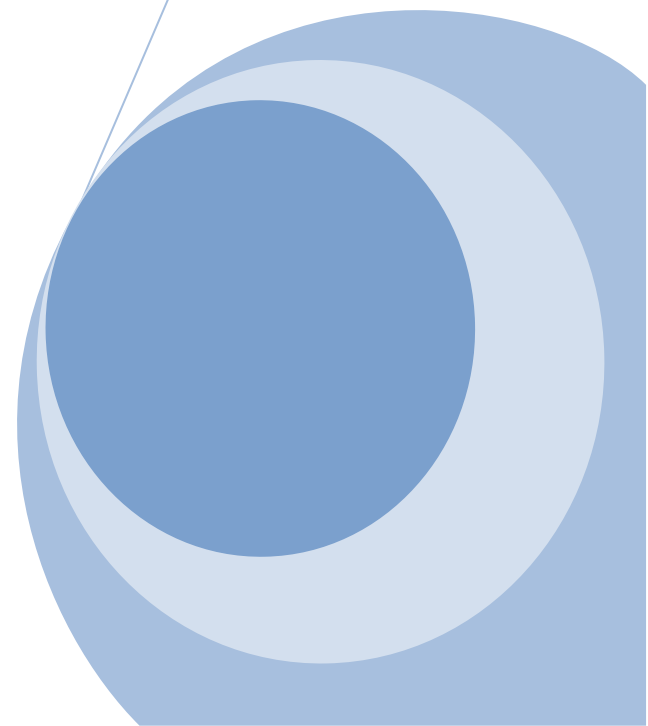# Guide to Better PowerPoint Presentations

November 2009

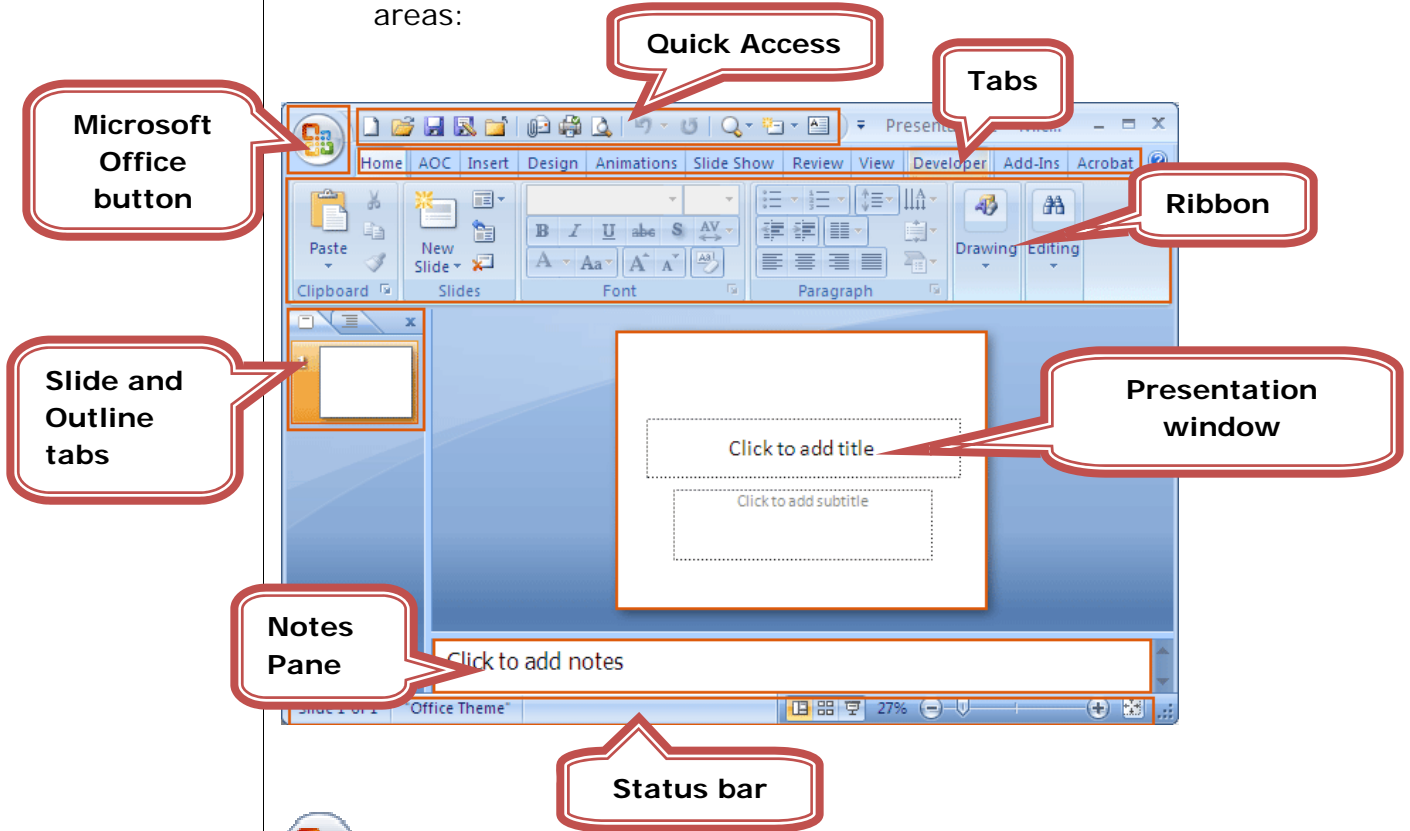# About PowerPoint

Overview

PowerPoint is the presentation graphics program bundled with Microsoft Office (along with Word and Excel) that lets you build, print, and deliver presentations. A PowerPoint presentation only needs to be created once, but can be delivered in several ways:

- Slide Show Presentation: A slide show presentation can utilize the special effects available in PowerPoint including slide transitions, animations, sounds, timings, and other on-screen features.

- Online Presentation: A slide show presentation can be saved as a Web page and published on the Internet.

- Supplemental Materials: Handouts, Notes Pages, and Outline Views can be printed and distributed to an audience to support the PowerPoint presentation.

- Overhead Transparencies: A presentation can be printed directly on to transparencies using the same options as paper printouts.

PowerPoint Slide Layout

Opening PowerPoint: default slide view

1. Click the **start** button (lower right corner of screen), select Programs » Microsoft Office » Microsoft PowerPoint. By default, the PowerPoint window will open in the Home tab view. The PowerPoint window can be divided into the following areas:

Quick Access

Tabs

Microsoft Office button

Ribbon

Slide and Outline tabs

Presentation window

Click to add title

Click to add subtitle

Notes Pane

Click to add notes

Status bar

Microsoft Office button

Performs many of the functions that were located in the File menu of older versions of PowerPoint. This button allows you to create a new presentation, open an existing presentation, save and save as, print, send, or close.

Quick Access Toolbar

A customizable toolbar which contains several of the most used buttons in Office applications – Save, Undo, Redo, Print and Print Preview. You can customize this toolbar by adding and removing as many Quick Access button choices as you wish to display.

Tabs and Ribbons
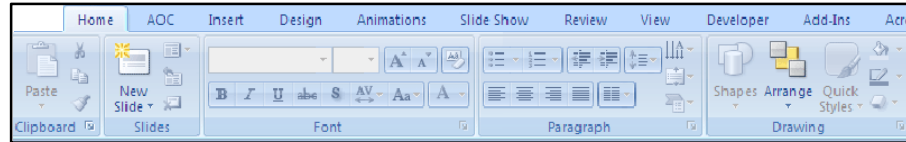
Tabs are similar to the Drop Down Menu choices in previous versions of PowerPoint. Each tab displays what Microsoft calls a **Ribbon,** which are PowerPoint commands related to a particular tab's activity. The Ribbon is designed to help you quickly find the commands that you need to complete a task. The standard tabs include:

- **Home**: formatting, editing and layout of slides. PowerPoint always opens in the Home tab.

- **Insert**: insert shapes, more slides, tables, text, movie and sound clips or anything else.

- **Design**: page orientation, add themes, change background colors or arrangement of objects

- **Animations**: Add movement to slides or slide objects here.

- **Slide Show**: Look here for anything to do with a slide show - rehearsals, custom shows, record narrations, hide slides

- **Review**: More editing options- spell check, translate text, editor's comments and markups can be added.

- **View**: show notes, slide sorter as well as the slide masters, open more than one view of the same document.
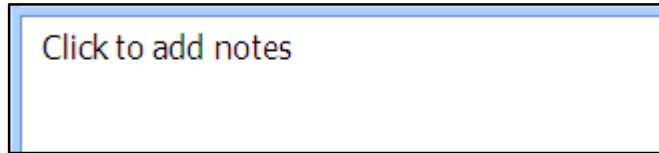
Slide and Outline Tabs

The default setting is for *Slides*. This shows thumbnail views of the slides in your presentation.
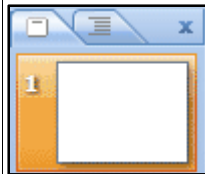
Clicking on the *Outline* tab, will show a text outline of each slide in your presentation. You can edit text here as well.
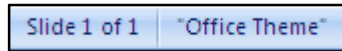
Notes Pane

Click to add notes

In this area you can type "speaker notes" for each slide, which you can print out and refer to during your presentation.

Status Bar
Located at the bottom of the screen, the Status bar contains the following:

Slide 1 of 1   "Office Theme" Information about the presentation including slide number and design theme.

View Buttons to change between Normal view, Slider Sorter view, and the Slide Show view

27% ⊖──⎯──⊕ Zoom Control to shrink tor enlarge slides.

To customize the **Status Bar**, right click on the bar. A list of options will appear

Slide Design

Choosing slide background and text

Click to add title

Click to add subtitle

PowerPoint's default presentation screen uses a white background with black text.

However, a white background can be harsh on the eyes, especially in a dark room.

Color selections for background and text

Colors can be divided into two different types: warm and cool. Warm colors—reds, yellows, and oranges—stand out more to the eyes and work well for text. Cool colors—blues, greens, and violets—are more soothing and work well as background colors.

PowerPoint has several built-in themes that you can use.

1. Click the Design tab
2. Click on the Themes dropdown menu
3. Roll your mouse over the different themes and the presentation window will change to the new theme.


Themes menu
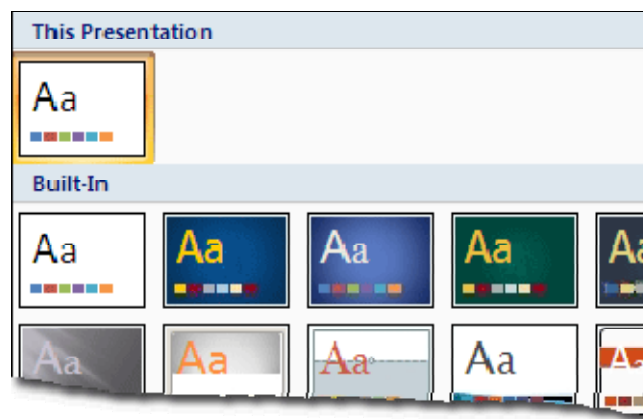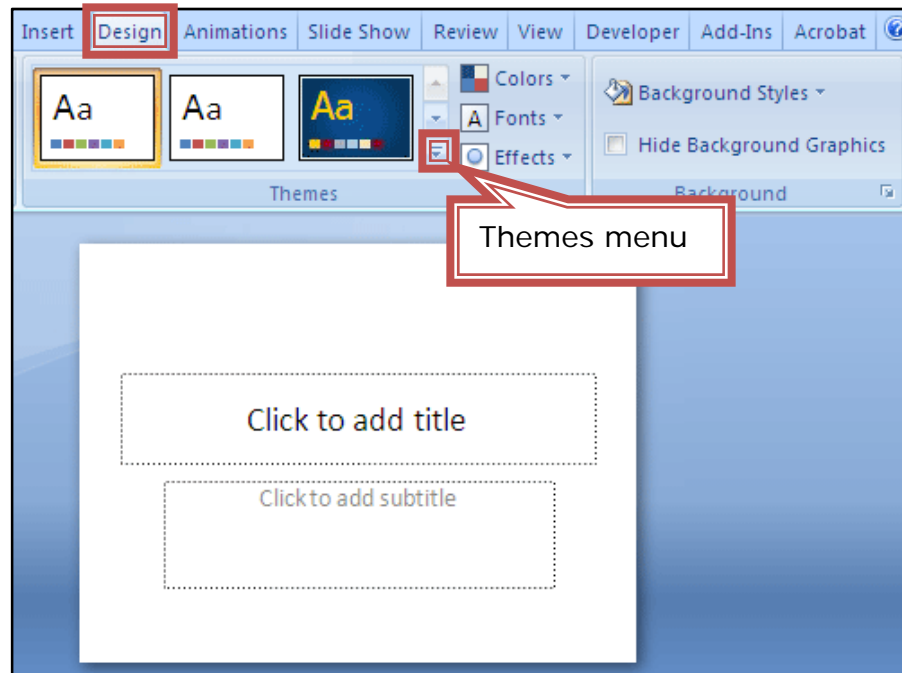
One of the **advantages** of using a PowerPoint theme is that the color combinations work well together.

One of the **disadvantages** is that most of the themes have design features that look attractive but that can restrict the amount of available space for text and images.

Rather than use one of PowerPoint's theme, let's simply change the color of our default background to blue

4. Move your mouse outside of the themes menu to return the background to the default white color.
5. Click on **Background Styles** and select the solid blue style.
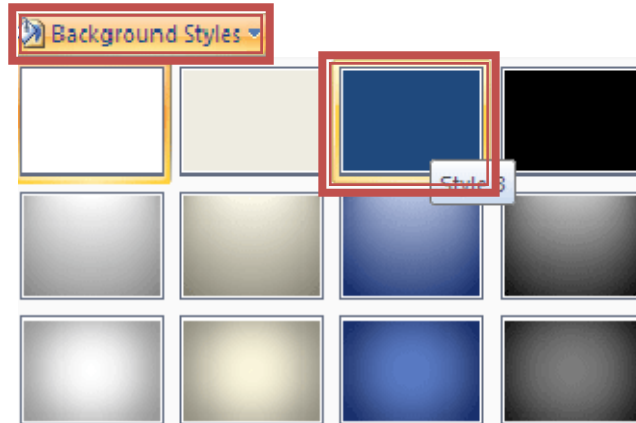
Your background should now be blue with white text.

Creating Basic Slides

Title slide

Now that we have selected our slide design we can begin creating our content. When you open a new PowerPoint presentation, the first slide that appears, is, by default, the **Title** slide.

1. Place your mouse cursor in the "Click to add title" box and type in the following:

People v. David Smith.

2. Click in the subtitle box and type in the name of your county.

People v. David Smith

Superior Court of San Francisco

**Slide 2:
Title and
Content slide**

1. To add the next slide, click on the upper portion of the **New Slide** icon under the **Home** tab

   By default, the second slide (and every slide thereafter) is a title and content slide. Bullets are automatically added to each new line of content.
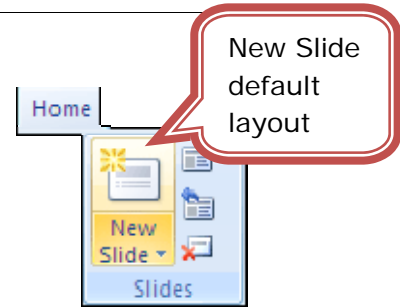
Type the following for the title:

People Involved in this Trial

2. Type the following for the text:

   - **Defendant** - David Smith
   - **Defense Attorney** - Chad Jones
   - **Prosecutor** - Stephen Gallop

New Slide default layout

People Involved in this Trial

- **Defendant**-David Smith
- Prosecutor-Chad Jones
- **Defense Attorney**-Stephen Gallop

**Slide 3:
Two Column
Slide**

In this slide we want to have two columns of text.

1. Click on the **lower** portion of the New Slide icon.
2. Click on the **Two Content** slide from the layout options.

Slide layout options

Two Content layout
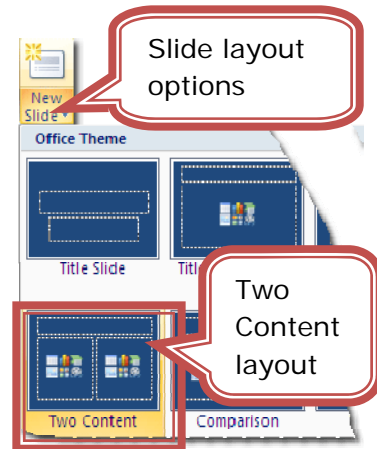
3. Create the title:

   Potential Witnesses.

4. Type in the text box the names of six to eight witnesses—three or four in each column: **Witness 1, Witness 2, Witness 3**, etc.
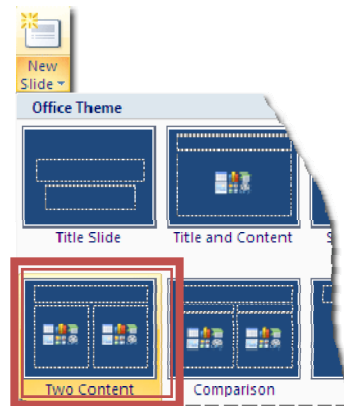

| **Slide 4: Inserting images**	Adding well-designed and appropriate images to your presentation can help engage your audience and reinforce the content of your presentation. Here is what the finished slide will look like:

1. Click on the Two Content slide from the layout options.

1. Create the title:

   The Clerk – Paris Hilton.

2. Add the following bulleted text in the **left** column:
   - Minutes of trial
   - Mark and keeps exhibits
   - Places witness under oath

3. In the right column, click on the **Insert Picture from File** icon.
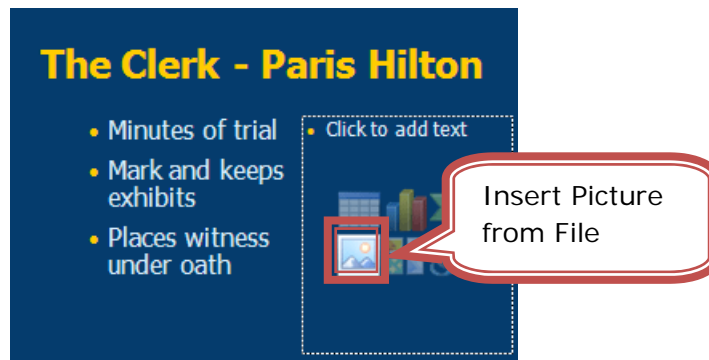
4. Locate and open the folder containing the image to be inserted.
5. Double-click the image file.

The image is inserted into the middle of the slide and has handles around it (eight small circles around the outside of the image area).

- To move the image within the slide, point anywhere within the handles, and when the mouse pointer turns into a four-sided arrow ✥ you can click and drag the image to any location on the slide.

- To proportionally resize the image, place the mouse pointer on one of the four corner handles, and when it turns into a two-side arrow ⬉ click and drag the pointer.

- To rotate the image, place the mouse pointer on the small green handle at the top of the image, and when it turns into a circular arrow ↻ click and rotate the pointer.

6. Resize and position the image where you want it to appear on the slide.

Shapes

Inserting Shapes

Select **Insert ▸▸Shapes** to display a number of different types of shapes that can be inserted into your slides to help illustrate your points.
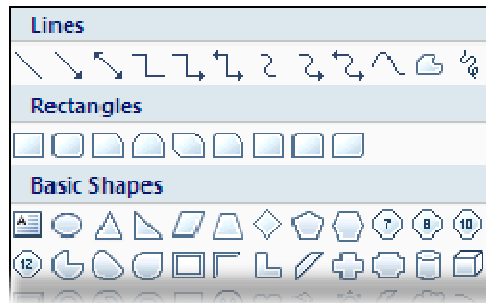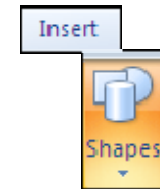
Once inserted, if you **double-click** the shape, the **Format** ribbon opens, enabling you to add different effects to the shape.

For example, the arrow to the left is the default color and style. To the right is the modified arrow with a different color along with 3-D effect.
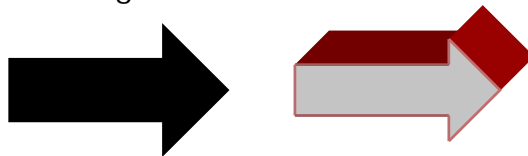
Inserting a picture inside a shape

1. Go to Insert ▸Shapes and insert a circle into your slide:
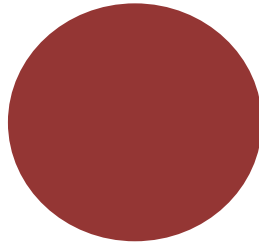
2. **Right-click** on circle which opens this dialog box:

3. Click **Format Shape** and select **Fill** ▸**Picture or texture.**

4. Locate the picture on your computer or network by clicking on **Insert from: File**.

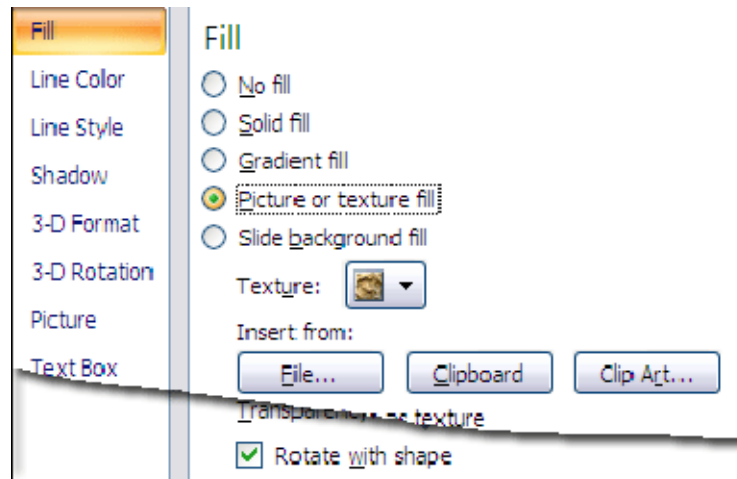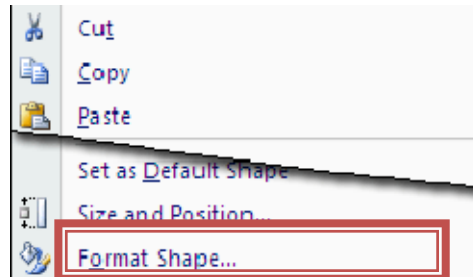5. Double-click the image and it will be inserted into your shape.

Eddie, Beaver, and Wally

For circle shapes, if you hold the **Shift** key while resizing, the circle will retain it's circular shape.

Animation Effects

Overview

PowerPoint's animation effects fall into two categories: slide **transitions** and slide **animations**. Both types of animations are set from the **Animations** tab on the PowerPoint ribbon.
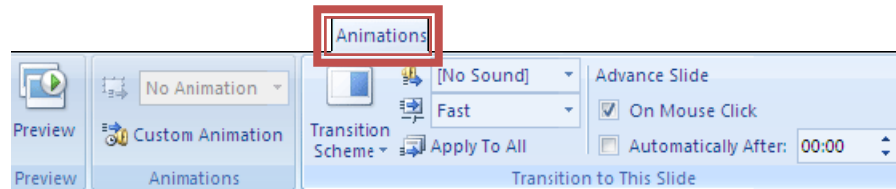
A slide **transition** is how PowerPoint gets from one slide to the next during a slide show. By default, PowerPoint's way to move from slide to slide is simply to cut to the new slide.

PowerPoint has dozens of slide transition effects, including having slides fade out, dissolve into each other, open up like Venetian blinds, or spin in like spokes on a wheel. You can control the speed of each slide transition effect, and even add sound.

Many of the transition effects look like they would be fun to add, but can end up being distracting to your audience, which is why **we recommend that you stick to the default slide transition**.

Slide **animations** focus on the content within the slides. Instead of the information on each slide appearing all at one once on the screen, preset animation schemes use special effects to make text, images, or other PowerPoint objects appear in some sort of action, such as "flying" or "dissolving in" on to the screen. These effects can help focus attention to important points in you presentation.

Animating bullet lists	Probably the most popular animation to add to your slides show is having each bullet point appear one at a time. This helps keep your audience focused on the particular topic you are addressing.

Let's add this animation effect to a previous bullet point slide.

1. Click on the **Animation** tab to display the ribbon.
2. Click on **Custom Animation** ribbon.

The Custom Animation pane is now displayed on the right.

3. Open slide: **People Involved in this Trial**
4. Click anywhere inside the bulleted text so that the text box is highlighted (a dotted line border should appear around the text box).
5. Click the **Add Effect** button.
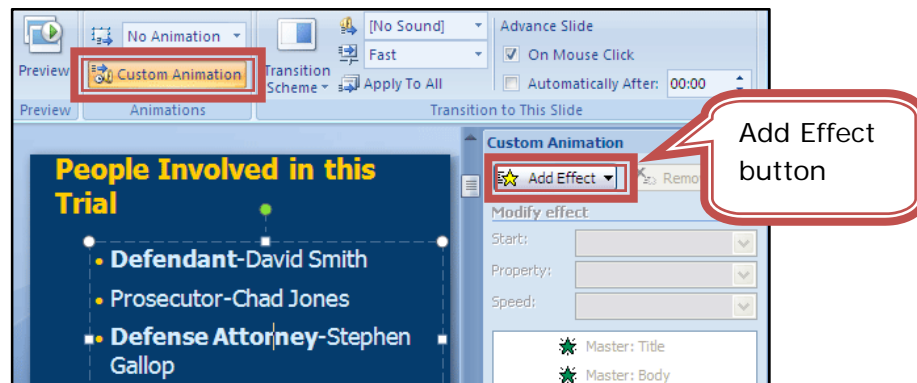
There are different types of animation effects you can add:

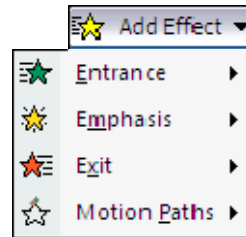- To make the text or object enter with an effect, select **Entrance**, and then click an effect.
- To add an effect, such as a spin effect, to text or an object that is already visible on the slide, select **Emphasis**, and then click an effect.
- To add an effect that makes text or an object leave the slide at some point, select **Exit**, and then click an effect.
- To add an effect that makes text or an object move in a specified pattern, select **Motion Paths**, and then click a path.

We want the bullet points to enter on a mouse click, which means that the animation will be an **Entrance** effect.

6. Click **Entrance** >> **More Effects...**

7. Select an effect from the **Basic** or **Subtle** categories. like: Appear, Fade, or Dissolve In.

People Involved in this Trial

- **Defendant**-David Smith
- **Prosecutor**-Chad Jones
- **Defense Attorney**-Stephen Gallop

Order

Custom Animation

Add Effect | Remove

Modify: Dissolve In

Start: On Click

Property:

Speed: Very Fast

Start Trigger

Speed

1 Defendant-David S...
2 Prosecutor-Chad Jones
3 Defense Attorney-Ste...

Order

Once the Entrance effect is added, the Custom Animation pane displays how the animation will play:

- The numbers by each bullet point show the order that the bullets will enter the screen.
- The animation will start on a mouse click
- The animations will enter at a very fast speed

Any of these effects can be modified using the animation pane.

Play Slide

1. From the Status bar at the bottom of the screen, click the **Slide Show** icon. This will play the presentation from this slide forward.

You can also do this by selecting the **Slide Show tab** ▸▸ **Current Slide**.

Slide Show

From Current Slide | Custom Slide Show | Set Up Slide Show | Hide Slide | Record Narration | Rehearse Timings | ☑ Use Rehearsed Timi...

Start Slide Show | Set Up

2. Use the mouse, or the right ➡ or up ⬆ arrow keys on the keyboard to trigger the animation effect.

Each click of the mouse or arrow key will bring up the next bullet point.

3. Hit the **Escape** esc key to end the slide show and return to the editing screen.

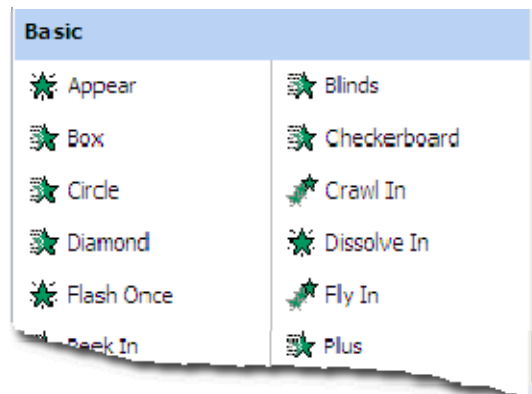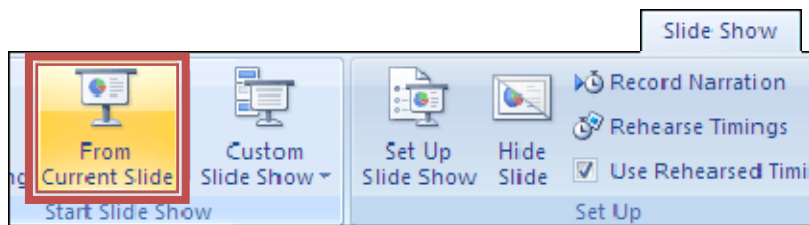| **Animating sub-bullet list**	1. Click on slide: **Stages of the Trial** 2. Click anywhere inside the bulleted text so that the text box is highlighted (a dotted line border should appear around the text box). 3. Click the Add Effect button. 4. Select **Entrance ⏩Dissolve in** (or another basic or subtle effect).

Similar to the previous slide you will now see numbers by each bullet indicating the order of appearance.

Let's play this slide:

1. From the Status bar at the bottom of the screen, click the **Slide Show** icon.
2. Hit the Esc key to return to the editing screen.

Since the second bullet point and its sub-bullets all had the same number, they entered at the same time.

What if we also wanted each sub-bullet to enter separately? Let's take a look at how to accomplish this.

1. Click on the number (1) box to the left of the text: **Jury Selection**.
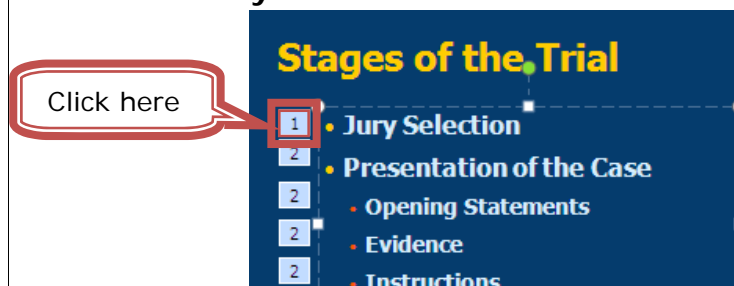
This will highlight the animation effect for that text line in the **Modify** section of the custom animation pane. Notice that the effect will start on a mouse click
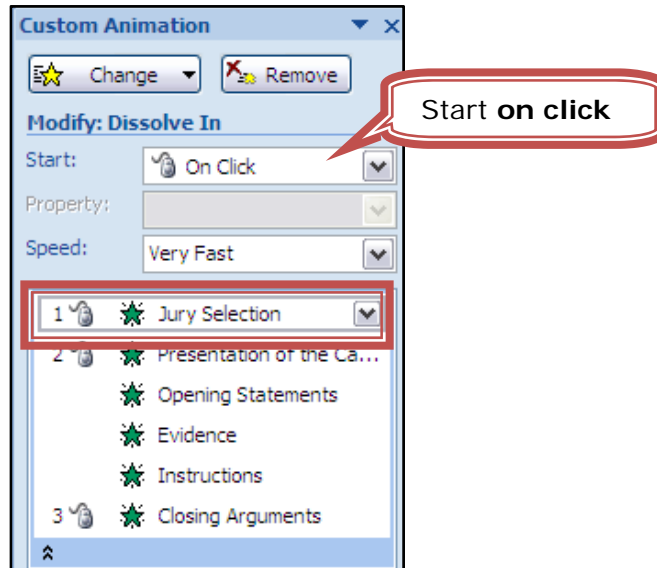
1. Click the number 2 (2) box: **Presentation of the Case**.

<div align="center">

Or…
</div>

Click the text line in the modify section of the animation pane.

This text effect will also start on a mouse click.

2. Click the second number 2 (2) box for the text: **Opening Statements.**

Notice that this effect will start **With Previous.**
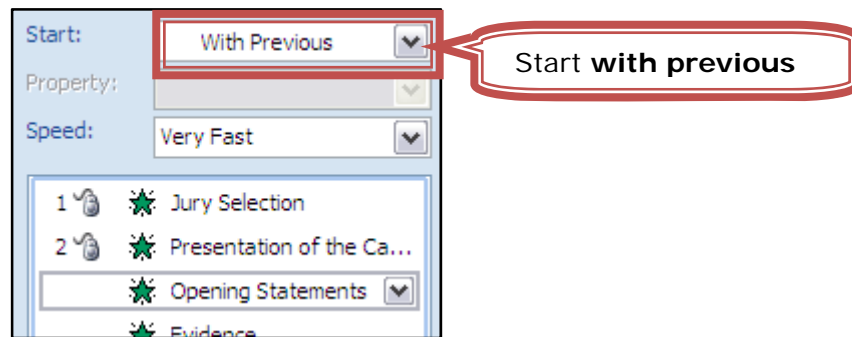
The remain number 2's will also start with previous.

In order to have the three sub-bullets enter separately we need to change how they start.

1. Click the first sub-bullet: **Opening Statements**.
2. Click on the dropdown menu from the **Start** window.
3. Select **On Click**.
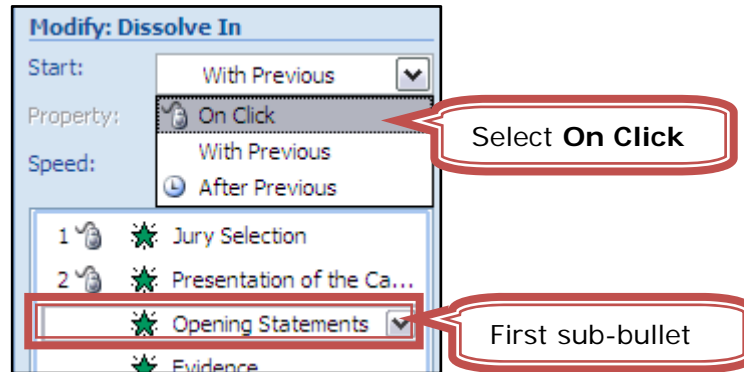
The order number for **Opening Statements** should now say 3.
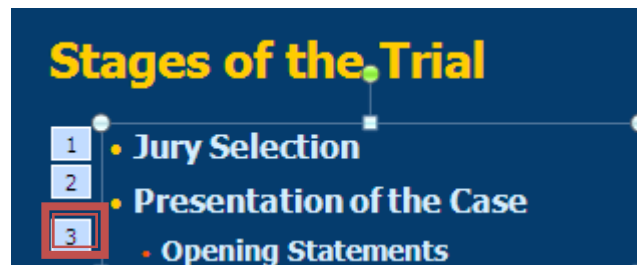
4. Repeat this process for the remaining two sub-bullets

The finished animation scheme should now look like this.

On your own…	Do an entrance effect for slide: **Potential Witnesses**. This is what the animation sequence should look like: Rather than have each of the witness names appear after a mouse click, we want to have all the names from column one enter after a mouse click, and all the names in column two enter after a mouse click. The first bullet text in each column should enter **On Click**. The remaining bullet points in each column should enter **With Previous**.
Play presentation	Let's play our presentation from the beginning. 1. Click the **F5** key on the top row of your keyboard. This is the quickest way to play your presentation from the beginning. You can also select the **Slide Show** tab and click the **From Beginning** icon. 2. When finished, hit the **Escape** key to return to the editing screen.
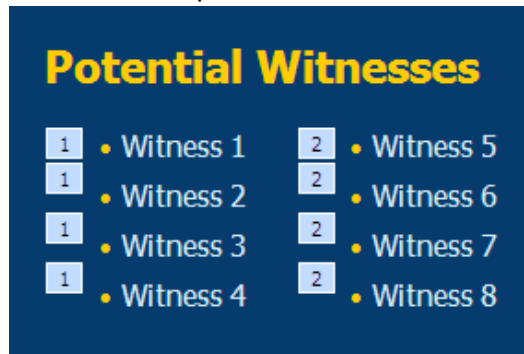
Creating a Jeopardy Game

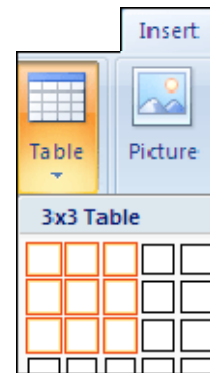|	
Overview	To really engage participants your PowerPoint presentations need to go beyond simply presenting information. One way to do this is use slides that contain thought-provoking images in place of text-heavy bullet lists. Another way is by creating games that require participants to interact with the presenter as well as each another. A game like Jeopardy can also help reinforce critical information. The game allows for adaptation of the questions to any content area and levels of awards based on the difficulty of the question answered.
Creating a table for the Jeopardy board	For our Jeopardy board we will create a table containing 3 columns and 3 rows. 1. Select the Insert tab and click Table. 2. Highlight 3 horizontal boxes and 3 vertical boxes. A table will be created that looks similar to this: 3. **Double-click** on the table to bring up the Table Styles ribbon to choose among different visual styles for the table.
Inserting text in our table	The first row in our table will contain the Jeopardy categories. The remaining rows will have the value amounts. 1. Place your cursor in each cell and type the information. 2. Use the Font and Paragraph ribbons to change font size, color, center text, etc.

Fines	Trials	Sentencing
100	100	100
200	200	200

Creating clue and answer slides.	We need to create two slides for each question: the clue slide and the answer slide (in the form of a question).
	Here's an example of a clue slide:
	Here's the corresponding answer slide:
Hyperlink the game board categories to the clue slides	The next step involves creating hyperlinks in which a mouse click automatically take you to the appropriate slide.
	1. Highlight the first cell number under the first category.
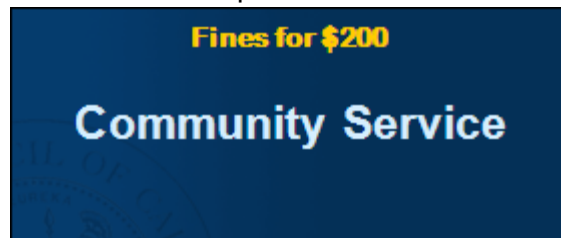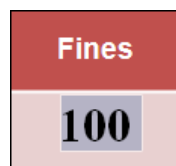
2. Go to **Insert ▸ Hyperlink**

In the Hyperlink edit screen which opens, you want to do the following:

1. Select **Place in this Document** from the **Link to** menu on the left.
2. Select the clue slide title to be linked to.
3. Click **OK**.

The game board clue will become blue in color and be underlined, indicated that a link has been established.
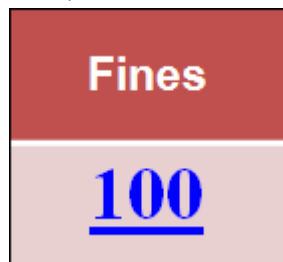
4. Repeat the linking procedures for the remaining game board clues.

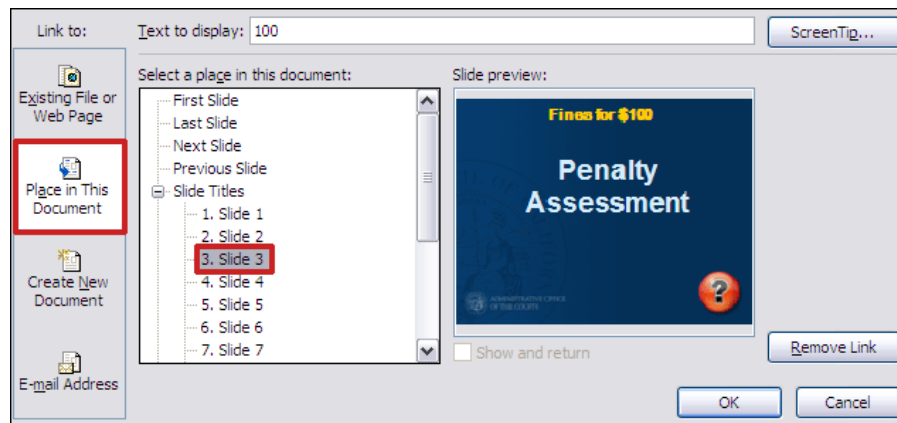| **Hyperlink the clue slides**	When we click on one of the category values from the game board the hyperlinks we created should now take us to the appropriate clue.
	To do this we will add images that will act as hyperlink buttons for both the clue and answer slides.

1. Go to the first clue slide:

2. Go to **Insert ▶ Clipart**.
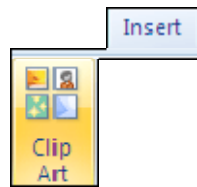
3. The Clipart pane opens with available images.
4. Type "question" in the search box, and select one of the question mark images by double-clicking it.
5. Move the image to the lower right side of the slide.

 |

6. Click the image to highlight it.
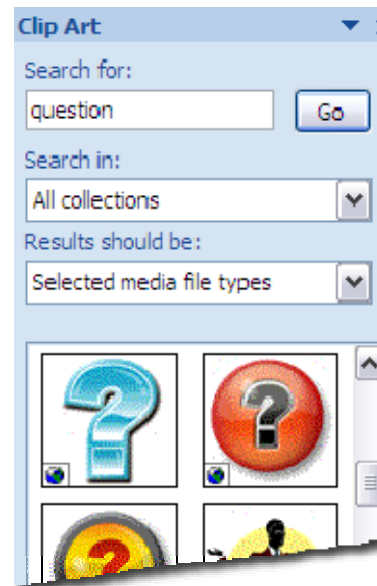
Click button image to highlight it

7. Go to **Insert ▶ Hyperlink**

8. Select **Place in this Document** from the **Link to** menu on the left.
9. Select **Next Slide**.
10. Click **OK**.

TIP
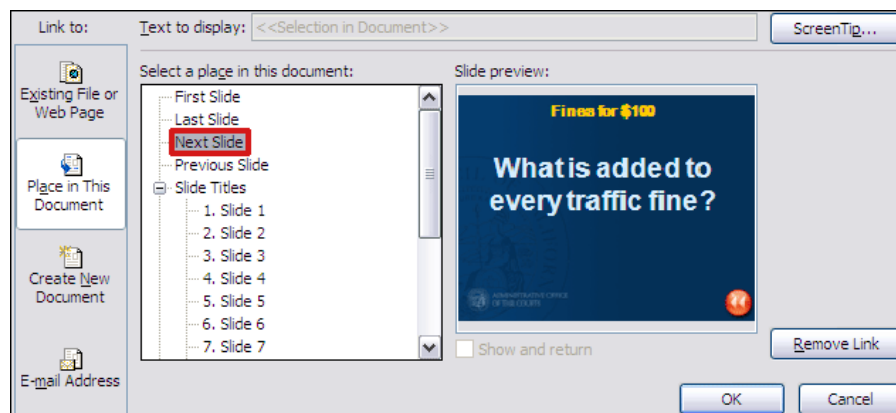
We could have also chosen to select the specific slide title as the link. However, by selecting Next Slide, we can copy and paste this button in the remaining clue slides, knowing that the link will automatically go to the next slide, the answer slide.

Hyperlink the Answer slides	Once we've reviewed the answer we want to be able to automatically return to the game board to choose the next category. 1. Go to **Insert ⏩ Clipart**. 2. Type "home" or "back" in the search box, and select the image you would like to use as the button to link back to the game board. 3. Click the image to highlight it. 4. Go to **Insert ⏩ Hyperlink** In the Hyperlink edit screen which opens, you want to do the following: 5. Select **Place in this Document** from the **Link to** menu on the left. 6. Select the opening game board slide title to be linked to. 7. Click **OK**. 8. Add the image and hyperlinks to the rest of the answer slides
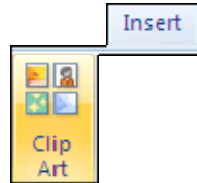
Printing Options

Overview	A variety of items can be printed through PowerPoint: • **Slides**. Prints one slide per page, with all the bulleted items present. This is the default setting. • **Handouts**. Prints small versions of the slides with multiple slides per page. You may select 2, 3, 4, 6 or 9 slides per page and the slide layout on the page. • **Notes Pages**. Prints the notes with the slides for speaker notes or as a reference for the audience. • **Outline View**. Prints an outline just as it appears on your screen
Print Dialog box	To open the print dialog box: 1. Click the **Microsoft Office** button 2. Click **Print**.
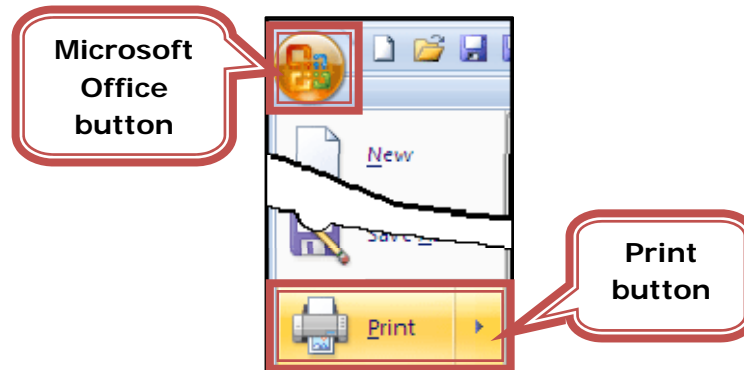
Upper portion of Print Dialog box

The upper portion of the **Print Dialog** box contains the following options:
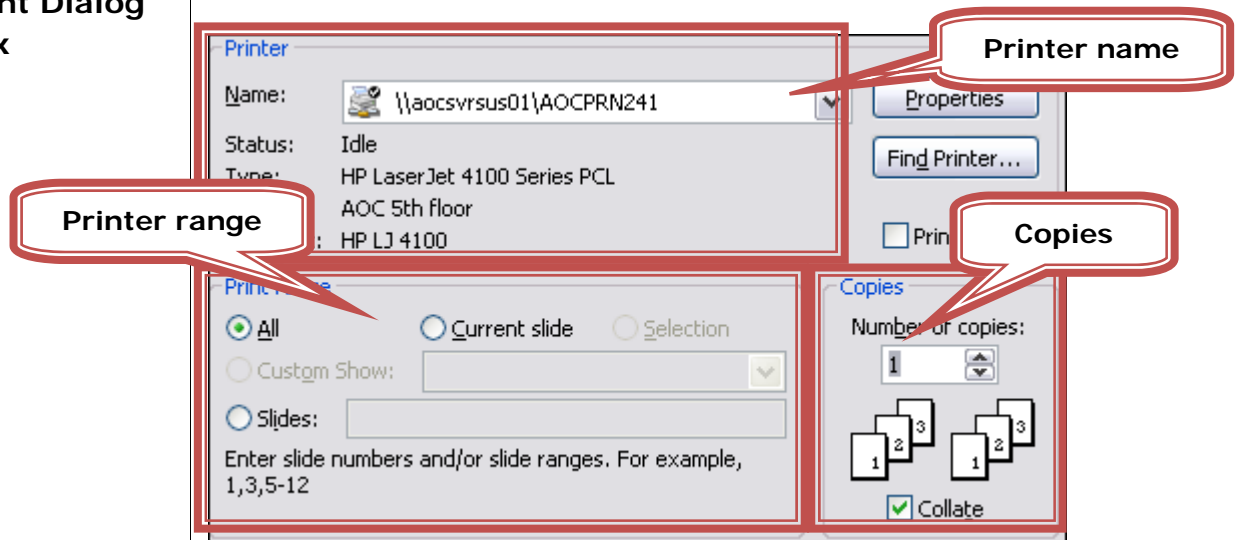
- The **Printer Name** lets you select from the various printers installed on your computer network. It is set to your default printer.

- The **Print Range** section allows you to print all of the slides in your presentation (default), just the current slide, or a specific slide or range of slides. To print a range of slides, type the beginning number, a hyphen, and the ending number (e.g., to print pages seven through twelve, type 7-12). To print non-consecutive slides, type their numbers separated by commas (e.g., to print pages seven and twelve, type 7,12).

- The third section, **Copies**, allows you to indicate the number of copies, and for multiple copies, if they should be collated.

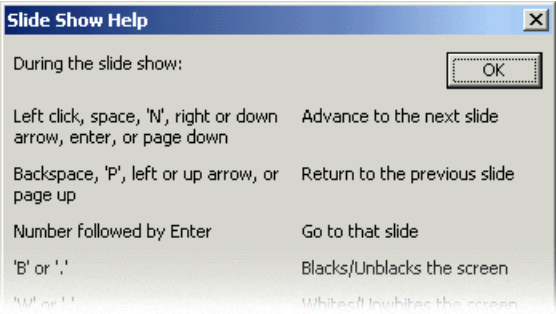| Lower portion of Print Dialog box	In the lower portion of the **Print** dialog box you can select what it is you wish to print from a variety of options.
	The **Print what** drop-down box lists the following print formatting choices:
	- Slides
	- Handouts
	- Notes Pages
	- Outline View
	For **handouts**, the **3 slides per page** option is particularly useful because it displays small versions of your slides on the left half of the page, and leaves space for your participants to take notes on the right side of the page.
	Color/Grayscale is set to Grayscale by default. This option allows you to print your slides quickly by displaying your text in black and white, and your images in shades of gray. The **Pure Black and White** This option also allows for rapid printing and may help your images to become clearer. Colors do not always translate well into grayscale, so the *Pure black and white* option will display them, and all other components of your slides, in black and white.
	If selected, the **Scale to fit paper** option automatically sizes slides to fit the paper loaded in the printer.
	If selected, the **Frame Slides** option adds a thin frame around the border of every slide, except when the Outline View is printed.
	Once you have made your selections, click OK to print.
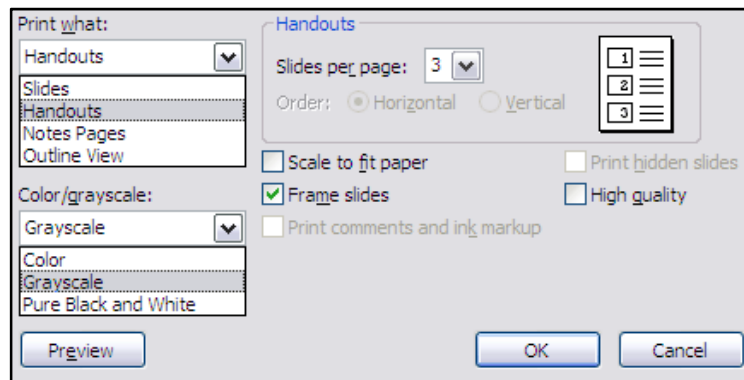
Tips and Tricks

Keyboard Shortcuts		
	Advance to the next slide	N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or the SPACEBAR (or click the mouse)
	Return to the previous slide	P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE
	End a slide show	ESC or HYPHEN
	Stop or restart an automatic slide show	S or PLUS SIGN
	Go to slide *<number>*	*<number>*+ENTER
	Display a black screen, or return to the slide show from a black screen	B or PERIOD
	Display a white screen, or return to the slide show from a white screen	W or COMMA
	Hide the pointer	CTRL+H
	Redisplay hidden pointer and/or change the pointer to an arrow	CTRL+A
	For quick access to keyboard shortcuts **during** your PowerPoint slide show, press **F1** (or **SHIFT+?)**	

For the last row, the right-hand cell contains an image:

Slide Show Help dialog box:

During the slide show: [OK]

Left click, space, 'N', right or down arrow, enter, or page down — Advance to the next slide

Backspace, 'P', left or up arrow, or page up — Return to the previous slide

Number followed by Enter — Go to that slide

'B' or '.' — Blacks/Unblacks the screen

'W' or ',' — Whites/Unwhites the screen

Turn your mouse into a pen

During your presentation, you may want to draw attention to an item on a specific slide. Turn your mouse into a pen, and draw on your slides. (Markings are temporary).
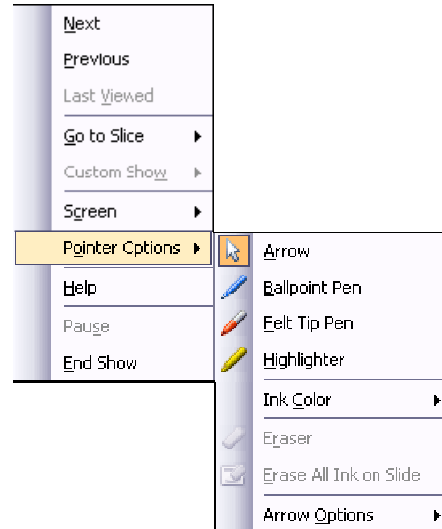
To use the pen:

- **Right**-click mouse and select Pointer option, then one of the pen options.
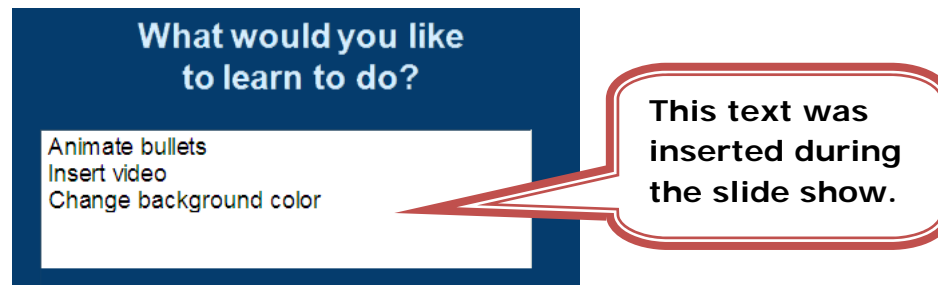
To erase pen markings:

- **Right**-click mouse and select Pointer option, then **Erase All Ink** on Slide)

Pen keyboard shortcuts:

- From arrow to pen: **Control + P**.

- From pen to arrow: **Control + A**.

- Erase pen markings: **Control + E.**

Insert text in to a live presentation

To begin, you need to first enable the Developer tab in the ribbon.

1. Click the Office button

2. Click on the PowerPoint Options tab at the bottom of the window.

3. Under the Popular menu click the checkbox next to "Show developer tab in the Ribbon".

4. Click "OK" when you are done to get back to the PowerPoint interface, which will shows the Developer Tab added to the Ribbon.
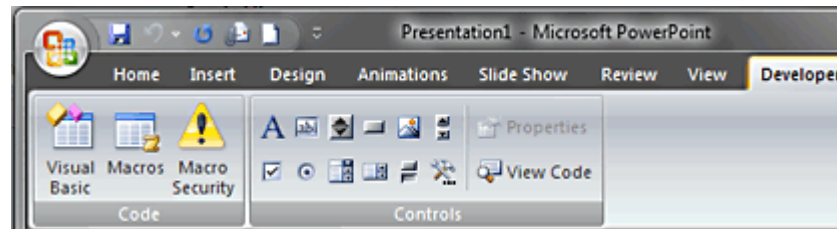
Now, create a new PowerPoint slide and follow these steps:

1. Click the Developer tab.
2. Click on
3. Click and drag a box into the text area of the active slide. Start in the upper left-hand corner and drag to the right and down.
4. Right click the newly created box and select "Properties".
5. Set the following property values:
   o Enter Key Behavior--True
   o Font--at least 28 (Click Arial and then the "…" button to change the font size)
   o Multiline--True
   o Scroll bars--2 for vertical scroll bars
6. Close the Properties window and go back to the PowerPoint slide.
7. Go to the Slide Show view and test slide by typing in enough text so you can see the scroll bar.
8. During Slide Show: when you are finished typing in the slide, click outside of the text box to move to the next slide.
9. Note: Data typed during the slide show will be saved with the presentation. Text typed in a "live" slide can be deleted in Slide Show view. You can also right click on the text box in Normal view and select "Text Box Object" then "Edit".

Guidelines for Effective Presentations

Introduction

Using a combination of oral and visual communication methods can greatly enhance the effectiveness of a presentation. Simple visuals heighten interest and focus audience attention on the main points of the presentation. The right visuals help the audience to listen to the presenter's explanation, and ultimately, the presenter's point of view.

What follows are some basic, recommended guidelines for maximizing the effectiveness of PowerPoint in a presentation

Slide layout

7 x 6 Rule. No more than 7 words per bullet point. No more than 6 bullet points to a slide (4 if presenting to the Judicial Council).

Only critical information should be included in each slide. PowerPoint presentations are most effective with less "excess" information. Less information means less distraction. Never try to answer every question visually, the screen becomes too cluttered. The audience will quickly lose interest and become bored.

Prune unnecessary text. Show only key words to reinforce the narrative. But, be careful to keep context intact (e.g., California is linguistically diverse versus California is linguistically diverse - over 224 languages spoken).

Use emphatic headlines.

Concluding slide needs to be strong. Restate the "sales pitch," the same way a punch line supports a joke.

| **Typefaces: style and size** | As a general guide, select fonts from the **Sans Serif** family of fonts. These are fonts that do not have the little feet or curls at the bottom of letters. Examples include Arial, Helvetica, Geneva, Verdana, Tahoma, and Avant-Garde. |

Sans serif fonts are easier to read on-screen and from a distance, which makes them best used for body text on a slide so that the viewer can quickly read the points and return their attention to the speaker.

Serif fonts are those with feet on the letters. Typical serif fonts include Times New Roman, Bookman, Courier, Palatino, Century Schoolbook, and Garamond.

The feet on Serif fonts help make the letters flow together. This makes them easier to read on the printed page, especially when text is small and tight. The eye takes longer to read a serif font, so it is best used as a title font on a slide so that the viewer spends a little more time reading the title to understand the topic of the slide. You may want to use a serif font for your notes pages.

Typefaces and fonts affect the eye movement of the audience. Use upper case and lower case. All caps leave no room for emphasis. For example:

MORE THAN SEVEN CONSECUTIVE UPPER CASE WORDS WILL FORCE THE AUDIENCE TO READ AGAIN.

versus

More than seven consecutive UPPER CASE words will force the audience to read again.

With body text, use only one typeface per slide.

You should try to use as large a font as possible so that it is easy to read. Some guidelines for font sizes are as follows:

- **Title Font** – between 40 and 44 point
- **Main Body Font** – between 32 and 38 point
- **First Level Sub-Point Font** – between 28 and 30 point
- **Second Level Sub-Point Font** – between 24 and 26 point

Increase font size 2 points for every foot of viewing distance from screen, starting with 12 point at 1 foot.

Color	Incorporating color into a presentation increases the attention span of the audience. But, use color with restraint.
	Most readable color combinations: Dark blue background with yellow or white text.
	Meanings commonly associated with background colors:

| Green	Stimulates interaction, good for education or management topics, policy decisions may become more visually effective (forest green, olive, teal).
Gray	Conveys neutrality, lack of commitment, and frees presenter from determining audience response (charcoal/dark gray). Introductory visuals between sections: charcoal dark gray.
Red	Stimulates and motivates the audience to action (dark red, maroon, crimson tone).
Black	Conveys finality, no room for emotional influence, control. Use as an end slide (fade through black) to return audience attention to the speaker.

Try using a change of color for a change of topic.

Avoid the following background/text combinations:

- Red/Green
- Brown/Green
- Blue/Black
- Blue/Purple

Making Your Presentation

You   Screen

Projector
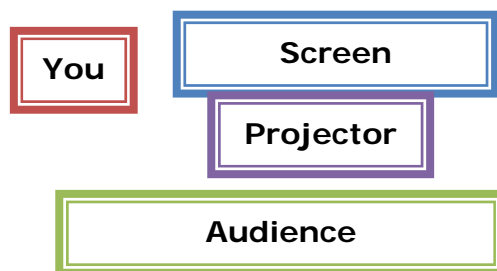
Audience

- Stand to the left side (audience's left) of the screen so the audience's eyes move easily from the presenter to the screen (people read left to write).

- Don't read the visuals to the audience and say more than you show.

- Use supporting documents—extensive details should be part of your handouts.