

April 2004 Surf Alert

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11 Steps to Presentations

<http://www.indezine.com/ideas/11step1.html>

Available through Indezine, this article by Geetesh Bajaj details the key steps necessary to create an effective presentation. The 11 steps covered in the article are: concept, visualization, storyboarding, content, attempt, architecture, navigation, beta, overhaul, fine tuning, and delivery.

The Incredible, Accessible Presentation

Crafting PowerPoint Presentations That Work With Assistive Technology

<http://www.indezine.com/articles/accessppt.html>

An article by Glenna Raye Shaw published on the Indezine website which presents information on understanding accessibility, guidelines for accessibility, assistive/adaptive technology, and the well-crafted presentation.

Epson Presenters Online

<http://www.presentersonline.com/basics/>

Links to short articles on the basics of presentations. Information on presentation skills is divided into three categories: delivery, content, and visuals. A tutorial on PowerPoint is also available at <http://www.presentersonline.com/tutorials/powerpoint/>. This tutorial is designed for use with PowerPoint 2000, however, the information is applicable to other versions as well.

Advanced Public Speaking Institute

<http://www.public-speaking.org/>

Over 100 articles on public speaking are organized into 20 categories. Categories include: humor techniques, closings, practice, and storytelling techniques.

Public Speaking Tips

<http://www.freenet.edmonton.ab.ca/toast/tips.html>

From the Edmonton, Canada club of the International Toastmasters, this site includes information on How to Introduce a Speaker, A Guide to Toasting, Award/Recognition Presentations, and 30 Questions for Speech Evaluation.

Microsoft PowerPoint page

<http://office.microsoft.com/powerpoint>

The "official" Microsoft Office Online website. This Web site has many free resources, including a tips-and-tricks section, template gallery, tutorials and extra clip art, as well as links to other resources sites and information on the latest downloads, patches and add-ins available for PowerPoint.

PowerPoint FAQ List

<http://www.rdpslides.com/pptfaq/>

A comprehensive list of PowerPoint-related links. Find information on PowerPoint news, new add-ins and products, PowerPoint help resources, distribution and delivery of presentations, animation, creating Adobe Acrobat pdfs from PowerPoint, code samples for programming PowerPoint, and much, much more! There's a Mac-specific section too.

Five Ways to Reduce PowerPoint Overload

http://www.sociablemedia.com/therapy_quick_5ways.htm

"PowerPoint overload is a serious problem in many organizations, and this 15-page document explains why and what you can do about it. Written by the leading organizational consultant in PowerPoint issues and the most prolific researcher in the field of educational psychology, *Five Ways* presents a pathway to a clearer future of PowerPoint communications. Cliff Atkinson, MBA, is president of Sociable Media in Los Angeles. Rich Mayer, Ph.D., is professor of psychology at the University of California, Santa Barbara." The document is available from Sociable Media as a free download as a pdf (file size 800k) or PowerPoint presentation (file size 2MB). Instructions for downloading are on the webpage.

Is Power Point Toxic to Good Government?

http://www.sociablemedia.com/articles_pattak_government.htm

An article by Paul Byron Pattak on how information is presented within government environments.

44 Tips and Tricks to Help You Turbocharge Your PowerPoint Presentations

http://www.presentations.com/presentations/technology/article_display.jsp?vnu_content_id=2056785

An article published in *Presentations* magazine that highlights tips on layout & design, graphics & multimedia, organizing content, and delivery.

Forest Service Shields

<http://fsweb.wo.fs.fed.us/pao/web/shield/index.html>

"This webpage includes a variety of FS Shields optimized for different backgrounds. The default backgrounds for the images may or may not be white. Please remember that shields may not be combined with other graphic elements. Also, customization consisting of changing the basic colors, using fountain fills, picturing the tree on fire or cut in half, on any other modification of the shield is expressly verboten by [CFR](#). Publications regulations say that Forest/District logos may not be placed on material intended for public consumption."

Forestry Images

<http://www.forestryimages.org/>

"The Source for forest health, natural resources and silviculture images." Full access to all features requires setting up a free account. Image categories include: forests pests, silvicultural practices, invasive organisms, forest plants, wildlife, trees and stand types, and people, places, and scenes. Forestry Images is a joint project between the Bugwood Network and the Forest Service.

Brainy Betty

<http://www.brainybetty.com/index1.htm>

"Hundreds of free Microsoft PowerPoint templates and graphics downloads."

The Graphics Station

<http://www.geocities.com/SiliconValley/6603/index.html>

Over 4,000 graphics: icons, bars and lines, banners, and animations available for free.