

Presenting Your Data

Presentation Visuals

Nothing adds interest and energy to presentations like great visuals. Although there are several presentation applications, the most popular is Microsoft PowerPoint. It is available as a single application or as part of the MS Office Suite—both from IS&T.

Although PowerPoint provides numerous templates to make slide design easy, a variety of special effects are possible including animation, sound, fade, and others. Need help with this? Call the Help Desk (1-4507) who will forward your request to Chandra Maharaj, the University PowerPoint guru.

When it comes to transporting your slide presentation, consider investing in a flash drive. Popular models include Lexar's *JumpDrive*, SanDisk's *Cruzer*, Dell's *Memory Key* all available in a variety of capacities ranging in price from about \$25 - \$500. Look for them at Office Depot, Wal-Mart, CompUSA, Amazon.com, or other online vendors. Flash drives are small enough to fit on your key ring. These devices can easily accommodate even large presentations, and plug conveniently into your laptop's (or desktop's) USB port. Special drivers are not necessary if your operating system is Windows ME, 2000 or XP.

Posters

If you expect to present your data in one or more poster sessions, you may want to consider having your poster designed and produced by University Relations, 424 Park Place South, or IS&T (formerly Docutech), Ground Floor, Library South. University Relations specializes in graphic design, and is also equipped to print your poster in sizes up to 36x120", B/W or full color, with or without photography.

IS&T specializes in production, but is also equipped to provide design services as well in sizes up to 42x72", B/W or full color, with or without photography. A variety of papers is available including canvas for additional charges.

Both University Relations and IS&T accept text, illustrations and fully designed posters in MS Publishers, MS Word, Adobe Pagemaker, Adobe Illustrator, and other applications.

Foamcore mounting is available although unmounted posters can be rolled for easier transport.

Prices for services vary, depending on the extent of the design and production. As a reference, IS&T charges \$35 for a banner (up to 42x72") with a small surcharge for dense coverage. Design services not included.

University Relations – 1-3025
IS&T – 1-2659