

PowerPoint Presentation Specifications for The Convention Centre Dublin



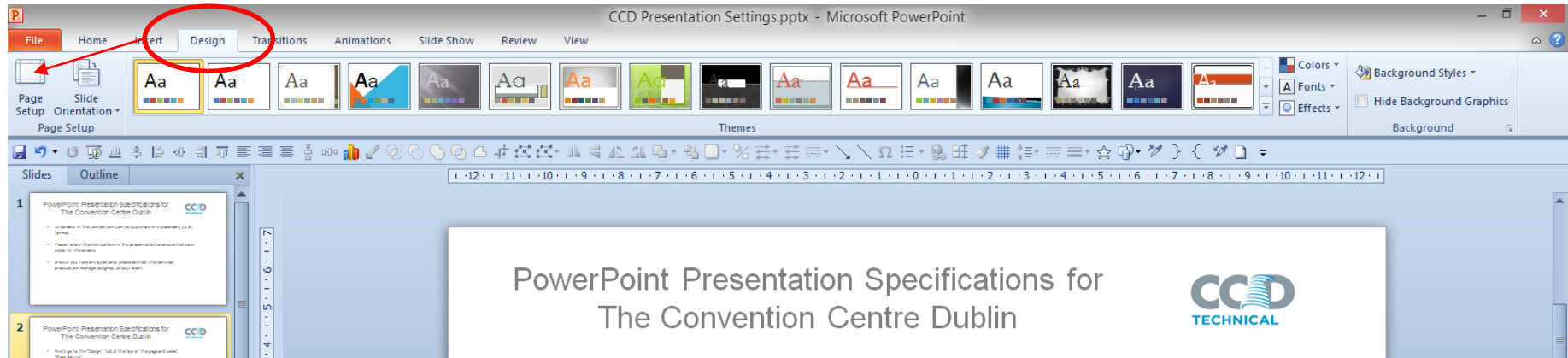
- All screens in The Convention Centre Dublin are in widescreen (16:9) format.
- Please follow the instructions in this presentation to ensure that your slides fill the screen.
- Should you have any questions, please contact your Technical Production Manager.



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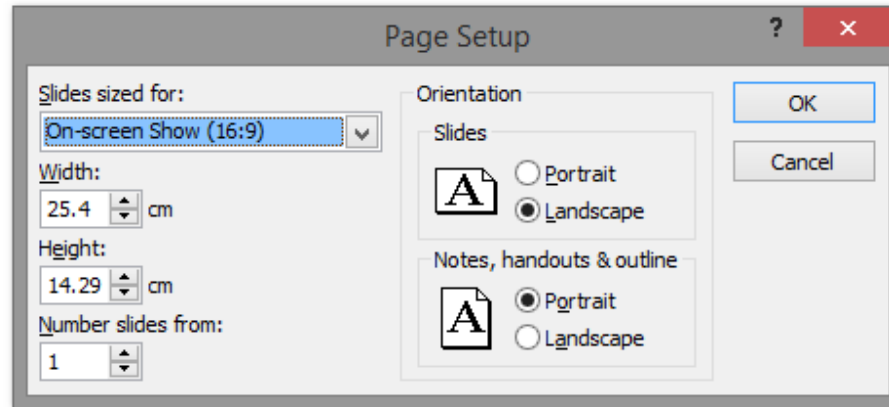
- Firstly go to the “Design” tab at the top of the page



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- ... and select “Page Set-up”



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- **Powerpoint 2007** default is 4 : 3 and you have to reset it by following the previous information in slides 1 to 6
- **Powerpoint 2010** default is also 4 : 3
- **Powerpoint 2013** default screen size is 16 : 9
- **BEFORE** you start generating your presentation, change your laptop page setting to: “on-screen show 16 : 9” and your presentation will view as you have built it - on any screen in the CCD ... if you do not do this your presentation will have black bars top & bottom or left & right or both and your photos and other graphics will be distorted !



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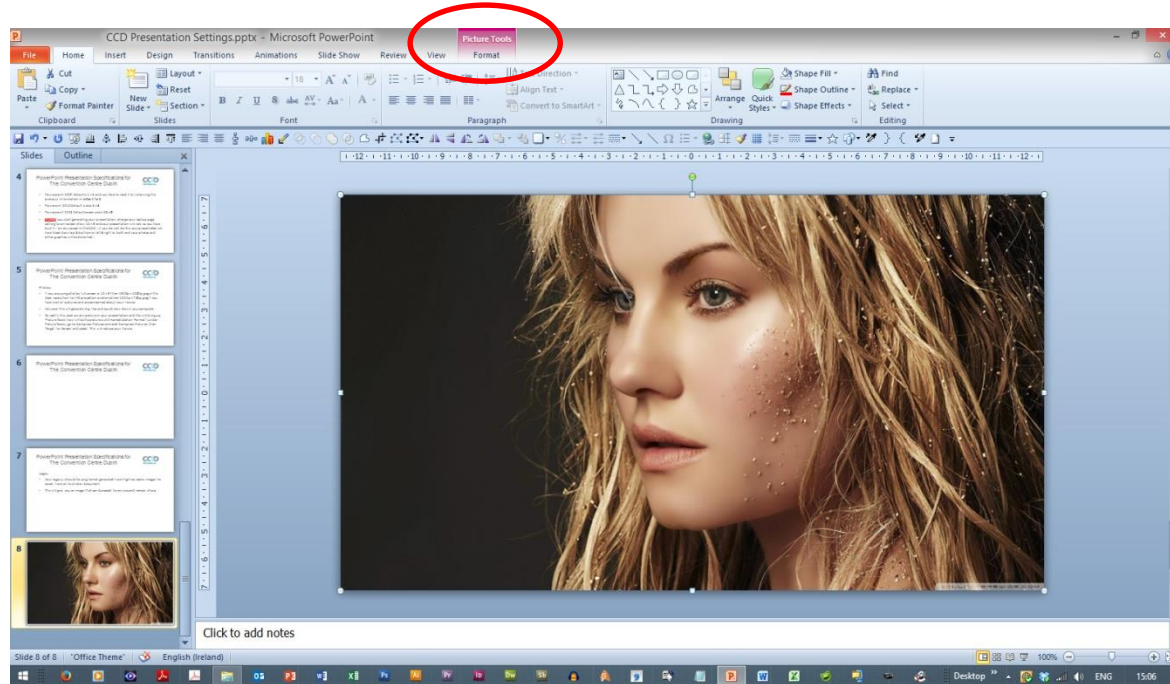


Photos:

- If you are using photos full screen *ie.* 16 : 9 then 1920p x 1080p .jpeg is the ideal resolution for HD projection or alternatively 1024p x 768p .jpeg if you have a lot of pictures and are concerned about your file size
- Note that this will generate big files and could slow down your computer
- To rectify this, click on any picture in your presentation and this will bring up 'Picture Tools' now while the picture is still marked click on 'Format' (under Picture Tools), go to Compress Pictures and click 'Compress Pictures' then 'Target for Screen' and select. This will reduce your file size

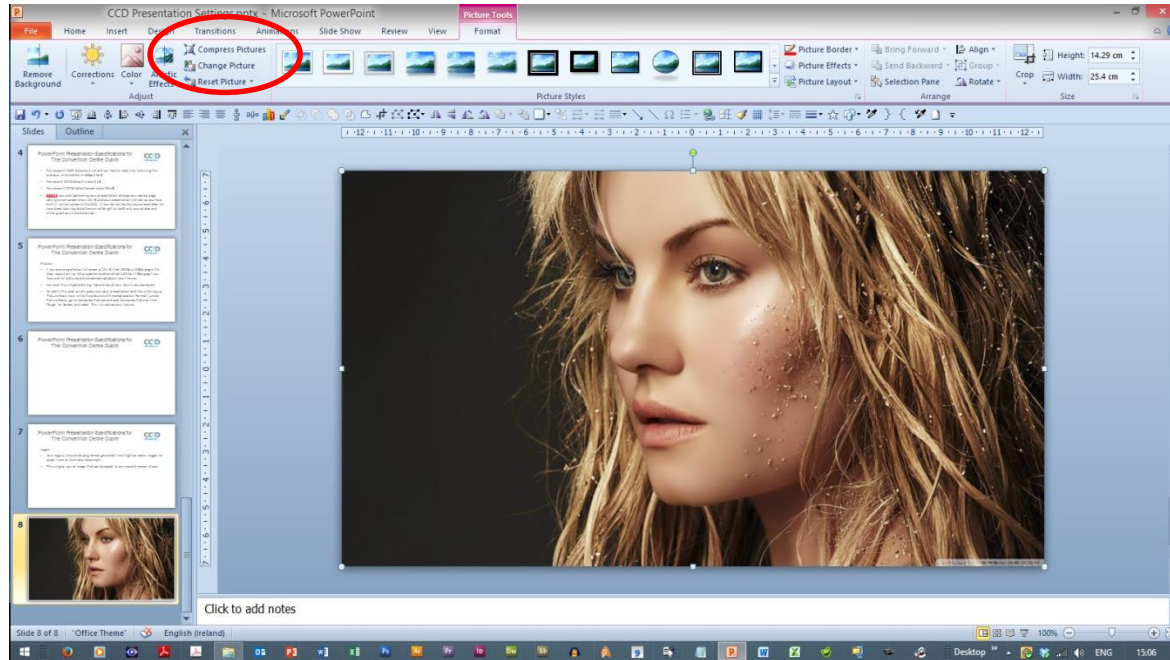


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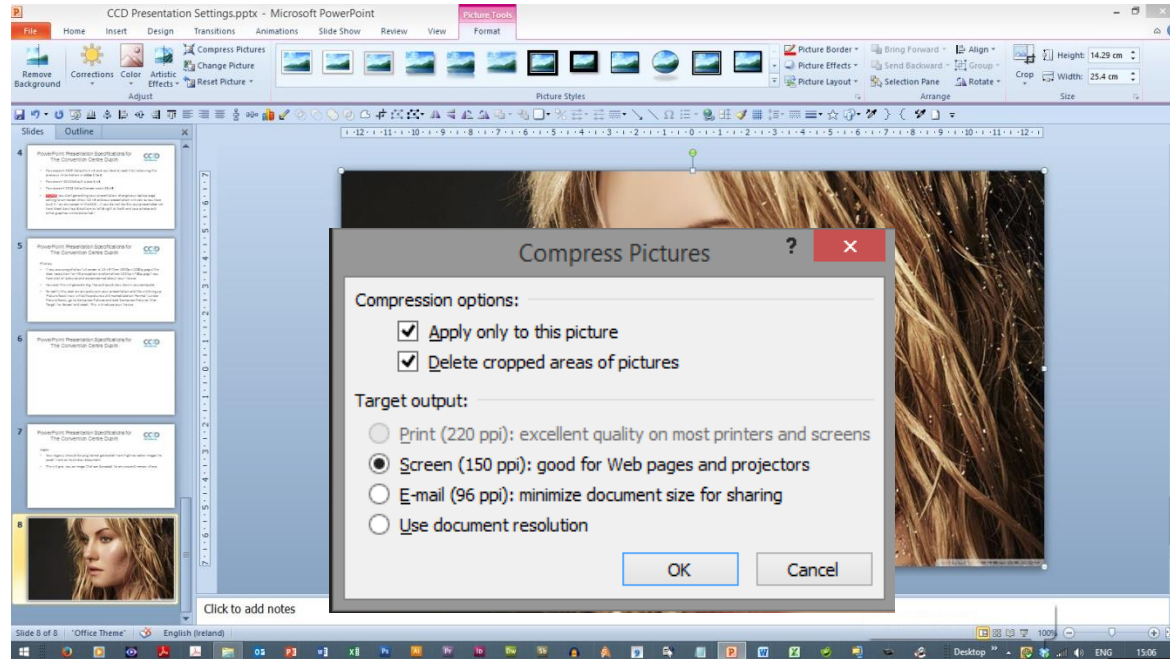


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Logos:

- Your logo(s) should be .png format generated from high-res vector images file saved from an Illustrator document.
- This will give you an image that can be scaled to any size and remain sharp on projection.



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Fonts:

- Use only MS system fonts for the version of PowerPoint you are working in.
- Mac's and PC do not share the same fonts and Helvetica isn't the same as Arial. If you do use another font make sure it's a commonly used one, because PowerPoint will substitute it with a font which may not be the exact size or style as your original and you will end up with misaligned copy and text-wraps in places you didn't anticipate. Avoid corporate fonts unless you are using your own laptop. You can check out MS Office font lists on the MS Office website here: <http://blogs.office.com>



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Widescreen Blend:

- Ideally images should be a resolution of 3840 wide x 1080 high but in the overlap 20% of the pixels are lost and so your large scale background image should be 3452 X 1080

