One Hour to HD: Converting Your Content

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Be sure to put your name and the date on your presentation!

Placing the topic/title of your presentation on the first slide helps keep your slides organized and makes them searchable by computers.

Presentations with white (or light) colored backgrounds and black (or dark) colored text are best for display and for printing by students. Use the largest sized text whenever possible for easy and clear viewing.
Learning Objectives

At the end of the session, learners will be able to:

- Understand the benefits of HD and 16:9 presentations
- Create a new 16:9 presentation in PowerPoint.
- Convert their existing 4:3 presentation to 16:9 format.
- Keywords: PowerPoint, presentation, ppt, 2003, 2007, 2010
- *** Referral for person/handout that can write good objectives.
Benefits of HD: Slide Layout Ideas
Oligodendrocytes

• Each myelinates many axons.

• Also approach closely to neuron cell bodies.

Because of the wide format for HD, you have lots of room to display your content. Try organizing your content into two columns whenever possible, with text on one side, and images/videos on the other.

Cite images as necessary.
Sympathetic Ganglion

Node of Ranvier

Label images whenever possible.

Low resolution images will appear blurry when stretched to fit your high resolution PowerPoint.
Case 1: The patient is a 45 year-old male who presents with rapidly progressive leg weakness. Yesterday, he noticed the onset of vague, but persistent tingling in his distal lower extremities. When he went to bed last night, he did not perceive any weakness. This morning he noticed that both legs were "rubbery" and definitely weak. As the day has progressed, his weakness has worsened. It is now 3 p.m. and he last urinated 8 hours ago. About 14 days ago, he had a flu-like illness. His past medical history is otherwise unremarkable. On examination, he is afebrile. BP 130/85, pulse 90 regular, respirations 16. His general medical examination is normal. The neurologic examination is remarkable for 4/5 weakness in all muscle groups of both lower extremities, and absent muscle stretch reflexes in all areas. The sensory examination is normal, except for subjective tingling in his toes. Babinski’s sign is not present.

Case 2: A 20 year-old male presents with a 2-day history of left-sided facial weakness. He awoke yesterday morning and noticed that the left side of his face was "drooping." He also noted an unpleasant tingling sensation over the left side of his face, although he denies numbness. The weakness has worsened since he first noticed it, and he now has a mild headache. Today he has pain in his left ear. His past medical history is unremarkable. On exam, his temperature is 37.5. His vitals are otherwise normal. The general examination is remarkable for a few vesicular lesions in the left external auditory canal. The neurologic examination shows moderate weakness affecting the left frontalis, orbicularis oculus, orbicularis oris, and platysma. All muscles are equally weak. Sensation over the face is normal. Screening examination of audition demonstrates hyperacusis affecting the left ear.
Font Size Comparison

- 72
- 60
- 48 - Titles
- 36 - Headings
  - 24 – Text – Minimum recommended font size.
  - 18
  - 14
  - 12
  - 10
  - 8
Benefits of HD: Increased Resolution
Low-Res to High-Res Image Comparison

• The following slides provide comparison of low resolution images vs. high resolution images when displayed on a high resolution (1920 pixels wide by 1080 pixels high), widescreen (16:9 aspect ratio) PowerPoint presentation.

• In general, we recommend using at least 3 megapixel images for full-screen image slides.

\[ \frac{1920}{1080} = \frac{16}{9} \]
Try to use high resolution images whenever possible. Otherwise, your image will appear blurry when stretched to fit your high resolution PowerPoint presentation.

Low-Res 1024x683 (0.7 Megapixel) image stretched to fit 1920x1080 presentation

Note the black bars that appear when you use a 4:3 aspect ratio image in a 16:9 aspect ratio presentation.

High-Res 2808x1872 (5 Megapixel) image shrunk to fit 1920x1080 presentation
Note that there are no black bars when the aspect ratio of the image matches the aspect ratio of the presentation (16:9).

Low-Res 1024x573 (0.6 megapixel) image fitted to 1920x1080 presentation

Medium-Res 1712x958 (1.7 megapixel) image fitted to 1920x1080 presentation
Super Low-Res 160x240 (0.04 megapixel) image fitted to presentation

Low-Res 333x500 (0.2 megapixel) image fitted to presentation

Ultra High-Res 5616x3744 (21 megapixel) image fitted to presentation
Creating A New 16:9 PowerPoint
How to Create a New 16:9 PowerPoint

- Select “File” then “New”

PowerPoint 2007, 2010:
  - Select “Design” tab, then “Page Setup”
  - Select “Slides sized for: On screen Show (16:9)”

PowerPoint 2003:
  - Select “File” then “Page Setup”
  - Select “Slides sized for: Custom”
  - Enter Width: 10.0 inches
  - Enter Height: 5.63 inches
  - Set orientation to Landscape
New 16:9 PowerPoint Slide

Click to add title

Click to add subtitle
Using the School of Medicine Template

• Alternatively, we recommend that you download the School of Medicine PowerPoint template from:

  http://med.stanford.edu/irt/teaching/gohd

• Simply open the *PPTX* file, and start creating your presentation – it is automatically formatted in wide HD format, and offers many customized School of Medicine slide templates.

• Requires PowerPoint 2007 or PowerPoint 2010.
Benefits of Using the SoM Template

The SoM template:

◦ has many predefined slide layouts that you can use to quickly build your presentation, including predefined image placeholders.

◦ follows OME guidelines for including a title slide (with name, date, and title placeholders) and a learning objectives slide (with learning objectives and keywords placeholders)

◦ follows OME guidelines for dark text on a light background, which allows students to mark up printed slides, saves ink when printing, and displays better in videocapture.
REQUIRED FIELD: PRESENTATION TITLE

Required Field: Name
Optional Field: Department or Affiliation
Required Field: Date

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Converting Your Existing 4:3 Presentation to 16:9
How to Convert Your 4:3 PowerPoint to 16:9

• Converting your existing 4:3 PowerPoint to 16:9 is a slightly different process. There are two methods to convert your existing 4:3 presentation to 16:9.


Manual Method

• Pros:
  ◦ Simple and intuitive.
  ◦ User controls final layout.
  ◦ Works with any version of PowerPoint.
  ◦ Keeps relative arrangement of text and images.

• Cons:
  ◦ Can be time consuming if you have a lot of images. Expect to take about 15-20 seconds per image in your presentation, or about 10-15 minutes for your entire presentation.
Manual Method (cont.)

- Make a copy of your 4:3 PowerPoint file with a different name (e.g. MyPresentation16-9.ppt).
- On your 16:9 PowerPoint,
  - For PowerPoint 2003:
    - Select “File”, then “Page Setup”
  - For PowerPoint 2007, 2010:
    - Select “Design” then “Page Setup”
  - Enter Width: **13.33** inches
  - Enter Height: **7.5** inches (should be by default)
  - Set orientation to Landscape
Manual Method (cont.): Images Stretched

Original 4:3

Change Page Setup from 4:3 to 16:9

Stretched 16:9 – Pictures are stretched
Change Page Setup from 4:3 to 16:9

Original 4:3

Stretched 16:9 – Text moves relatively with shapes/images
Correcting the Image Distortion

There are many ways to correct the distorted images.

The primary technique we recommend is the:

Format Picture Technique

- Format Picture Method for PowerPoint 2003:
  - Right click on the image, and select “Format Picture”
  - Select “Size” tab
    - Uncheck “Lock Aspect Ratio” box
    - Change the “Width:” percentage to equal the “Height:” percentage
    - Check the “Lock Aspect Ratio Box”

  **Shortcut**: Click the up arrow once on “Height:”, and then click the down arrow once on “Height:”.

  - Click the “OK” button to save.
  - Reposition or resize (drag corner) image if necessary.

- Format Picture Method for PowerPoint 2007, 2010:
  - Right click on the image, and select “Size and Position”
    - Uncheck “Lock Aspect Ratio” box
    - Change the “Width:” percentage to equal the “Height:” percentage
    - Check the “Lock Aspect Ratio Box”

  **Shortcut:** Click the up arrow once on “Height:”, and then click the down arrow once on “Height:”.

  - Click the “Close” button to save.
  - Reposition image if necessary.
Manual Method: Set Width = Height
Manual Method (cont.): Correct Size

Stretched 16:9

Correct size, but slightly off-center

Change Width = Height
Manual Method (cont.): Image Off-Center

This MRI shows multiple regions with white spots surrounded by black signal. The black signal represents hemosiderin from old bleeding, and this picture is characteristic of multiple cavernous angiomas. Cavernous angiomas, also called hemangiomas or malformations, are congential capillary abnormalities. Other important vascular malformations include arteriovenous malformations, arterial aneurysms, and the usually benign venous angiomas. Vascular malformations can produce seizures by irritating surrounding brain from hemosiderin, by compression or by “stealing” oxygen from the brain tissue.

Slightly Off Center

Centered
Note:

If you added drawings or shapes (e.g. pointer arrows) on top of your image, the drawings/shapes will need to be manually moved to their correct locations relative to the resized image.
XML Method

• Pros:
  ◦ Can be done fairly quickly (about 5 minutes).

• Cons:
  ◦ More technical process involved.
  ◦ Conversion shifts content to the left (extends background of slides to the right), so manual adjustments afterward will still be necessary.
  ◦ Only works with PowerPoint 2007, 2010 files.
  ◦ Best for presentations with many images (100+).
  ◦ Ask EdTech for details.
Applying the School of Medicine Template to Your Existing Presentation
School of Medicine PowerPoint Template

- EdTech provides a PowerPoint design template (.potx) that you can apply to your existing slides. You can download it at:
  
  http://med.stanford.edu/irt/teaching/gohd

- The template requires PowerPoint 2007 or 2010.
- To apply the template on an existing presentation, the presentation should be 16:9 format.
Applying the SoM Template

- Open your existing 16:9 PowerPoint.
- Select the “Design” tab
- Click on the “More” arrow to expand the design selections.
Applying the SoM Template (cont.)

- Select “Browse for Themes”
Applying the SoM Template (cont.)

- Select the template file (.potx) and click “Apply”
Applying the SoM Template (cont.)

- Review signs & sx of schizophrenia
- Understand the dopamine hypothesys and the NMDA hypothesis of schizophrenia
- List the major receptors blocked by antipsychotic drugs (typical ones)
- Describe the pharmacodynamics of older antipsychotic drugs
- List the major adverse effects of the older antipsychotic drugs
- List the major receptors blocked by atypical antipsychotic drugs
- List the major adverse effects of atypical antipsychotic drugs
Note:

After applying the theme, you may need to reposition or resize text boxes.
Some Things to Note

- Play videos directly from the computer whenever possible. Try to avoid embedding them directly into your PowerPoint presentation, as sometimes the video might not play correctly from within the presentation (it will also make your PowerPoint file very large).
Some Things to Note

- Because of the two aspect ratio standards, you will want to keep a 4:3 version of your presentation, file and a 16:9 version as well. Be sure to keep both updated with your latest content.
Some Things to Note

- Always “Insert” images into your presentation. Do not try to copy and paste an image directly into your presentation.
  - For example, copying an image from a website, Microsoft Word (or any other word processor), or an image file itself and pasting it directly into PowerPoint.
  - While it may look correct for you, the image may not necessarily show up properly for other users, or when the PowerPoint is converted to a PDF.
Options for Sharing Large Files

- Email large files via www.yousendit.com
- MedSecureSend: https://mss.stanford.edu
- Use your Stanford AFS space as a 1GB dropbox

https://itservices.stanford.edu/service/afs/webafs/userguide
Recap

- Convert Presentation to 16:9 format: enter width=13.33”, height=7.5” by default
- Adjust distorted images
- Crop/reposition images as necessary
- Include title slide with name, date, presentation title
- Include learning objectives and keywords slide
- Slides have large, easy to read text, with light background and dark text
- Replace low resolution images with high resolution images (images stretched to >100% height or width are considered low res)
- Keep 4:3 version and 16:9 version
- Play videos externally
Questions?

Contact EdTech if you have any questions, or if you need assistance with converting your content.

EdTech
http://med.stanford.edu/edtech

GoHD
http://med.stanford.edu/irt/teaching/gohd