

PowerPoint in the 3Sixty

1) PowerPoint for the 3Sixty

1.1) Setting Up PowerPoint

Due to the how the screens in the 3Sixty are laid out, normal PowerPoint presentations will not work properly. The easiest way to create a presentation for the 3Sixty is to use the [3Sixty PowerPoint template](#). This template is the correct shape for the 3Sixty and shows where content should be placed for each of the walls (the dividing lines are deliberately hard to see, so that the audience will not notice them).

1.2) Tips for Writing PowerPoint

As the screens in the 3Sixty are much larger and close to the audience than normal, as well as surrounding them, there are some differences between writing content for them and for a normal presentation space:

- It is possible to use smaller fonts.
- Audio is always centred on wall 2, so this is the best place to put any video footage.
- Animations can move much further and faster than expected.
- Some areas of the screen are above or below eye level, so important content is best placed in the centre of slides.
- The audience's attention is likely to be centred in one place, so it is often best to use the same area one each slide for key information.

1.3) Previewing Your PowerPoint

Because PowerPoints for the 3Sixty are a different shape to normal presentations, they will look strange when displayed on a normal PC, as shown in figure 1, below:

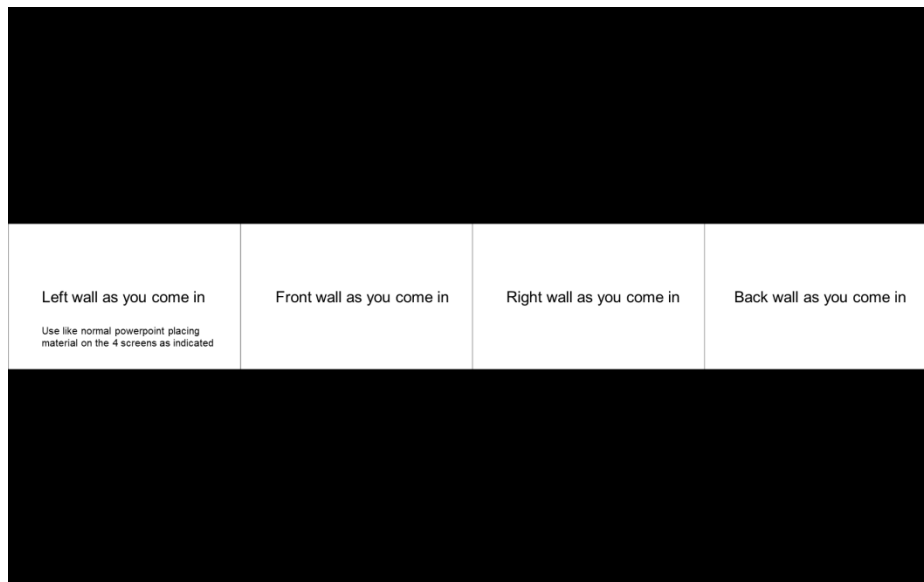


Figure 1: A 3Sixty PowerPoint, viewed on a normal screen

1.4) Getting your PowerPoint to the 3Sixty

The easiest way to get PowerPoint to the 3sixty is to put it on a memory stick or external hard drive, which you can bring with you. However, the PCs are connected to the internet so it is possible to e-mail presentations to yourself and pick them up in the 3Sixty via web mail or put them on network / internet storage drives such as Dropbox or the University's Dropoff service.

2) Using the 3Sixty

2.1) Turning on the Equipment

Most of the equipment in the 3Sixty is controlled using a touch panel, which is highlighted in the picture below:

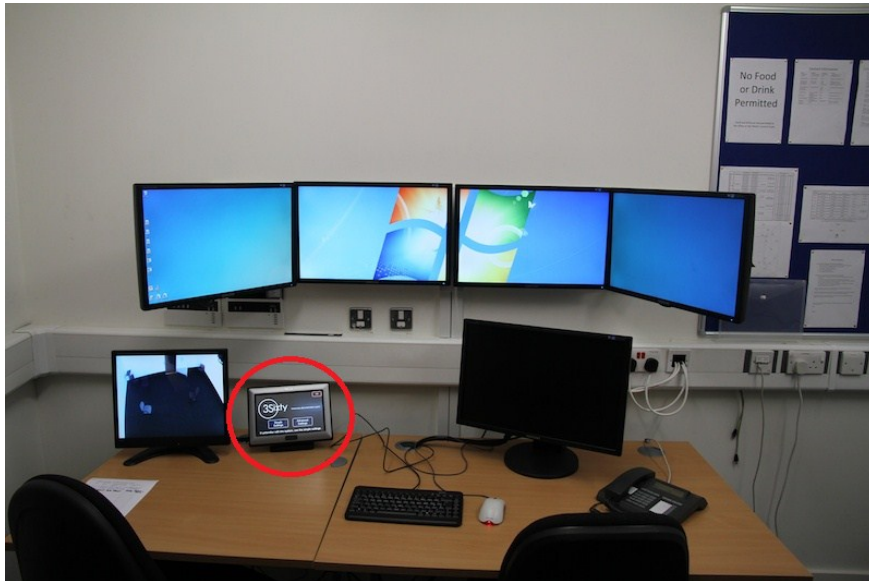


Figure 2: The touch panel

If the touch panel is blank, pressing it will wake it up. Once awake, it should show the start screen, as seen in figure 3 below:

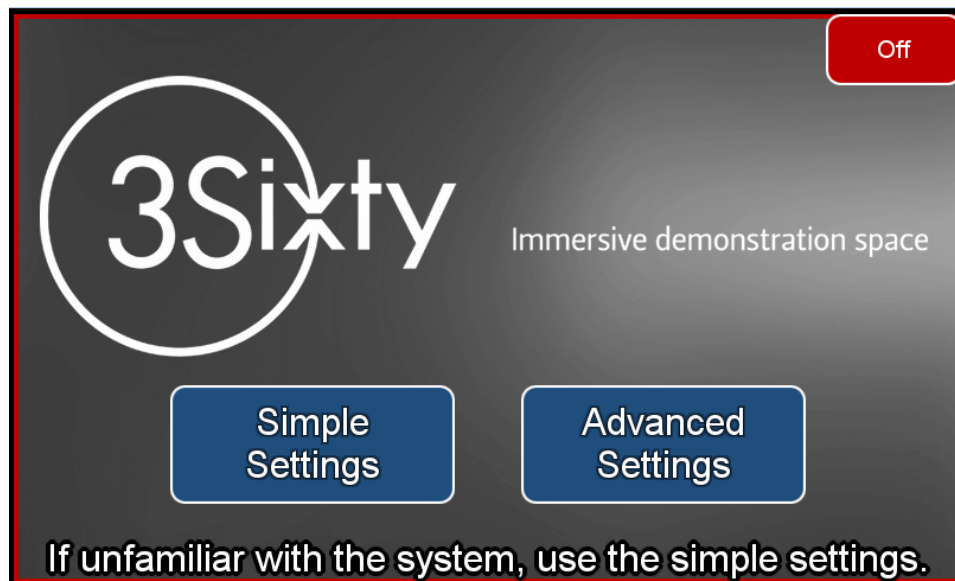


Figure 3: Touch panel start screen

If the touch panel is not showing this screen, press the **Back** button, near the bottom right hand corner of the screen until the start screen is shown.

To turn the equipment on, press the **Simple Settings** button. The system will power up, turning on the projectors, speakers, main PC, etc. and configure them so that the main PC is visible on the screens in the control room and the walls of the 3Sixty.

The touch panel will show a holding screen for about 15 seconds, while the equipment starts to initialise. It will then display the simple settings screen, shown in figure 4 below:

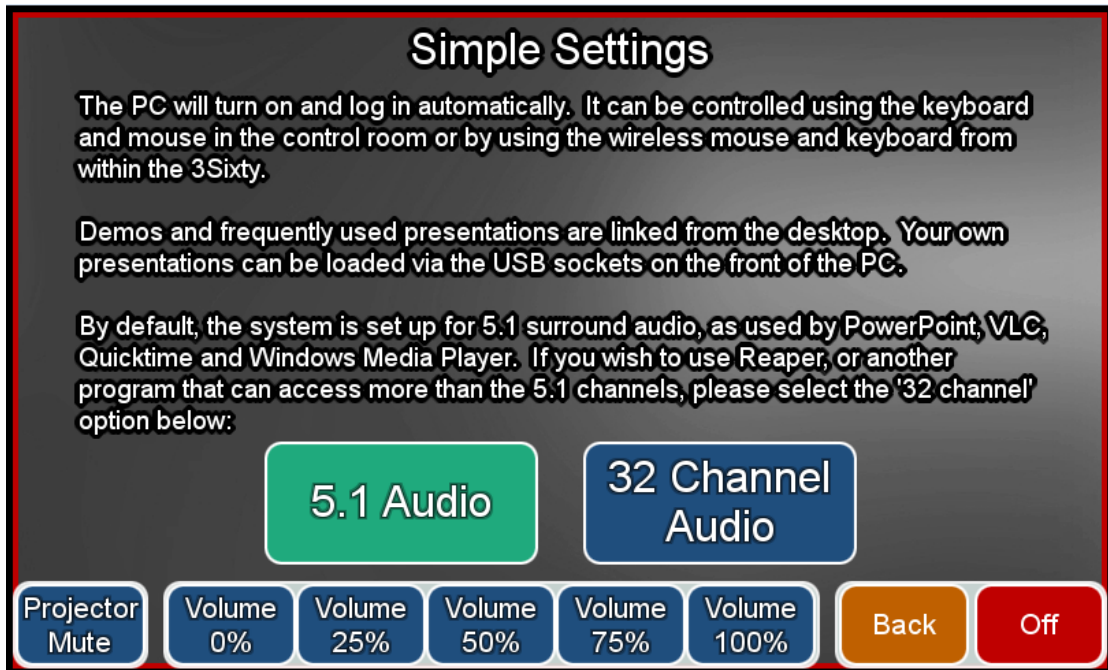


Figure 4: Touch panel simple settings screen

The **5.1 Audio** button should be highlighted, as shown. If not, pressing it will ensure that the system's audio is configured properly.

3) Loading and Showing Your Presentation

3.1) Loading Your Presentation

Memory sticks or External hard drives can be plugged in to the USB port on the front of the PC or via the Main PC's extra USB ports further down the rack. Both are highlighted in figure 5, below:



Figure 5: Main PC USB ports

If desired, presentations may be saved on the D:/ drive of the computer. They should be placed in a folder, whose name includes your name or your business' name so that it can be easily identified as yours. Files should not be stored on the desktop.

Files on the 3Sixty's PCs may be wiped at any time. As such, users should always bring a copy of your presentation with them and copies should be made of any updated files at the end of a session.

3.2) Controlling Your Presentation

Once a PowerPoint is opened and in presentation mode (done in the same way as on a normal computer) it may be controlled via the space's wireless keyboard or mouse, both of which operate within both the control room and the space.

3.3) Lighting

The controls for the 3Sixty's lights are situated in the space, on trunking to the left of the control room door.

4) Turning Everything Off

After use, users should turn the system off by pressing the **Off** button, situated at the bottom right of the touch panel. This will shut down the PC and turn off the other equipment.

5) Further Assistance

If you expect to require assistance during your session, please contact the Audio Visual Department as early as possible by e-mailing avcentre@york.ac.uk

In the event that you experience technical difficulties during a session, Audio Visual can be contacted by dialling x3036 using the phone in the control room.