Using PowerPoint or Keynote for Online Lectures

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Which Program to Use?

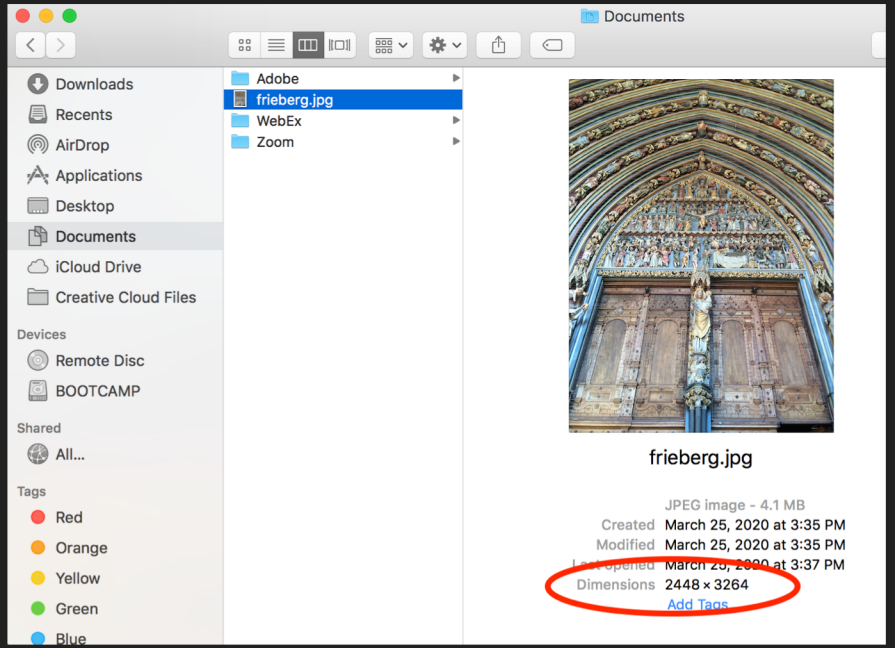
Keeping Slides Clear

IMAGES

- 1500 pixels on the long edge
- Use conservatively
- Break up text, add variety

TEXT

- > 16 point font size
- Sans serif font
- Contrasting colors



Highlighting Details in a Slide

Save time through:

- Duplicating slides and images
- Use arrows and boxes

Año de 1750.
Copia del Original que de orden del Sr. S. Vizcaya de esta nueba España demarcó Dn. Joseph de Villa Señor y Sanchez Contador de los Rs. Obsequios.
Poniente
Remate
Sur
Norte
Oriente
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Emphasizing Text

“An example of a sentence where a part of the sentence might be highlighted to emphasize a point. Changing the highlighted text can transition to a new section. New sections can be highlighted from the same passage.”

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Presenting Remotely

Zoom

- External monitor for presenter notes
- Use Sidecar to add an iPad as second screen

Panopto

- View presenter notes → “Capture PowerPoint/Keynote”

Sharing PowerPoints After a Lecture

Save File	Source	Share
Save as PowerPoint file OR Export as PDF	Shared Box folder OR Google Drive folder	Add to Canvas

More Resources

LinkedIn Learning videos on PowerPoint and Keynote

Panopto Support: Recording PowerPoint/Keynote in Panopto for Mac and Windows

VRC Notes on Teaching Remotely in Art History: Screen Sharing

Contact Academic Technology Solutions with tech questions on presenting in Zoom/Panopto