

USING AN OVERHEAD PROJECTOR

An overhead transparency (OHT) is a tool that will enhance your presentation and reinforce your message.

Preparation of a transparency

Do not put too much information onto one sheet. "Crowding" leads to confusion and participants desperately writing down your transparency at the fastest speed they can manage without concentrating on your input. In addition you will not be tempted to "read" the transparency instead of speaking to your audience.

Use clear legible writing and simple graphics. More complex graphics and too much writing do not simplify the information that you are trying to impart.

Using a transparency

First ensure that you are comfortable with the particular overhead projector model that you will be using by testing to see that you know how it works (i.e. where the on switch is etc.).

Do not reveal the transparency all at once but only the section that you are dealing with. Once you are ready to move on to the next point you should reveal the next section of the transparency.

If you are using more than one transparency in your presentation you should ensure that you do not mix up the sequence of the transparencies.

Put the OHP off when you are replacing one transparency with another or if you are no longer going to use the OHP.

If you need to use a pointer you should use a pen/pencil on the projector. Using an extended pointer and pointing at the screen is not a good idea as you turn away from the participants and the pointer is not focused.

Helpful Hints

Don't cross or block the screen during your presentation

Don't stand hovering over the projector - it will appear that you are not knowledgeable on your topic

Keep transparencies in numbered plastic holders

Check your OHP pens before you use them. Do not use permanent pens unless you are certain you will use the same transparency again.

Check your transparencies on the projector before a workshop so that unclear visuals do not surprise you

Check that the projection surface is shaded from excessive light and is not marked or distorts your image

Face the participants and not the screen.