

Digital Presentation Checklist

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We have all either experienced or witnessed the embarrassment of a presenter at a camera club either having problems with the slide projector or a malfunctioning tape deck or their synchronization device has gone haywire. Sometimes the club will have backup equipment that the presenter could use in an emergency so that the program would still be put on for the club membership.

With the incredible growth of digital imaging these days the presentation is more likely to be done with a computer and a digital projector. There are a number of things that you, as a presenter, should use as a checklist to make sure that you arrive at your presentation destination ready to put on your show.

Getting ready to go.

- The first thing to consider is how your presentation is currently stored. If it is on the hard disk of a computer then you should have a backup copy of the presentation on another disk such as a CD-ROM.
- If it is on a CD-ROM or DVD then you should have a backup copy of the program on a disk that has been tested to be sure that it works. If the program has been condensed as a ZIP or RAR file then be sure that you test opening the file before you set out for your destination.
- If the presentation has various text images then you should have a hard copy of those images. Using a program such as PowerPoint you will find that it is relatively simple to make hard copy of your presentation.

Checklist for your computer.

- Power cord: Make sure that you have all of the parts as many computers have two separate cords and lacking one cord can bring the entire presentation to a halt.
- Computer battery: Make sure that it is fully charged and, if necessary, have a spare battery with you.
- User guide: This is so often overlooked but is absolutely necessary to bail you out if you run across a situation that can only be solved by looking up the details in the manual. You will usually find a technical support number that you can call that is published in the guide.
- Along with the user guide it might be a good safety net to bring along a boot disk.

Checklist for your projector.

- The most obvious is that you have your projector but I have seen several times where this was forgotten in the

rush to get to where the presentation was going to be made.

- You should have a case in which to carry the projector just for safe handling.
- The AC power cord and adapter are easy to overlook if one is too hasty in getting to the destination.
- The VGA cable is essential and make sure that all of the pins are straight. A bent pin can prevent the image from being displayed with the projector. Alternate cables for video would be an S-Video cable and/or a standard RCA video cable. If you are using a Macintosh be sure that you have your Mac adapter. If you use a wireless mouse be sure that you have the adapter and spare batteries for the mouse.
- Be sure that your remote control is working and that you either install fresh batteries just before the presentation or carry spares with you.
- An expensive item but one that you may want to consider bringing along is a spare projection bulb. This is especially true if you have been putting the projector to a lot of use.
- A set of small jewelers type screwdrivers such as that sold by Radio Shack.
- A projection screen if you do not know what is available where you will be putting on your presentation.
- And, again, as for the computer bring the user guide for the projector.

Checklist of final items.

- A power strip to handle all of your needed connections.
- An extension cord of at least 25 feet in length with 3 prong adapter to use in a 2 prong outlet.
- An extra length video cord of 25 feet is good to have available.
- A standard USB mouse just in case the remote mouse or remote control fails. 