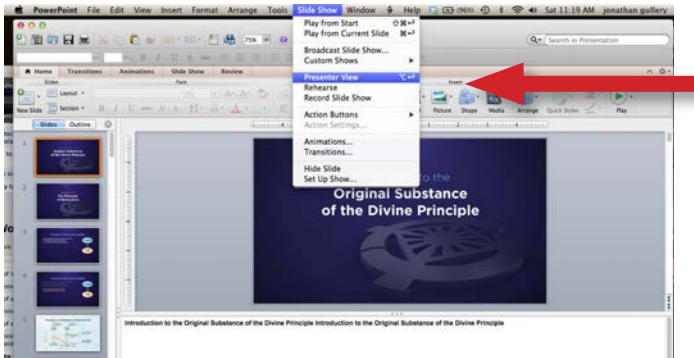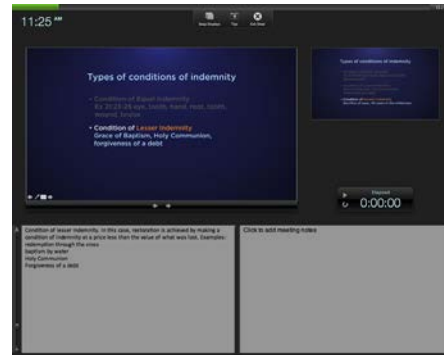# ALL ABOUT THE OSDP SLIDES

PRESENTER NOTES

This allows you to set up your script and notes to play on your laptop, while only the slide itself plays on the large monitor. On your laptop you'll be able to see current, previous and next slide, as well as the entire script for the slide you're on. No more fumbling with a printout AND your laptop. (DO have a copy of the script handy though — you should always be prepared to go analog!)
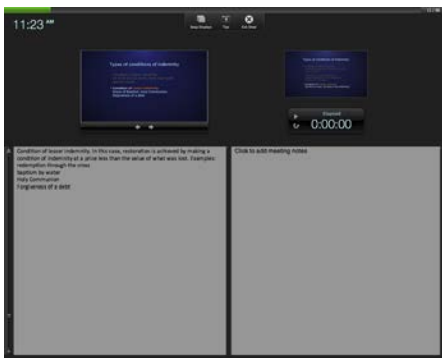
Here's exactly how to get the optimum use out of presenter notes.
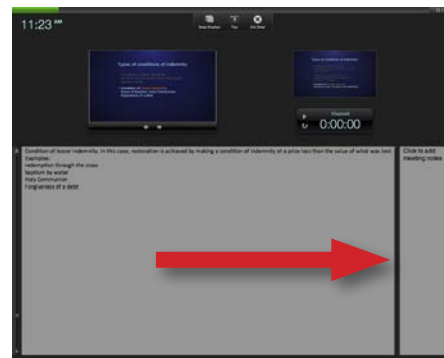

select PRESENTER VIEW from menu.
(Google: Configure PowerPoint to use PRESENTER VIEW with two monitors if you're not seeing how to do this on your platform)
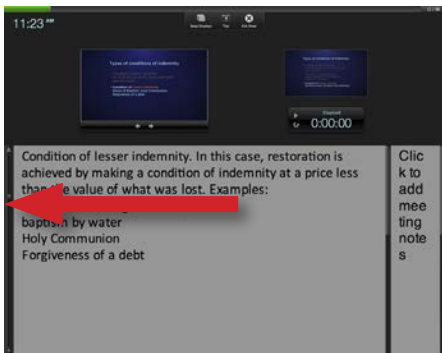

Now your laptop will look like this.
Your screen will have just the slide itself.
Your notes are a bit hard to read though

Select the slider on top of the notes area, and drag up, so you can still see CURRENT SLIDE and NEXT SLIDE

Select the slider between your SLIDE NOTES and MEETING NOTES (which you don't need) and slide all the way to the right.

Select the type size slider on the very left of the SLIDE NOTES pane, and slide it up. Now you should be able to stand a few feet away from your laptop, and be able to read your script clearly.

TIMER

Its really helpful to your attendees to have a clear idea when the next session is starting. There's lots of simple timers available online. At the end of a session, set and start your timer.
http://www.m62.net/powerpoint-slides/conference-slides/powerpoint-countdown-timer/

REMOTE

- There's nothing like being chained to your laptop to keep pushing the right arrow key to advance your slides. If you're giving this OSDP presentation, chances are you REALLY need a remote — if you don't have one already. Link for a good basic remote is here.
  http://www.amazon.com/Kensington-33374-Wireless-Presenter-Pointer/dp/B000FPGP4U/ref=pd_cp_e_2

- Try to avoid having someone else set up with the presentation on their computer, and you have to ask them to advance to the next slide. Its very distracting to your audience and just not worth it.

THE POWER OF B

If you know about the B key, well and good. If not — read on. Hitting the B key on your laptop will turn the screen black. (or W turns it white.) The advantage of making your screen black is that suddenly ALL attention is focused on the speaker — you — and everyone stops looking at the screen. Sometimes you might want people to really "hear" something, or there's an important point to be made. Hit the B key again when you're done, and your current slide will reappear.

- **Power Tip**. If you have a printout of your slides handy (or you know your material really, really well), and someone asks about Noah, and you see that that material is on slide 44 (for example), typing "44 + [return]" on your laptop will open that slide.
- B key also creates "**breathing room**" in the presentation. This is a real asset in a text-based presentation like OSDP, where there's a lot of slides.

- Presentation research shows that people concentrate in approximately 10-minute "chunks," so changing up the presentation about that often can be a real advantage. Your guests will rarely tell you a presentation was boring, but they WILL thank you with their attention if you keep them engaged.

PRESENTATION TIPS

- **Arrive early** and have all your technology set up and ready to go. Nothing like watching a presenter fumble to get things set up, the projector connected, and scrambling for some internet connection.

- Please **don't just read the slides**. Current presentation etiquette says that reading slides to your audience is actually a bit insulting. If that's what you're planning, then just print out the slide deck, give it to them, and send them home!

- Cousin to reading the slides—**don't turn your back** on the audience—that will help keep you from reading them. You should very rarely have to look at the screen at all. Your audience will perceive that you really know OSDP well, and you'll have much greater authority over your material.

- Make sure you've **set up your presenter notes**/script on your laptop correctly. (See note above)

- Its important that you **use the OSDP slide builds** correctly. We have made a conscious decision to build each new bullet point on a new slide. This enables you to really talk about what's in bullet point 1, for example, and not letting your audience see bullet point 2–5 until you're actually ready to talk about them. Have you ever seen a slide where there's too much text, you read all the way to the end anyway, then realize that the speaker is still only on point 1? We cannot think of a reason why you'd want your

audience to see or read material you haven't gotten to yet. The OSDP sessions may look like there's a lot of slides. Remember that there are really a lot of bullet point builds though, and your audience will NOT see what you're seeing in terms of the number of slides.

- Take all the time you need to **rehearse OSDP thoroughly**. The slides are intended to be a learning experience for your audience—not for you. If you're learning along with the audience, they'll quickly get the message that you don't know the material, and be much less open to receiving it.

- **Rehearsing** means connecting your laptop to a monitor, and speaking the script out loud. There's a huge difference between physically speaking it, "and speaking the script in your head."

- **Power Tip**. If you make the presenter notes on your laptop really large, you can actually put your laptop quite low on the stage, getting rid of the podium altogether and the "wall" it creates between you and the audience. Audience members beyond the first few rows may not even be aware that you're using a laptop at all. Only do this if you're really familiar with the material.

- Its not impolite to ask people to refrain from using their **laptops and phones** unless they're taking notes.

Remember its all about the audience, and the **power of OSDP to transform** their lives. Speak from your heart, and know that God can speak directly through you. All sorts of things can go wrong in any presentation, but your sincerity should never be questioned.