

This handout provides tips on presenting the *Healthy Futures* curriculum. The first section talks about presenting without Internet, while the second section assumes you will have access to the Internet.

## Without Internet Access

If you will not have access to the Internet while presenting this curriculum, you will need to follow these specific instructions for saving the curriculum files.

### Step #1

Go to:

[www.healthychildcare.org/InstructorsManual.html](http://www.healthychildcare.org/InstructorsManual.html) for the Medication Administration Curriculum

OR  
[www.healthychildcare.org/InstructorsManualID.html](http://www.healthychildcare.org/InstructorsManualID.html) for the Curriculum for Managing Infectious Diseases

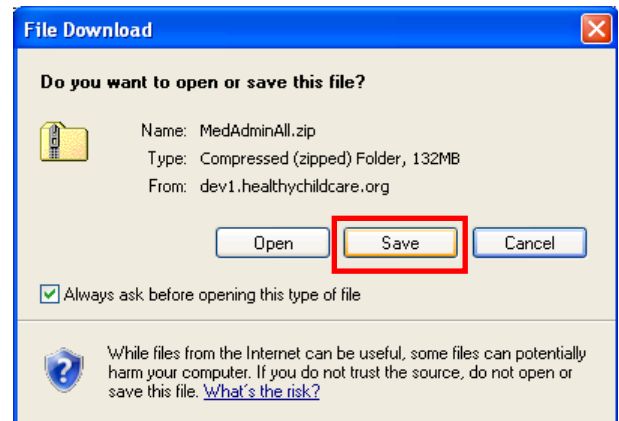
### Step #2

Click on “**Presenting Without Access to the Internet**” to download the Zip file. This Zip file will contain the PowerPoint presentation of all the modules, video files, and a copy of these instructions.

### Step #3

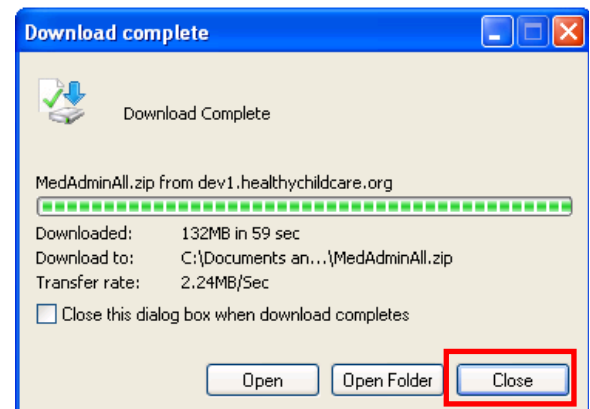
Click “**Save**” when you get the file download pop-up window.

You can save this Zip file to your computer (eg, desktop), a CD, or a USB flash drive. Please be patient while downloading the Zip file as it is a large file.



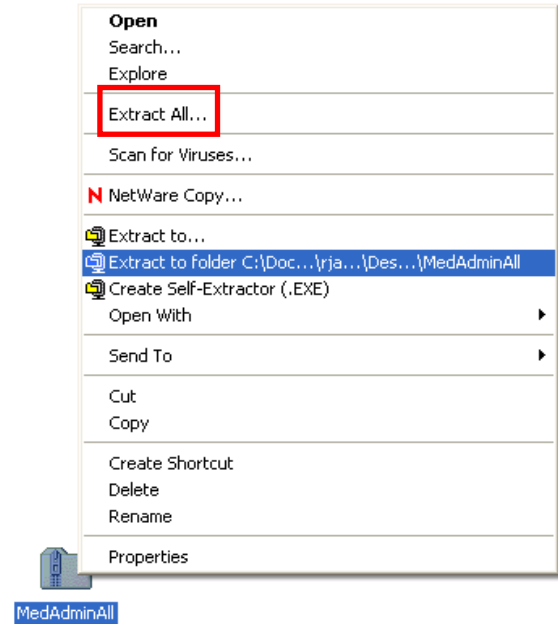
### Step #4

Click “**Close**” when the download is complete.



## Step #5

Go to the location of your recently saved Zip file. It should be named “MedAdminAll” or “InfDiseasesAll”. Right click on the file and select “Extract to folder”.



## IMPORTANT!!!

To make sure that the videos in the PowerPoint presentation work correctly, you must keep the video files in the same folder as the PowerPoint presentation. We also suggest keeping the same file name for the folder – “MedAdminAll” or “InfDiseasesAll”. You may save the folder wherever you like, but do not remove the contents from the folder. Moving the contents in the folder or changing the folder name may result in the videos not working properly in the PowerPoint presentation.

As always with presentations, test the PowerPoint presentation and volume on the computer you will be using prior to speaking.

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## With Internet Access

Since the Internet can sometimes be unpredictable, saving the curriculum files to a computer or CD can help ensure that your presentation goes smoothly. However, if you will have access to the Internet while presenting this curriculum and prefer to use the Internet, there are few tips that will help in making your presentation successful.

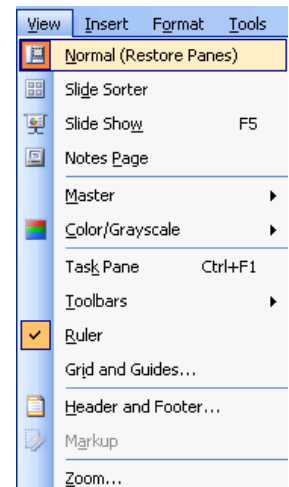
## Installing Windows Media Player

If you find that you are unable to play the curriculum’s videos, you will need to install any Windows Media Player version compatible with your operating system:

[www.microsoft.com/downloads/details.aspx?displaylang=en&FamilyID=1d224714-e238-4e45-8668-5166114010ca](http://www.microsoft.com/downloads/details.aspx?displaylang=en&FamilyID=1d224714-e238-4e45-8668-5166114010ca)

## Familiarize Yourself With the Different Views

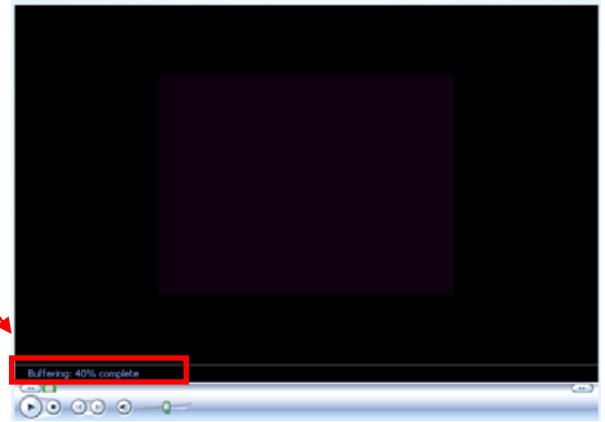
There are several different ways you can view your slides. “Normal” view allows you to edit your slides, while “Slide Show” view fills the computer screen with your slides.



## Playing the Videos in the PowerPoint Presentation

Since these PowerPoint presentations contain the link to the videos, you will not need to save the videos to your computer or CD. Note that the videos will not play in “Normal” view. You will need to be in “Slide Show” view to play the videos. The videos are setup to play automatically. It may take a few seconds for the video to buffer.

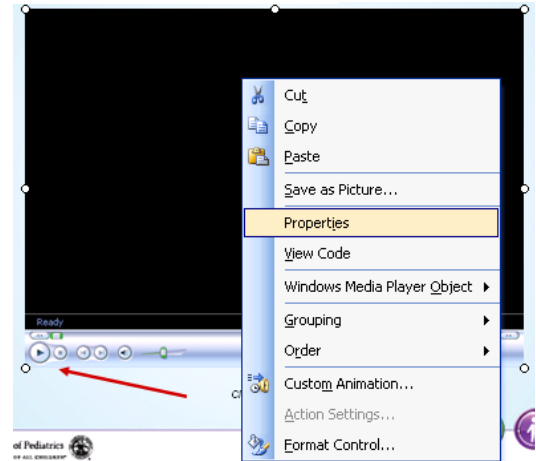
Player audio controls are easy to use. You can adjust the volume for each clip individually. Before you do any of these things, review what each control does and practice changing controls so you're comfortable making adjustments on the fly. Because no one is immune to human error and there's no telling the PC's volume level, test your controls prior to every presentation.



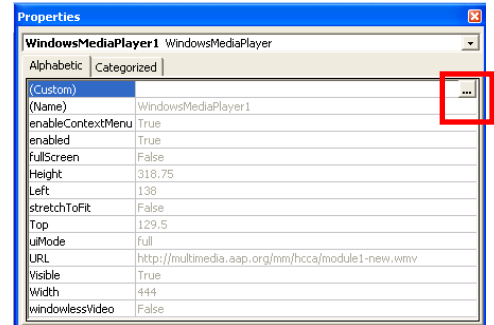
(Figure G)

## Customizing the Media Player's Settings

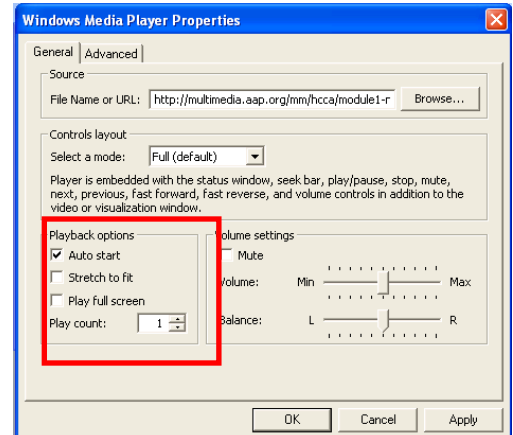
You can change the settings of the media player. In the “Normal” view, right click on the video and select “Properties”.



Click on the button in the “(Custom)” row on the “Alphabetic” tab.

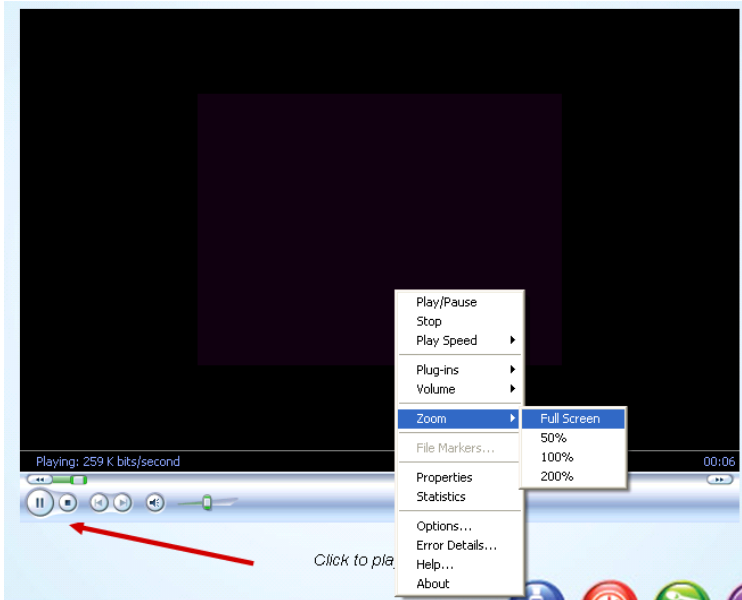


On the General tab, you can check or uncheck the playback options for auto start and play in full screen. Click “OK” when finished.



## Playing Video in Full Screen

If you are in the midst of giving your presentation and would like the video to play in a larger window, simply right click on the video (“Slide Show” view only) and select “Zoom” → “Full Screen”.



To exit this view and return to the PowerPoint presentation, press the escape key (Esc) on your keyboard.

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## Other Tips

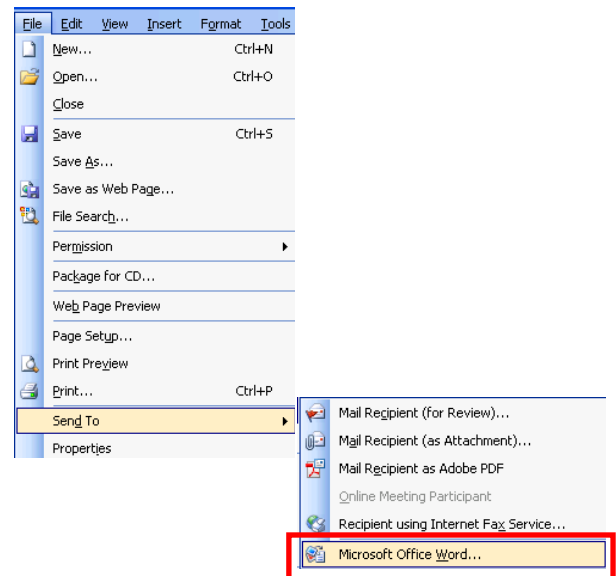
### Other Ways of Printing Slides

What can you print in PowerPoint? Choices range from slides to handouts to speaker notes. For a simple tutorial on your options for printing your presentation, visit <http://office.microsoft.com/training/Training.aspx?AssetID=RC012252301033&CTT=6&Origin=RC012252301033>

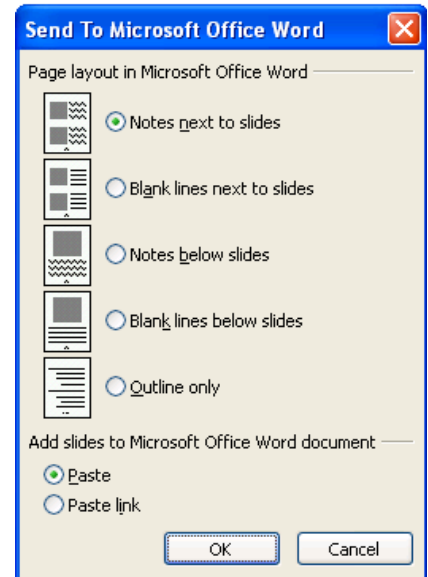
In particular, you may want to review the section “Print to Word and Other Vital Tips”. If the notes page version of the Medication Administration Curriculum is too bulky for your preference, you can learn how to print more than one slide per page along with the speaker notes by using Microsoft Word.

To print more than one slide per page with speaker notes:

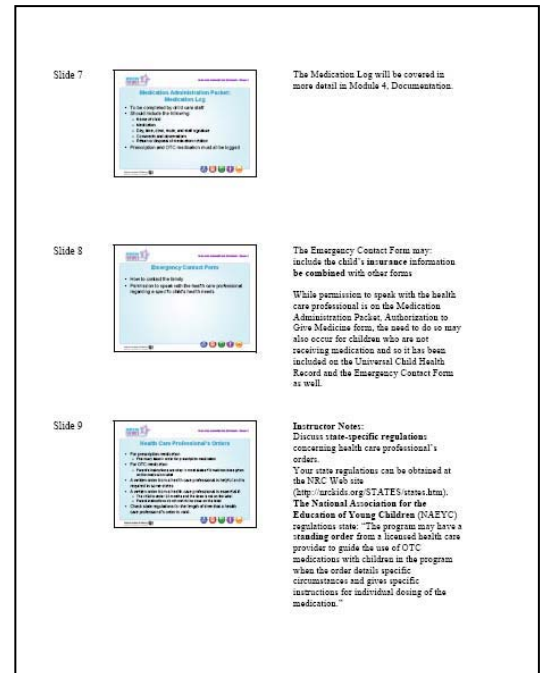
1. Under “File”, go to “Send To” → “Microsoft Office Word”



2. In the pop up window, choose “Notes next to slides”



3. The PowerPoint presentation will then be transferred to Word.



For more information on using Microsoft PowerPoint, visit:  
<http://office.microsoft.com/en-us/powerpoint>