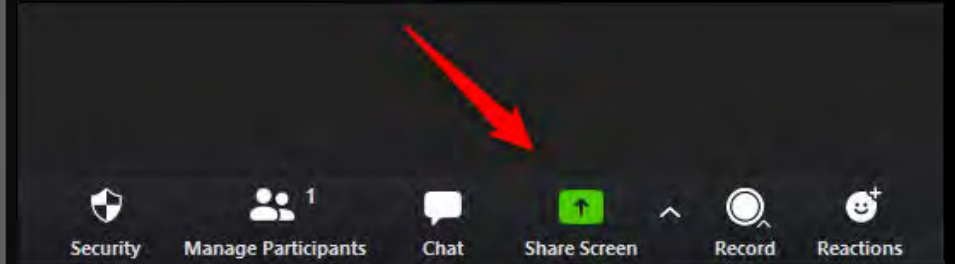


BEST PRACTICES FOR ONLINE PRESENTATION OF WORK



MFA-LR REVIEWS PREP

BEST PRACTICES FOR ONLINE PRESENTATION OF WORK

GENERAL TIPS TO KEEP IN MIND:

KEEP YOUR INTRODUCTION BRIEF. While this is an opportunity to contextualize your recent work, this is a review and not an artist talk. You should aim to reserve the vast majority of your 30 minutes for reviewer feedback and discussion. Trust the process and know that all reviewers have spent time with your work in advance; you don't need to explain it from the ground up.

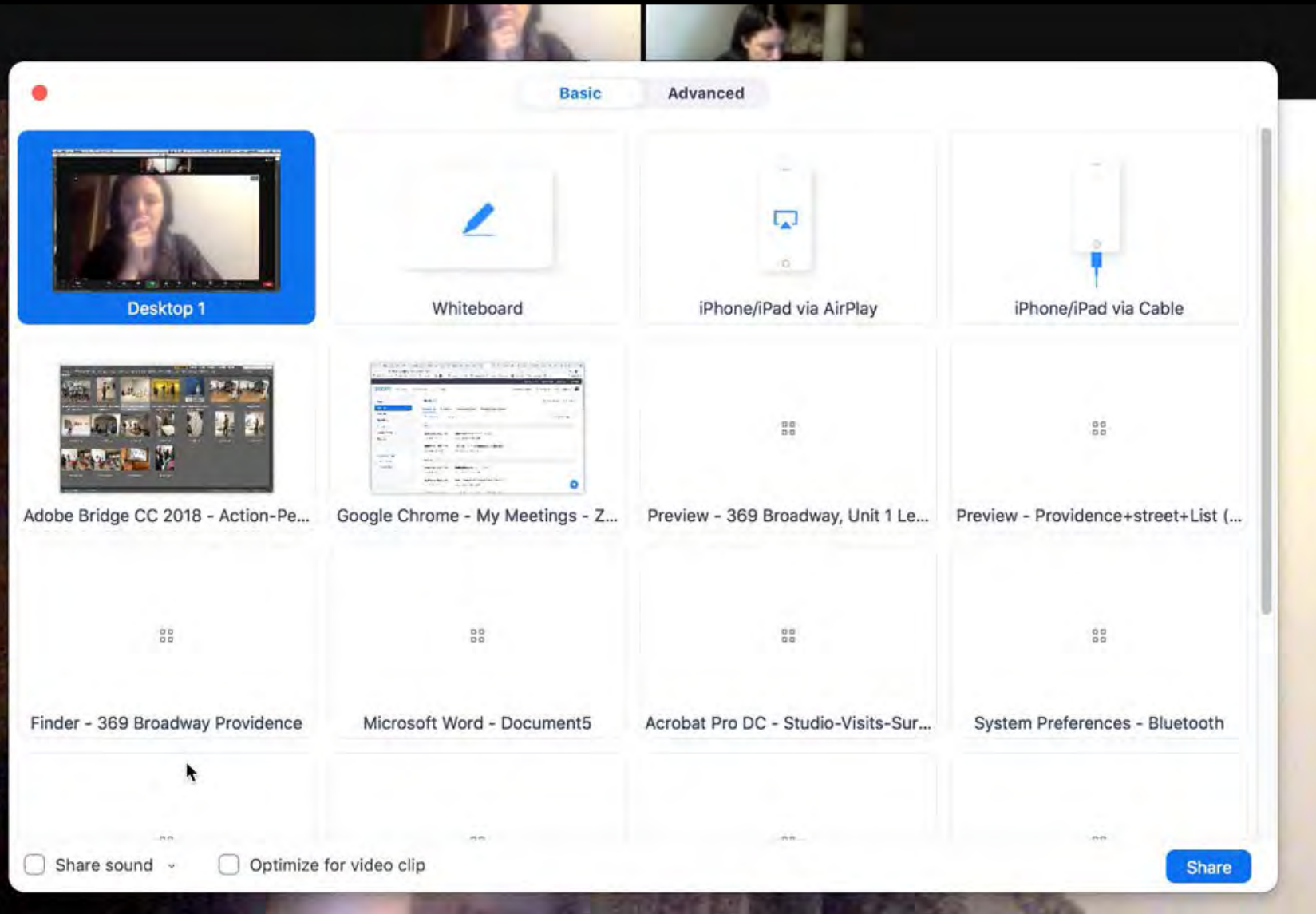
FIND A SYSTEM THAT LETS YOU FOCUS ON HEARING FEEDBACK RATHER THAN PRESENTING.

ADOBE BRIDGE (free to all MassArt students) is one option to show a looping slide-show of stills, so that you can be hands-off. You can also loop a presentation from Google Slides, PowerPoint, Keynote, Acrobat, etc. If you do opt for a brief presentation, **LIMIT TEXT TO CAPTIONS ONLY.** *Don't feel the need to read an intro!*

MAKE SURE TO USE HIGH-RESOLUTION IMAGERY. Image files should be 2000px minimum on the long side, larger if you're using a very high-resolution screen. Sequence your images in advance, manually or through your naming convention.

PLAN FOR TAKING NOTES. Zoom chats will be shared, but don't forget that unless you're using two computers, you cannot take notes digitally during your review. The best system here is to request that a member of your cohort act as a scribe during your review.

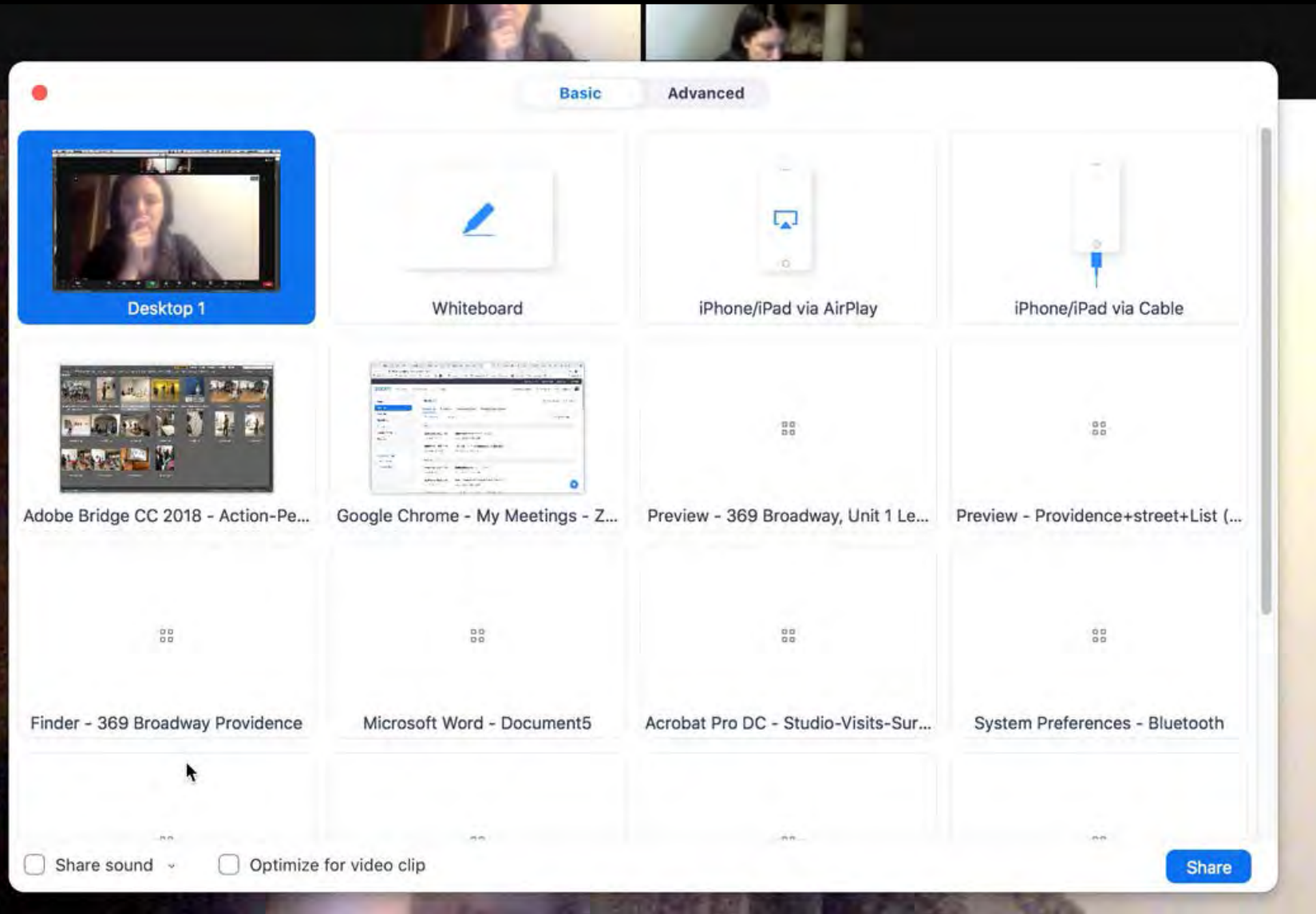
BEST PRACTICES FOR ONLINE PRESENTATION OF WORK



- If you plan to switch between software during your screen-share, share your entire desktop (Mac)

- If you plan to share video, click "Optimize for video clip" from the bottom left corner of this initial dialog box, and, if applicable, "Share sound" or "share computer sound."

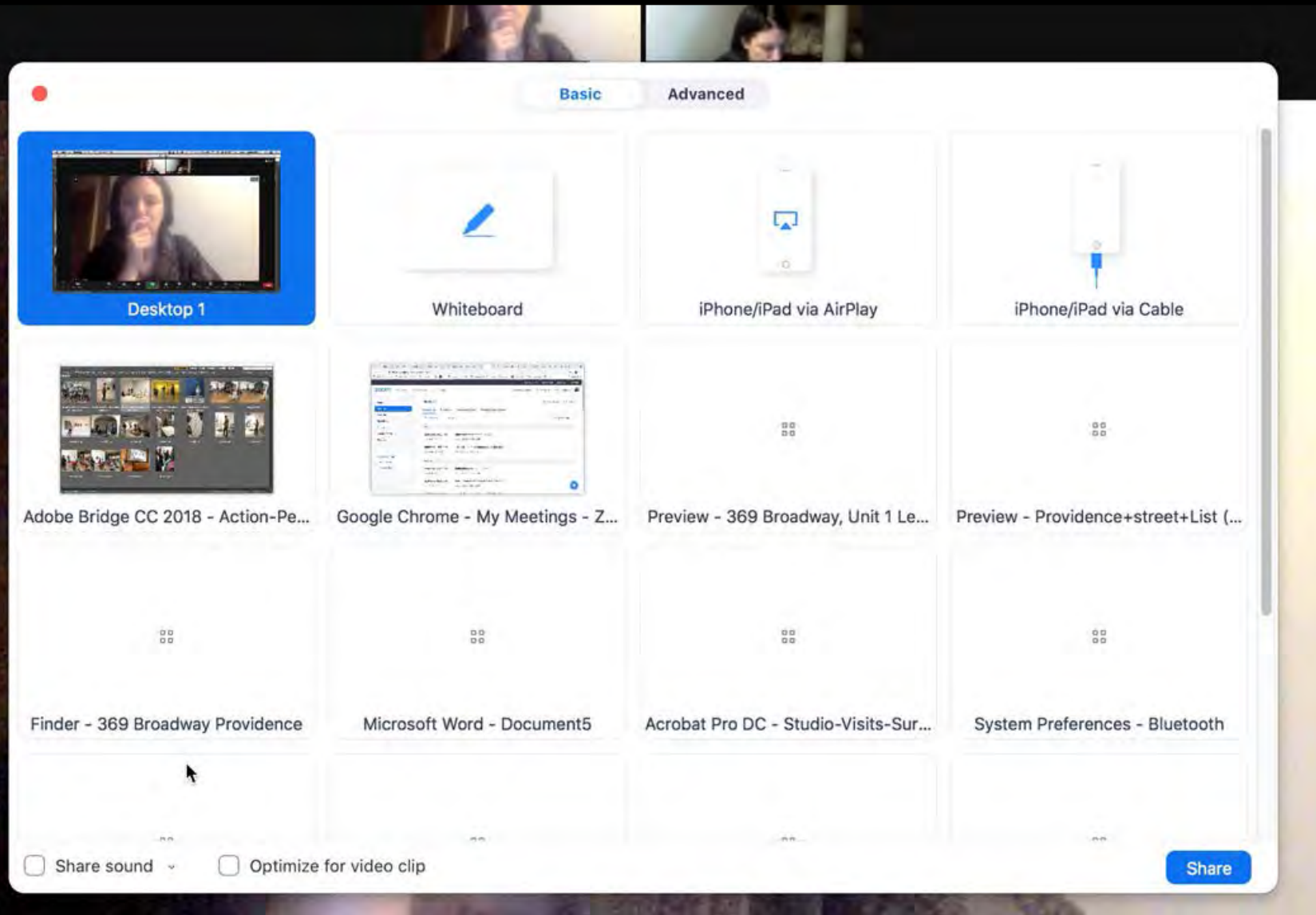
BEST PRACTICES FOR ONLINE PRESENTATION OF WORK



- **TIP 1:** If your desktop is unruly, consider dragging everything on it into a folder called "DESKTOP" for a quick clean-up.

- **TIP 2:** Consider silencing all alerts on your computer during your presentation, including text, calendar, and browser alerts, done in **SYSTEM PREFERENCES** -> **NOTIFICATIONS** on the Mac and in **SETTINGS** -> **SYSTEM** -> **NOTIFICATIONS & ACTIONS** on the PC.

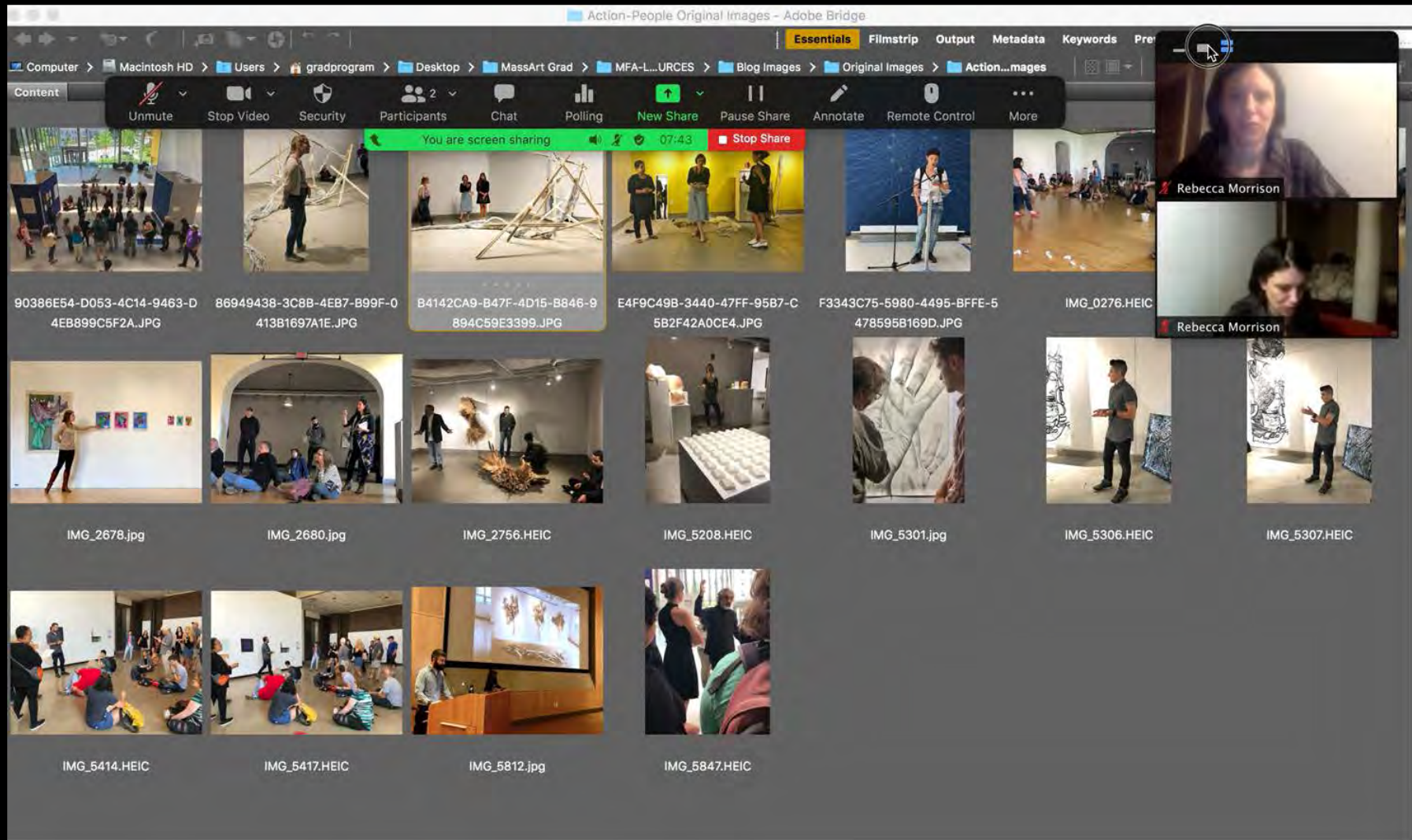
BEST PRACTICES FOR ONLINE PRESENTATION OF WORK



- **TIP 3:** Close all unnecessary programs prior to the start of your screen-share, and open the programs/files you intend to show in advance.

- **TIP 4:** Use your dock or taskbar to switch between programs during your screen-share, rather than dragging windows around to arbitrarily move them out of your way during your screen-share.

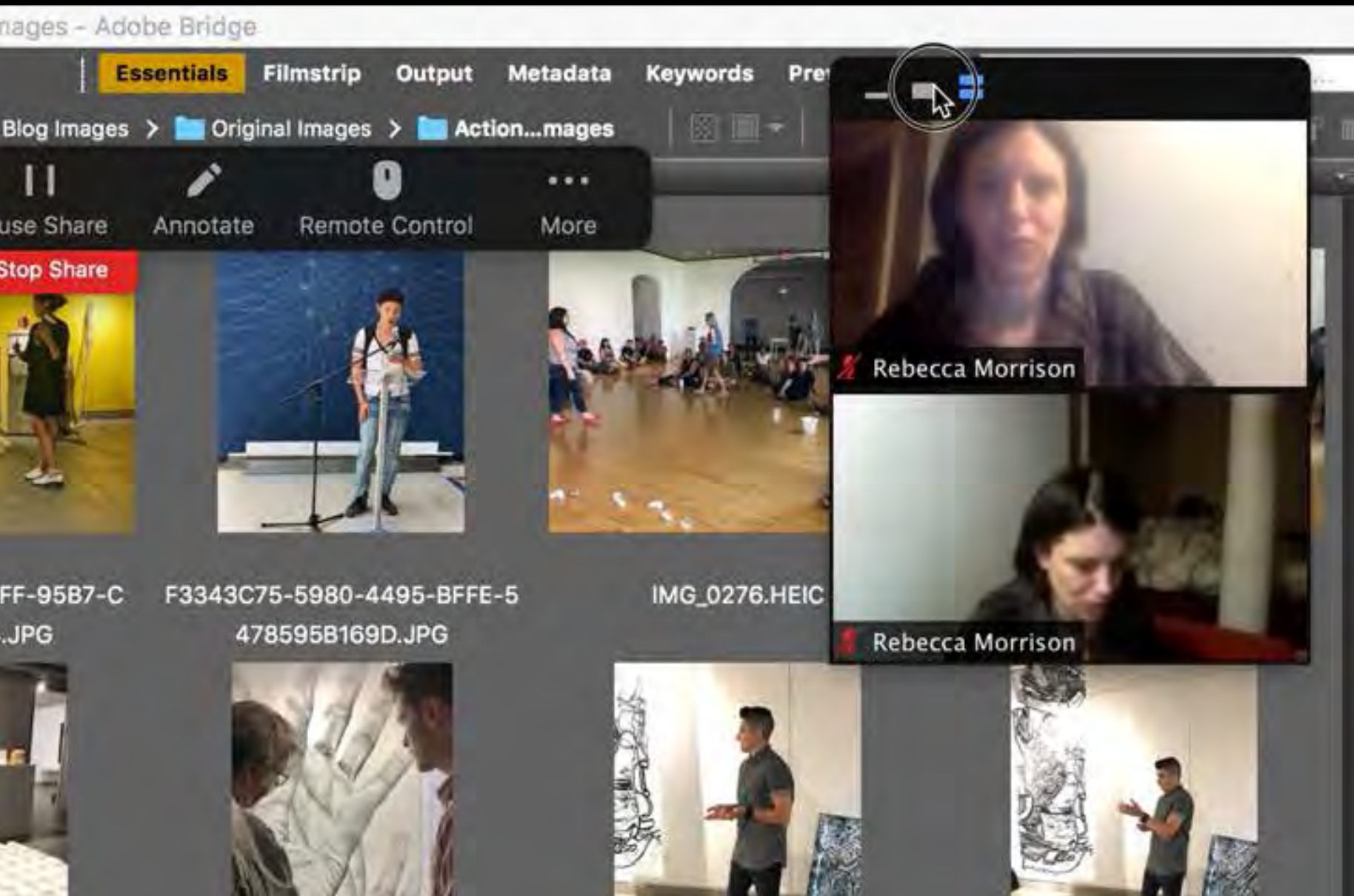
BEST PRACTICES FOR ONLINE PRESENTATION OF WORK



-Familiarize yourself with the Zoom interface as it appears during screen-share: the floating Zoom bar on top (with the green and red boxes, and control icons) and the video panel showing participant faces on the top right.

-Use the three icons at the top left of the video panel to show the speaker, all video participants, or minimize altogether.

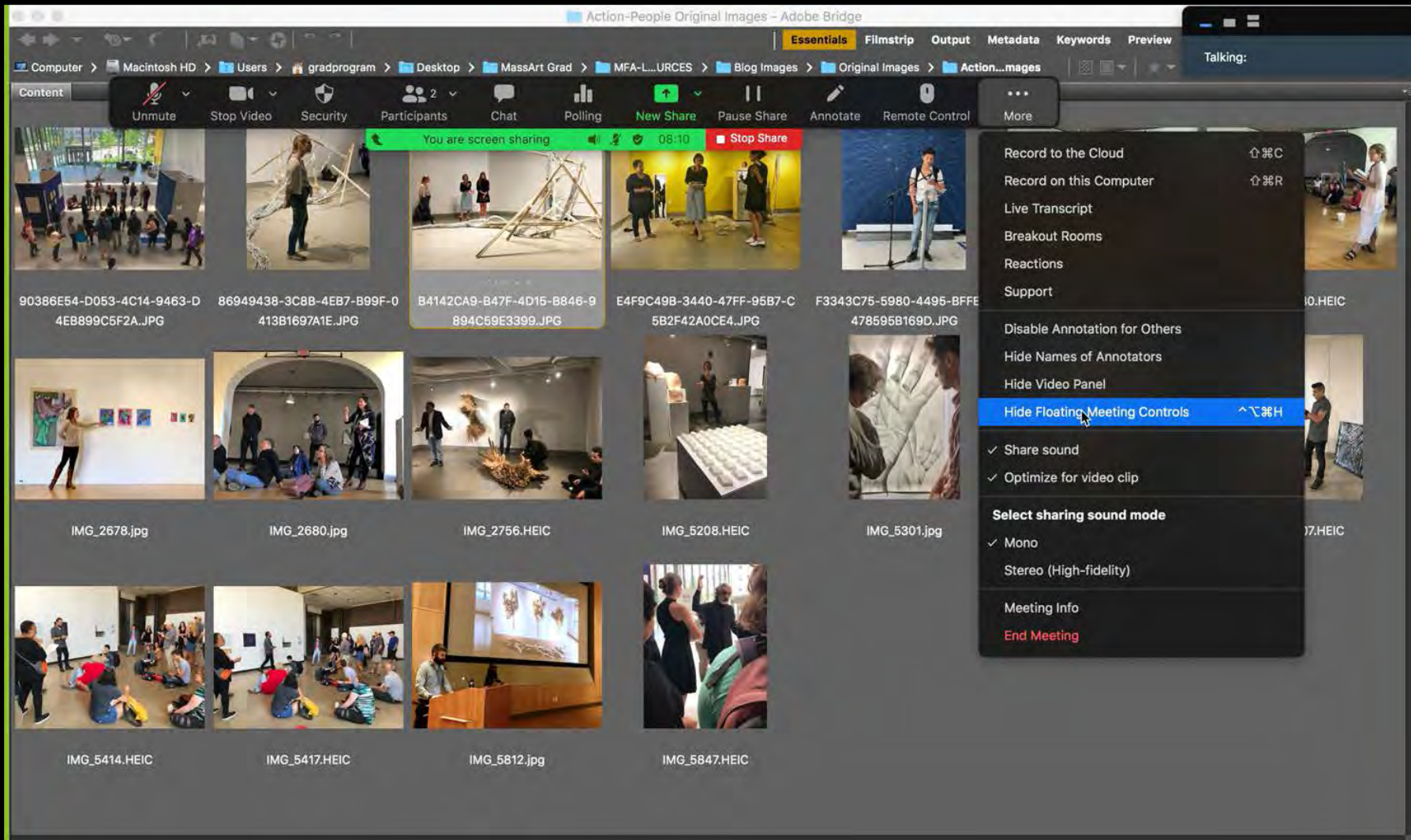
BEST PRACTICES FOR ONLINE PRESENTATION OF WORK



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BEST PRACTICES FOR ONLINE PRESENTATION OF WORK



-Use the "...More" icon at the top right of the floating Zoom bar to "Hide Floating Meeting Controls" (you can also hide the video panel) during your screen-share.

-**ESC** will bring the Zoom bar back and allow you to click the red "Stop Share" button when ready.

-Remember that therefore, if you need to hit "ESC" in whatever program you're running, you'll now need to hit that twice: once to bring back your Zoom bar, and then once in the program itself.

BEST PRACTICES FOR ONLINE PRESENTATION OF WORK

The image shows a Zoom meeting interface. At the top, the browser address bar displays the path: Desktop > MassArt Grad > MFA-L...URCES > Blog Images > Original Images > Action...images. The Zoom toolbar includes icons for Participants (2), Chat, Polling, New Share (active), Pause Share, Annotate, Remote Control, and More. A green status bar at the top indicates "You are screen sharing" with a "Stop Share" button and a timer of 08:07. Below the toolbar is a gallery of video thumbnails. The top row shows three thumbnails: a gallery space with a sculpture, a group of people in a gallery, and a person at a podium. The bottom row shows three more thumbnails: a person in a gallery, a person at a podium, and a person at a podium. A settings menu is open on the right side of the screen, listing various options: Record to the Cloud (⌘C), Record on this Computer (⌘R), Live Transcript, Breakout Rooms, Reactions, Support, Disable Annotation for Others, Hide Names of Annotators, Hide Video Panel (highlighted in blue), Hide Floating Meeting Controls (⌘H), and Share sound (checked).

Action-People Original Images - Adobe Bridge

Essentials Filmstrip Output Metadata Keywords Preview

Desktop > MassArt Grad > MFA-L...URCES > Blog Images > Original Images > Action...images

Participants 2 Chat Polling New Share Pause Share Annotate Remote Control More

You are screen sharing 08:07 Stop Share

99F-0 B4142CA9-B47F-4D15-B846-9894C59E3399.JPG

E4F9C49B-3440-47FF-95B7-C5B2F42A0CE4.JPG

F3343C75-5980-4495-BFFE478595B169D.JPG

Hide Video Panel

Hide Floating Meeting Controls ^⌘H

Share sound

BEST PRACTICES FOR ONLINE PRESENTATION OF WORK

The image shows a Zoom meeting interface with a gallery of images. The top toolbar includes controls for Unmute, Stop Video, Security, Participants (2), Chat, Polling, New Share, Pause Share, Annotate, Remote Control, and More. A green banner at the top of the gallery indicates "You are screen sharing" with a "Stop Share" button and a timer at 08:10. The gallery contains 15 image thumbnails, each with a unique ID and filename below it. A settings menu is open on the right side of the screen, listing various options.

Computer > Macintosh HD > Users > gradprogram > Desktop > MassArt Grad > MFA-L...URCES > Blog Images > Original Images > Action...images

Unmute Stop Video Security Participants Chat Polling New Share Pause Share Annotate Remote Control More

You are screen sharing 08:10 Stop Share

36E54-D053-4C14-9463-D 4EB899C5F2A.JPG

86949438-3C8B-4EB7-B99F-0 413B1697A1E.JPG

B4142CA9-B47F-4D15-B846-9 894C59E3399.JPG

E4F9C49B-3440-47FF-95B7-C 5B2F42A0CE4.JPG

F3343C75-5980-4495-BFFE 478595B169D.JPG

10.HEIC

IMG_2678.jpg

IMG_2680.jpg

IMG_2756.HEIC

IMG_5208.HEIC

IMG_5301.jpg

17.HEIC

Record to the Cloud ⌘C

Record on this Computer ⌘R

Live Transcript

Breakout Rooms

Reactions

Support

Disable Annotation for Others

Hide Names of Annotators

Hide Video Panel

Hide Floating Meeting Controls ⌘H

✓ Share sound

✓ Optimize for video clip

Select sharing sound mode

✓ Mono

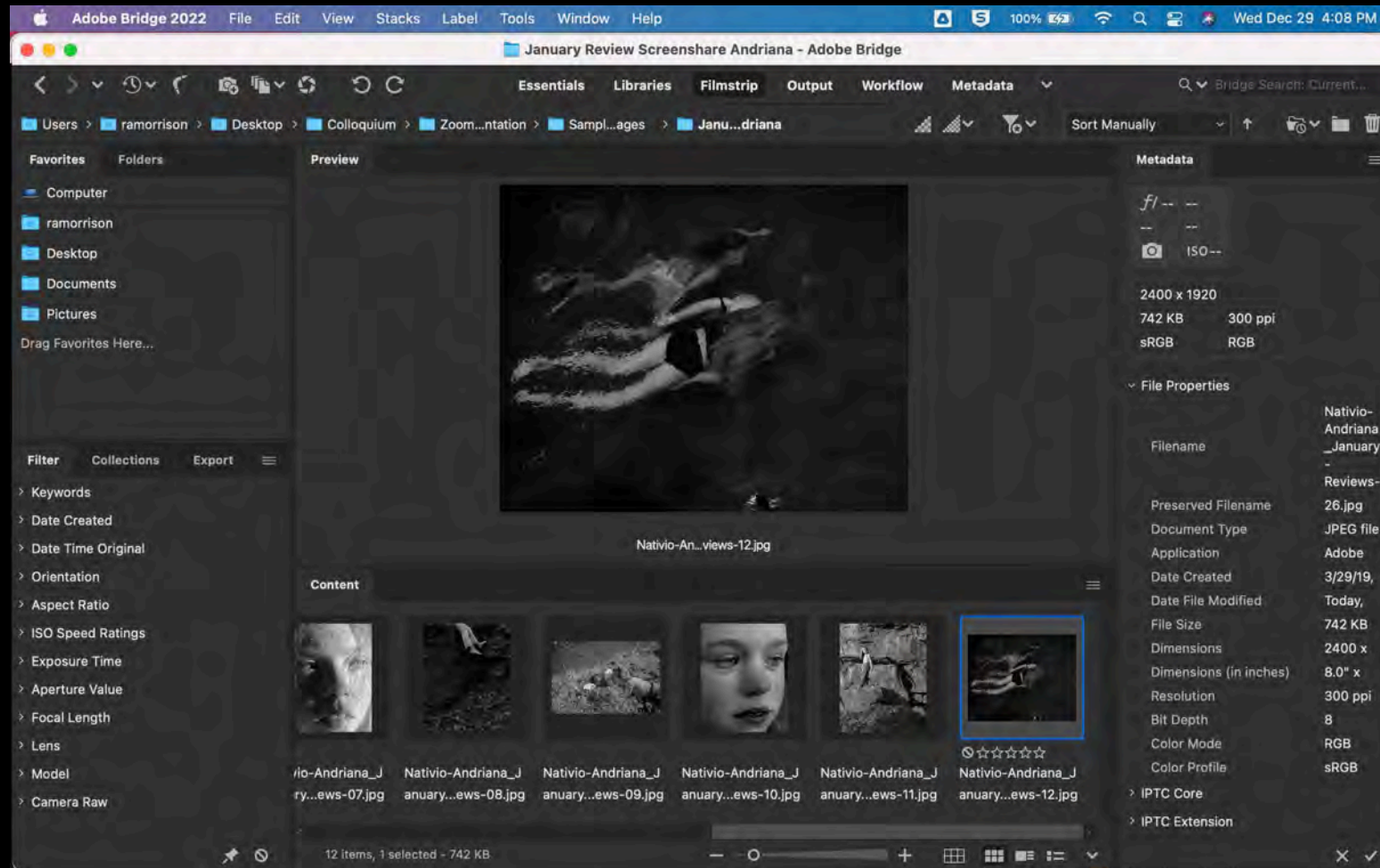
Stereo (High-fidelity)

Meeting Info

End Meeting

BEST PRACTICES FOR ONLINE PRESENTATION OF WORK

ADOBE BRIDGE TIPS:

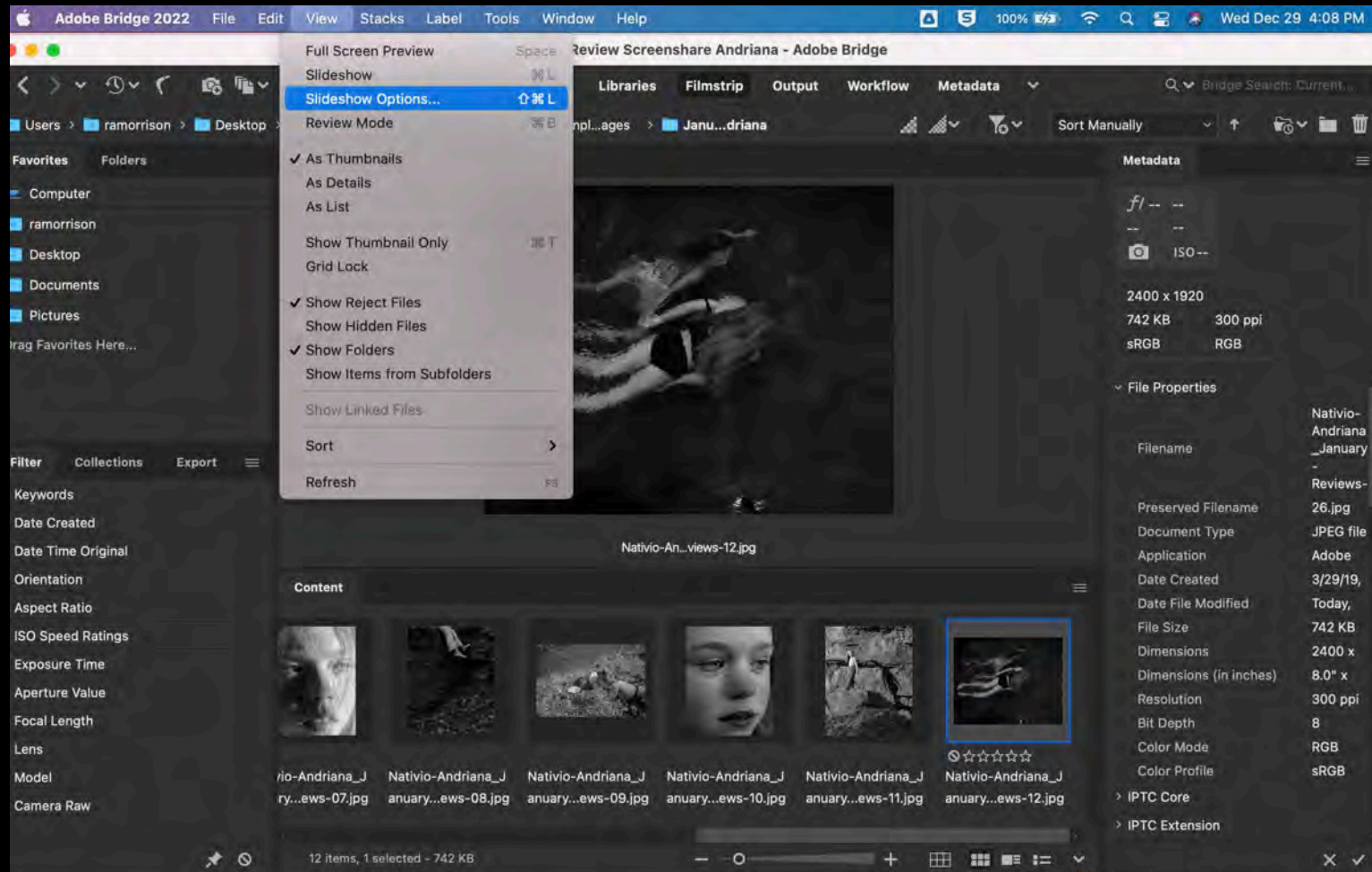


-Install Bridge in advance and run through your slideshow at least once before your screen-share.

-Begin in the **Filmstrip** module and set your Slideshow options

BEST PRACTICES FOR ONLINE PRESENTATION OF WORK

ADOBE BRIDGE TIPS:



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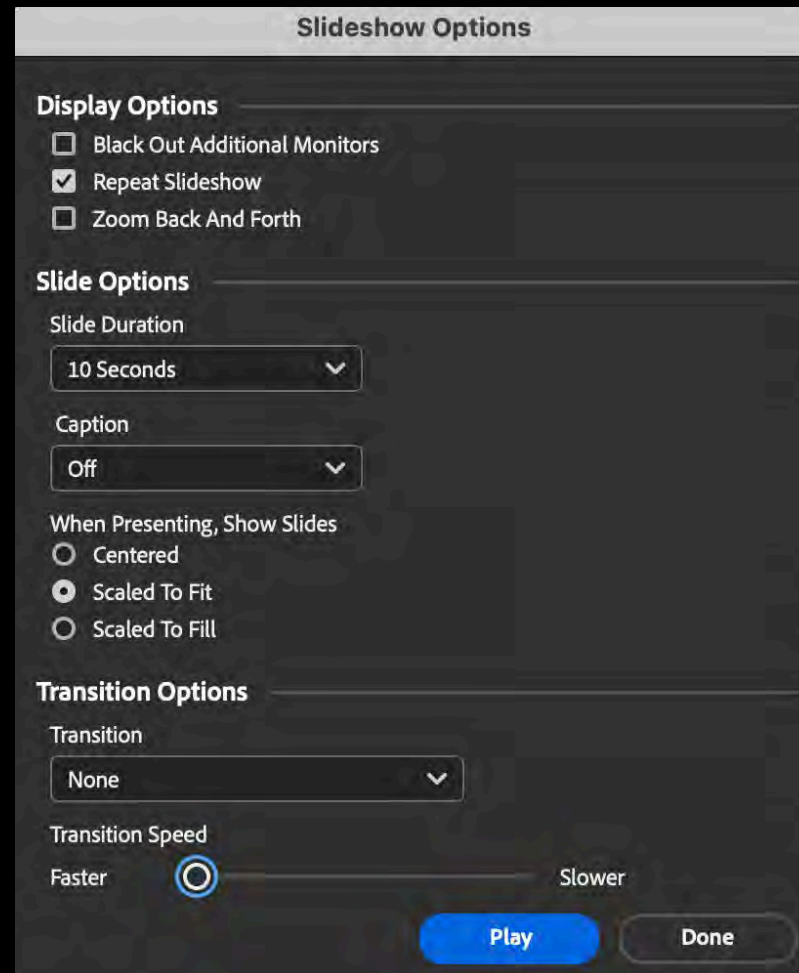
-Begin in the **Filmstrip** module and set your Slideshow options

-Use "**CMD-L**" or "**CONTROL-L**" to enter the Filmstrip view.

-Remember that "**ESC**" brings back your Zoom bar if you're hiding your floating meeting controls. Re-activate Bridge Hit "**ESC**" again to stop SS.

BEST PRACTICES FOR ONLINE PRESENTATION OF WORK

ADOBE BRIDGE TIPS:



-< Slideshow Options