



Kodak Park Toastmasters

Club #1491, Est. 1954

January 2008

Volume 2007-2008, Issue 2

Welcome 2008!

2007-2008: A Successful and Transitional Club Year

By Sandra McMillen, President, Kodak Park Toastmasters

Did you know the Kodak Park Toastmasters Club is midway through a transitional year? The Kodak Park Toastmasters Club, established April 1, 1954, is 54 years old. The club, formed as a closed club, allowed only Eastman Kodak Company employees, retirees, and family members 18 years of age and older as members. The significant changes (i.e., divestitures and downsizings) at Eastman Kodak Company over the past few years spread to the club as well. Eastman Kodak Company employees are no longer the majority of the club's members. In 2007, the club made an important decision to become an open club. An open club is simply a community club, open to all. As a result, the club is growing with a more diverse membership. The club serves as a valuable forum, where club members welcome guests and new members, grow communication skills, expand leadership skills, broaden social perspectives, and increase social and professional networks. So look forward to the future of the club and the growth of club members. To quote John F. Kennedy, *"For time and the world do not stand still. Change is the law of life. And those who look only to the past or the present are certain to miss the future."*

Club Meetings

The club meets the second and fourth Thursdays of each month, September-June. Check <http://kodakpark.freetoasthost.org/>, for the latest information. 2008 Club Meeting Dates are:

Jan 10	Jan 24	Feb 14	Feb 28
Mar 13	Mar 27	Apr 10	Apr 24
May 8	May 22	June 12	June 26

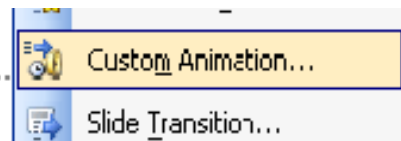
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Presentation Tips: PowerPoint®

Applying Animation to Your PowerPoint Presentations

by Ken Fischer
ATM-Silver, CL



What is animation? Animation is to put into motion or to make something come alive (to animate). Animation can turn static text and images into dynamic text and images. Animations can also be a great way to engage your audience.

What can you do with animation?

- Use animation to aid your presentation by controlling the content (e.g. text, diagrams, and images)
- Show one point at a time
- Assemble your ideas
- Provide focus
- Demonstrate a point
- Show flow or motion
- Transition from slide to slide
- Add some flair and personality to your presentations

Now you know what animation is, look over your presentation for content to animate:

Text Diagrams Shapes Images Other

Next you need a plan for **what** should happen and **when**. Here are some examples:

- Do you want bulleted text items to appear all at once or one-at-a-time?
- When do you want an image of your new design to appear?
- Do you want a pie chart to appear all at once or segment-by-segment?

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Club Email: kodakpark@freetoasthost.org

Club Website: <http://kodakpark.freetoasthost.org/>

Meeting Location: The Legacy at Park Crescent
1000 Providence Circle, Greece, NY
(Not for Postal Communications).
Providence Circle is located off Mt Read Blvd,
just north of the Mt Read Blvd & Stone Road intersection

Other Websites:
District 65: <http://www.tmdistrict65.org/>

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Website Picks-of-the-Month

by Chris Insalaco, VP Membership, Kodak Park Toastmasters

The **TM District 4** website has good reference material, lots of content under club management and resources
<http://www.d4tm.org/index.html>

The **TM District 1** website has the manuals online
<http://www.tmdistrictone.org/communication.asp>

Southern Methodist University Toastmasters website
http://people.smu.edu/toastmasters/members_area.html

Distinguished Club Scorecard

Requirement	Status	Outlook
At least twenty members , OR	16	☹
A net growth of at least five new members		☹
Goal	Status	Outlook
Two CCs		☺
Two More CCs		☺
One AC-B, AC-S, or AC-G		☹
One More AC-B, AC-S, or AC-G		☹
One CL, AL-B, AL-S, or DTM		☺
One More CL, AL-B, AL-S, or DTM		☹
Four New Members		☺
Four More New Members		☹
Minimum of four club officers trained during each of the two training periods	June - 6 Jan - 3	☹
One dues-renewal report and one club officer list submitted on time		☺

Club Officers for 2007-2008

Sandra McMillen President
 Josie Wilson..... VP Education
 Chris Insalaco VP Membership
 Bruce Katz VP Public Relations
 Carl Fuchs Secretary
 Neelima Gokhale Treasurer
 Ken Fischer..... Sergeant-at-Arms
 Larry VerWeire..... Past President

CALENDAR OF EVENTS

February 14 – Club Evaluation Contest
 February 26 – Club International Speech Contest
 March 22 – Area 5 Spring Contest
 April 26-27 – District 65 Spring Contest

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Now you're ready to apply animation. Select "Slide Show" the menu bar at the top of the window. From here you have many choices. The focus of this article is animations, so select "Custom Animation". As with all Microsoft products, you can add buttons to your menu bar to simplify some of these steps. Within the custom animation menu you can control:

- **Which** objects to animate
- The **order and timing** of each animation
- What **effects** are to be employed

For your first animations, try selecting some bulleted text. Then experiment with all the different options. You'll see that you can go crazy with this stuff.

Examples of good uses of animation include:

- Showing one point at a time
- Assembling your ideas
- Emphasizing a point
- Demonstrating a point
- Showing flow or motion
- Building an image one segment at a time

Here are some examples of bad uses of animation (animation situations to limit or avoid):

- Animations that are too fast
- Animations that are too slow
- Having too much on one slide
- Random slide transitions
- Having too many animations in a presentation

Too much animation is distracting and cheapens the presentation. So, how much animation is "just right"? Animation should help the presentation, not detract or distract. The more serious the presentation, the less animation to use and less elaborate slide transitions.

Some other PowerPoint Tips:

- For conference calls, do not use animation with Microsoft NetMeeting. It's too slow. Instead, try using Webex.
- Complex animations can make handouts illegible. Items stacked on top of each other can be confusing, if not impossible to read.
- For handouts, copy the essential information to a separate file and print this file.
- Use a presentation remote when speaking in front of an audience.

Have some fun with your next presentation by adding some animation. The only limits are your imagination and time!

This newsletter is published three times per year.

Sandra McMillen, Publisher

Bruce Katz, Editor

Send input for this newsletter to

VPPublicRelations@kodakpark.freetoasthost.org
 and include "Toastmasters" in the Subject Line.