



**Unitarian Universalist
Church of Sarasota**
A Welcoming Congregation
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Multimedia Guidelines



Roger Fritts speaks at a recent Sunday service at our Sarasota church. Notice how faded the screen image looks. That's because the camera taking this picture adjusted to all the light streaming in from the windows. To the human eye, the screen is brighter than that. However, note the guidelines below about high contrast when projecting text.

Quick Summary:

- **Standard 4:3 format in Sanctuary and Lexow Wing**
- **Widescreen 16:9 format in Reeb Room and West Wing**
- **Black or dark background, white or light text**
- **Text size 28 points or larger**
- **Start with "start_here.pptx" presentation below**
- **Rehearse before your presentation, not during**

All of the projectors available at the church have standard **HDMI** and **VGA** connections, pictured below. All of the screens are in the 4:3 format.

In the Reeb Room and the West Wing:

These rooms have low ceilings, making it difficult for people sitting in back to see the bottom third of the screen. Using the **Widescreen 16:9 format** will help avoid the bottom third of the screen. It is best to test your connections and view your presentation several days before the event. Try sitting in the back row with someone sitting in front of you to get a sense of what your audience will experience. You might need to tilt the projector slightly to position the image in the top two thirds of the screen. **Scroll down** to read more and see pictures from the Reeb Room.

In the Lexow Wing:

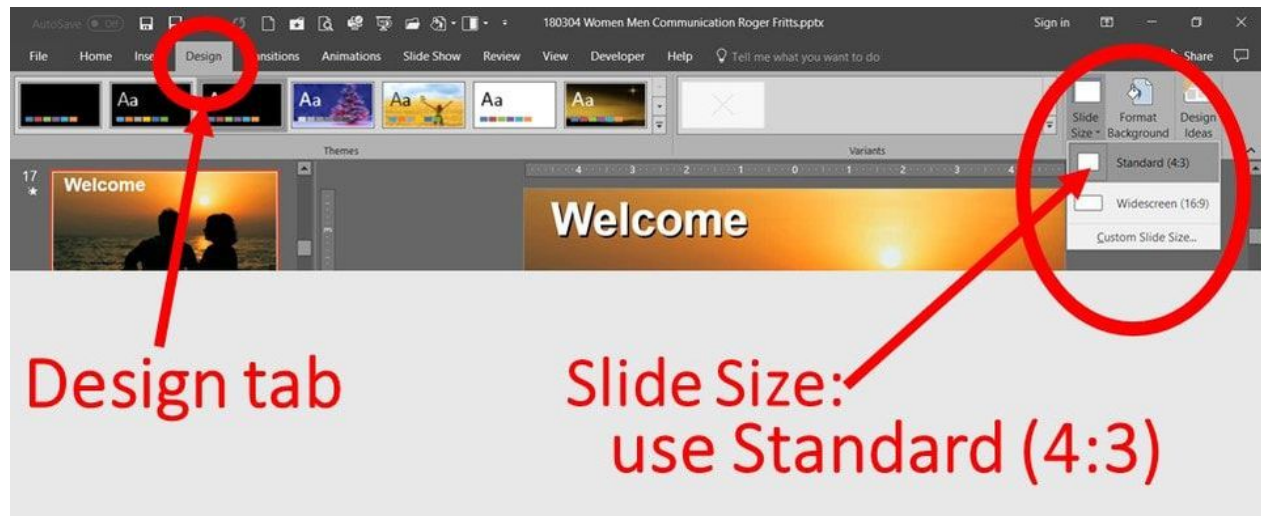
The ceiling in the Lexow Wing is high enough for everyone to see easily. Unless people are standing, as during the singing of hymns. In that case, people in back cannot see the bottom half of the screen. That is why the slides used for hymns do not extend to the bottom of the screen. **Scroll down** to read more and see pictures from the Lexow Wing.

In the Sanctuary:

The ceiling in the Sanctuary is high enough for everyone to easily see the whole screen. Unless people are standing, as during the singing of hymns. In that case, people in back cannot see the bottom half of the screen. That is why the slides used for hymns do not extend to the bottom of the screen.

Minimum text size to be seen from the back is **28 points**. If your text is smaller than that, you need to enlarge it, possibly splitting it into two or more slides. People generally hate to read slides in church (too much like being at work), but they do enjoy good pictures.

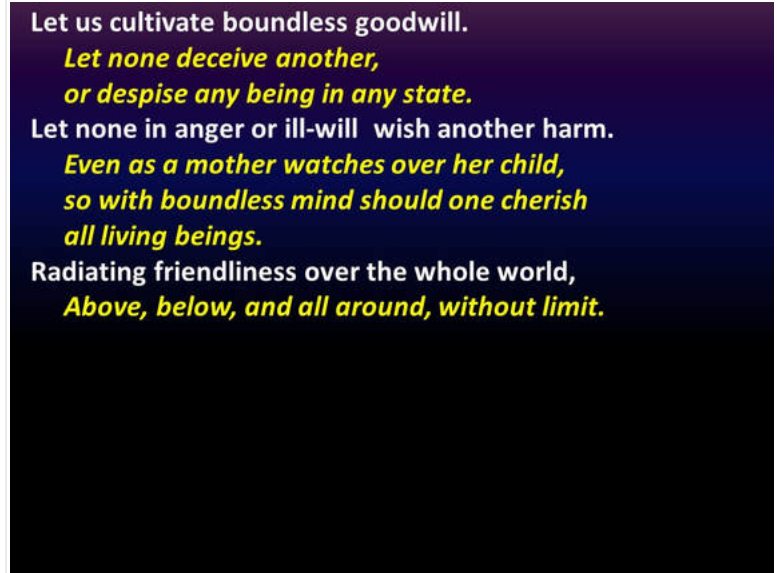
Our screen is the **standard 4:3 format** (almost square). Powerpoint 2016 defaults to a Widescreen 16:9 format (wide rectangle). This means your image will be reduced to fit the screen, with black bars top and bottom. Your best bet is to click on the Design tab and look to the right for Slide Size, as illustrated below. This allows you to choose the Standard 4:3 format, making full use of the screen. Better yet, download the "**start_here.pptx**" starter presentation in the red box below and just modify it to suit your needs.



Color guide:

Because of all the light pouring in from all of the windows, **high contrast** is needed to be able to read text against a colored background. The best combination is **white text against a black background**. There is a reason why movie credits at the end of a movie use this combination - Hollywood has years of experience. Other combinations that work are used for our responsive readings: Dark blue background with white and yellow text. The sample here also uses **Bold text** to make it easier to read. If you're not sure, step back ten feet from your personal computer and get a sense of what your presentation

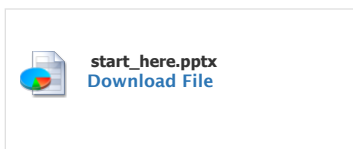
will look like in the sanctuary. Make sure your windows are open or you have full light in your room.

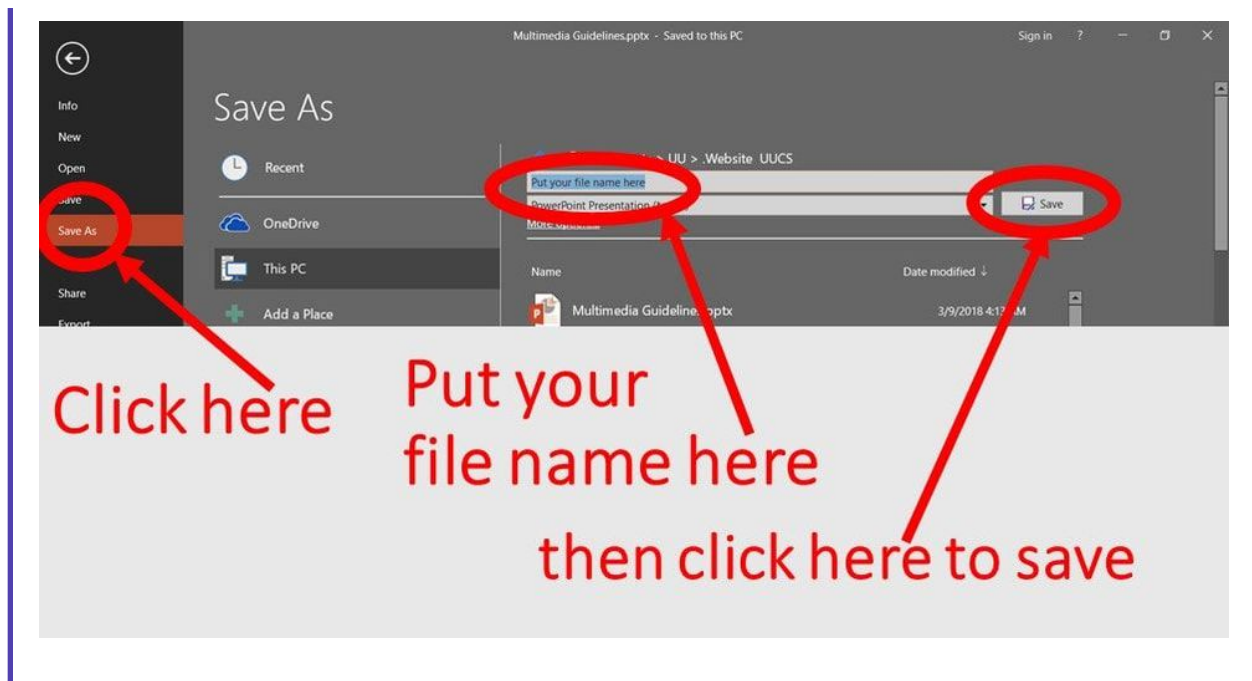


Sample text, showing a dark blue background fading to black, with white and yellow text, 28 points in size.

Start here:

Here is a starter file you can use to begin your presentation. It is in the Standard 4:3 format and contains the above sample slide, giving you the colors you need with the recommended minimum 28-point text size. If you download this presentation and use it to begin yours, you will have the necessary building blocks for a successful presentation. It includes fade transitions from slide to slide and a sample slide with a picture and text. We suggest you download it, open it in Powerpoint, click on the File tab (left of Home) and do a Save-As to rename the file to suit your needs, as illustrated below.





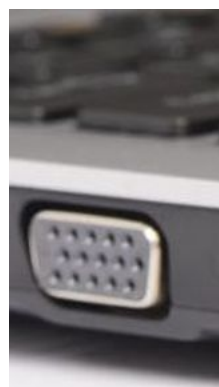
If your presentation is to be used on **Sunday morning**, send the first draft to Klaus right away at KLAUSOBE@GMAIL.COM. If it's too large to attach to an email, upload it to google docs or use dropbox. He can review it and advise if there are any issues so these can be addressed early on. When you have completed your final version, send him that one, too. Bringing your presentation Sunday morning on a flash drive and hoping it will work is a recipe for disaster. Avoid doing so if at all possible.

If your presentation includes **sound**, there are other issues to be confronted. The **Sanctuary** and **Reeb Room** have state-of-the-art amplification systems with a variety of connections available. The **Lexow Wing's** projector contains a loudspeaker which can be used for videos, but it requires the use of the hdmi connection. Volume control is through the projector's remote control. Use of the West Wing's projector must be arranged with the Director of Religious Education. Let us know what you have in mind so we can make sure it will work for you.

If you want to use your own computer, you will need to have one of the following connections on your computer. We have HDMI and VGA cables to plug into these connectors. Apple products have different connections, so adapters are needed. We have some adaptors in the sanctuary for Apple products. Again, check ahead of time to be sure you have the proper connections.



HDMI



VGA

Click on the images to zoom in.

Video:

If you want to play a youtube video using the church's wifi, it will probably work for you. However, if you want to

play it safe, download the video onto your computer and play it from your own hard drive. Then, if the internet goes down in the middle of your video, it doesn't matter.

Realplayer provides a free program which allows you to download youtube videos. This system has been used successfully numerous times in our sanctuary. If you see a video Sunday morning, it's probably been downloaded using Realplayer and inserted into that Sunday's presentation. The download is available at www.real.com

Share this information:

The url for this page is www.uucsarasota.com/av.html. Feel free to share this link if you know someone preparing a presentation.

How to avoid Death by PowerPoint

How to avoid death By PowerPoint | David JP Phillips | TEDxStockholmSalon

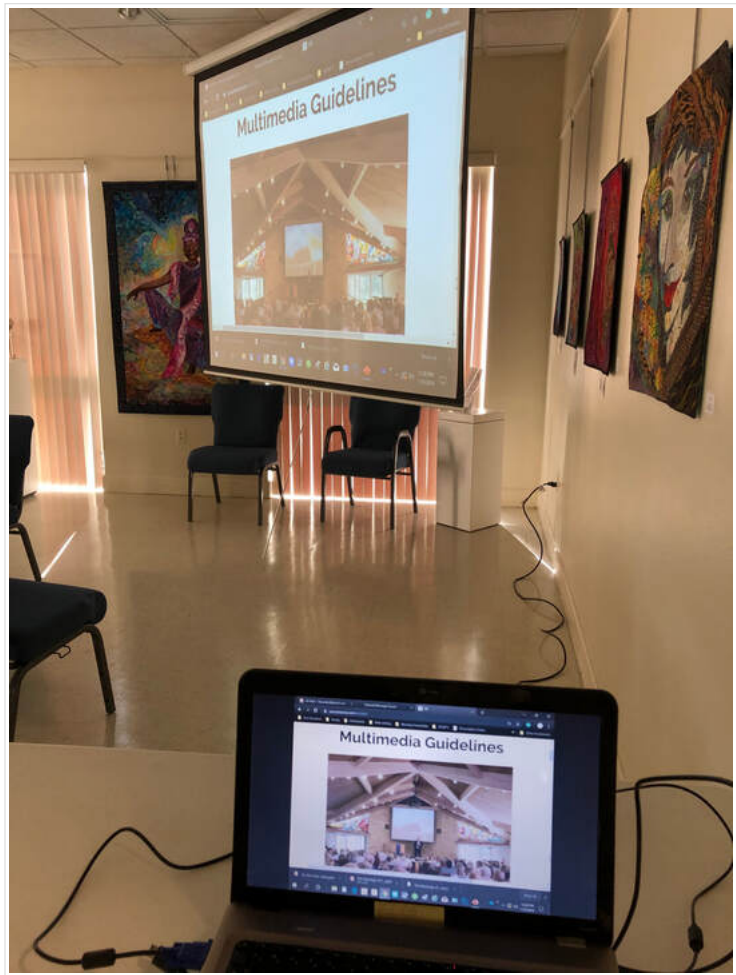


Lexow Wing details:

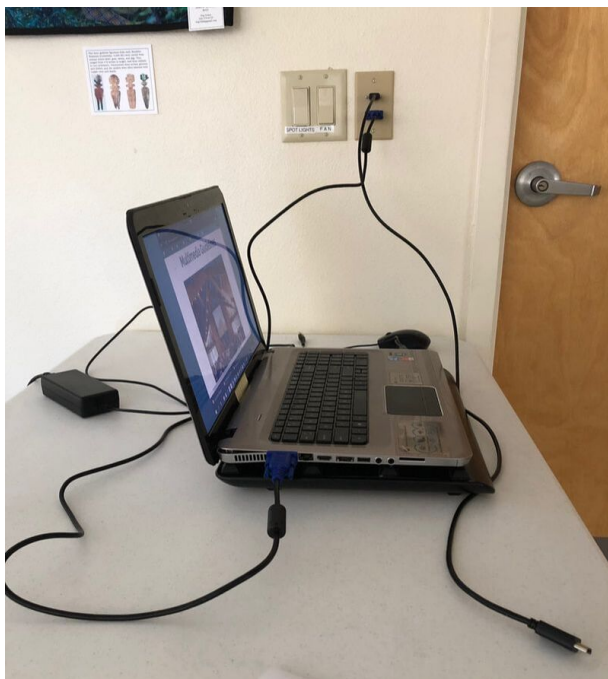
This image shows the top of this web page on my laptop and duplicated on the Lexow Wing screen. Note the black power cord plugged into the wall behind the screen. If you're doing this during the day, you will want to adjust the blinds to keep the sunlight from washing out your screen image.

At the very bottom of this picture you can see the blue tip of the vga cord plugged into the laptop.

Scroll down for more pictures and text.



Click on the images to zoom in.



Note the vga cable (blue tip) plugged into the laptop with the other end plugged into the wall socket. That's how the projector receives the image. The hdmi cable on the right is not used with this laptop. It is simply shown here plugged into the upper part of the wall socket. If you use hdmi, it sends both pictures and sound to the projector. The door on the right is the FACP door.

Here is a close-up of the projector's remote control. Point it at the screen. Note the blue on/off button in the top



This picture is taken from inside the FACP storage room. The clear plastic cabinet is shown with drawers open to illustrate the white remote control for the projector in the top drawer. The bottom drawer shows the hdmi cable on the left and the vga cable on the right. The orange reel holds an extension cord for power.

left. Beside it you'll see the Source Search button. It is to be used if you're having trouble getting a signal. Normally, if your computer is sending a signal, the projector will automatically find it. In case there is a problem, use the Source Search button. If you are using the hdmi cable and you have sound with your video, note the volume buttons on the bottom right.

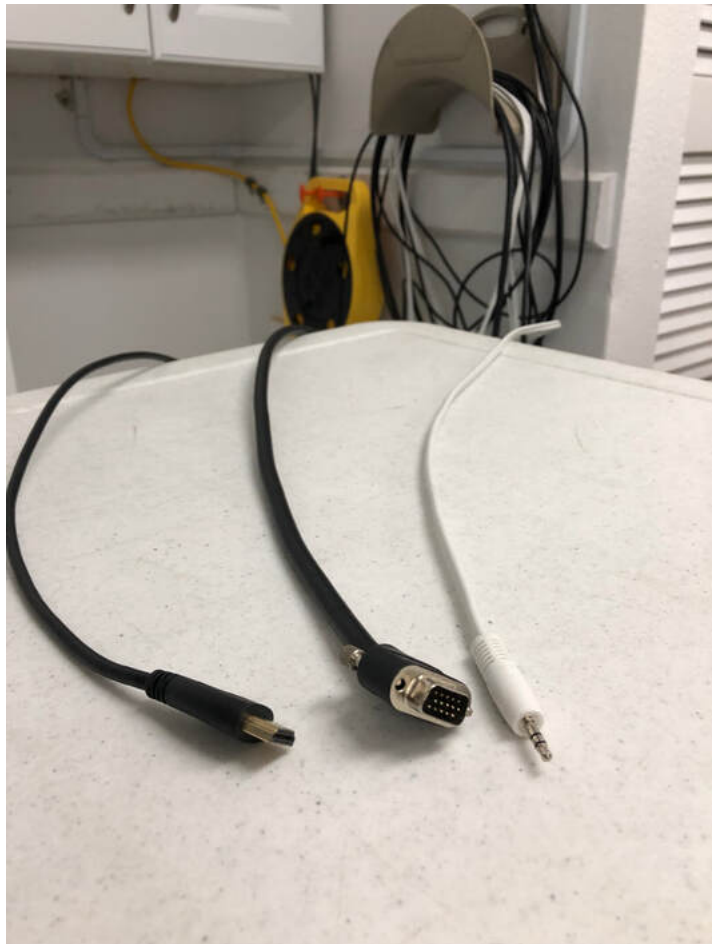


This picture is taken from inside the storage room behind the FACP room. The door on the right is the FACP door. Take one of the silver hooks on the left to pull down the screen.

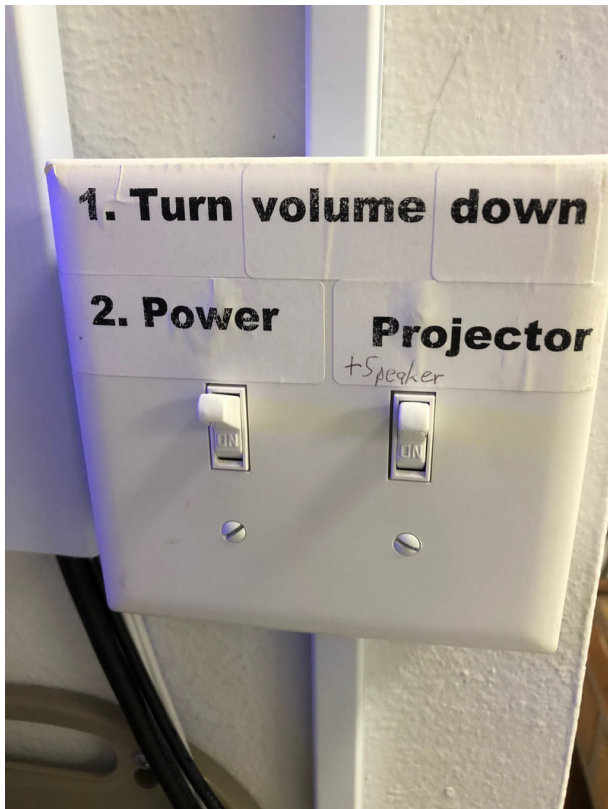
Reeb Room details:

This picture shows the cable connections in the Reeb room. The hdmi cable is on the left, vga in the center and the white cable on the right is for the earphone plug in your laptop. The vga cable only carries pictures. If you're showing a video, you'll need to plug in the white cable to get sound. Note the grey wire reel against the wall. These three cables are long enough to provide wide flexibility in deciding where to place your laptop. The yellow and black reel is an extension power cord. The cabinet on the top left is the multimedia cabinet.

Remote control: the projector in the Reeb Room is the same model as the one in the Lexow Wing. See above for details about the projector's remote control. However, volume control is through the multimedia cabinet, not via the projector's remote control, as shown below.



Click on the images to zoom in.



Right above the cable reel are the two power switches. After turning down the volume, turn both switches on.



If you can't reach the screen, use this hook, hanging next to the blinds behind the screen.

Here is a close-up of the projector's remote

control. Notice that it is identical to the remote control of the Lexow Wing. Point it at the screen. Note the blue on/off button in the top left. Beside it you'll see the Source Search button. It is to be used if you're having trouble getting a signal. Normally, if your computer is sending a signal, the projector will automatically find it. In case there is a problem, use the Source Search button. Please ignore the volume controls on this gadget. In the Reeb Room, use the volume controls in the multimedia cabinet, pictured above and to the right.



Inside the multimedia cabinet you will find these volume control buttons. If you use the hdmi cable, use the hdmi + DVD knob. If you use vga and the white audio cable, use the Laptop knob.

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