MICHIGAN STATE UNIVERSITY

10/10: Creating and Giving Presentations

The Capstone Experience

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Fall 2016

From Students…
…to Professionals

Creating and Giving Presentations

- Creating
  - Organizing
  - Writing
  - Formatting
- Giving

Caveats

- Many Variations
  - Opinions
  - Situations
  - Audiences
  - Presenters
  - Etc…
- Seek Lots of Advice
- Hard to Generalize
- Always Exceptions to Every “Rule”
- Do what works for you.

Creating and Giving Presentations

- Creating
  - Organizing
    - Writing
    - Formatting
- Giving

Canonical Organization

- Title
- Introduction
- Contents
  - Section 1
  - Section 2
  - ⋮
  - Section N
- Conclusion

Force yourself to be organized.

Your presentation should have

- a beginning
- an ending, and
- flow.

Introduction

- The Point
  - What's the point?
  - What's the purpose?
  - What's the "take away"?
- The Plan
  - Go Over Presentation
    - Contents
    - Organization
  - Solicit Audience Questions About Plan

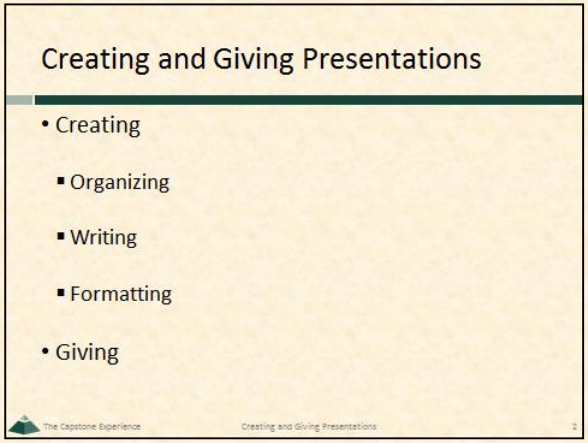
Assume that your audience will only remember exactly one thing.

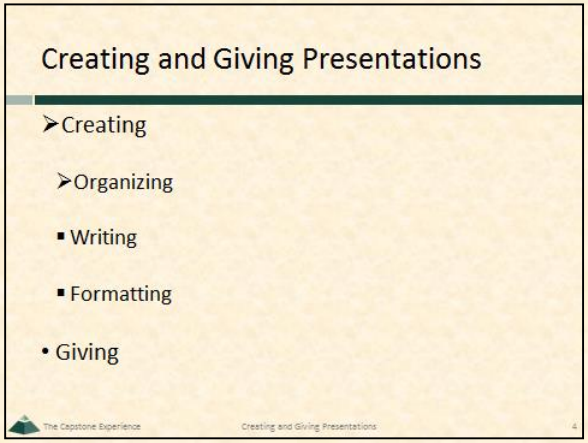
What do you want it to be?

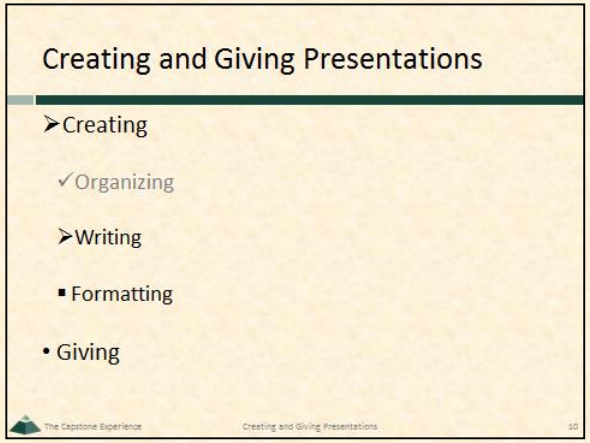
Contents

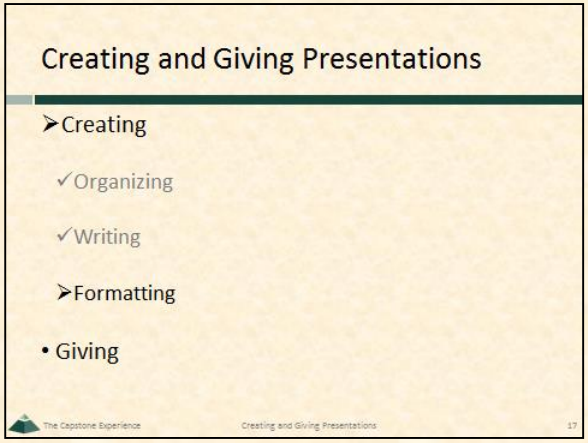
- Plan For 5 – 10 Minutes Total Attention
- Plan on 1 – 2 Minutes Per Slide
- Create Continuous Flow
  - From Start to Finish
  - Avoid Forward References
- Keep Audience On Track
  - Use Contents Flow Mechanism
  - Where are we?
    - What's done?
    - What's left?

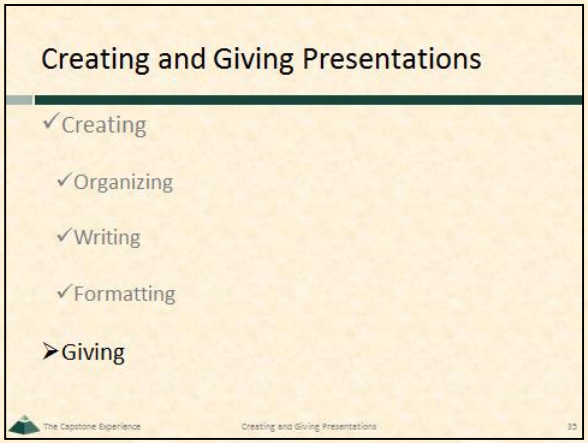
Contents Divider Slides

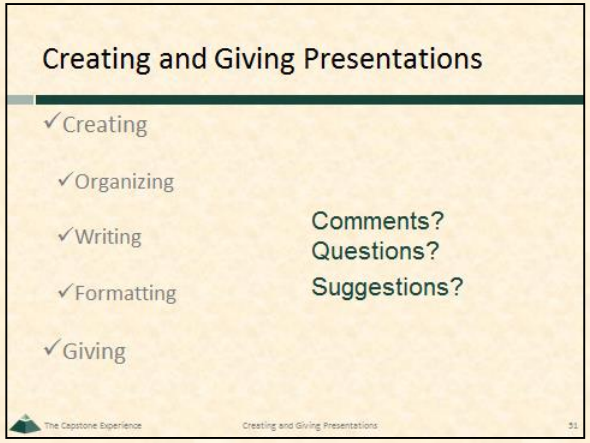












Conclusion

- Review
  - The Point
  - The Purpose
  - The “Take Aways”
- Solicit
  - Comments
  - Reactions
  - Questions
  - Suggestions
  - Action Items
  - Etc.

Assume that your audience will only remember exactly one thing.

What do you want it to be?

Creating and Giving Presentations

- Creating
  - ✓Organizing
  - Writing
    - Formatting
- Giving

First Pass

- Create "Random" Slides (to Avoid Writer's Block)
  - Any Order
  - Title, With No Bullets
  - Bullets, With No Title
  - Ideas Slides(s)
  - Notes to Self
    - Fix Me
    - Insert Illustration/Picture/Graph Here
    - Say Something About…
    - Etc…
- Edit, Prune & Organize Slides
- Create Contents & Divider Slides
- Refine

What messages do you want to convey?

Know Your Audience

- Technical
- Non-Technical
- Business
- Marketing / Sales
- Customers
- Management
- Investors
- Etc…

Know Your Time Limit

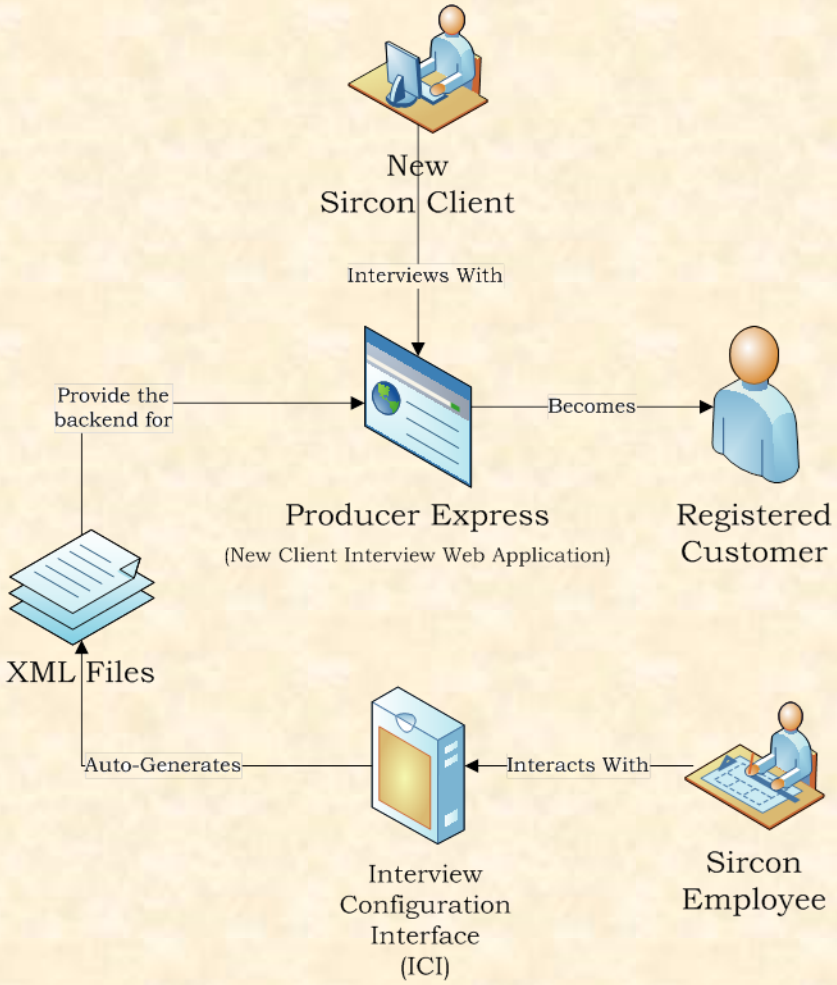
- Time Per Slide
  - Variable
  - Plan On 1 – 2 Minutes Per Slide
- Allow Time for Questions
  - Manage During Talk
  - Allocate At End
- Respect Time Limit
  - Do Not Go Over or Under
  - Over is bad.
  - Slightly under is good.
- Practice

Less is more.

- Less
  - Slides
  - Bullet Points Per Slide
  - Words Per Bullet Point
- Chose Carefully
  - Slides
  - Bullet Points
  - Words
- Prune Continually
- Exceptions
  - Slides are Reference Document
  - Trying to Make a Point

“Pictures”

- Worth 1,000 of Words
  - Photos
  - Videos
  - Illustrations
  - Diagrams
  - Graphs
  - Charts
  - Clip Art
- But Keep Simple



Creating and Giving Presentations

- Creating
  - ✓Organizing
  - ✓Writing
  - Formatting
- Giving

Bullet Points

- Less is more.
  - Less Points Per Slide
  - Less Words Per Point
- Two or More
  - At Each Level
  - Avoid Single Point
- Avoid
  - Single Point
- Exception
  - Slide Deck is Reference Document
  - Details Required

Consistent Case

- Sentence case
  - First word uppercase
  - Other words lowercase
- lower case
  - all words lowercase
  - no punctuation
- Title Case
  - All Words Uppercase
  - No Punctuation
- Hybrid Scheme
  - Title Case Sentence Fragments
  - Use sentence case for complete sentences.

Your Choice

Be Consistent

Can Use Hybrid Scheme

Inconsistent Styles

- Some people use all kinds of styles in a presentation and on a given slide.
- Annoying
- style guide.
- Use of sentence Fragments Okay.
- important point
- Important Point
- Both Title Case and sentence case mixed.
- This slide makes the speaker look careless.

Readability

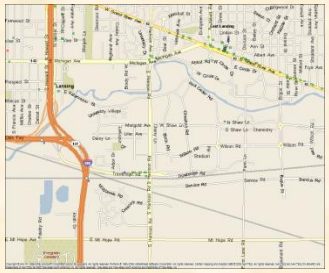
- Unreadable

- Annoying

- Readability Varies
- Test
  - In Advance
  - In Actual Setting

Directions to Spartan Stadium

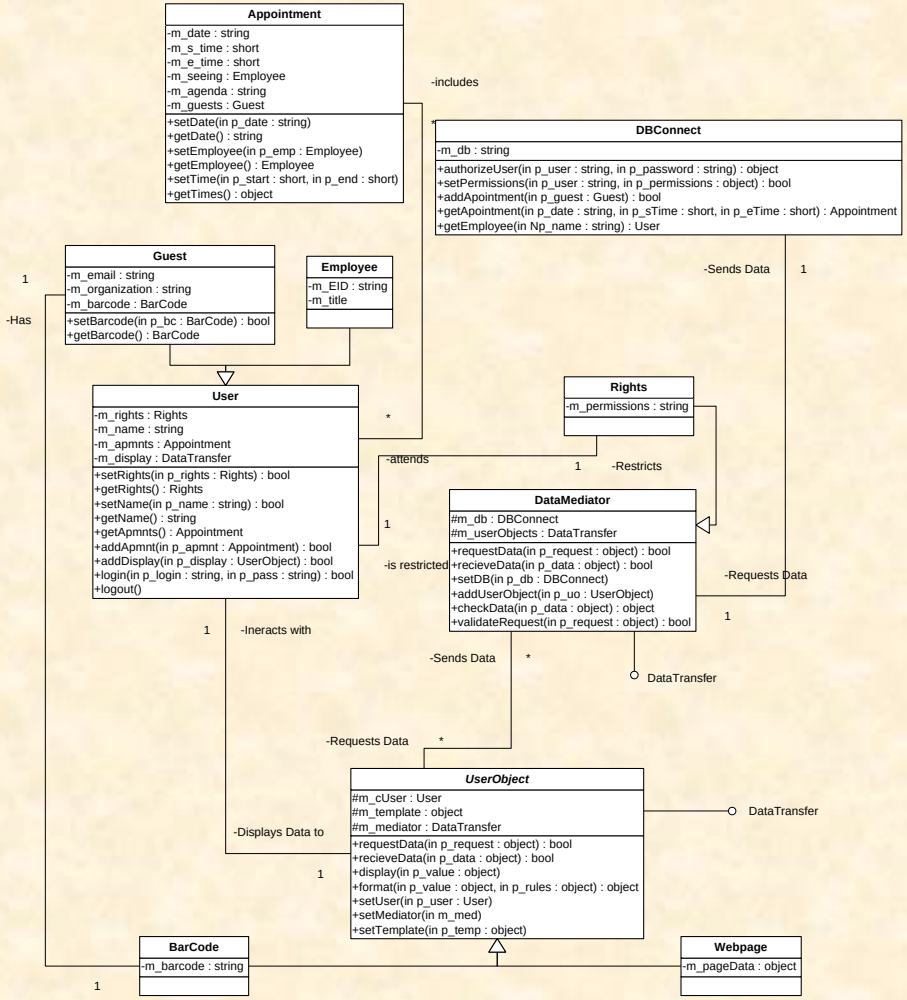
- US 96 West
- US 127 North
- Exit Trowbridge
- Left on Harrison
- Right on Shaw Lane
- Stadium on Left



"I know you can't see this map but…"

Avoid

Class Diagram



"I know you can't read this but…"

Really Important Quote

"When, in the course of human events, it becomes necessary for one people to dissolve the political bonds which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the laws of nature and of nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable rights, that among these are life, liberty and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed. That whenever any form of government becomes destructive to these ends, it is the right of the people to alter or to abolish it, and to institute new government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem most likely to effect their safety and happiness. Prudence, indeed, will dictate that governments long established should not be changed for light and transient causes; and accordingly all experience hath shown that mankind are more disposed to suffer, while evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same object evinces a design to reduce them under absolute despotism, it is their right, it is their duty, to throw off such government, and to provide new guards for their future security. --Such has been the patient sufferance of these colonies; and such is now the necessity which constrains them to alter their former systems of government. The history of the present King of Great Britain is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute tyranny over these states. To prove this, let facts be submitted to a candid world."

"I know you can't read this whole thing but…"

Too Much Information

- The first thing you should do is ask yourself “What’s the point?” Every presentation should have a main point. What message are you trying to get across to your audience? If your audience will only remember one thing from your presentation, what do you want it to be?
- It’s important to know your audience. The content will depend on the audience. Research your audience to determine the types of attendees and their expectations.
- Do not put too much information on any one slide. Fewer bullet points is better than many. Use a few words as possible per bullet. Sentence Fragments are okay.
- Chose fonts that are the appropriate sizes. If a font is too small, it may be unreadable. If a font is to large, it may be annoying.
- While a picture may be worth a thousand words, too many pictures or too much clip art can be distracting. And, avoid the use of goofy looking clip art.

Emphasis

- Use One of…
  - **Boldface**
  - *Italics*
  - Underline
- Do Not Over Use
- Avoid
  - ALL CAPS IS FROM TYPEWRITER DAYS
  - **BOLDFACE AND ALL CAPS AND UNDERLINE**
  - Lots of Exclamation Points!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

Color

- Good If
  - "Right" Colors
    - Readable
    - Coordinates
  - Not Overdone
- Bad If
  - "Wrong" Colors
    - Not Readable
    - Clashes
  - Overuse of color can be very annoying.
- Some people are colorblind.
- Color Varies by Media (LCD, Projector, Paper, Etc.)
- Test
  - In Advance
  - For Actual Usage (Projecting, Printing, Etc…)
  - In Actual Setting
    - Room
    - Equipment
    - Time of Day

Transitions and Animations

- Transitions
  - From Slide to Slide
  - Simple Better
  - Be Consistent
- Animations
  - Bullets Within a Slide
  - Simple Better
  - Use Only If Necessary
  - NB: Take Time

Clip Art Warning

Can Be Too…

- Distracting
- Much
- Trivial
- Goofy
- Ugly

Really Important Quote

"When, in the course of human events, it becomes necessary for one people to dissolve the political bonds which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the laws of nature and of nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

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"I know you can't read this whole thing but…"

Animated Bullet Points

- Take Time
- To Reveal
- Must Advance and Wait
- For Each Bullet Point Animated
- May Keep Looking at Slide
- To Know When To Press Button
- May Accidently Go to Next Slide

Don’t Use Animations

- If
- You’re
- Not
- Really
- Going
- To
- Use
- Them

Remember…
Animations use up precious time.

Spelling and Grammar

- Mistaeks
  - Easy Too Do
  - Far To Common
  - Unexceptable
  - Make Uoy Look Bad
- Use
  - Spell Checker
  - Grammar Checker
  - Multiple Other People
  - Corporate Editor

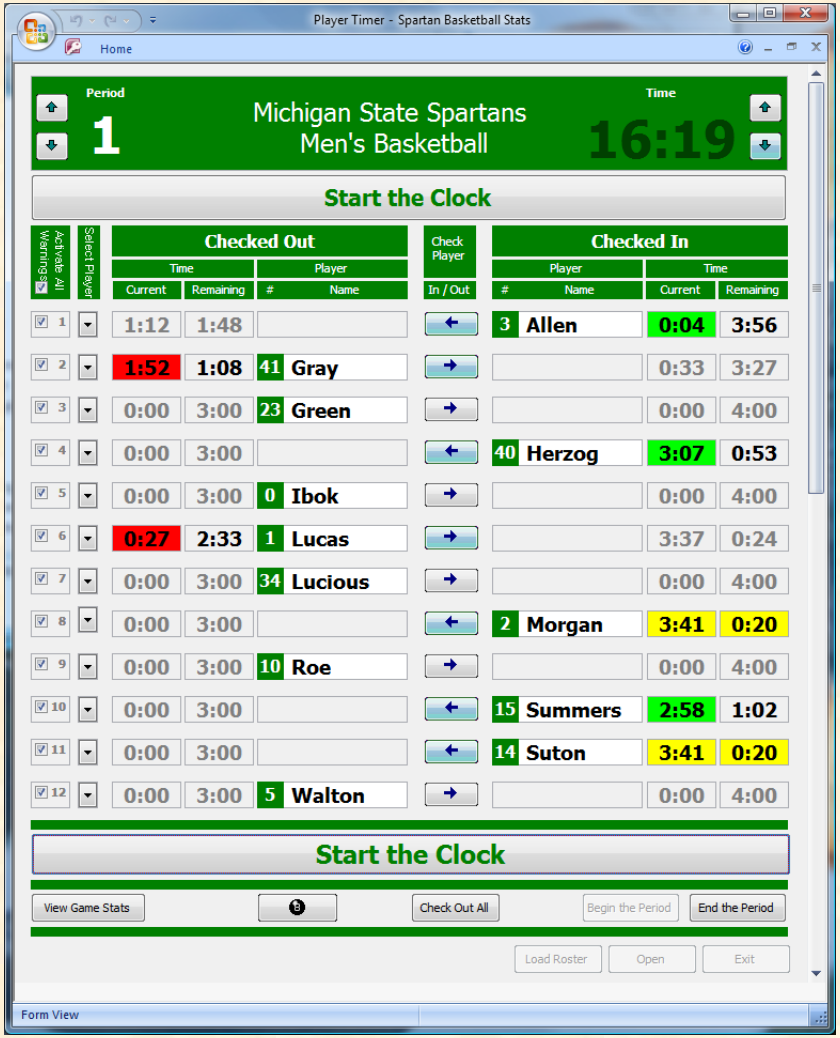
Use Color and Grey to Highlight

- Make Grey Version of Image
  - Copy Image
  - Picture Tools > Color > Recolor
- Overlay Images
  - Select Grey Image
  - Picture Tools > Send Backward > Send to Back
  - Select Both Images
  - Picture Tools > Align > Center
  - Picture Tools > Align > Middle
- Highlight Area
  - Select Color Image
  - Picture Tools > Crop > Crop
  - Grab and Slide Crop Indicators on Edges
- Group
  - Select Both Images
  - Picture Tools > Group > Group

NB: Example of Reference Slide

Player Timer App Features

- Set Period
- Check In/Out Players
- Start/Stop Clock
- Adjust Clock



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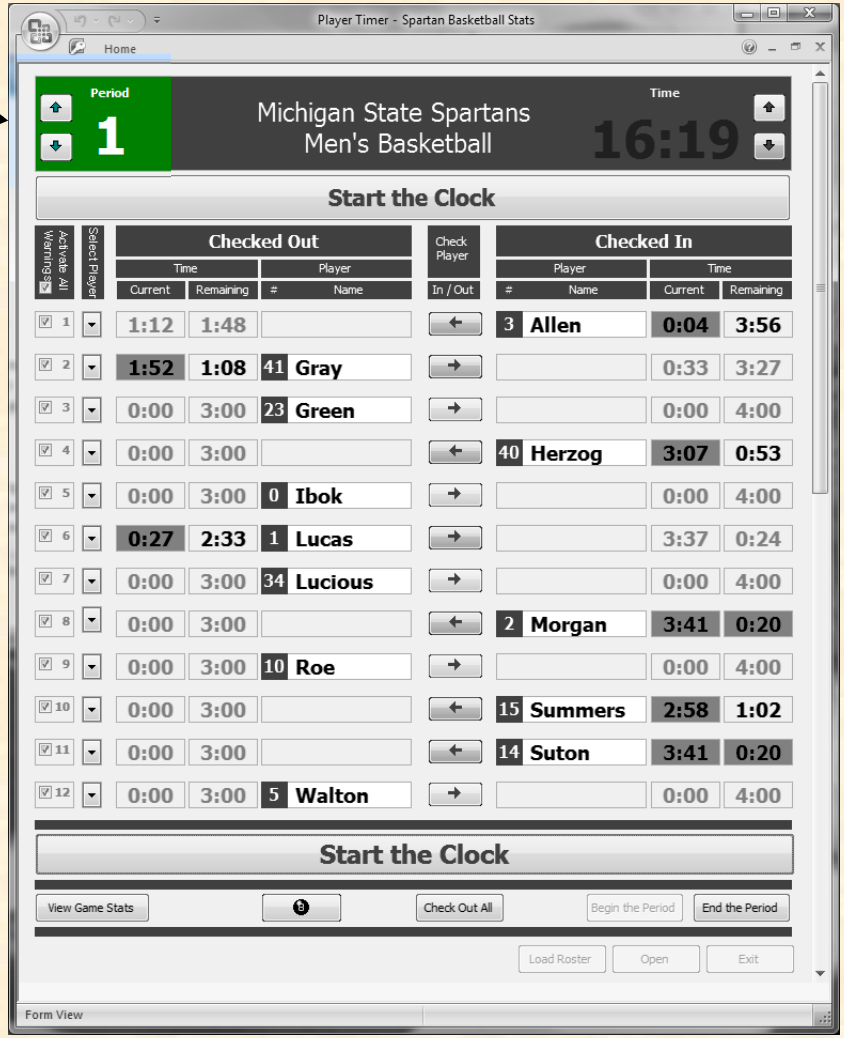

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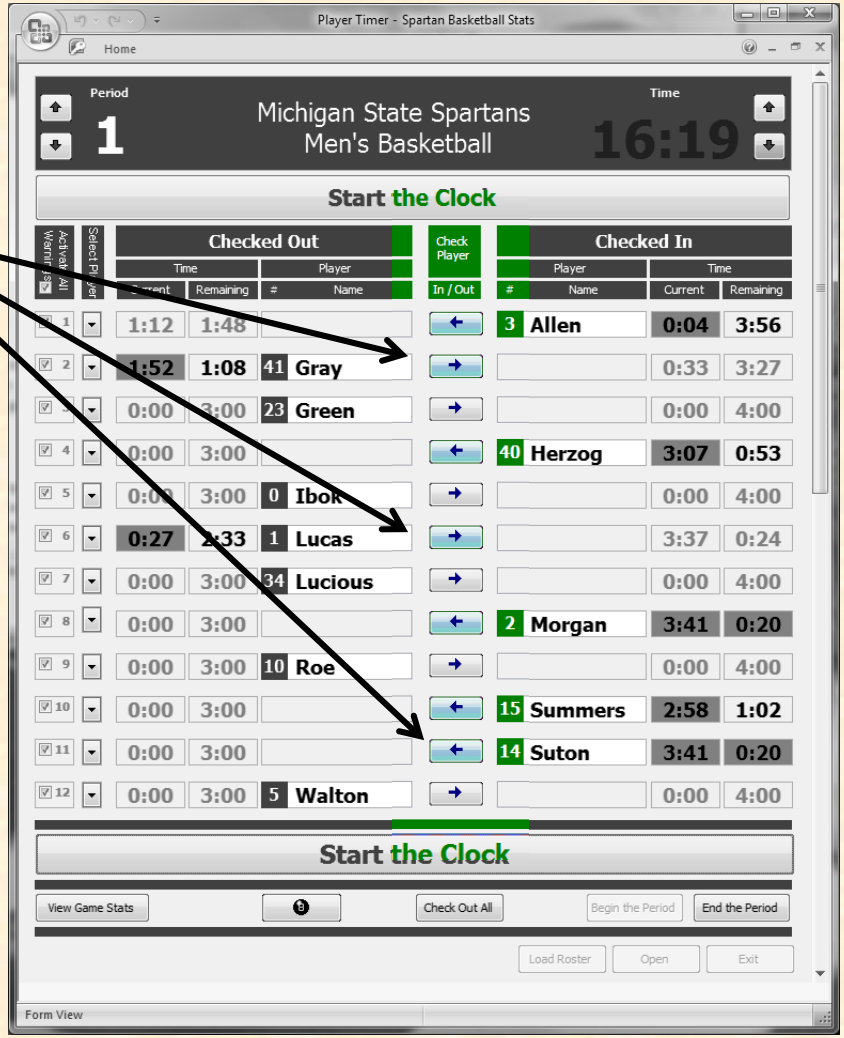

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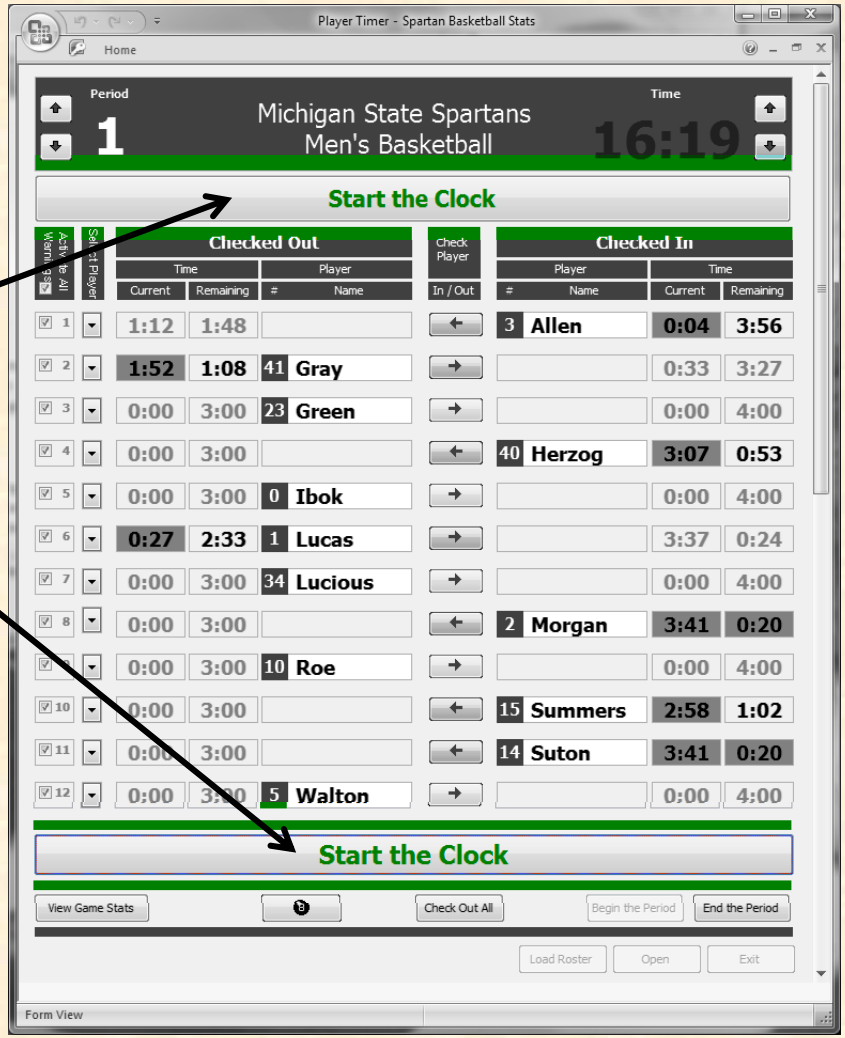

Player Timer App Features

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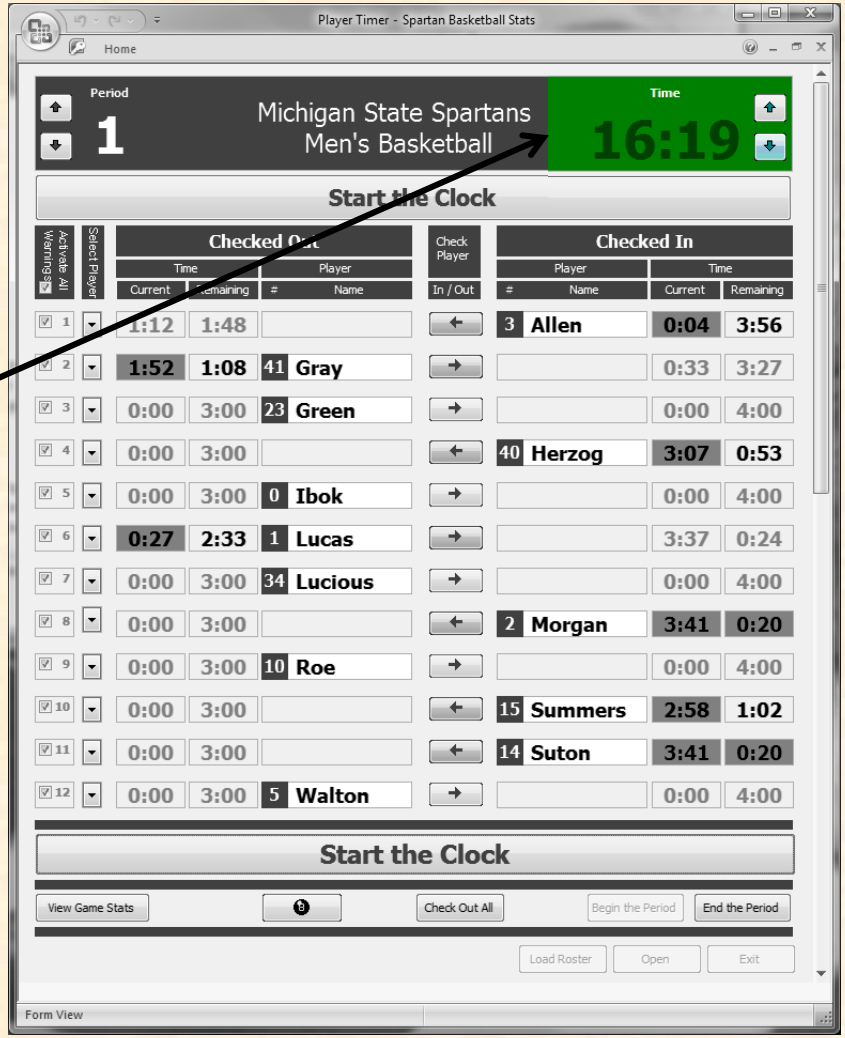
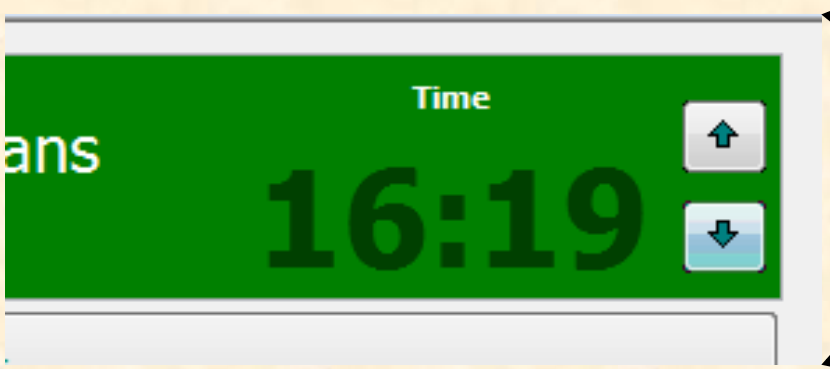
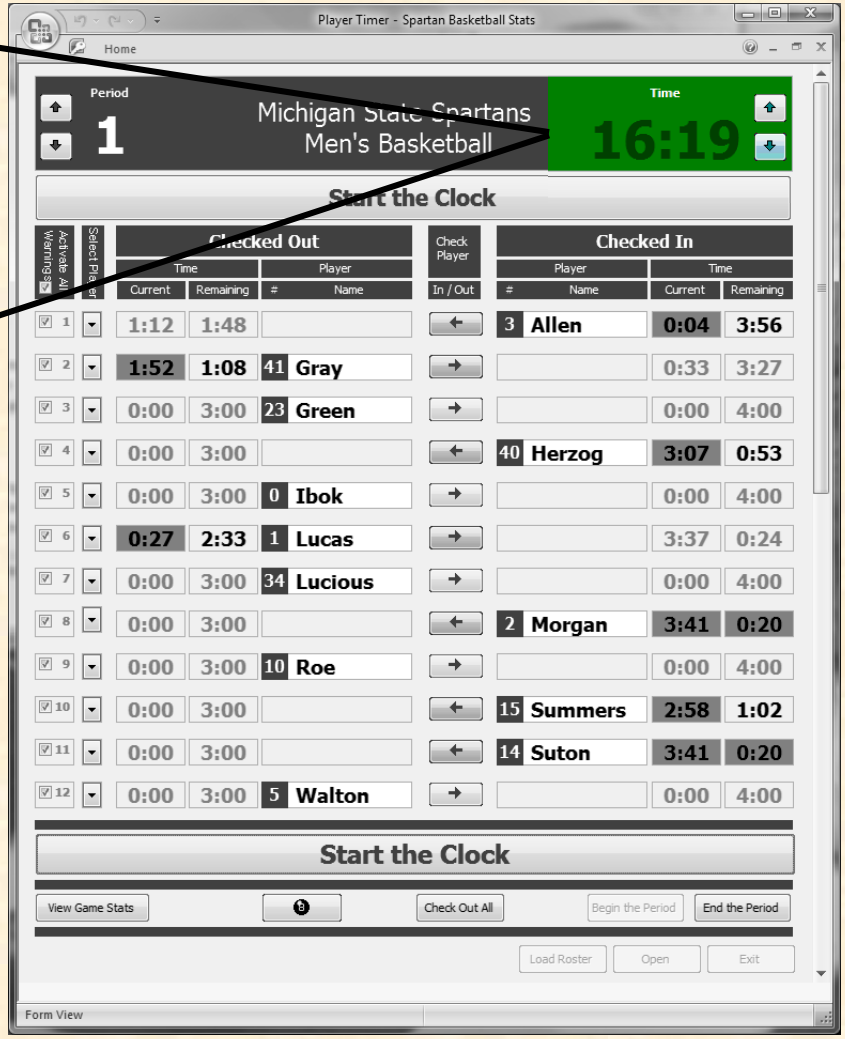


Adjusting the Clock





- When Game Clock Stopped
- Add/Subtract Seconds
- Synchronize with Game Clock

Corporate Resources

- Standards
  - Style Guide
  - Presentation Templates
  - Graphics
- People
  - Writers
  - Graphic Designers
  - Editors

Creating and Giving Presentations

- ✓Creating
  - ✓Organizing
  - ✓Writing
  - ✓Formatting
- ➢Giving

Managing Equipment

- No Excuses
- Check Everything In Advance
  - Projector / Projection / Laptop Connection
  - Sound
  - Network Connections
  - Wireless Presentation Devices
  - Etc...
- Make Checklist of Things To
  - Bring
    - Cables
    - Power Brick
    - Batteries
    - Presentation on USB Stick
    - Etc...
  - Do
    - Plug Laptop to Power Outlet
    - Connect to Network / Register MAC Address
    - Etc...

Managing Yourself

- Look Appropriate
  - Dress
    (Know the Dress Code)
  - Hygiene
- Eliminate Nervous Habit “Temptations”
  - Empty Pockets (Change, Keys,…)
  - Take Off Necklace
  - Spit Out Gum
  - Etc...
- Be Careful With Wireless Presenter

Managing Yourself

- Watch Your Language
  - Grammar
    - “Him and I are working on that.”
    - “I ain’t sure about that.”
  - Offensive
  - Regional or Cultural Ism’s or Idiomatic Expressions
  - Politically Incorrect and/or Insensitive
    - Use of “He”, “Guy”, “She”, “Gal”, “You Guys”…
    - Use of “Old” When Referring to People
    - Terms Like “Secretary” or “Janitor” or …
    - Etc…
- Avoid Dry Mouth
  - Bring Bottle(s) of Water (But Be Careful)
  - Suck on Cough Drop (But Only If Not Annoying)
  - Apply Vaseline to Teeth and Gums ☺

Managing Questions

- Strategic
- Can Make or Break a Presentation (Why?)
- Often
  - Not Considered in Advance
  - Not Managed

Managing Questions

- Anticipate Questions &/Or Comments
  - Solicit From Reviewers/Practice Audience
  - Particularly Hard and/or Dreaded Ones
  - Formulate Answers In Advance
- Audience May…
  - Be Confused
  - Be Hostile
  - Disagree
  - Want More Details
  - Make Good Observation
  - Etc.
- Be Prepared

Managing Questions

[1 of 3]

- Anticipate Questions &/Or Comments
- Formulate Answers In Advance
- Create “Extra” Slides
- Place Past All Black “End” Slide
- Use
  - PowerPoint Hyperlinks
  - Use “Secret” Hidden Box (Upper Right) with Link

Managing Questions [2 of 3]

- Say During Introduction When Okay to Ask
  - During?
  - Preferably at End?
  - But Only if You're In Position to Do So
- What if you don't understand the question?
  - Because
    - Didn't Hear
    - Couldn't Parse Accent
    - Don't Understand the Question
  - Politely Ask Questioner to Repeat

Managing Questions [3 of 3]

- Good to Repeat Question
  - Others Hear It
  - Gives Speaker Chance to Think
- Good to Say
  - “That’s a great question.”
  - “That’s a great idea.”
  - Etc...
- Okay to Say...
  - “I’m sorry I didn’t quite hear that. Can you repeat it?”
  - “I’ll get to that later in the presentation.”
  - “I’m sorry I’m not sure what you’re asking.”
  - “Why don’t we talk off-line later.”
  - Etc...

Managing Time

- Practice Timing
- Be Aware
  - When and Where You Are
  - Adjust Dynamically
- Don’t Look Directly At Time
  - Clock or Watch
  - Put a Clock/Timer Somewhere
- Never Have to Ask
  - “What time is it?”
  - “How much time do I have left?”

Managing the (Big) Screen

Do Not...

- Stand (Permanently) Behind Podium
- Stand (Permanently) in Front of Screen
- Read From Screen
- Turn Your Back to Audience
- Point Up at Screen Overhead
- Point at Laptop
- Whip Around Laser Pointer

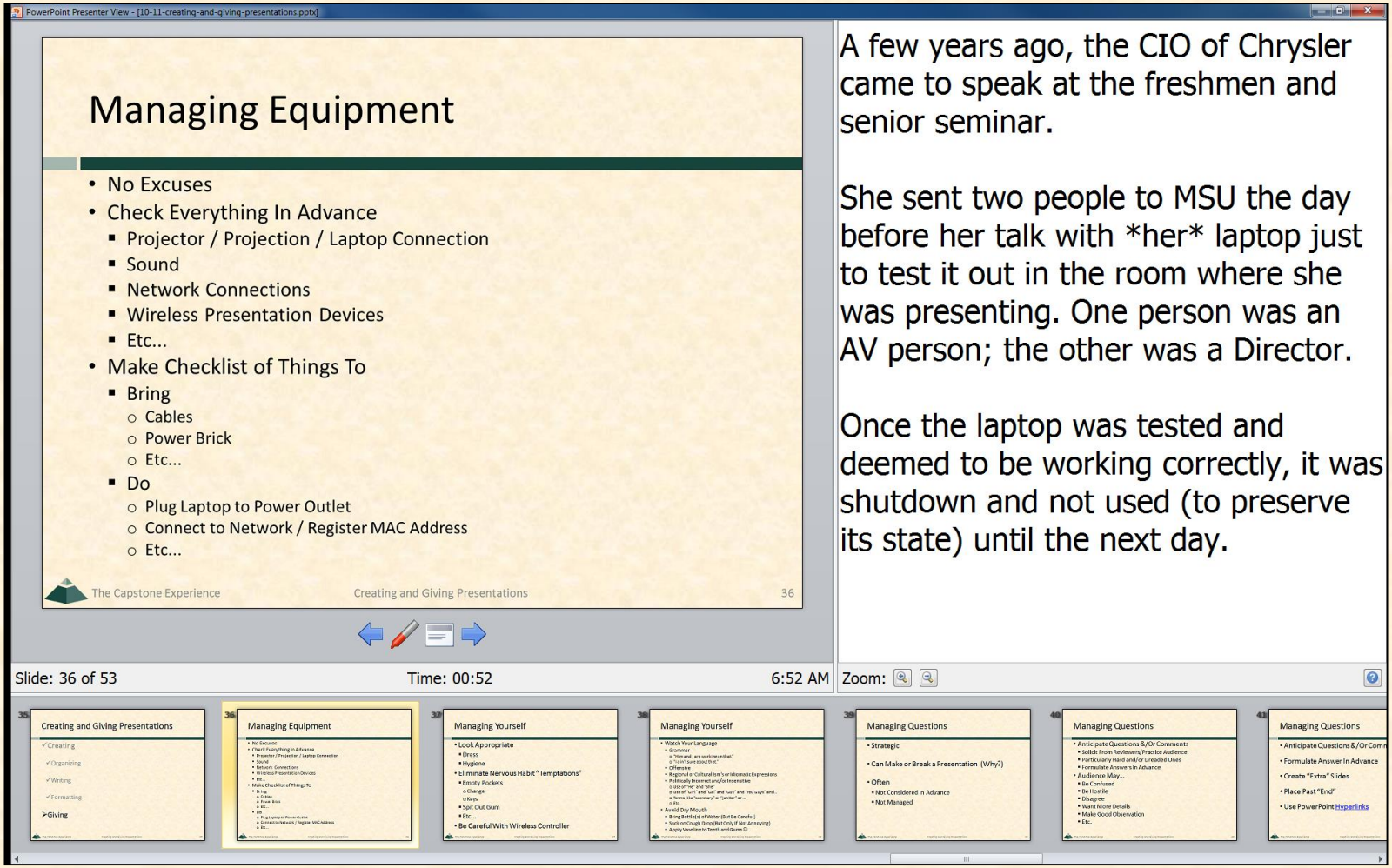
Managing Your Slides

- Slides
  - Merely Aid To Presentation
  - Not a Transcript
- Glance at Big Screen or Laptop Screen
- Talk “About” Slide
- Three “Don’t”s
  - Don’t Read Slides to Audience
  - Don’t Recite Slides to Audience
  - Don’t Ask Audience to Read Slides
- Better Miss a Point Than Bore an Audience
- Use PowerPoint Presenter View

Use PowerPoint Presenter View

- Presentation on Projector
- Presentation View on Laptop
  - Current Slide
  - Notes (Zoomable)
  - Slide # of #
  - Timer
  - Clock
  - Drawing Tools
- But Don’t Use as a “Crutch”

PowerPoint Presenter View



Managing Your Audience

- Don’t Hand Out Slides In Advance
- Look at Audience
  - Don’t Stare At…
    - Ceiling
    - Floor
    - Screen
  - If Necessary, Look at Back Wall
- “Read” Your Audience
  - Faces
  - Body Language
- Solicit Questions/Reactions

Practice

- With An Audience
  - Yourself (Videotape)
  - Critical Friends
- As Close to Actual As Possible
  - Equipment
  - Room
  - Clothing
  - Lighting
  - Timing
  - Time of Day (For Lighting)
  - Audience
  - Questions
  - Etc…

Creating and Giving Presentations

- ✓Creating
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Comments?
Questions?
Suggestions?

Hyperlinks in PowerPoint

- Can Link to
  - Existing File or Web Page
  - Place In This Document
- Inserting a Hyperlink
  - Highlight Text
  - Right Mouse Click
  - Select “Hyperlink…”
- Returning
  - Automatically From Existing File or Web Page
  - Via Another Hyperlink From Place In This Document

What's ahead?

- All-Hands Meetings
  - 10/10: Creating and Giving Presentations
  - 10/12: Schedule and Teamwork
  - 10/17: Team Alpha Presentations
  - 10/19: Team Alpha Presentations
  - 10/24: Team Alpha Presentations
  - 10/26: Team Alpha Presentations
- Alpha Presentations
  - Slide Decks
    - Template on Downloads Page
    - Due by 4:00 a.m. Monday, October 17 (Think Sunday night.)
  - Conflicts
    - Only for Documentable/Non-Movable Interview
    - Send Email to Dr. D. Immediately
- Design Day Booklet Content
  - Edited templates and instructions will be posted online.
  - Read Instructions Carefully
  - Second draft is due 4:00 a.m., Monday, October 17. (Think Sunday night.)
    - Project Description
    - Artwork

MICHIGAN STATE UNIVERSITY

10/12: Design Day Booklet Team Project Page Feedback

The Capstone Experience

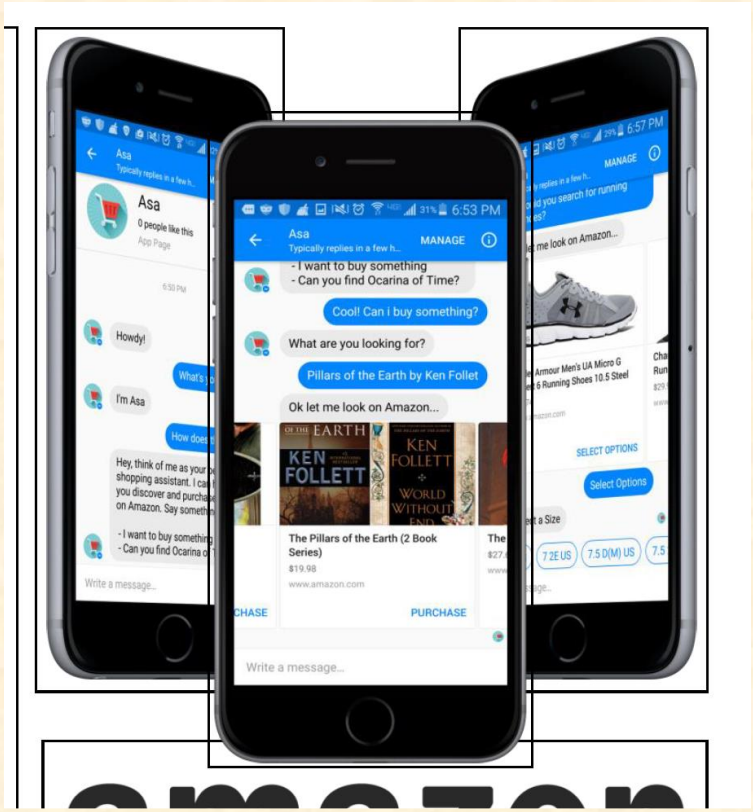
Dr. Wayne Dyksen
Department of Computer Science and Engineering
Michigan State University
Fall 2016

From Students…
…to Professionals

Team Amazon Project Description Feedback

Team Amazon Artwork Feedback

Original Artwork

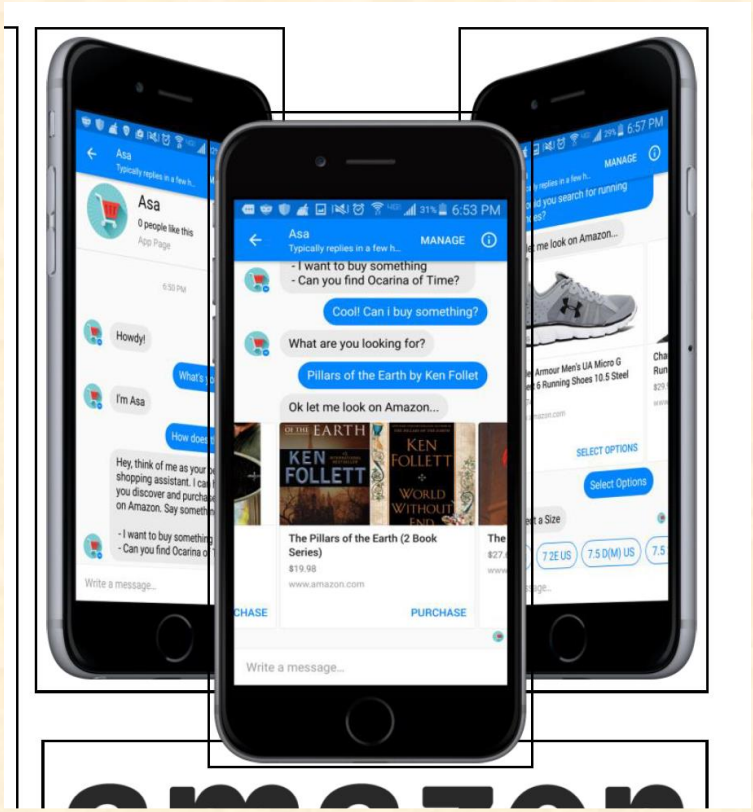


Feedback

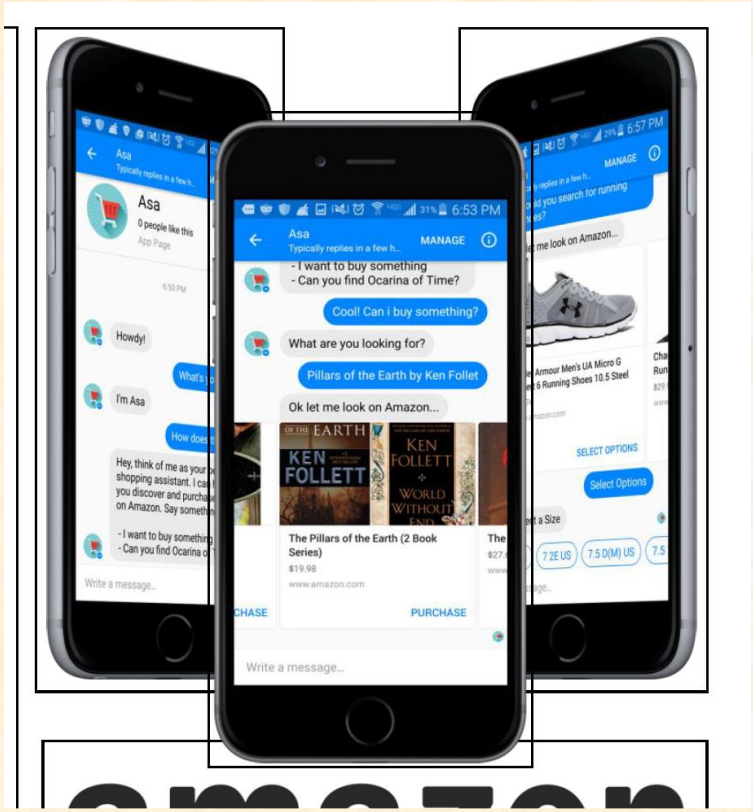
- Excellent!
- I like the rotated iPhone images. How'd you do that?
- No changes needed.

Team Amazon Artwork Feedback

Original Artwork



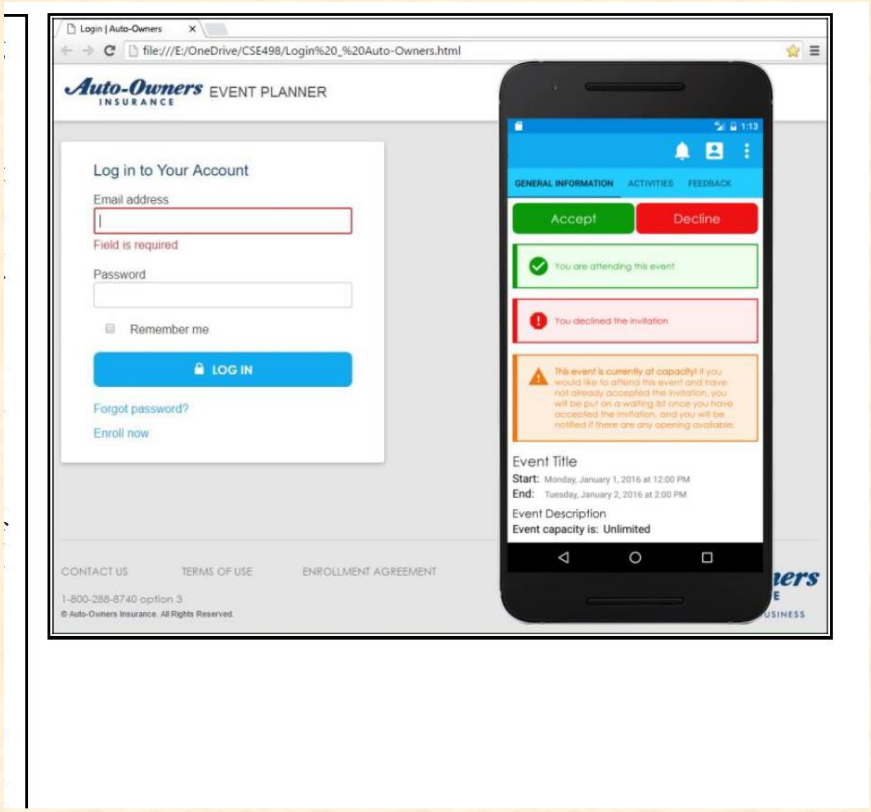
Modified Artwork



Team Auto-Owners Project Description Feedback

Team Auto-Owners Artwork Feedback

Original Artwork

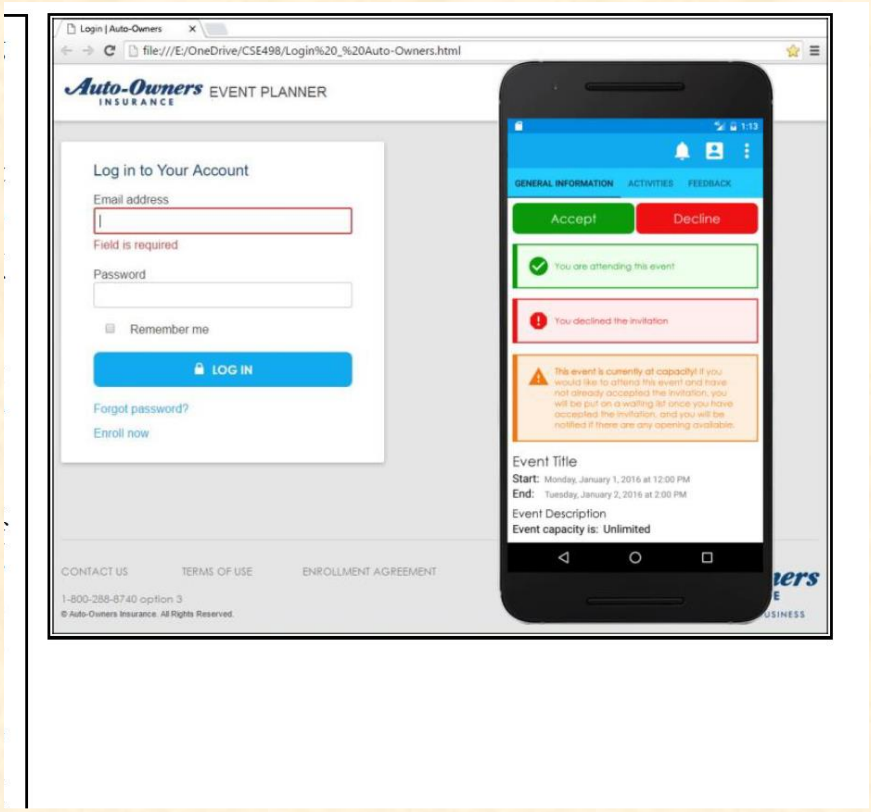


Feedback

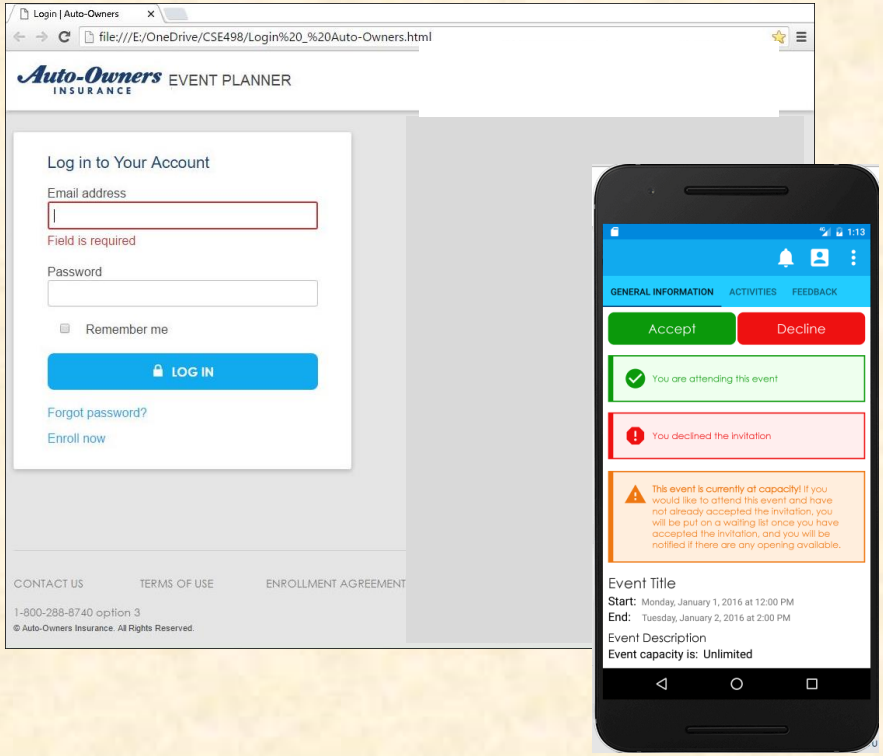
- Submit the artwork as two separate PNG images.
- Fix the login page so that the email address and password are filled in. Also, check the Remember Me box. Login pages are boring enough without having them empty.
  Better yet, provide a web screen grab that's more interesting than a login page.
- Fix the iPhone screen so it makes more sense.
- Fill in the information for a hypothetical event rather than "Event Title" or "Event Description."
- Fix the Event dates for real dates in the future rather than January 1, 2016.
- Stagger the images for a more interesting look.
- (I know that your email said that you'd be generating better artwork.)

Team Auto-Owners Artwork Feedback

Original Artwork



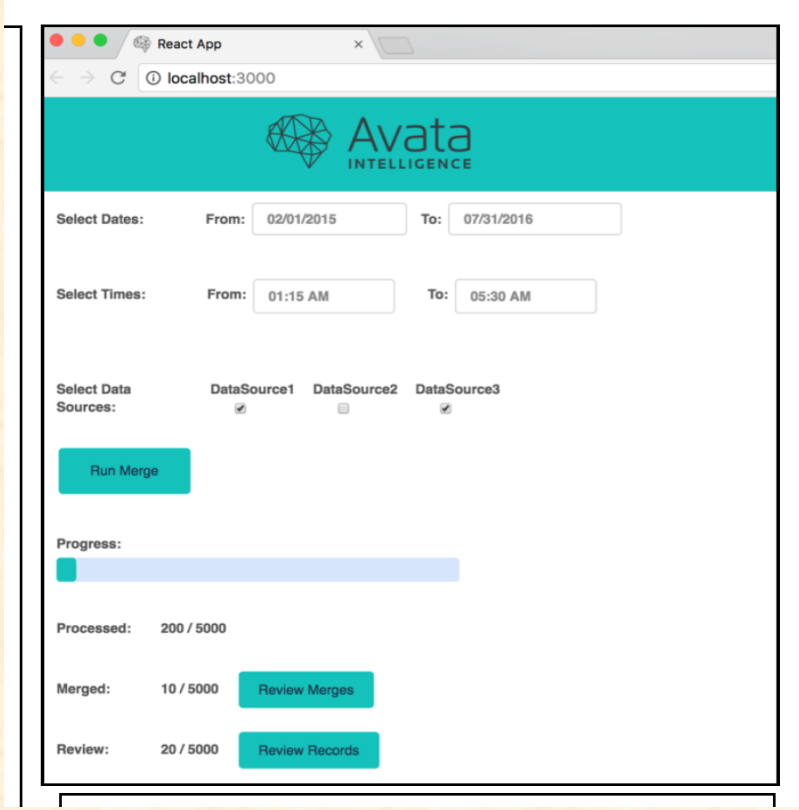
Modified Artwork



Team Avata Project Description Feedback

Team Avata Artwork Feedback

Original Artwork

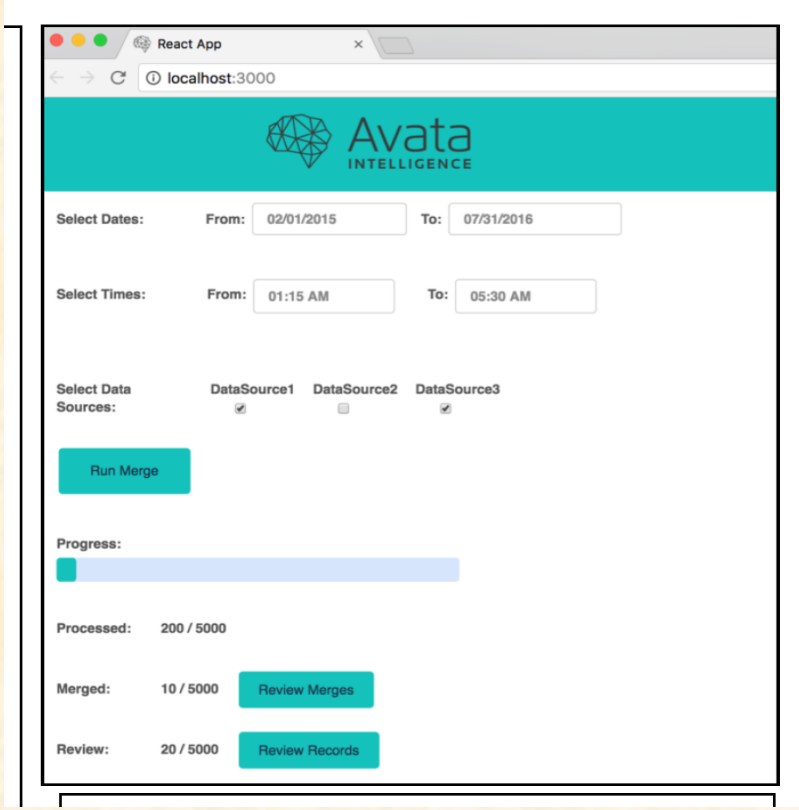


Feedback

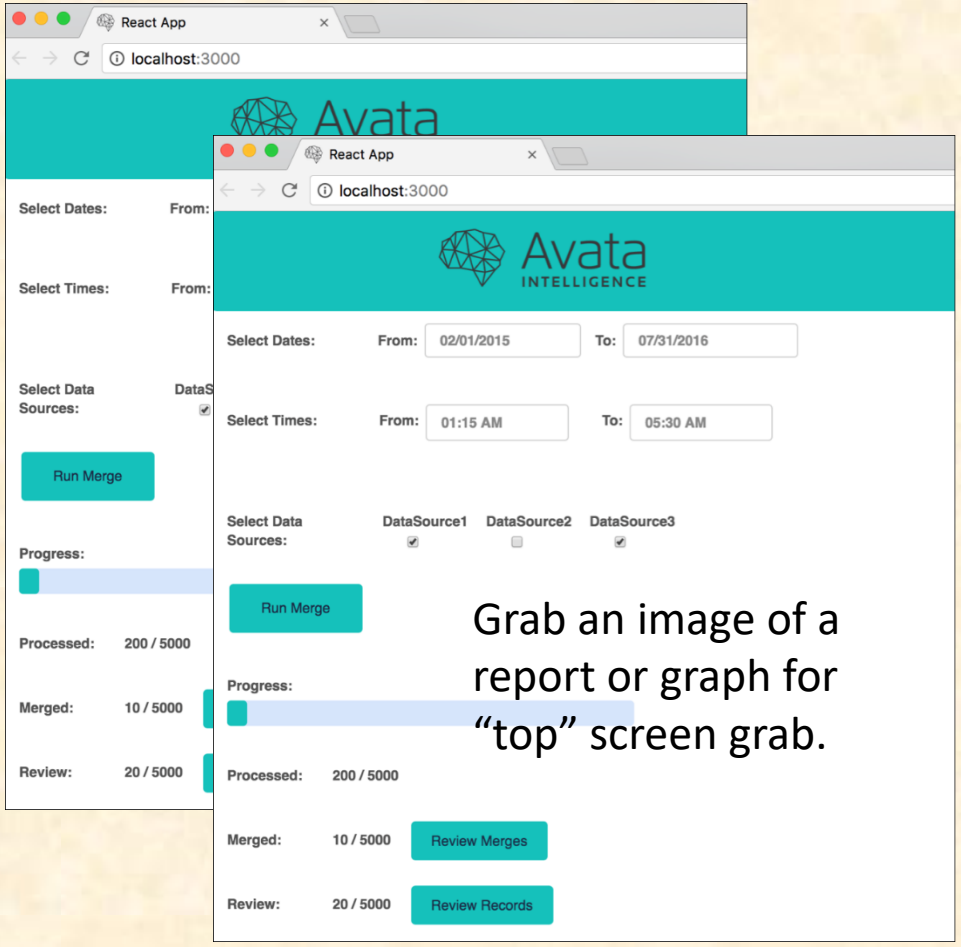
- The screen grab is rather boring.
- Add a second screen grab that shows a report or some kind of graphic that summarizes the results.

Team Avata Artwork Feedback

Original Artwork



Modified Artwork



Grab an image of a report or graph for "top" screen grab.

Team Ford Project Description Feedback

Team Ford Artwork Feedback

Original Artwork

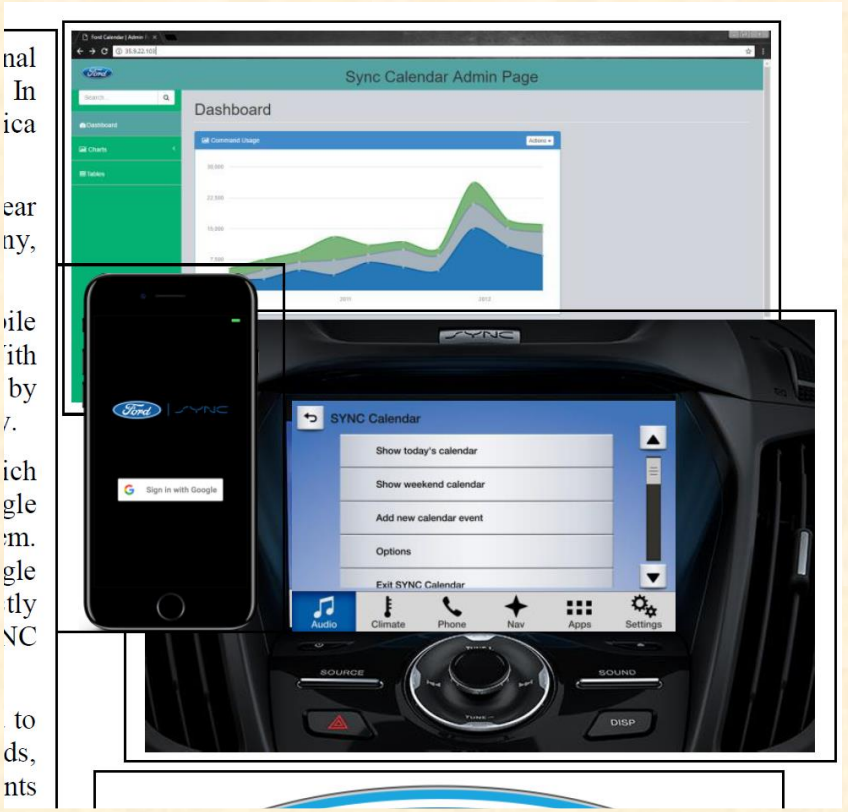
Feedback

- Embed the SYNC Calendar image in something that looks like the dashboard of a car.
- The arrangement of your images is boring. I've rearranged them to be more interesting IMHO.
- The iPhone image is rather boring. Is it necessary? It doesn't show much IMHO.
- Create a new PNG image like the one that I did on the next slide.

Team Ford Artwork Feedback

Original Artwork

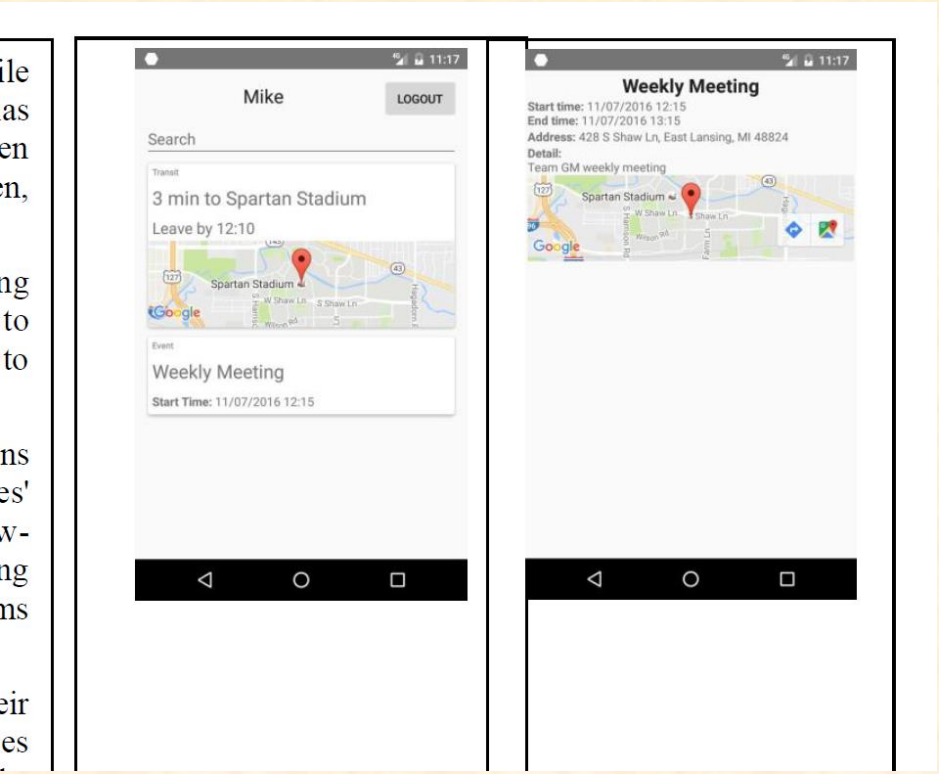
Modified Artwork



Team GM Project Description Feedback

Team GM Artwork Feedback

Original Artwork

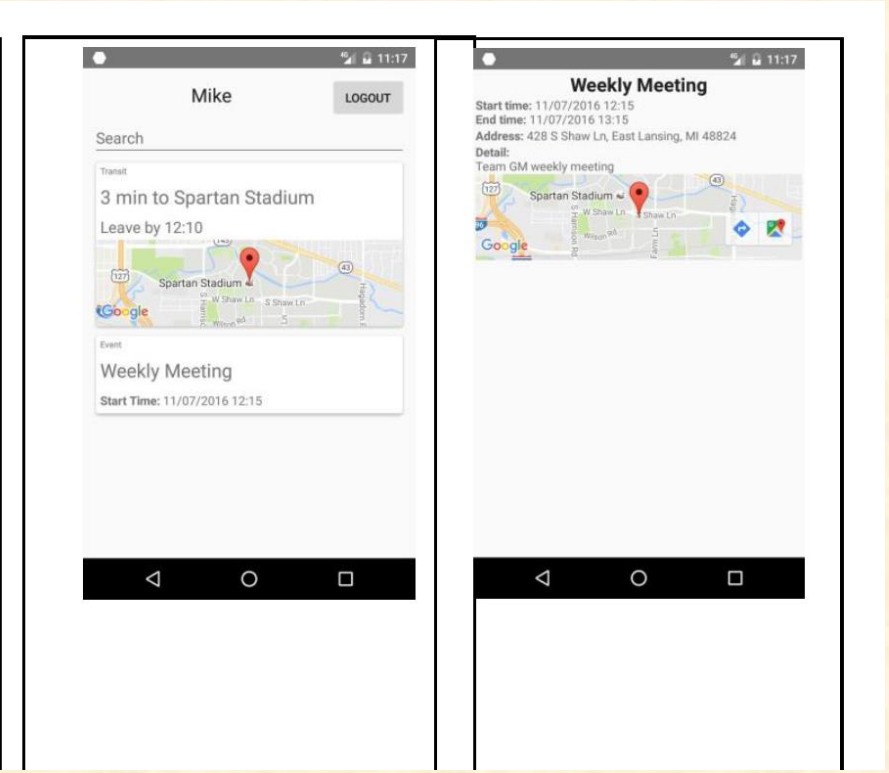


Feedback

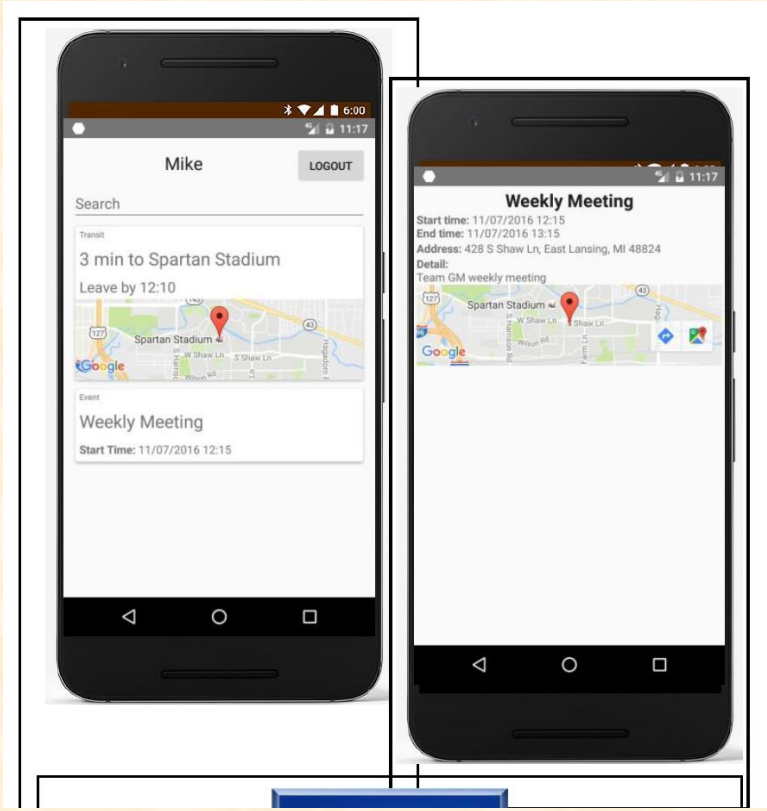
- Your mobile images should be superimposed on phone. Did you read the instructions?
- Your screen images are boring and they have way to much whitespace.
- Redo the images so they look like they're on a mobile phone or whatever they're supposed to be running on.
- Stagger the layout.

Team GM Artwork Feedback

Original Artwork



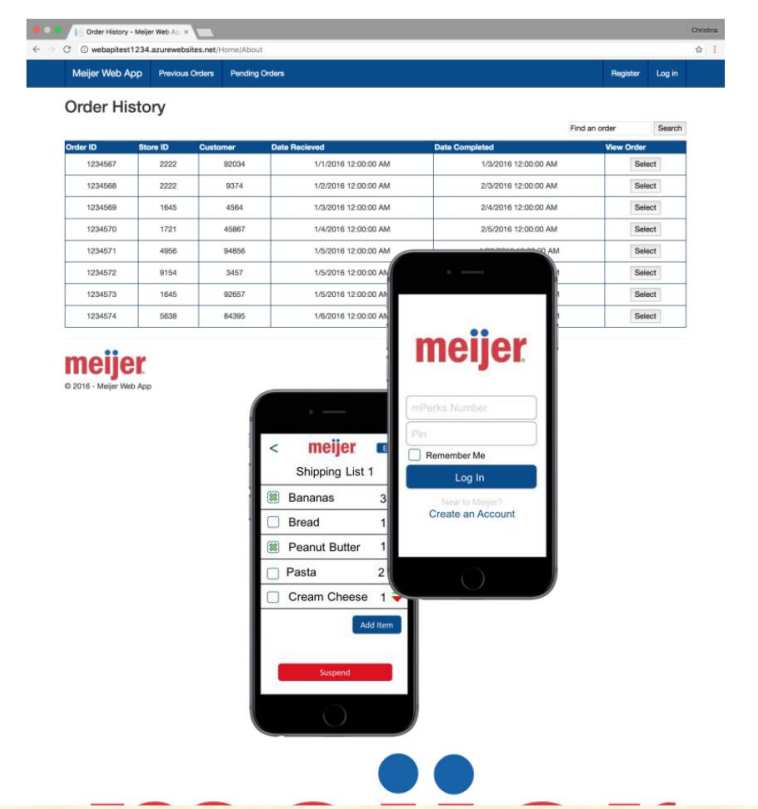
Modified Artwork



Team Meijer Project Description Feedback

Team Meijer Artwork Feedback

Original Artwork

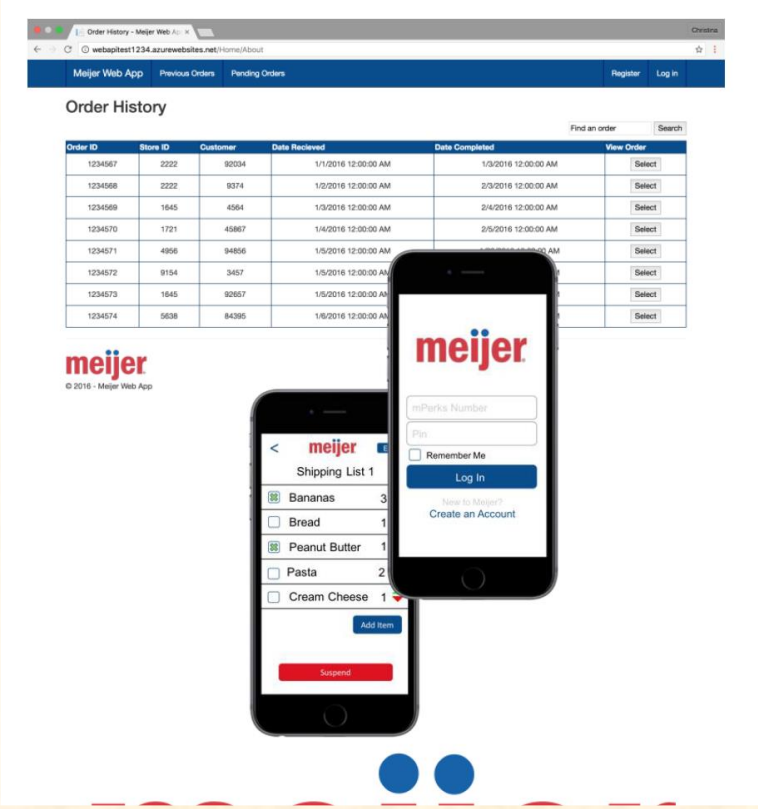


Feedback

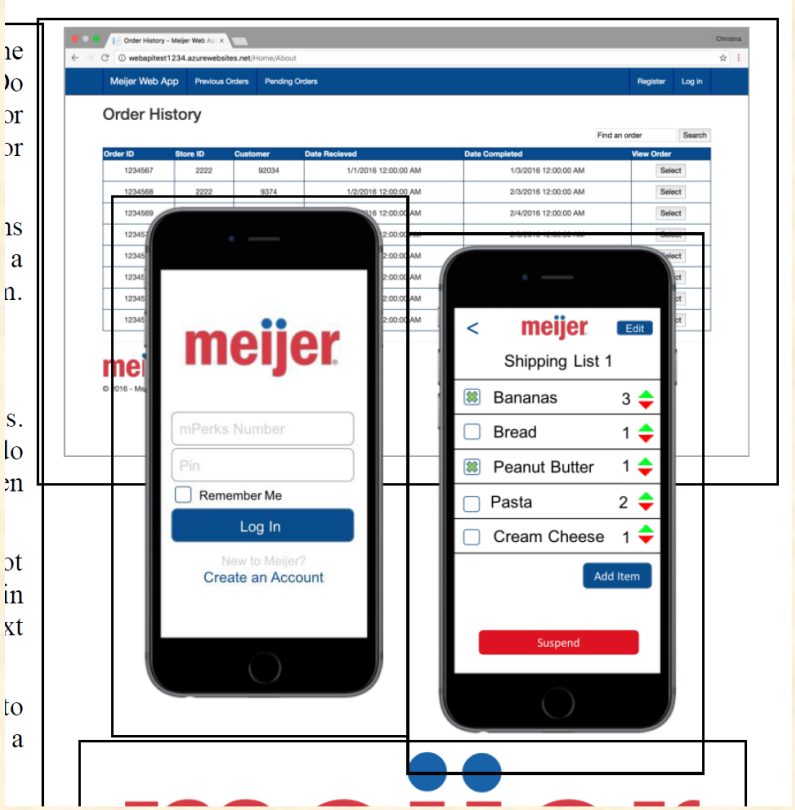
- Did you use the Windows version of Word to do this? It sure doesn't look like it. The entire layout of the template is busted!
- Your web browser image needs a border. Did you read the instructions? Use PowerPoint to add a border.
- Your phone images have a TON of transparent space around them. What did I say? Did you read the instructions? Use paint.net to crop out the extra transparent space.
- Fill in the login page. A login page is boring enough. At least you could fill it in. And, check the Remember Me box.
- Make the phone images a bit bigger to get rid of some of the whitespace.

Team Meijer Artwork Feedback

Original Artwork



Modified Artwork

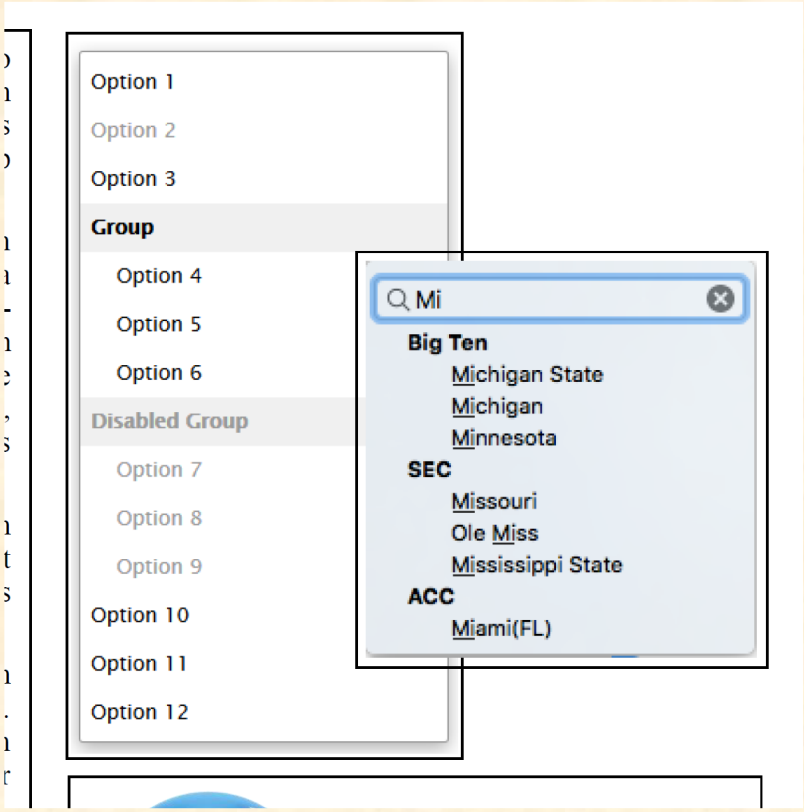


Team Mozilla Project Description Feedback

- “leveraged,” “updated” are both past tense!
- What the heck is “code refactoring”? Do you think the average person has any idea what that means?
- What the heck is “single-process” or “multi-process” architecture?
- I specifically told you NOT to use phrases like “our project” or “the project”.
- “mimic the operating system”? What’s an “operating system”?
- “The new select dropdown was implemented in many…” It was implemented? In the past? What is it implemented in now?
- As you can tell, your project description required significant rewriting. You used a bunch of past tense and you really didn’t write it with a “lay” person in mind.

Team Mozilla Artwork Feedback

Original Artwork



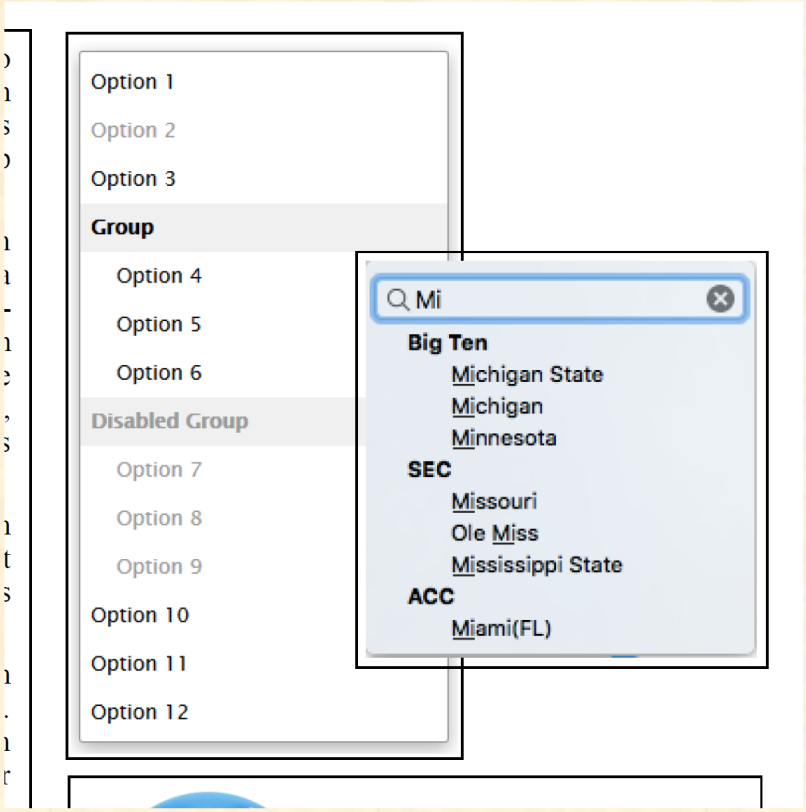
Feedback

- Fill in the left dropdown so it contains something meaningful rather than “Option 1” and “Group”.
- Create new versions of your images that are much higher resolution. Your low resolution screen grabs will end up being fuzzy in the Design Day booklet.
- Is the right image supposed to be a dropdown resulting from the left image? It looks like it is.

Team Mozilla Artwork Feedback

Original Artwork

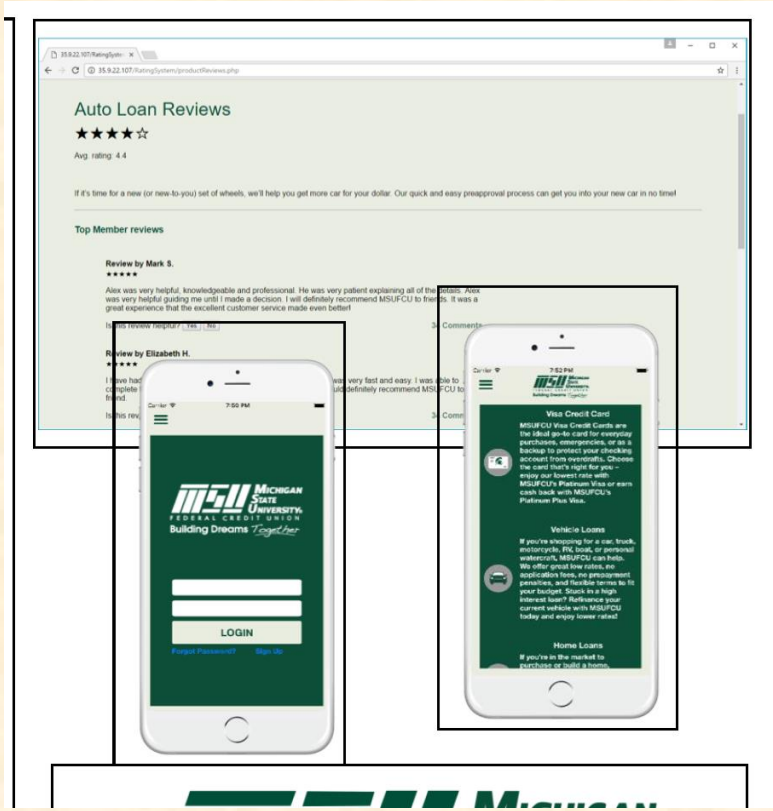
Modified Artwork



Team MSUFCU Project Description Feedback

Team MSUFCU Artwork Feedback

Original Artwork

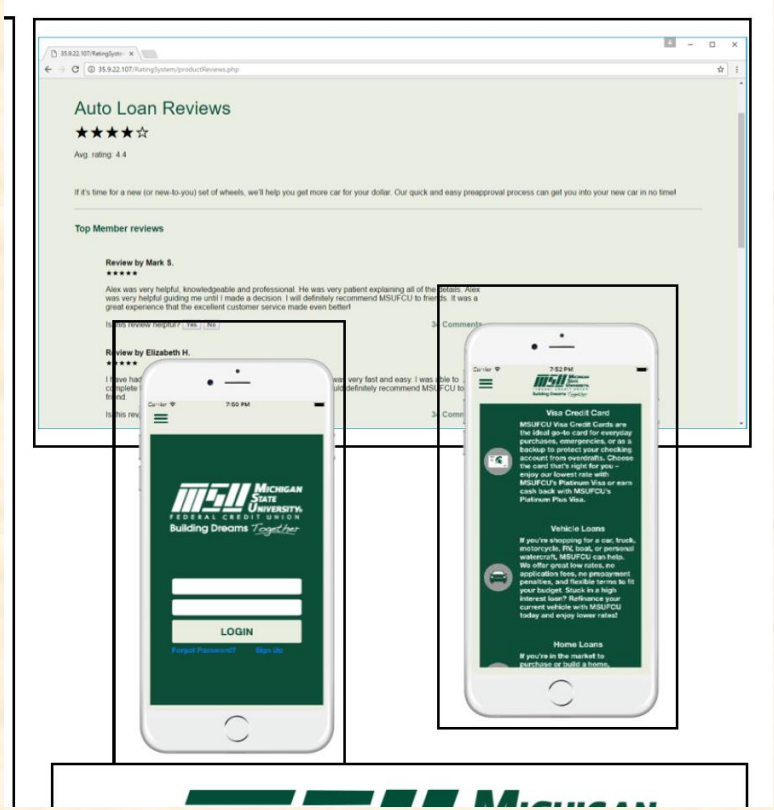


Feedback

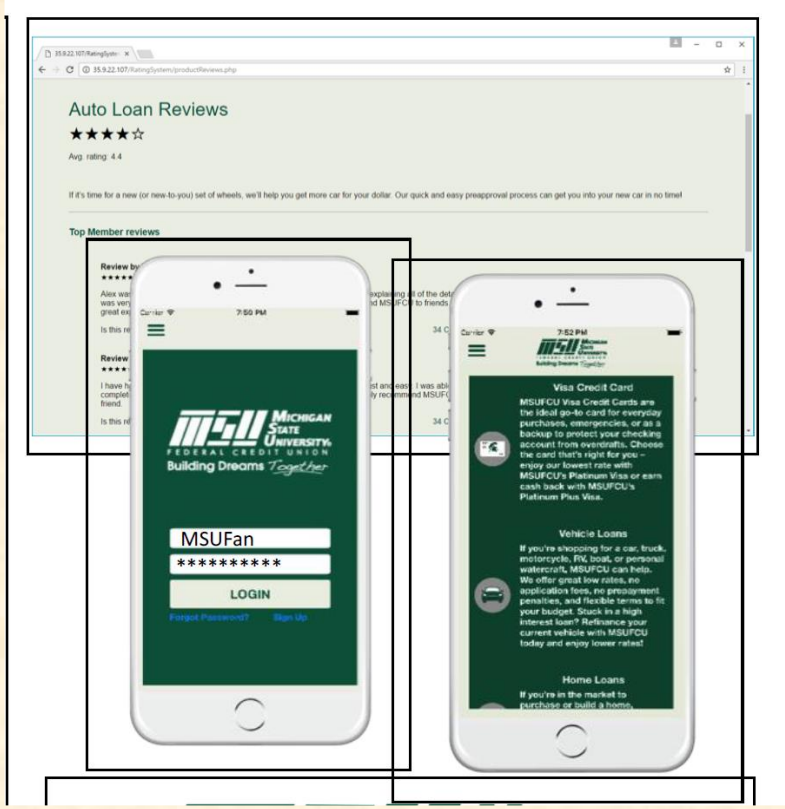
- Fill in the login screen! Login in screens are boring enough.
- Your iPhone contain a TON of transparent whitespace. Did you read the instructions? Crop it out using paint.net.
- Make the iPhone images a bit bigger

Team MSUFCU Artwork Feedback

Original Artwork



Modified Artwork



Team Quicken Loans Project Description Feedback

Team Quicken Loans Artwork Feedback

Original Artwork

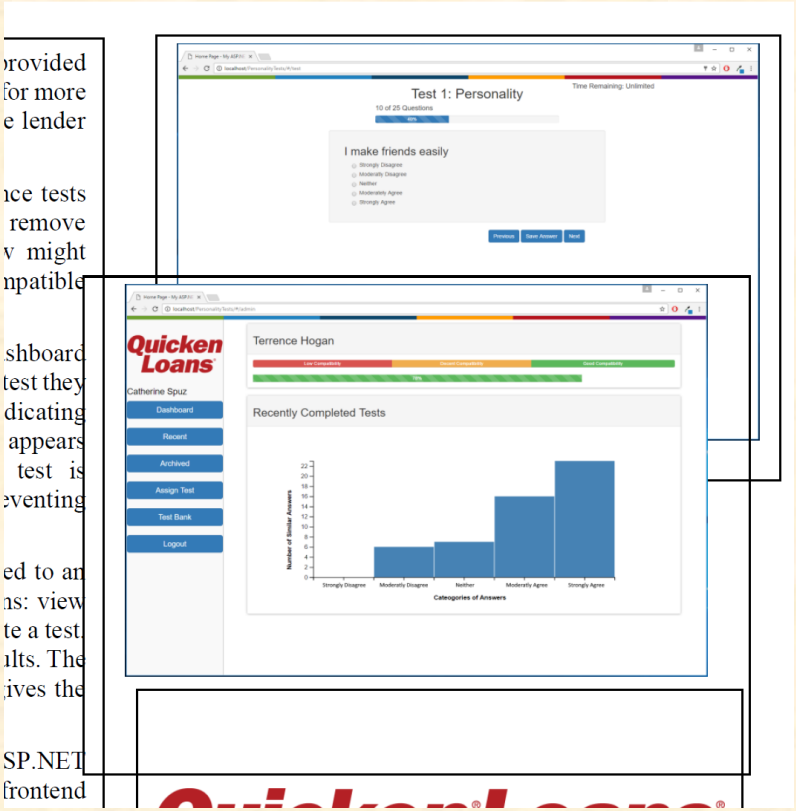
Feedback

- There's too much whitespace!
- The layout is boring!
- Make your images large to eliminate whitespace and to make them more readable.
- Overlap the images to eliminate the appearance of whitespace and to make the layout more interesting.
- You don't need to do anything

Team Quicken Loans Artwork Feedback

Original Artwork

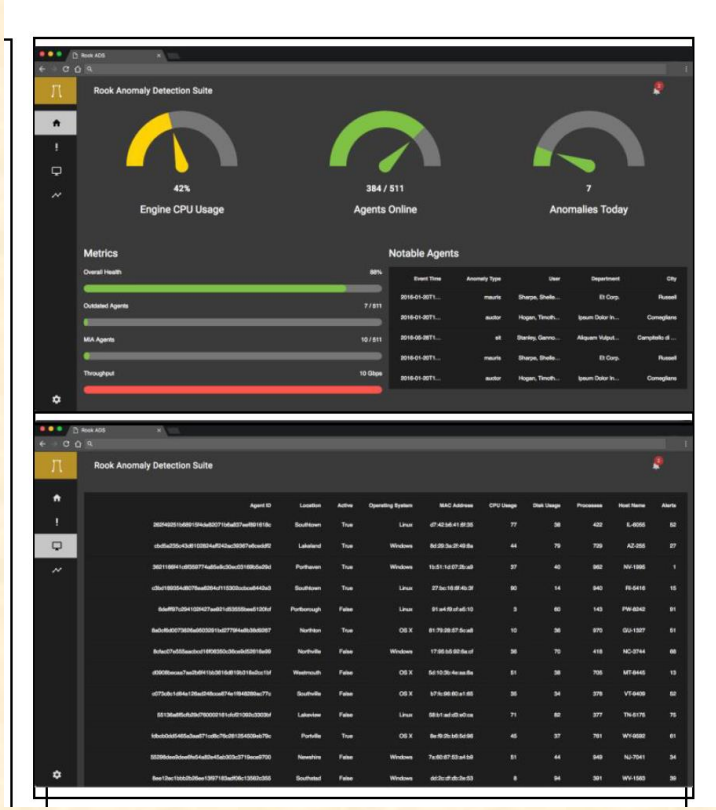
Modified Artwork



Team Rook Project Description Feedback

Team Rook Artwork Feedback

Original Artwork

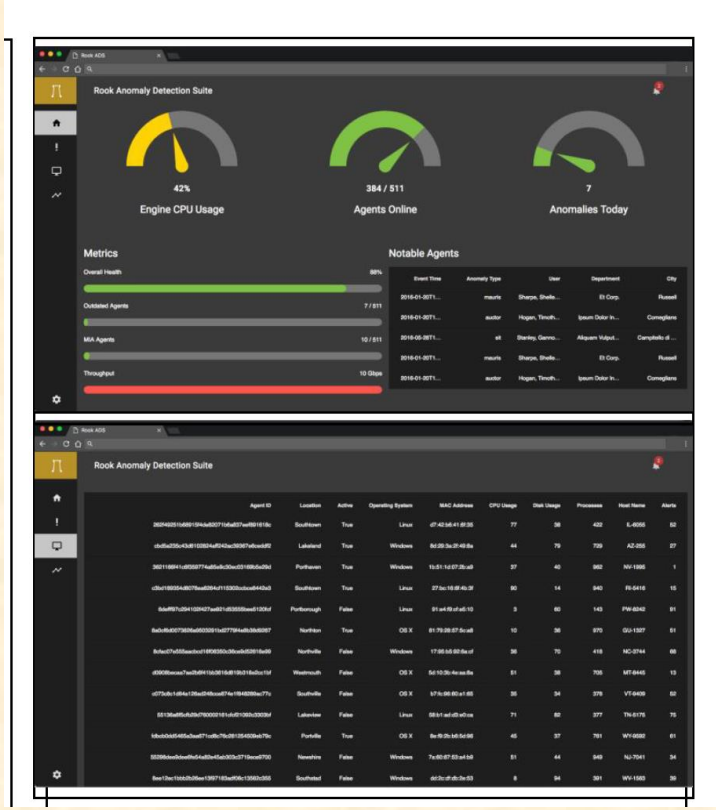


Feedback

- The images are good, but the layout is boring!
- Stagger them and overlap them, putting the more interesting one on top.
- You don’t need to do anything.

Team Rook Artwork Feedback

Original Artwork

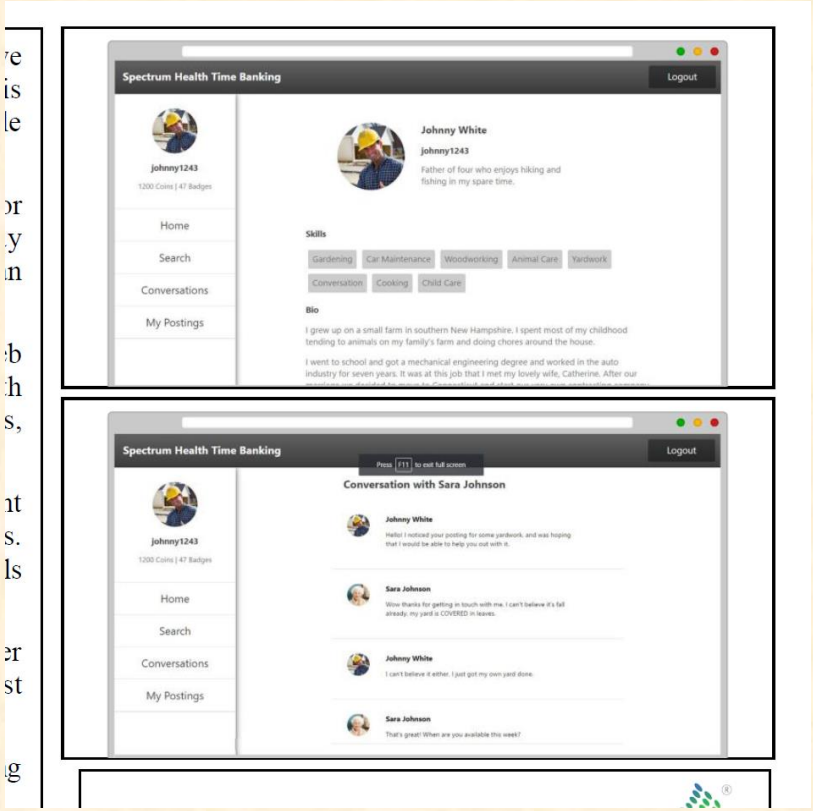


Modified Artwork

Team Spectrum Health Project Description Feedback

Team Spectrum Health Artwork Feedback

Original Artwork

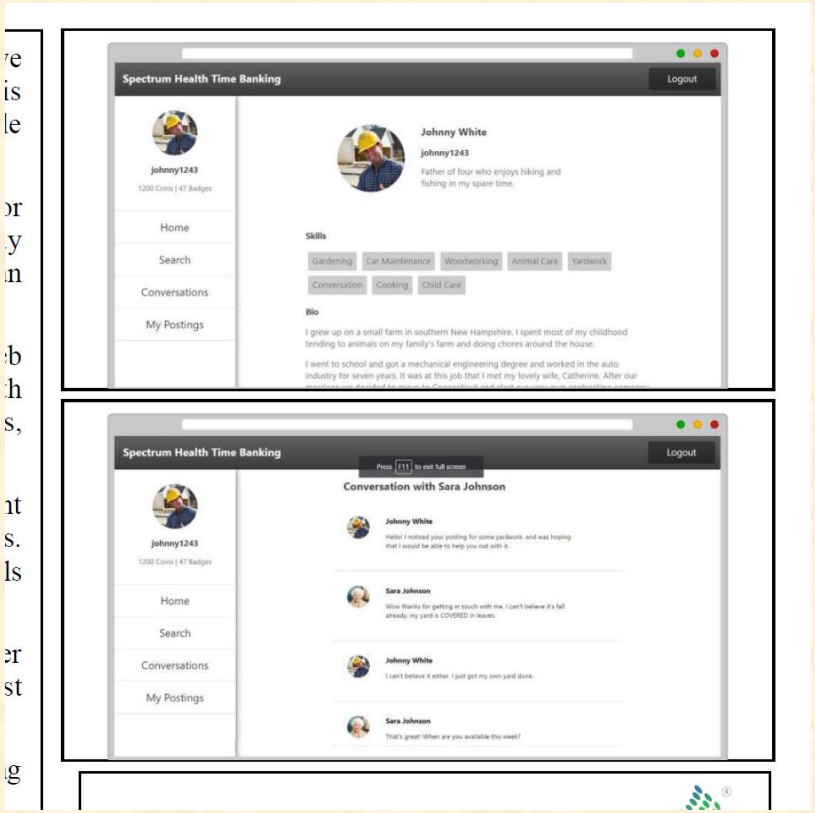


Feedback

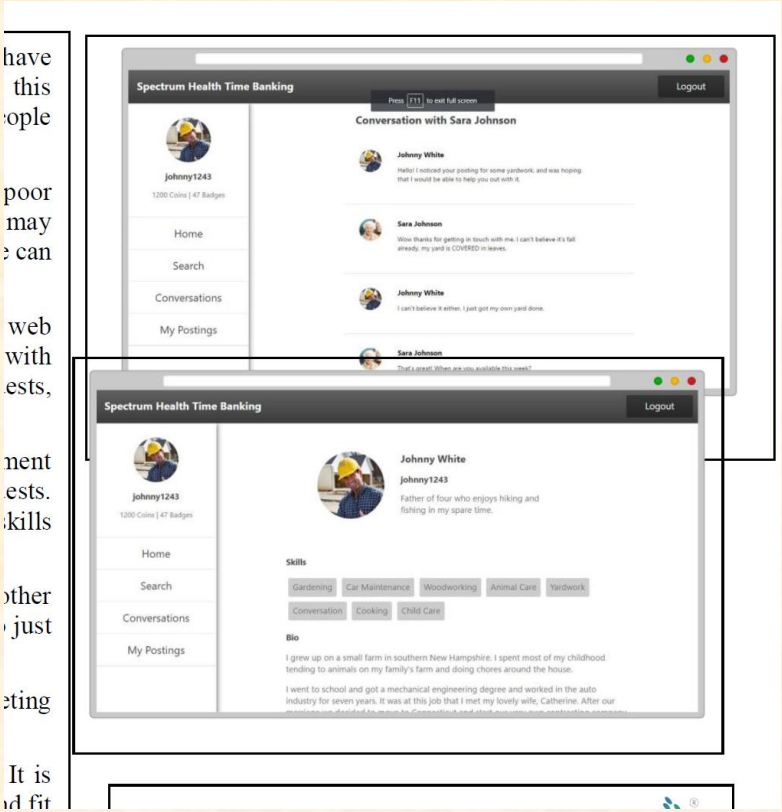
- Your artwork is fine but the layout is boring.
- Make them a bit bigger, overlap them, and stagger them.
- You don't need to do anything.

Team Spectrum Health Artwork Feedback

Original Artwork



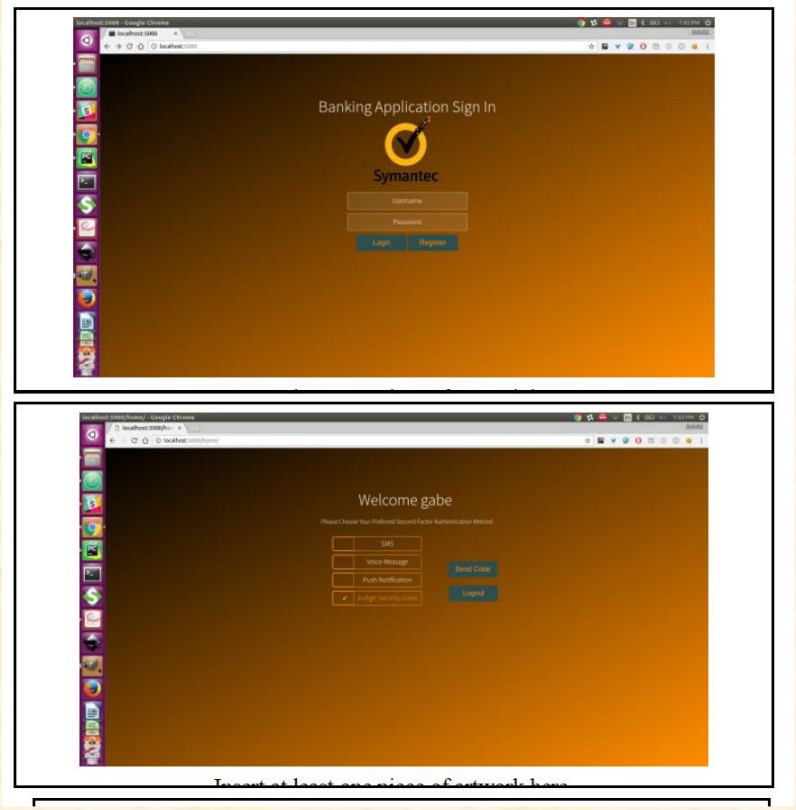
Modified Artwork



Team Symantec Project Description Feedback

Team Symantec Artwork Feedback

Original Artwork



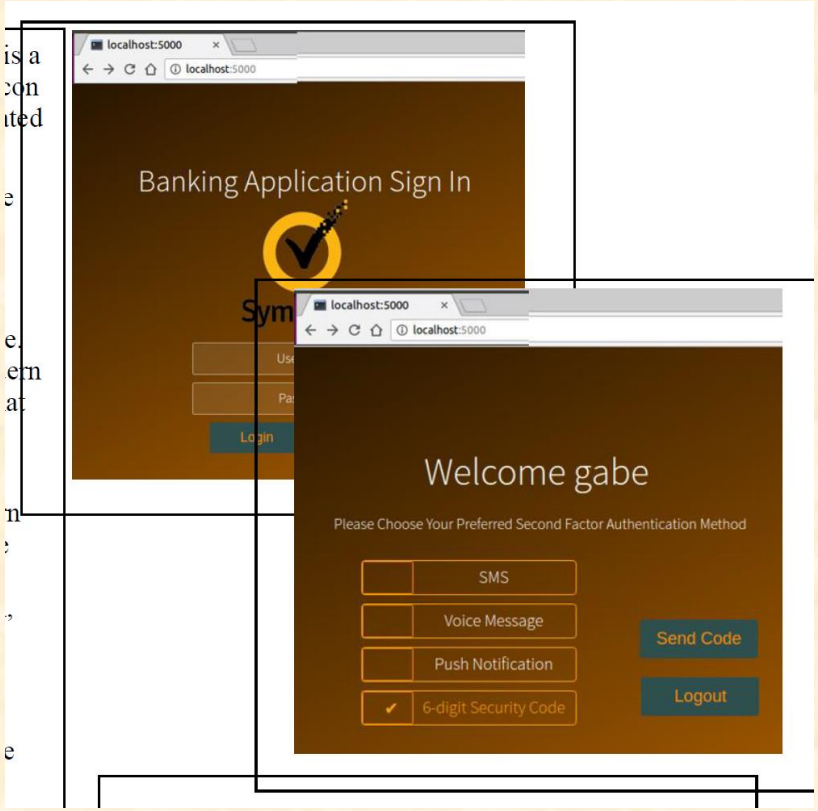
Feedback

- The layout is boring!
- There's way to much blank space.
- Loose the desktop. That's distracting.
- There's too much blank space.
- The important stuff is too small.
- Redo the screen captures so that a) there's no desktop and b) it's much larger
- Fake the URL so it doesn't say "localhost:5000"
- "Gabe" is a proper name so it should be capitalized.
- Stagger and overlap the layout. The login page is boring anyway.

Team Symantec Artwork Feedback

Original Artwork

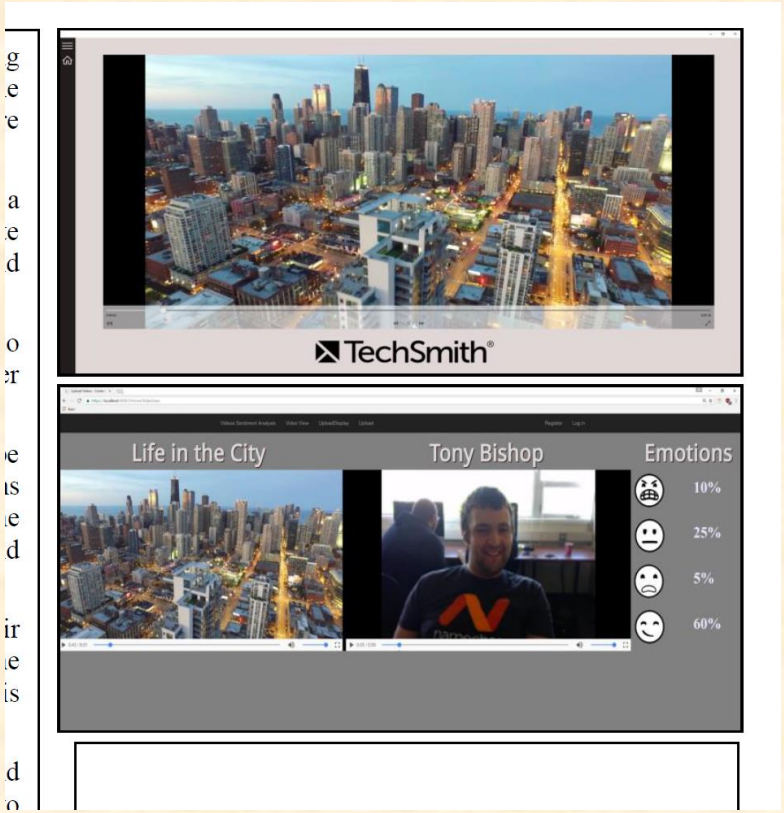
Modified Artwork



Team TechSmith Project Description Feedback

Team TechSmith Artwork Feedback

Original Artwork

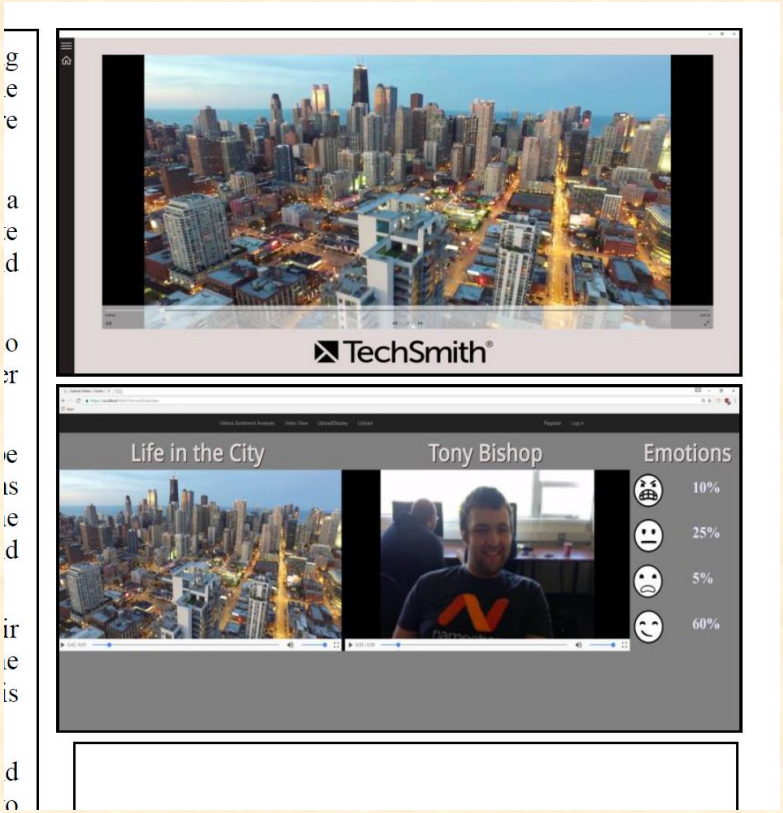


Feedback

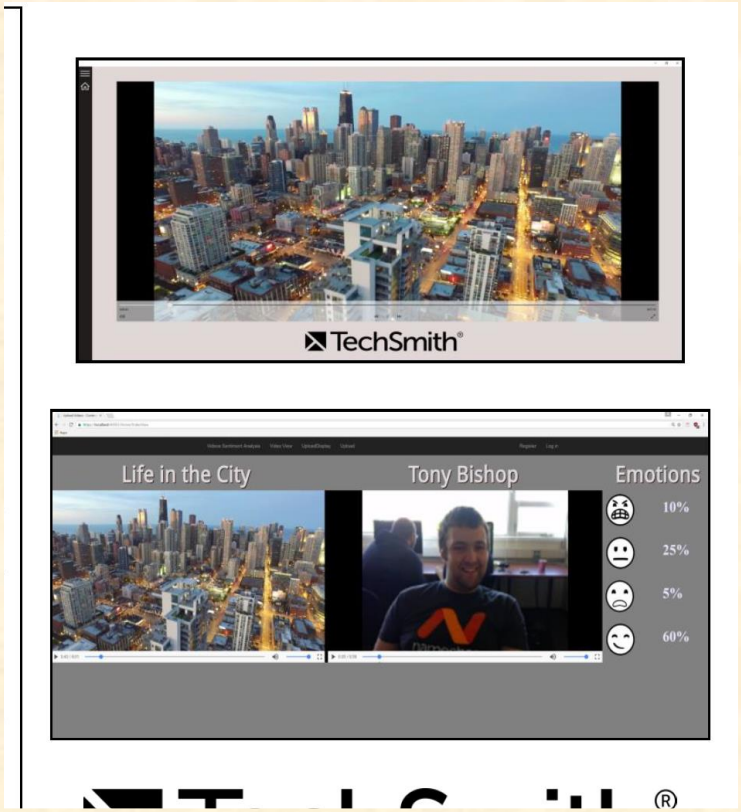
- The layout is a bit boring.
- Change the size of the top image and lower things.
- You don’t need to do anything.

Team TechSmith Artwork Feedback

Original Artwork



Modified Artwork



Team Urban Science Project Description Feedback

Team Urban Science Artwork Feedback

Original Artwork

Feedback

- There's too much whitespace in your browser screen grab. Besides looking bad, you can't read the text of the KPI inputs.
- The size of the mobile phone image is way out of proportion to the browser image.
- Redo the browser image to include only the KPI input.
- Resize the iPhone image to be more reasonably proportioned.
- Put the larger image on top and stagger them a bit.

Team Urban Science Artwork Feedback

Original Artwork

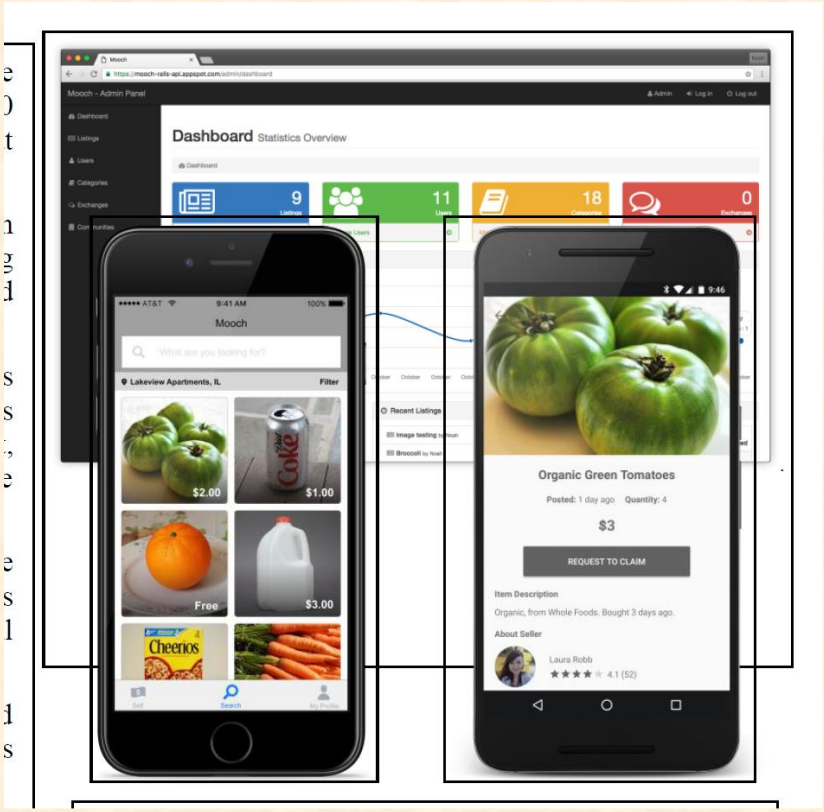
Modified Artwork

Team Whirlpool Project Description Feedback

- I wouldn't use the word "boast"
- Even though you have an iOS and Android app, I'd describe them as a "single" app.
- http://www.learnersdictionary.com/qa/how-should-you-write-it-united-states-u-s-or-us
- Isn't "the retail and consumer food supply" just "food"? It's clear that you mean food for humans and you mean food eaten both at home and at restaurants.
- Make sure that you put a hard space in "$1 trillion" so the "$1" never ends up on a line by itself.
- Your apps don't "allow" folks to share food, it "enables" them.
- "to easily sell" is a split infinitive
- Good catch on the misspelling of Colette Matthews' last name.

Team Whirlpool Artwork Feedback

Original Artwork

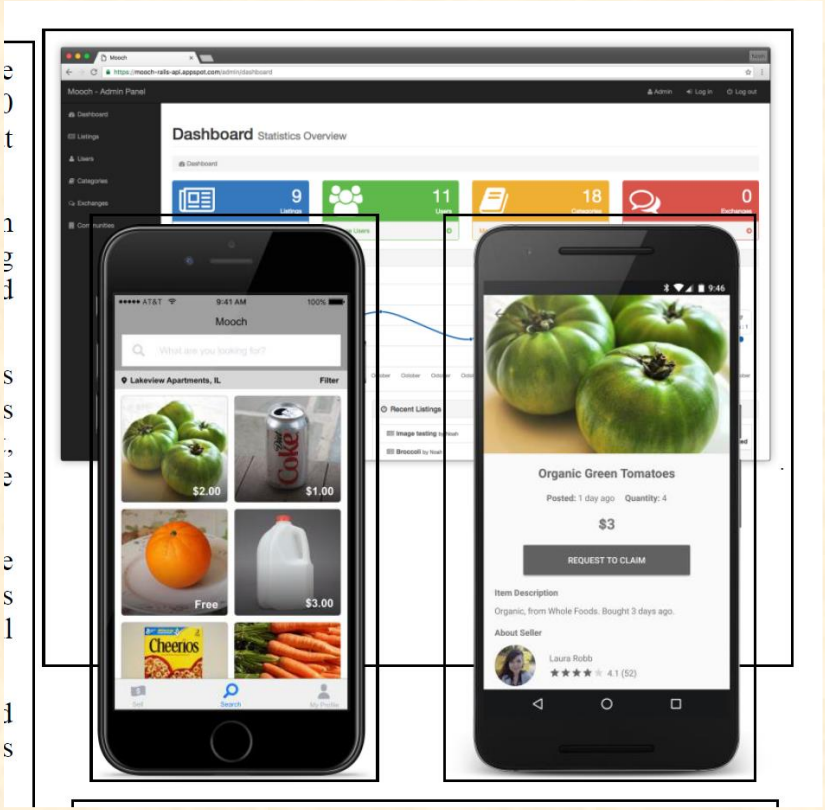


Feedback

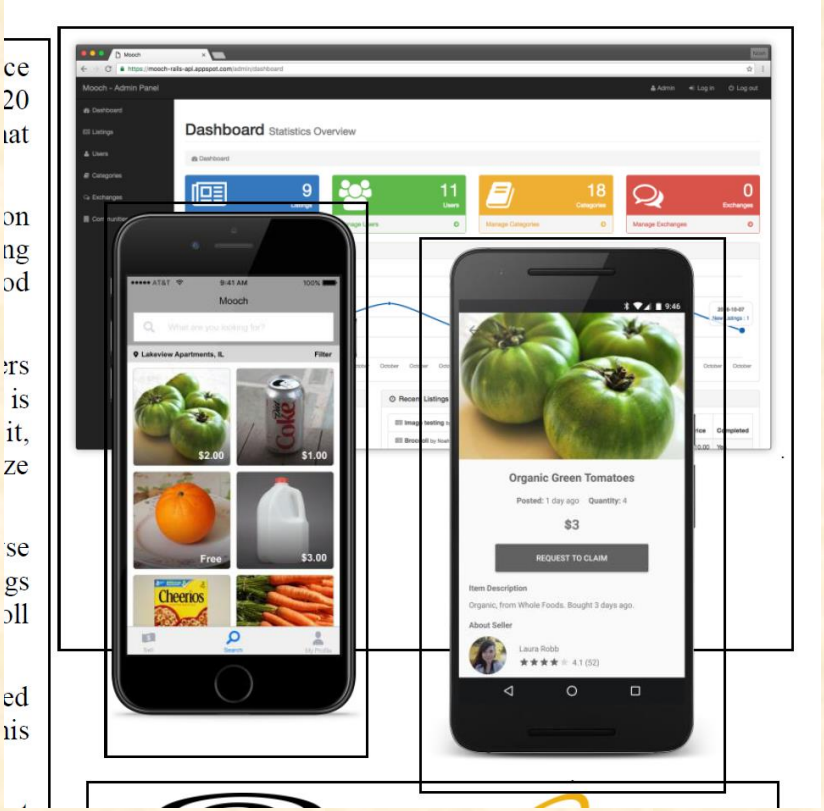
- Good images.
- I'd stagger the iPhone images vertically to make the layout a little more interesting.
- Your iPhone images have shadows on the bottom. See if you can get rid of them.

Team Whirlpool Artwork Feedback

Original Artwork



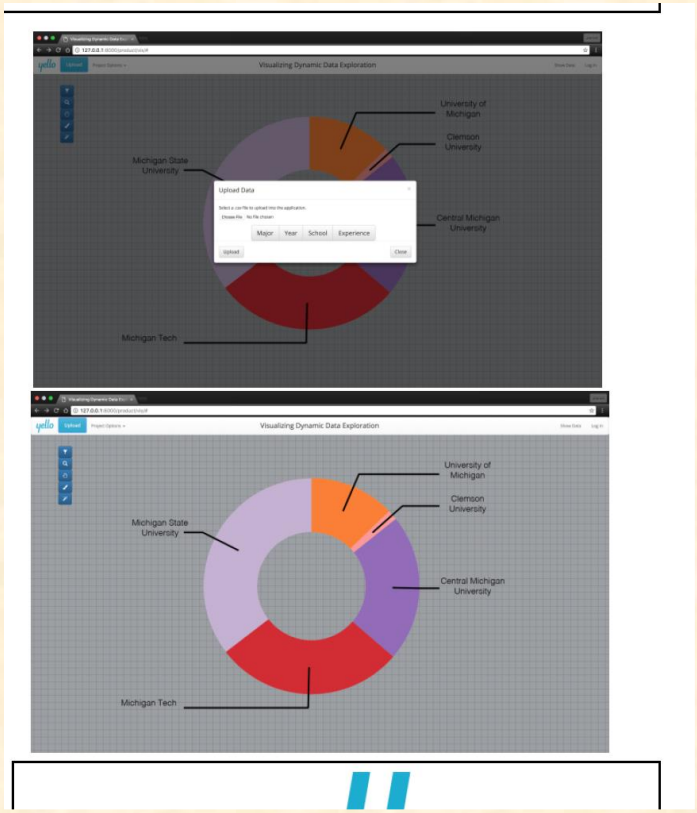
Modified Artwork



Team Yello Project Description Feedback

Team Yello Artwork Feedback

Original Artwork

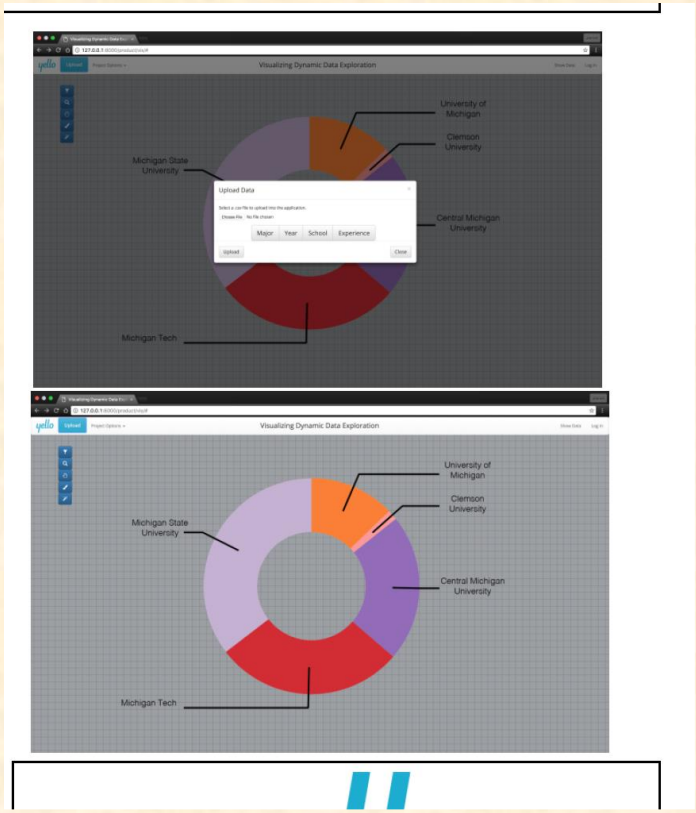


Feedback

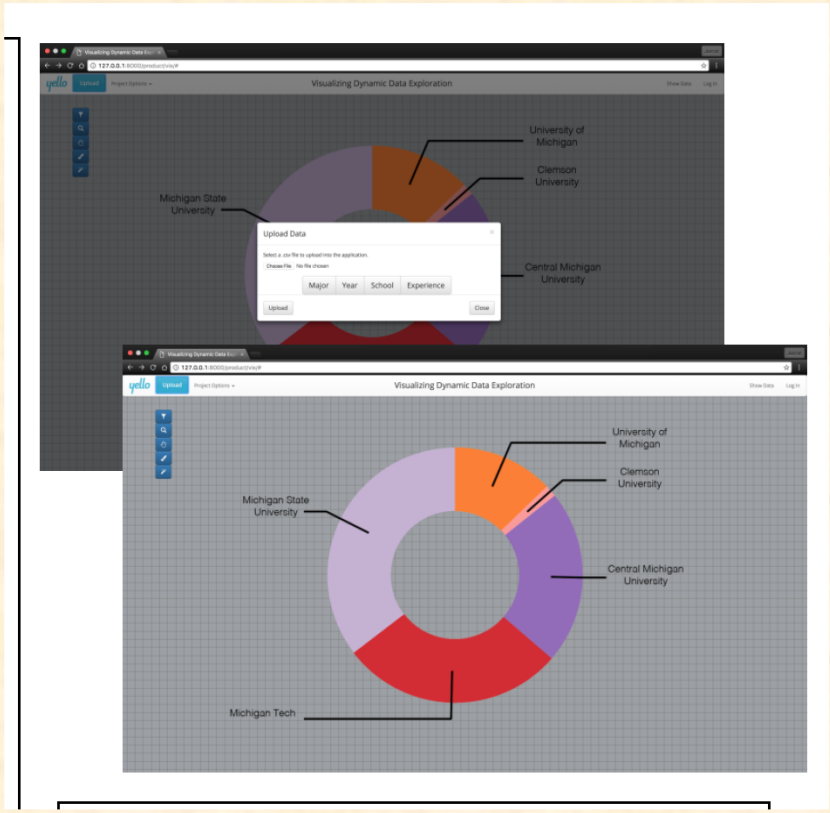
- You images are okay, but the layout is boring.
- Pie charts are pretty simple. You really don't have any visualization that's more interesting?
- The two images are identical with the exception of the overlaid dialog box. I don't get it You can't come up with anything different?
- Fill in the "No File Chosen" field with a file name.
- At the least, stagger the images so the layout isn't so boring.

Team Yello Artwork Feedback

Original Artwork



Modified Artwork



Design Day Booklet Project Page
What do you need to do? [1 of 2]

- Get the current draft of your Design Day booklet team page from our Downloads page.
  You will notice that I have rewritten your project description, some substantially.
- Get the first draft that you sent to me.
- Find the slides below that pertain to your team.
- Read the comments about your project description, just FYI.
- Read the comments about your artwork.
- (BTW, you will notice that my comments are somewhat stream-of-consciousness-like.)
- Proof read your project description carefully.
  - Look for content errors that I may have introduced. For example, if I wrote "This great software works on both iPhones and Android phones" but it only works on iPhones, that's a content error. Find and fix any and all such errors.
  - Look for typos that I may have introduced errors including but not limited to grammatical errors, spelling errors, missing words, extra words, wrong words, etc.
    For exmaple, theres a good chence that that that that I had introduce errers like, the, ones in this Sentence. There may even be words missing.
    Find and fix any and all such errors.
  - Do not make changes that are only stylistic.

Design Day Booklet Project Page
What do you need to do? [2 of 2]

- Look through your entire project page for errors. Look carefully at every section.
- Have everyone on your team proof read your entire project page carefully.
- Highlight any and all changes in yellow.
- Re-read the comments about your artwork.
  - Leave the layout as is.
  - Redo your artwork if requested.
  - If necessary, place your new artwork in your project page draft document.
  - If necessary, provide new high resolution originals appropriately named.
- After you've corrected any errors and fixed up the artwork, resubmit. Re-read the submission instructions.
  - Put all of the assets in an appropriately named folder (using only lower case).
  - Zip it up.
  - Email it to me with the appropriate subject line and including some text in the body.
- Resubmit everything to me by 4:00 a.m., Monday, October 17. (Think Sunday night.)