All the Tech Help That's Fit to Print
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MOST IMPORTANT ADVICE
Read this guide before you go to use the classroom or lecture hall. If your students are presenting in South Hall 1432, send them the student version of this help guide in advance of presentation day.

WHAT THIS DOCUMENT INCLUDES
- Learn to use and trouble shoot the podium and technology available in South Hall 1432 particularly for student presentations saved on laptops and thumb drives.
- Learn how to get a one-on-one training session for using technology in any classroom on campus.
- WARNING notices alert you to common problems and to important steps to take to preserve the equipment.

ONE-ON-ONE TECH HELP

You can get one-on-one help with using the technology in South Hall 1432 or in any other classroom. You can also get a special tech session for your class. To do either of these things, contact Chas Thompson:

Chas Thompson	Steven Garcia
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Collaborate	Writing Program
Instructional Technology	sgarcia@writing.ucsb.edu
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SOUTH HALL 1432

On/Off

On top of the podium, there is a black device on the left, the control box, with buttons that you will use to control the input device and the power.

To turn the system on, press `Display` on the control box. Wait until `Display` stops flashing. When the light is on continuously, the system is ready to use. When the light is flashing, no other buttons on the control box will work.

WARNING: Always turn the projector off by clicking on `Display`. If you have had a laptop attached and you power it off or close it, the screen will go blank. However, the projector will still be on unless you press `Display` again.

WARNING: Never shut down the Mac Mini in the podium at the end of the session.

The Input Device

You can select which device you would like to supply the input for the display—Mac Mini, the DVD player, laptop, or external VCR. To select the input, click on the appropriate button on the control box. It will take 2 to 5 seconds for the projector to recognize the input from the device.

Mac Mini

The Mac Mini is the computer inside the podium. It is the small silver box. The monitor for this computer is a Dell monitor and is located to the right of the podium. The Mac Mini may be asleep when you begin to work and may appear not to work. Hit the space bar to wake it up. To select the Mac Mini as the input device, press the `Mac` button on the control box.

You can guarantee a successful presentation by bringing the file on a thumb drive. There is a USB port on the black control device on the right-hand side, on top of the podium. There are additional USB ports inside the podium to the left of the Mac Mini.

You can also guarantee a successful presentation by having the student upload the presentation to his or her u-storage, the directory file space provided by the university. Students can access u-storage by logging on to their webmail accounts. To access the presentation from South Hall 1432 (or any other internet enabled computer), the student can then simply log on through webmail and download the presentation.

WARNING: If the user has downloaded templates or fonts from the internet that are part of the presentation, they will not appear as desired when presenting a PowerPoint file via a thumb drive or from a file uploaded to u-storage. See the section below entitled "Troubleshooting" for information about how to address this issue.

WARNING: The university webmail and u-storage system has a limit to the file size that can be transferred. Many PowerPoint presentations contain large image files that may make the file too big to transfer without modification. See the section below entitled "Troubleshooting" for information about how to modify files to enable transfer.

DVD

The `DVD` button selects the DVD player that is under the Mac Mini inside the podium. To turn the DVD player on, you must use either the DVD remote control or the buttons on the front of the DVD player. The `DVD` button on the control box does not turn on the player. (You may play a

DVD on the Mac Mini using its DVD player, but you will then have to use the mouse to select scenes and navigate, which is more time consuming. The slot for inserting the DVD into the computer is on the front of the device.)

Laptop

To use a laptop as the input device, press the `PC` button on the control box. You must also connect the long black video cable to the laptop and the smaller audio cable (if the presentation includes audio). The cable is PC compatible. If the laptop is a Mac, the user will need to have his or her own adapter. Mac laptops do not all use the same video cable type, but the UCen Bookstore has a wide variety of adapters available.

WARNING: Always carefully insert the video jack straight into the jack. The pins are easily bent and once bent, they will never work again.

WARNING: If the display is not correctly selected on the laptop, the system will not display the laptop as input. If you do not see what is on your screen on the big screen when you attach your laptop, see the section below entitled "Troubleshooting."

Auxiliary Video

You can plug a VCR into the system using the cables in the podium. To play a videocassette, press the `AUX VIDEO` button. Use the controls on the VCR to power it up and to play, fast forward, and rewind.

TROUBLESHOOTING

Your Laptop Is Not Displaying on the Big Screen

To display properly the laptop must have the appropriate display selected. Follow these instructions to select the display on the user's computer.

Apple Laptops
Click on the Apple menu (upper left-side of the menu bar). Select `System Preferences`. Select `Displays`, and check the box in the lower left-hand side of the dialog box that says, "Show displays in menu bar." Close the dialog box. You will now see the display icon in the upper right-hand side of the menu bar. Click on it. Select `Detect Displays`. It may take a few seconds for the laptop to show on the screen and monitor.

PCs
Every PC is different. The control of the display detection usually is done using a function key. The user must use the Help information on his or her system to learn how to detect the correct display.

Tech Help for Instructors

You Need to Know How to Have a Back Up in Case Your Presentation Does Not Work as Intended
Every user should always create a back up presentation as a pdf (or image file). Follow these instructions to create an attractive back up. When the presentation is finished and saved, choose `Save As` from the File menu in PowerPoint. In the File Type pull down menu, choose `pdf.` Save both the original PowerPoint file and the new pdf to your thumb drive.

Insert the thumb drive into the slot in box on the right-hand side of the top of the podium. In the Launch Pad at the bottom of the monitor, click on `Preview`, the program that allows you to show graphics files, and open your pdf presentation file. In Preview, you can display your pdf as a slideshow. To do this, go to the View menu, and select `Slideshow.` Use either the arrows on the controller that will appear at the bottom of your screen or the arrow keys on the keyboard to go forward and back.

WARNING: If the original slides contained animation, the animation will not appear in a presentation from a pdf. If the originals contained animation, it is recommended that the user create a back up without the animation.

Your Fonts or Downloaded PowerPoint Templates Are Not Displaying Correctly
When you use a thumb drive, your downloaded (non-standard) fonts and other graphics are not available to your presentation. They are on the computer onto which you downloaded them. You can use the laptop onto which you downloaded the fonts or graphics, and then you will be able to see them. Another option is to use a back up form of presentation. When you show your presentation as a pdf slideshow, you will see the fonts and graphics as they are supposed to look because Adobe saves them.

Your File Is Too Big to Upload to U-Storage or Send Through Webmail
You can easily compress the file size of images in PowerPoint by doing the following. Open your file in PowerPoint. Go to the File menu, and click on `Reduce File Size.` In Picture Quality, choose `Best for sending e-mail (ppi).` Then, click `Okay.` This will not significantly affect the clarity of most images projected.

The Mouse Isn't Working
On the bottom of the mouse is a small slider button that turns it on and off. If someone has turned it off, you can turn it on using the slider. When you do, give the system a few seconds to detect the mouse again.

If the mouse does not work after it has been turned on (and after you've patiently waited for it to be detected), the batteries are probably dead, and you will have to use the keyboard. Please also contact Chas to request that he replace the batteries.

You Are a PC Person, and You Think Not Being Able to Right Click Is the End of the Universe
To right click on an Apple computer, hold down the key marked `Control` (not the one marked `Command`) as you click.

You Are a PC Person, and You Think Not Being Able to Select `Screen Shot` Is the End of the Universe
To take a screen shot on a Mac, hold down the following keys at the same time: `Command`, `Shift`, and `4`, and then release these keys. A cross-hairs will appear, and you can then use the mouse to select exactly what you want to be in the screen shot. The file will appear on the desk top, entitled Screen Shot following by a number.