

Ringwood Field Naturalists Club Inc.

Guidelines for displaying photos at monthly meetings

At our monthly meetings, members are encouraged to share their Natural History photographs.

The Club aims to:

- Have enough time to display all photos presented without the need to rush and ensure that photos displayed are viewable by all members at the meeting.

To achieve this, it is recommended that:

- There should be **no more** than six slides, or three videos, or a combination thereof,
- The number of photos per slide should be between 1 and 4 photographs,
- **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 with your name or initials,
- Handed to the projector operator prior to the commencement of the meeting.

REMEMBER: Please provide a list of your photographs to the Secretary to be included in the meeting minutes. This list can be sent via email before the meeting or be handed to the Secretary during the meeting.

Preparation of PowerPoint slide presentations

PowerPoint is the best option for image presentation.

It is easy to insert single images and videos into PowerPoint, but it also has a very clever 'Album' feature which allows the insertion of multiple pictures in a single action:

1. Place all your picture files in a single folder on your computer
2. With a PowerPoint open, select 'Insert Photo Album'
3. Select 'File/Disk'
4. Select the folder with your pictures
5. Select all pictures (Ctrl-A) and then 'Insert' and 'Create'

Some PowerPoint presentations can be very large because of the size of the images. There is an option available within PowerPoint, to compress images. It is found under 'Tools' when you save a file.

If you do not have PowerPoint, you can obtain an excellent display programme completely free called OpenOffice. This is a complete Office Suite which mimics Microsoft Office and is completely compatible with RFNC systems. (If you have poor or slow internet connection, the Club can provide you with a copy of OpenOffice on a memory stick.)

When producing presentations, it is helpful if you give them a name which identifies the presenter by including your initials – for example 'DGH RFNC Aug 2011.ppt'. This is very useful for archive purposes. Please label your memory stick with your name or initials.