

# Audio/Visual Aids Guide for New Instructors

This simple guide was created to ensure a better presentation of audio/visual course material. The following tips will help reduce the occurrence of technical problems during class:

1. Inform the A/V support staff of the materials you plan to present in class (PowerPoint slides, videos etc.), as well as your comfort level for using the necessary hardware/software. The primary A/V specialist is **Sandra Buckland** ([sbuckland@fau.edu](mailto:sbuckland@fau.edu)), followed by **Mahmoud Kassassir** ([mkassass@fau.edu](mailto:mkassass@fau.edu)). Feel free to email any or all of the A/V staff.
2. Please attempt to provide a copy of all materials that will be used for class, so that the A/V staff can test for compatibility issues with the class equipment. This is especially important for PowerPoint presentations with embedded videos.
3. When creating a PowerPoint presentation, please ensure that the slides are also available for a **4:3 on-screen show**. In the event that your class will be held in our smaller rooms that do not have widescreen projectors, a presentation in anything greater than a 4:3 aspect ratio will result in a vertically compressed slideshow, making it harder to read for most of our students (who are mostly 55 years of age and over). In addition, **please use a font size no smaller than 22 pt**. Students will appreciate the use of larger fonts. Below are tutorial videos for setting the screen ratio on different versions of PowerPoint:

[Setting aspect ratio in PowerPoint 2007/2010](#)

[Setting aspect ratio in PowerPoint 2013/2016](#)

[Setting aspect ratio in PowerPoint 2011 \(for Mac\)](#)

4. For all non-embedded videos that will be played from a CD/DVD or USB drive, please provide a copy of the video(s) to the A/V staff at least a week prior to the class date to test for compatibility issues.