

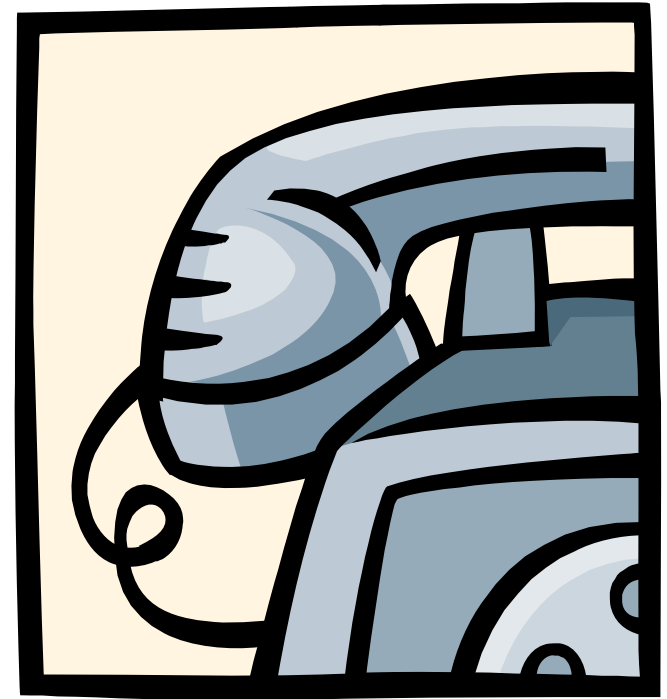


HOW TO PRESENT: TOURETTE SYNDROME EDUCATIONAL IN-SERVICE

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Setting the Appointment

- Set up a date, time and place
- Collect Information
 - Directions
 - Contact Name & #
 - Info. About Audience
- Confirm





To Reduce Nerves, Practice:

1. Presenting
.....OUT LOUD
2. Using Equipment
3. The Beginning
& Ending





Equipment

- **If you don't have own equipment:**

make sure that location has available:

- **Computer that accepts CD's.**
- **Projector, Screen**
- **Speakers for video's**



Also Practice

- **Beginning Power point**
- **Video Clips (In “Slide Show” Mode)**
- **Adjusting Volume Control**
- **Reading Script with the Power Point**



Print

- **Copy of Note Pages with Script for Your Use during Presentation**
- **Copy of Handouts for Audience**

Example of Locating Notes Page – Windows



The screenshot shows the Microsoft PowerPoint 2003 interface. The title bar reads "Microsoft PowerPoint - [IDEA - TSA April 07 Leadership training]". The menu bar includes File, Edit, View, Insert, Format, Tools, Slide Show, Window, and Help. The View menu is open, and the "Notes Page" option is highlighted. A red arrow points from the "View" menu to the "Notes Page" option. Another red arrow points from the left side of the screen towards the "Notes Page" option. The main slide area displays the text "Print Note Pages" and a text box with the placeholder "Click to add text". The status bar at the bottom shows "Print" and "AutoShapes".



Example of locating Notes Page & SCRIPT on Vista

TSA ADHD_ED Module 03092008 [Compatibility Mode] - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View PDF

Normal Slide Sorter **Notes Page** Slide Show Slide Master Handout Master Notes Master

Presentation Views

Ruler Gridlines Message Bar Show/Hide

Zoom Fit to Window Zoom

Color Grayscale Pure Black and White Color/Grayscale

New Window Arrange All Cascade Move Split Window

Switch Windows Macros

Slide 1 of 8 "Office Theme"

2008 conference How to present TSA... TSA ADHD_ED Mod...

100% 3:29 PM



Attention Deficit Hyperactivity Disorder And Executive Dysfunction Associated With Tourette Syndrome

TSA Educational In-Service



What Note Page with Script will look like

The screenshot shows a PowerPoint slide with a blue background. At the top center, there is a logo consisting of a stylized figure with arms raised inside a circle. Below the logo, the title of the slide is displayed in bold black text: "Attention Deficit Hyperactivity Disorder And Executive Dysfunction Associated With Tourette Syndrome". Underneath the title, the text "TSA Educational In-Service" is centered. At the bottom of the slide, there is a paragraph of text: "This short module on ADHD and Executive Dysfunction is meant to give you a better understanding of what some children with TS may be struggling with. As with all conditions associated with TS, the level of the challenges may be significantly different with every individual." The slide is presented in a window titled "TSA ADHD_ED Module 03092008 [Compatibility Mode] - Microsoft PowerPoint". The window includes a ribbon with tabs for Home, Insert, Design, Animations, Slide Show, Review, View, and PDF. The Home tab is active, showing options for Clipboard, Slides, Font, Paragraph, Drawing, and Editing. The status bar at the bottom indicates "Notes 1 of 8", "Office Theme", and a zoom level of 80%. The system tray shows the time as 3:26 PM.



Example of Print Note Pages



The screenshot displays the Microsoft PowerPoint interface in Compatibility Mode. The title bar reads "How to present TSA MODE [Compatibility Mode] - Microsoft PowerPoint". The "File" menu is open, with a red arrow pointing to the "Print" option. The "Print" submenu is visible, showing options: "Print (Ctrl+P)", "Prepare", "Send", "Publish", "Business Contact Manager", and "Close". A secondary window titled "Preview and print the document" is open, showing three options: "Print" (Select a printer, number of copies, and other printing options before printing.), "Quick Print" (Send the presentation directly to the default printer without making changes.), and "Print Preview" (Preview and make changes to pages before printing.).

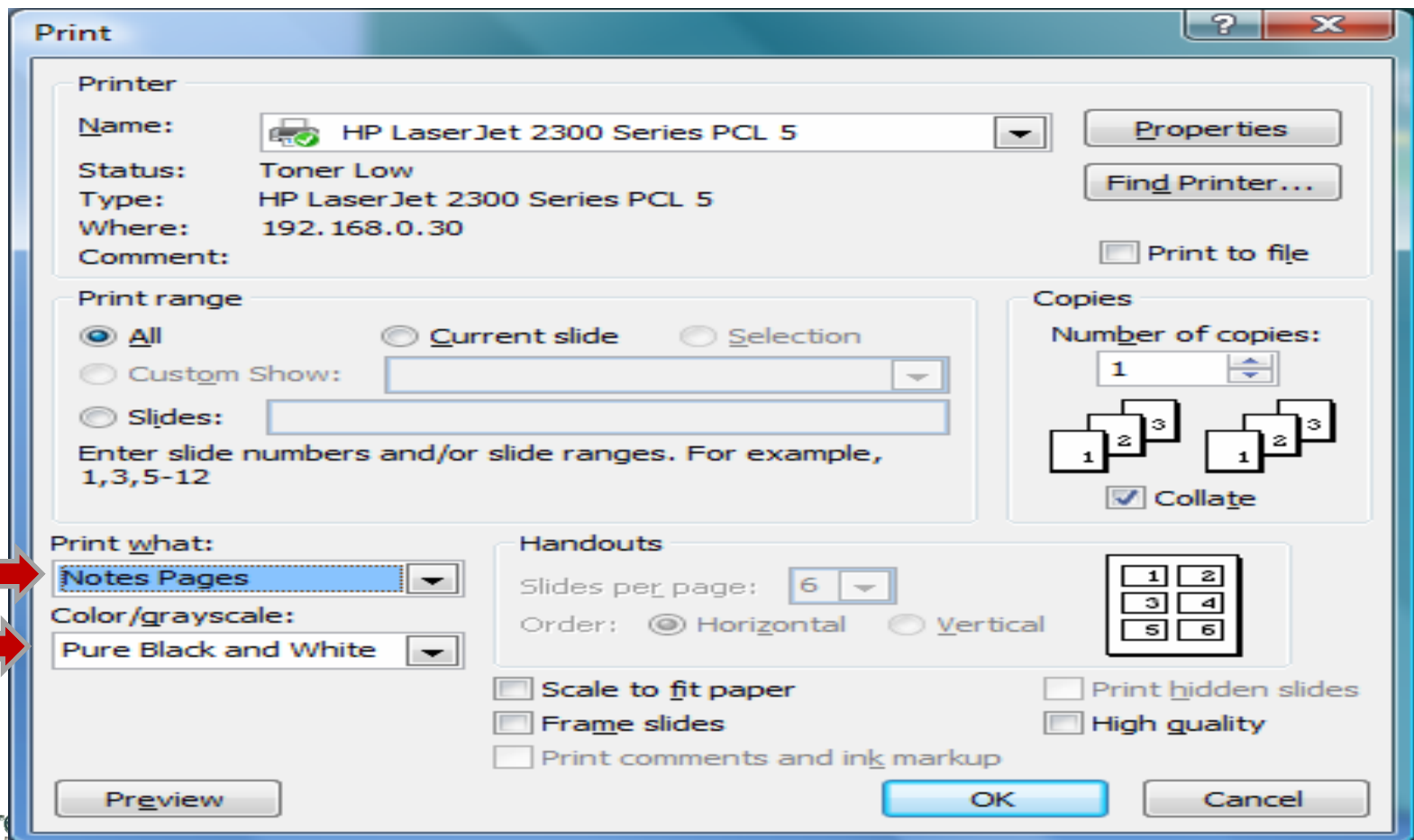
The main slide area shows a slide titled "Title of Note Page with Script". Below the title is a preview of a document page. The document page has a header with the Tourette Syndrome Association logo and the text "Attention Deficit Hyperactivity Disorder And Executive Dysfunction Associated With Tourette Syndrome". Below this is "TSA Educational In-Service". The main body of the document page contains the text: "short module on ADHD and Executive Dysfunction is not to give you a better understanding of what some children with TS may be struggling with. As with all conditions associated with TS, the level of the challenges may be significantly different with every individual."

The bottom of the slide area shows the Tourette Syndrome Association logo and the text "Education, Research and Support 10". The taskbar at the bottom shows the system tray with the time 3:33 PM and the date 2008 conference.



Print

- Under "Print What"  Notes Page
- Under Color  Black & White





Example of “Print Copies of Handouts”

Print [?] [X]

Printer

Name: HP LaserJet 2300 Series PCL 5 [v] **Properties**

Status: Toner Low

Type: HP LaserJet 2300 Series PCL 5 **Find Printer...**

Where: 192.168.0.30

Comment: Print to file

Print range

All Current slide Selection

Custom Show: [] [v]

Slides: []

Enter slide numbers and/or slide ranges. For example, 1,3,5-12

Copies

Number of copies: [1] [up] [down]

Collate

Print what:

Handouts [v]

Color/grayscale:

Pure Black and White [v]

Handouts

Slides per page: [4] [v]

Order: Horizontal Vertical

Scale to fit paper Print hidden slides

Frame slides High quality

Print comments and ink markup

Preview **OK** **Cancel**



Volume Check

- 1. Click onto a Video slide (ex. #8) for volume check**
If too soft, click on volume control in lower right hand corner of screen and adjust
- 2. You may want to purchase inexpensive pair of small computer speakers to carry with you**
- 3. If presenting in a large room, ask to be plugged into the 'House speakers'**

IF THINGS NOT WORKING, MAY NEED TO RESTART COMPUTER

Insert Design Animations Slide Show Review View PDF

Notes Page Slide Show Slide Master Handout Master Notes Master

Ruler Gridlines Message Bar

Zoom Fit to Window

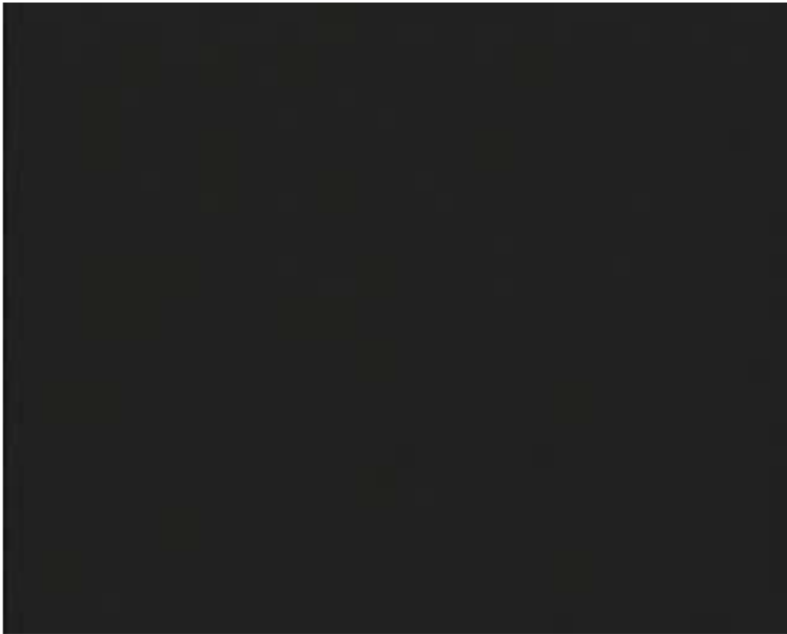
Color Grayscale Pure Black and White

New Window Arrange All Cascade Move Split Switch Windows


Macros

\\|//

TOURTELLE'S DOESN'T HAVE ME



The Full Length DVD for This HBO Documentary is Available Through the TSA Website




was a combined effort of national TSA and HBO. This Emmy- award winning documentary shows, through the eyes of children, what it is really like living with...

Office Theme™

2008 conference How to present TSA... TSA Ed Inservice 030...

100%





Presentation Day

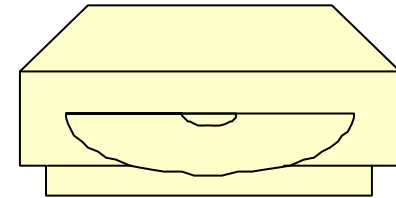
- **Dress professionally and comfortably**
- **Arrive in plenty of time**
- **Accept help in setting up equipment, literature**
- **Have “Teacher Perspective” slide on screen as people enter**





Preparation – Pack Up

- ✓ Equipment and CD
- ✓ Hand-outs
- ✓ Bottle of water
- ✓ A wristwatch
- ✓ Your (and/or your chapter's) contact information



☺ **A smile!!!!**



ARRIVE 30 MINUTES EARLY

1. **Make sure power point show is on both computer & audience screen**
 - a) **If not, “Toggle” by pressing ‘fn’ on bottom & corresponding “f” key (typically ‘f4’) Should be held down together.**
 - b) **Be Patient between attempts at “syncing-up” computer & projector**
2. **Tip – most times it is best to turn computer on first because as soon as you turn on projector, it searches for computer signal.**

Typically 'f4' or 'f8' but could be any 'f' key



Typically in lower left corner



Your Style

- **Remember: You know more about your topic than anyone else in the room!!!**
- **Share some stories (when there is time)**
- **Be objective – Present Information**
- **Never apologize during presentation– it impacts your credibility**



Stay Positive

- **After being introduced, thank them for having you present today**
- **Tell them you will be available at end for questions (if you are)**
- **Ending...thank them again for having you present. Encourage use of web site and follow-up presentations (using chapter as a future resource)**