

Walk to Emmaus



Walk IT Director Manual



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1. Purpose

The Walk IT Director is a role that has been created to assist the team leading up to the walk, during training and during the Walk on aspects of IT related matters. The IT Director is there to assist the team and to operate computer equipment. The IT Director will also assist in the preparation of PowerPoint slides to be used to assist talks.

2. Responsibility

The Walk IT Director is responsible for providing support for the team in the lead up to the Walk, during training and during the Walk. The IT Director will be responsible for

- Setting up of computer and projector equipment
- Liaising with the Walk Music Directors for songs to be used during training and on the Walk
- Creating play lists in Presenter for each time music is to be used
- Liaise with speakers on the creation of PowerPoint slides to be used during talks.
- Operate the Computer at the opposite walk Candlelighting.

3. Computers

Western Sydney Emmaus has purchased two Toshiba A9 Laptops for use during the training and the Walks.

Each Laptop is loaded with

- Microsoft Windows Vista Business
- Microsoft Office 2007 (Word, Excel, PowerPoint 2007)
- Presenter
- Adobe Acrobat Reader 8
- AVG Virus Software

4. Projectors

During training, projectors will be available for use at Bridging the Gap. For the Walks, they will be provided by the Conference Centre. For Candlelightings, we may need to borrow a projector.

5. Software

There are two major software packages required to be able to perform the IT Directors role:

5.1. Presenter

Western Sydney Emmaus has a copy of Presenter which is used to display the song words. Song words can be created from within Presenter or using Notepad. The easiest way is to use the editor built into Presenter as it provides for the section headings etc.

5.2. Microsoft PowerPoint

Microsoft PowerPoint is the most generally used Presentation software package and is the preferred method for presenting the talk supporting slides.

5.2.1. Fonts

When using fonts if the standard Windows fonts are used (i.e. Arial, Times New Roman, Comic Sans etc) then there will be no issues. If however, a team member wants to use a special font, then the Walk IT Director will need to ensure that this font is installed on the computer to be used during training and at the walk.

Whilst Script fonts may look wonderful they are often hard to read and should be avoided.

5.2.2. Sound & Video Clips

PowerPoint has the ability to embed sound and video clips to be used as part of the presentation. The file that is to be played is not embedded into the PowerPoint presentation and needs to be copied across separately to the computer to be used for training and the walk.

6. Role of the IT Director for Talks

The Role of the IT Director is to assist the speaker in the development of slides as an aid to the talk. The IT Director is not to put their own emphasis or feel to the slides but rather represent the needs of the speaker.

An appropriate approach would be to ask the speaker to provide an outline or even a word version of the presentation the same way they would if they were producing overhead slides. The Speaker will need to ensure that this is provided in plenty of time for the IT Director to put together the slides. The IT Director should set clear timeframes for when they will require the information.

A list of question to ask the speaker could be

- What sort of background would you like
- Font style and size
- What pictures would you like
- What type of slide transitions
- Revealing of points etc.

Note: that if a person develops their own slides then the fonts either need to be embedded into the presentation or available on the computer used for the presentation.

The same applies for embedded video or sound files as these need to be provided along with the slides. Some music files have digital certificates which may not be able to be transferred to another computer.

7. IT Director Skills

The IT director will need to possess good computer skills with a level expertise with Microsoft PowerPoint (including having and understanding of the traps with fonts, sound and video files) and have access (ideally) to a Laptop to be used for the walk and training.

8. Record of Issues

Issue No	Issue Date	Nature of Amendment
1	04 August, 2006	Issue 1
2	14 June, 2007	Added Record if issues section, added Presenter information. Expanded on PowerPoint section
3	31 July, 2007	Updated after comments from Marion and Pat
4	7 June, 2008	Update to reflect Emmaus Laptops and IT directors role at Candlelighting