

Further Information:

Check our website first. Most information is available there.

www.sfsu.edu/~avitv

When you call, please tell us you are a student and need information about presentations.

Distribution Phone & Web

Student Presentation Information:

www.sfsu.edu/~avitv/studentinfo.html

Current Equipment Available:

www.sfsu.edu/~avitv/currentequip.html

415-338-1494

Cablecast Information:

www.sfsu.edu/~avitv/cablecast.html

415-338-1494

Media Catalog:

www.sfsu.edu/~avitv/AV.mediacatalog.html

Media Access Center:

415-338-1229

SFSU Academic Technology Audio Visual Services

Student Presentation Information

Regular Semester Hours:

- Mon-Thurs: 7:45am to 10:30pm
- Friday: 7:45am to 5:00pm

AV Services
J. Paul Leonard Library
1600 Holloway Ave.
San Francisco, CA 94132-4200
Email: av@sfsu.edu

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Equipment Use:

1. Your faculty **MUST** make all reservations and **MUST** sign for the equipment in person at our office.
2. We will hold the equipment for 1 hour past your reserved time, after which we will release it for checkout by another user.
3. If you are doing your presentation in POWERPOINT, make sure it is saved in Office XP (PC) or Office 2004 (MAC) Our computers will open earlier versions.
4. Stop by our office to try your presentation in advance, particularly if you are including video or audio in your presentation. Evenings are preferred. Our equipment is constantly in use, so we may not have your particular computer available when you stop by.
Please call ahead: ext. 81494.
5. Please note: We only have Microsoft Office, Firefox/IE and Adobe Acrobat Reader on our computers. You must provide any additional software to run your presentation. We recommend you reserve enough time to take the computer out of the AV Center and load your software before class.
6. Copy your file on to the computer's desktop. It will run faster and it can be seen clearly for later deletion.
7. If you need to add a program, please copy it to the desktop for ease of deletion. To save space, we erase all added files when the equipment is returned.

Media Use:

1. Preview any AV media in the MEDIA ACCESS CENTER on the third floor of the library. Our media does not circulate. We will broadcast to MAC and you will watch it there. Do not come to the AV Center, MAC has our catalog in their office.
2. If you wish to use our media for a presentation, notify your faculty IN ADVANCE. They must call our office to reserve the media and schedule the broadcast.
3. If you wish to broadcast your own media through our system, follow instruction #2 above and have the faculty tell us it is for a student media. They must designate you as the person to drop off and pick up the tape. **WE ONLY RELEASE PERSONAL MEDIA TO THE FACULTY UNLESS SOMEONE ELSE IS DESIGNATED.**
4. **REMEMBER TO PICK UP YOUR MEDIA AFTER CLASS.**
5. If you need to cue your media, stop by at least 1/2 and hour before your show. Tell us the teacher's name and that you need to cue your media. We cannot cue media for you during your presentation. If you need to shuttle to several sections of your media, we recommend that you have the faculty sign out a VCR/DVD player. See Equipment Use information to the left. We will need to know what classroom you are in so we can provide the correct cables.

Hints & Tips:

PLAN AHEAD!

As soon as you know when you will use the equipment, get your faculty to reserve and sign for your equipment.

Make sure you have all necessary cables for internet access and audio from your laptop.

Check with other people presenting on the same day to see if they will need the same equipment. We can put all equipment needed on one order for a single person to pick up from our office.

When creating PowerPoint presentations:

- Use large fonts for all text (including tables and graphs) minimum 24 point Helvetica, Arial or Verdana. 30-40 point is best.
- Avoid fonts with serifs, like Times or fancy fonts (Old English or Parisian)
- Format your pages (in Page Setup) as Landscape (use the width of the page, not the length).
- This will prevent text from being cut off by audience heads or limitations of the equipment.
- Set your margins to 8x10
- Keep graphics and pictures **SMALL!!**

If you will be using one of our computers, we recommend copying your file to a CD or using a flash or thumb drive.

Test your presentation at least 3 days in advance. That will allow time for changes.