

# Ringwood Field Naturalists Club Inc.

## Guidelines for displaying photos at monthly meetings

At our monthly meetings, members are encouraged to share their personal photographs with the group. Photos should be of an element of Natural History.

The Club aims to:

- Ensure there is enough time to display all photos presented without the need to rush,
- Ensure that photos displayed are viewable by all members at the meeting.

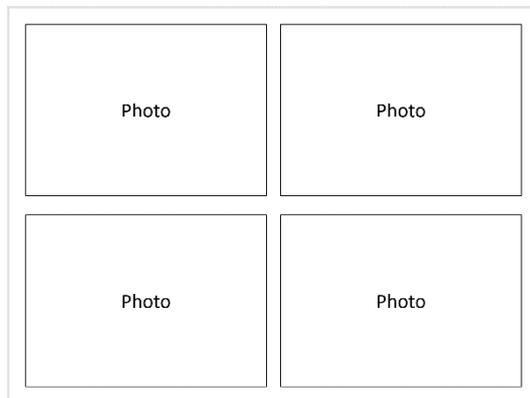
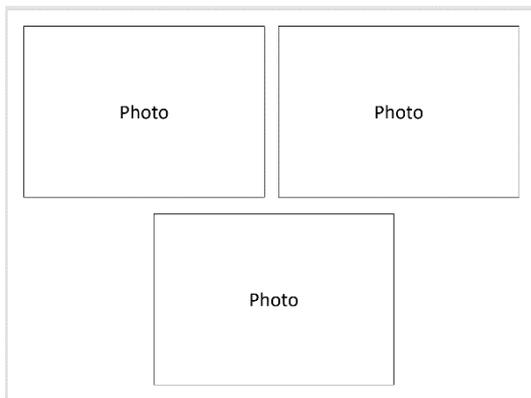
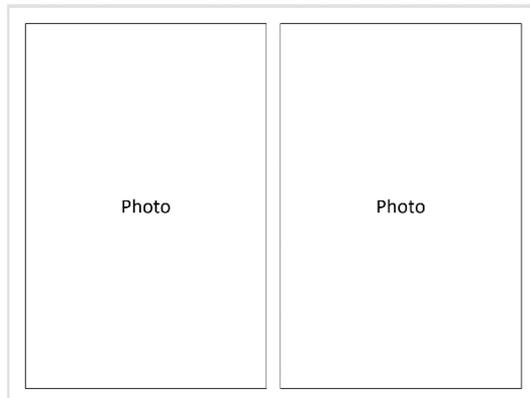
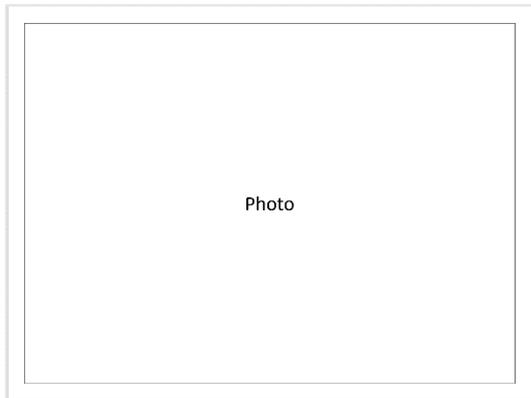
To achieve this, it's recommended that:

- Members limit the number of their total slides to six, or three videos, or a combination thereof,
- Members limit the number of photos per slide to between 1 and 4 photographs, depending on the size of the photographs (see sample slide layouts below),
- Members limit the presentation of their set of slides to 3 minutes in total.

The photographs should be:

- Displayed using a presentation tool, typically Microsoft PowerPoint,
- Placed onto a USB flash drive,
- Handed to the projector operator prior to the commencement of the meeting.

Slides should be in the Standard 4:3 ratio. Below are some sample slide layouts:



## Preparation of PowerPoint slide presentations

### File Sizes

PowerPoint presentations can be very large files which can cause them to be slow to load and display. The main reason for the large size is the insertion of large photos files. Most digital cameras produce photos which are between 5 and 10 Megabytes – in contrast the ideal photo file size for PowerPoint is around 200-400 Kilobytes, depending on the viewable size of the photo.

For example, a PowerPoint presentation prepared with one photo has the following properties:

Photo File Size	PowerPoint File Size
147 KB	206 KB
1,977 KB	2,051 KB

To keep the file size of presentations manageable, it is recommended to:

- a) Resize all photos to 640 pixels prior to inserting into PowerPoint, or
- b) Use the PowerPoint command “Compress Pictures” after the photos are inserted.

PowerPoint also has a very clever ‘Album’ feature which allows the insertion of multiple photos in a single action (commands may vary depending on your PowerPoint version):

1. Place all your photos in a single folder
2. Open PowerPoint
3. Select the Insert tab
4. Select ‘Photo Album’ from the Images section
5. Select ‘File/Disk’
6. Select the folder with your photos
7. Select all photos (Ctrl-A) and then ‘Insert’ and ‘Create’

### Picture Quality

PowerPoint offers built-in photo improvement functionality in the **Picture Tools > Format** menu. These include options to apply *Corrections* and *Colour* enhancements to the photo. These can be helpful to brighten or darken a photo, leading to enhanced viewing pleasure.

### File name

It is helpful to name your photo presentation with a name that identifies the presenter – for example ‘JB RFNC Dec 2016.ppt’, indicates that this presentation belongs to Joe Bloggs. This is very useful for archival purposes.

### Inserting Videos in PowerPoint

To insert videos or movie files into PowerPoint it is recommended to:

1. Make sure the video is in .avi or .wmv format. Other files might work but these are simplest
2. Place the video in the SAME folder as the PowerPoint presentation
3. Select ‘Insert video’ in PowerPoint and locate the appropriate file
4. Save the presentation
5. Copy BOTH the PowerPoint file **AND** the video to your USB flash stick – if you forget the video it will not display!