with multiple female plugs[7] from the Materials Centre.



Plug the extension cord into a wall outlet.
Unpack and connect the LCD projector and the laptop to the extension cord.

Turn on the LCD projector. It will take a minute or two to display an image on the screen.
Turn on the laptop.

Step 4: Align the projected image of the LCD projector

Adjust the zoom ring on the LCD projector lens to maximize the image size.



Often you will want to elevate the front of the LCD projector by extending the projector foot or using a hymn book.

Move the LCD projector and the table to ensure the image:

1. Occupies all of the available screen area.
2. Is positioned square on the screen.

Press the Menu key to provide a sharp, sample image to focus the LCD projector. Turn the focus ring on the LCD projector lens to maximize the image clarity.

Press the Menu key again to remove the sample image.

[5] Use a rectangular table; the round tables are too small for both devices.
[6] If the room is large enough that you are using the LCD projector rather than the LED TV, then you should also use the large screen, not the small one.
[7] A 3-connector extension cord is required for the projector. Multiple female plugs are required to accommodate a laptop and perhaps speakers.

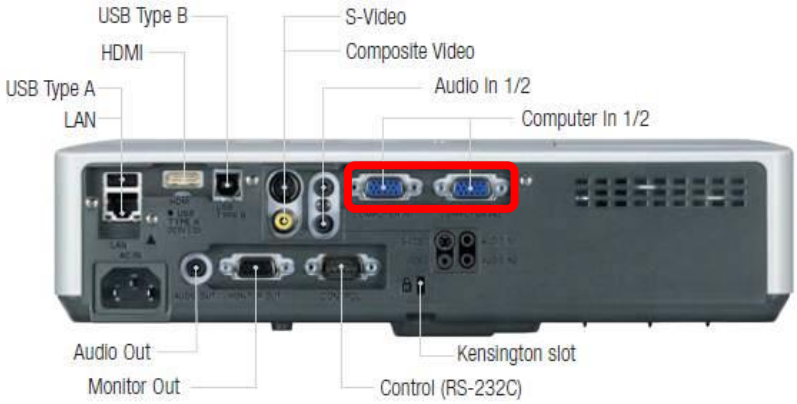
Step 5: Connect the LCD projector and the laptop

Connect the VGA cable to the LCD projector and the laptop.



If your laptop only has an HDMI port, you may need to bring an adaptor.

Be sure to connect the VGA cable to one of the Computer input ports on the LCD projector; not the Monitor Out port.

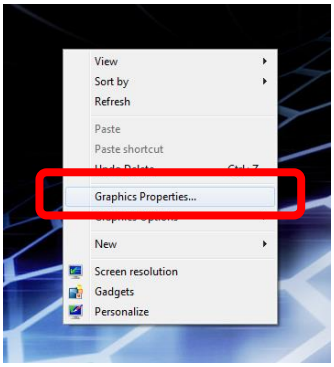


Step 6: Ensure the laptop desktop image is showing on the LCD projector

At this point the desktop image of the laptop should appear on the screen because both devices have auto-sensing capability that there's a signal available to be sent through the VGA cable.

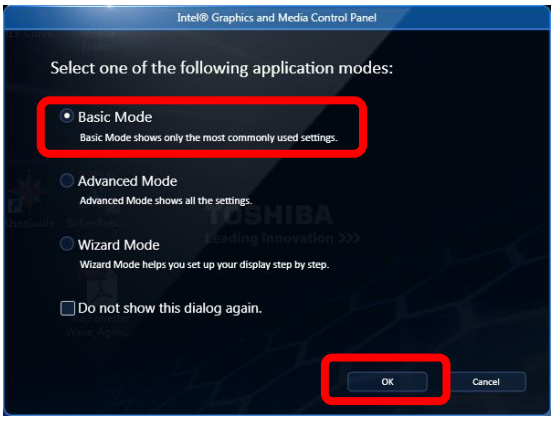
If the desktop image of the laptop does not appear on the screen, then you will have to help the laptop recognize the presence of the LCD projector.

Rick click anywhere on the desktop of the laptop to display the menu.



Left click Graphic Properties . . .

Click OK to select the default Basic Mode.



Click on Multiple Displays to check the settings.

The correct settings are these:
Operating Mode: Clone Displays
Primary Display: Built-in Display
Second Display: LCD projector

Click on the down arrows at right to make a change if one or more of the settings is not showing as listed above.

Click OK to apply corrected settings.

The desktop image of the laptop should now appear on the screen.



If these steps did not resolve the problem, sometimes the simple act of disconnecting the VGA cable and reconnecting it from the laptop can reset the connection.

Step 7a: Set up the laptop audio with external speakers

It's easiest to bring external speakers and plug these into the laptop headphone or audio out port to play the sound associated with the video or PowerPoint presentation you are showing.

If you want to use the meetinghouse audio, go to the next step instead.

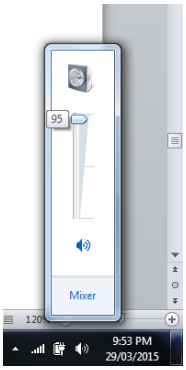




Set the sound volume on your laptop to maximum as shown at right.

You can control the overall sound level from the volume knob on the external speakers.

Be sure to test and adjust the sound level before starting the presentation.



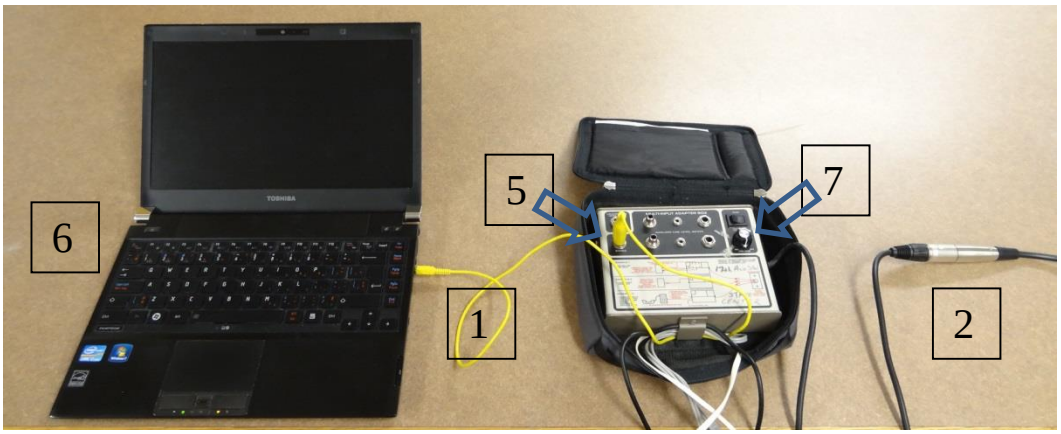
Step 7b: Set up the laptop to use the meetinghouse audio

If you want to play sound through the sound system at the meetinghouse[8], then you will need to use:

1. The Multiple Input Adapter (Crab Box)[9] located in the Materials Centre.
2. An audio extension cord.







The steps to connect all the components[10] are:

1. Connect the yellow audio 3.5 mm cable of the Crab Box to the laptop headphone or audio out port. See enlarged connector at right.
2. Connect the large, black audio XLR cable of the Crab Box to the audio XLR extension cord.
3. Connect the audio XLR extension cord to the meetinghouse audio port.
4. Turn on the amplifier for the part of the building you are using. Ensure the:
    a. Input is set to your room and not to chapel.
    b. Gain is set to high.
5. Insert the yellow 1/4" Phone Auxiliary connector into the Stereo Input port; marked 5 in the Crab Box manual.
6. Start the video on the laptop to test the audio.
7. Control the sound level by turning the black knob on the Crab Box.

1



3



5



[8] In addition to the chapel, the Relief Society and Primary rooms offer this capability.
[9] In the Calgary Alberta Stake, we have the model EJ-10 in the gray fabric case.
[10] The Crab Box includes various wires and connectors that you won't use for this purpose. Pull the wires straight forward so they're out of the way.

More detailed instructions for using the Crab Box are found on the Church's website at this link.

If you are using an HDMI cable, it conveys both the video and audio signals to the LCD projector. In this case, connect the yellow audio 3.5 mm cable of the Crab Box to the LCD projector audio out port.

Connection Type	Crab Box audio in connector location
VGA connection	Laptop headphone or audio out port
HDMI connection	LCD projector audio out port

Step 8: Plug in the slide clicker



If you are showing a PowerPoint presentation, you will want to use a slide clicker so that you don't have to walk back and forth to the laptop to advance the slides or to advance the animation during your presentation.

Plug in the USB adaptor into the laptop.

Turn on the slide clicker. It's ready when the ring lights up.

Step 9: Present your content

Double click your video or PowerPoint presentation.

Step 10: Disassemble the audio-visual setup

Press the Power Off key on the LCD projector first to provide time for the lamp to cool down while you're taking down all the other components of the audio-visual setup.

Disconnect the VGA cable from the LCD projector and the laptop.

Take down the screen.

Turn off and pack up the laptop.

Turn off and pack up the LCD projector.

Turn off the meetinghouse amplifier.

Return items to the Materials Centre.

Capabilities of available media devices in the Calgary Alberta Stake

If you want to source media from:

1. An iPad or an iPhone, you must bring a Lightning Digital AV Adapter. Also see the section titled: Limitations of iPads and iPhones below.
2. A Surface you must bring a Surface Mini DisplayPort HDMI AV Adapter.

These adapters will enable you to connect the device to the HDMI cable provided.

Coach Hill Meetinghouse

The media carts are located in the Materials Centre in the Coach Hill meetinghouse.

There is an available HDMI cable to use with your laptop.
Bring your own VGA cable if required by your laptop.

Capability Summary	Cart 1	Cart 2	Cart 3
Show video from USB	No	No	No
Show graphic images from USB	No	Yes	No
Connect to laptop with HDMI	Yes	Yes	Yes
Connect to laptop with VGA	Yes	Yes	Yes
Show video from DVD	Yes	Yes	Yes
Show video from VCR	Yes	No	Yes
Play music from USB	No	Yes	No

Cart number	Location	Make	Type of Device	Capability
1	Materials Centre	Dynex DX32L152A11	LCD television	HDMI1, HDMI2 VGA, USB service[11]
		Samsung	Media player	DVD, VCR
2	Materials Centre	LG 32LH200C	LCD television	HDMI1, HDMI2, VGA, USB jpg photos, music[12]
		Panasonic	Media player	DVD
3	Materials Centre	Dynex DX32L152A11	LCD television	HDMI1, HDMI2 VGA, USB service[11]
		Toshiba	Media player	DVD, VCR

Projector number	Location	Make	Type of Device	Capability
1	Richmond Ward Bishop's office	Epson EX5210	LCD projector	HDMI, VGA, USB jpg photos, music[12]

[11] Service means for use by a technician to update the TV firmware. The TV cannot display files stored on a USB.
[12] The device cannot play videos from the USB.

Stake Center

The media carts are located at the Calgary Alberta Stake Center in the materials closet:

1. Upstairs next to the High Council room - Cart 1 and Cart 2.
2. Downstairs across from the Materials Center and west down the hall - Cart 3 and Cart 4.

There is an available HDMI cable to use with your laptop on all carts.
There is an available VGA cable to use with your laptop on Cart 1 and Cart 3.

Capability Summary	Cart 1	Cart 2	Cart 3	Cart 4
Show video from USB	No	Yes	Yes	Yes
Show graphic images from USB	Yes	Yes	Yes	Yes
Connect to laptop with HDMI	Yes	Yes	Yes	Yes
Connect to laptop with VGA	Yes	No	Yes	No
Show video from DVD	Yes	Yes	Yes	Yes
Show video from VCR	Yes	Yes	Yes	Yes
Play music from USB	Yes	Yes	Yes	Yes

Cart number	Location	Make	Type of Device	Capability
1	Upstairs by High Council room	Haier LE39F2280a	LCD television	HDMI1, HDMI2 VGA, USB jpg photos, music[12]
		Toshiba	Media player	DVD
		Nikko	Media player	VCR
2	Upstairs by High Council room	Samsung UN32EH4003	LED television	HDMI1, HDMI2 USB
		Panasonic	Media player	DVD
		Sharp	Media player	VCR
3	Downstairs across from Materials Centre	LG 32LY340C	LCD television	HDMI1, HDMI2 VGA, USB
		Philips	Media player	DVD
		JVC	Media player	VCR
4	Downstairs across from Materials Centre	Samsung UN32EH4003	LED television	HDMI1, HDMI2 USB
		Toshiba	Media player	DVD
		Hitachi	Media player	VCR

Projector number	Location	Make	Type of Device	Capability
1	Upstairs in Stake Presidency suite	Sony	LCD projector	VGA
2	Upstairs in Stake Presidency suite	Sharp PG-MB56X	LCD projector 2006 - 2007	VGA

Heritage Drive Meetinghouse

The media carts are located in the Materials Centre in the Heritage meetinghouse.

Bring your own HDMI cable if required by your laptop.
If your laptop can only output VGA, the TV's cannot support VGA so bring a USB stick.
It's easier to use the USB on the TV's than the one on the DVD players.

Capability Summary	Cart 1	Cart 2
Show video from USB	Yes	Yes
Show graphic images from USB	Yes	Yes
Connect to laptop with HDMI	Yes	Yes
Connect to laptop with VGA	No	No
Show video from DVD	Yes	Yes
Show video from VCR	Yes	No
Play music from USB	Yes	Yes

Cart number	Location	Make	Type of Device	Capability
1	Materials Centre	Samsung UN37EH5000F	LED television	HDMI1, HDMI2 USB
		Samsung	Media player	DVD, USB
		JVC	Media player	VCR
2	Materials Centre	Samsung UN22F5000AF	LED television	HDMI1, HDMI2 USB
		Samsung	Media player	DVD, USB

The Samsung TV remote is the one with the Channel, Volume and Media.P keys. The Samsung DVD remote does not have these keys.

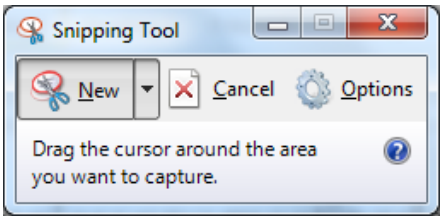
Projector number	Location	Make	Type of Device	Capability
1	Materials Centre	Mitsubishi[13]	LCD projector	HDMI, VGA

[13] The Mitsubishi projector is a short throw projector that has been specifically designed to project larger images when there is only a very small distance between the projector and the projection screen or wall. It works very well in our small classrooms where you still want to project a large image.

Displaying web pages during a class or a meeting does not work

Displaying web pages for discussion during a class or a leadership meeting usually does not work.

The web pages look fine to the presenter working at his or her machine at home or standing close to the screen during the meeting. However, the web pages are not legible / readable to anyone in the audience[14].



If it's important to talk through the information on a web page, you're better off to print the web pages as a handout that everyone can follow. Preparing a handout using the Snipping Tool[15] to highlight specific aspects of web pages can be even more effective.

Also, it's risky to depend on real-time Internet access during a presentation or a lesson at a meetinghouse. The Church specifically recommends against doing this. You're better off to create a series of PowerPoint slides of the web pages or portions of web pages you want to discuss.

Limitations of iPads and iPhones

iPads and iPhones depend on real-time Internet access to stream video or audio during a presentation or a lesson at a meetinghouse. The Church specifically recommends against doing this due to limited network capacity in meetinghouses.

To use iPads and iPhones, you must have a Lightning Digital AV Adapter as shown at right.



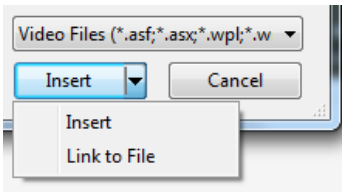
The image that iPads and iPhones produce depends on how you're holding it. To make full use of the area available on the flat screen TV's, hold iPad or iPhone in landscape orientation.

To avoid these limitations, you are better off to download media to a USB stick and then play the media during your presentation or lesson as described above.

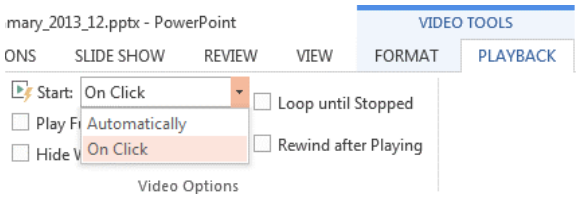
[14] Using CTRL + to increase the text size of a web page can partially overcome this problem if absolutely necessary. Be sure to test if the website you want to show supports this feature before the meeting.
[15] The Snipping Tool is software for turning selected parts of the monitor image into a graphics file. The Snipping Tool comes with every Windows computer.

Presentation best practices

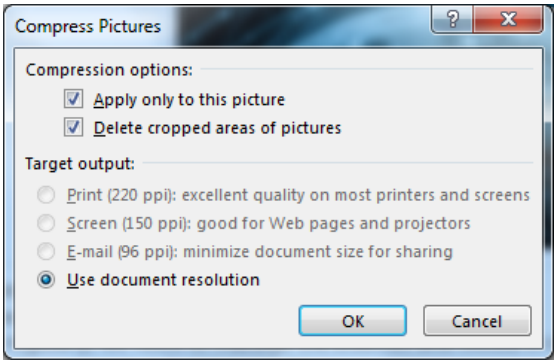
1. Presentations are best prepared using PowerPoint. Do not use Word for presentations.
2. Always create a directory for your PowerPoint presentation to store the presentation file and related media and perhaps other source documents.
3. Always copy video into the presentation directory and then choose Link to File as shown at right to link the video a slide. This technique avoids large presentation files, broken links and still makes it easy to move the entire directory to a USB stick if you need to present on another computer.



4. Only add a title to the slide that will show your video; adding other content leaves the video area too small for easy viewing by your audience.
5. Often it's best to introduce the video while the previous slide is displayed and set the video to start Automatically as shown at right on slide advance.



6. Linking a video to a PowerPoint presentation file is better than switching to Windows Media Player to play the video and then switching back to your presentation. The switching approach is disruptive to the smooth flow of your presentation.
7. Always copy graphic images into the presentation directory and then choose Insert as shown at right to copy the graphic onto a slide. This choice makes it easier to re-size and crop your image.



8. After re-sizing and cropping your image, compress the image as shown at right. Compressing ensures quick slide advances because many image files are much too large for the required resolution on the screen.
9. In developing your presentation, follow PowerPoint best practices described at various websites.
10. Use a slide clicker to present as described above in this document.