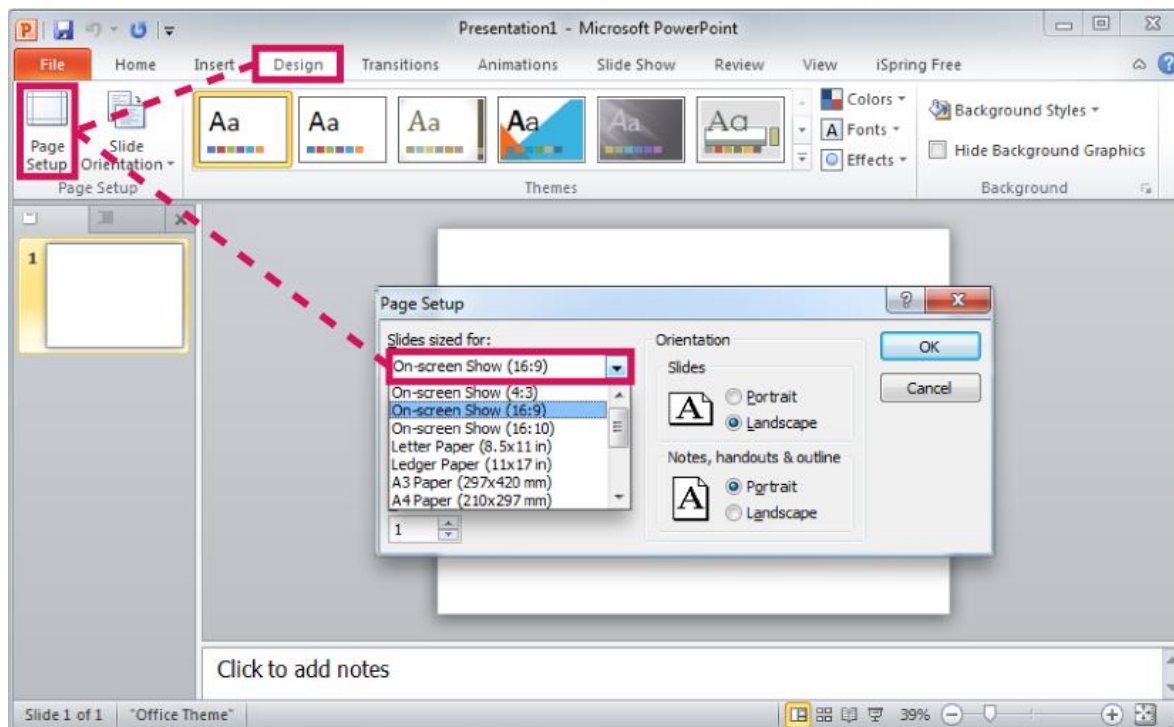


There has been a lot of interest in adding content to the LCD TVs around the academy, which has been great. There is now a way you can make an advert, in the right format and size for it to be submitted for the TVs. That way anybody who would like to display a club or event now can.

Design Using PowerPoint 2010

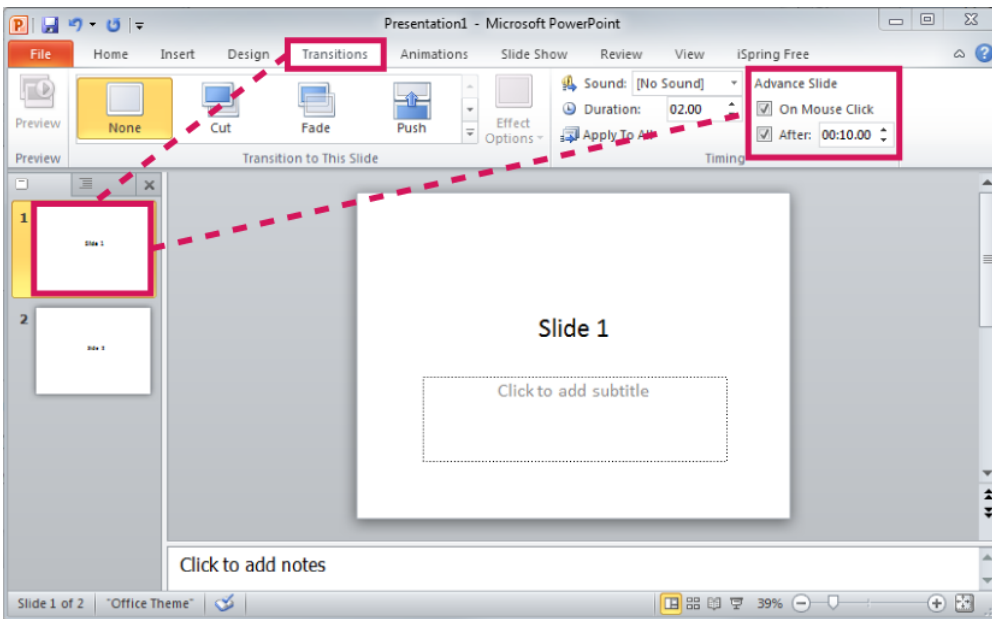
- Powerpoint which is a nice simple program that everybody has probably used.
- The first thing you need to do is convert your page to the right aspect ratio.

DESIGN ----> PAGE SETUP ----> ON-SCREEN SHOW (16:9)



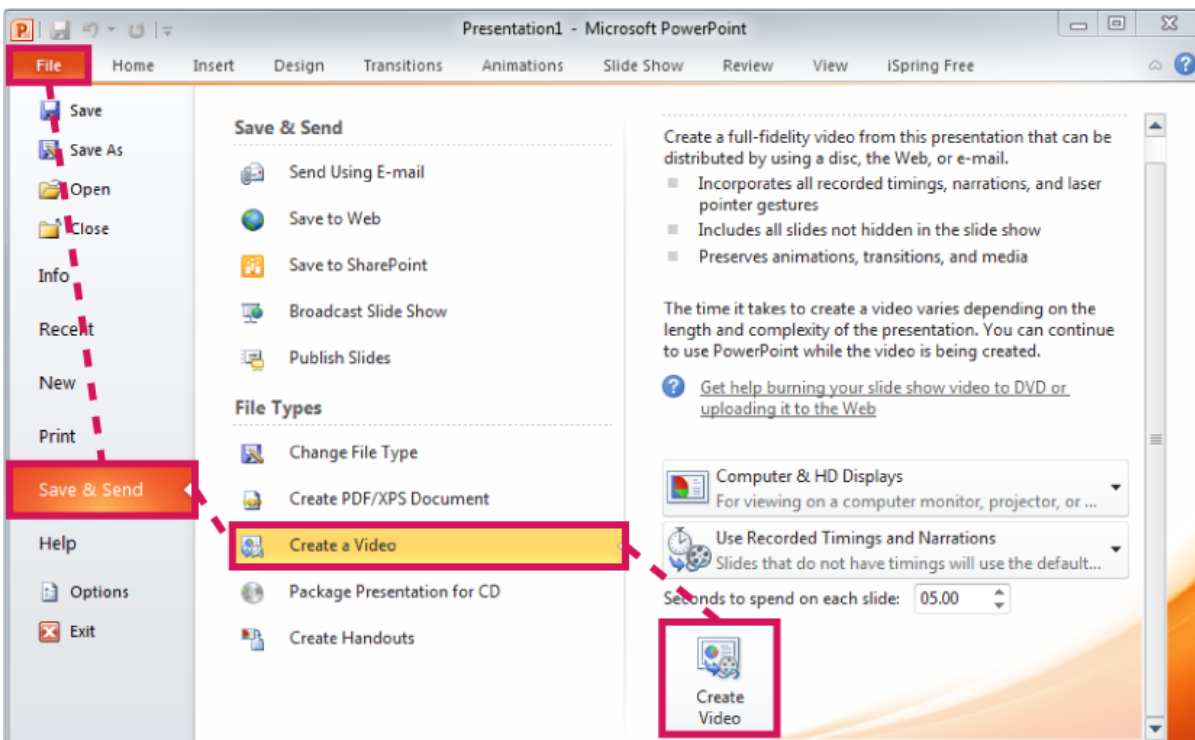
- Next design your advert with the content you want. Tip: Don't add too much text!
- If you have multiple slides ensure you have set the slide transitions appropriately to allow time for viewers to read it. Also any individual 'Animations' on content in the slideshow should be set to a time rather than 'On Click'. You must do this for every one of your slides!

TRANSITIONS ----> SELECT SLIDE ----> ADVANCE SLIDE - AFTER: select time



- Once you have finished designing and configuring your slideshow, you need to save it as a video file.

FILE ----> SAVE & SEND ----> CREATE A VIDEO ----> CREATE VIDEO



- You will then be left with a .WMV file. Have a preview to see if it is what you think it should look like.
- Then email your video to the Helpdesk or email it to your teacher who can then forward it on.

Please also be considerate of the total time your advert is, please aim for no longer than 1 minute.

Please note if your finished video differs from the settings above then it will probably be returned for you to amend.