

PREPARING POWERPOINTS

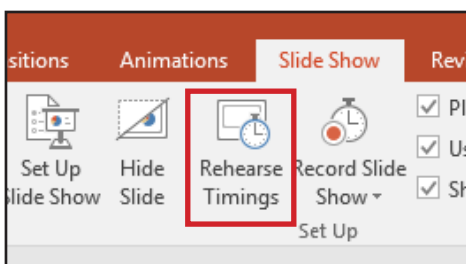
PowerPoint and Xibo

Xibo does not support the loading of PowerPoint files (.ppt / .pptx). In order to display a PowerPoint presentation, you will need to export a timed slideshow as an MP4 video file. For very small presentations without animations, you could also export images of the slides to upload individually and re-order as desired.

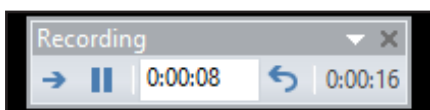
Note: The instructions here apply to Microsoft PowerPoint 2016 on Windows. These instructions are somewhat close to the procedures for PowerPoint 2013 and the latest version for Mac, but some directions may vary for this.

Preparing PowerPoint Presentations to Export as Video

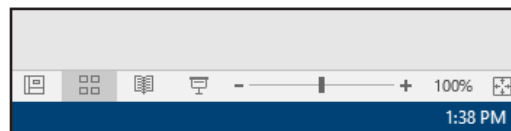
1. Open the PowerPoint software, and open the presentation that you want to use.
2. You will need to add timings to the slides and any animations. To do this, you may either **Rehearse Timings** or set **Advance Slide** times in the slide sorter.
3. If you would like to have very specific timings, you will need to **Rehearse Timings**. Select this from the Slide Show tab of the ribbon. *(If you would prefer to just set timings by slide, skip to step 7!)*



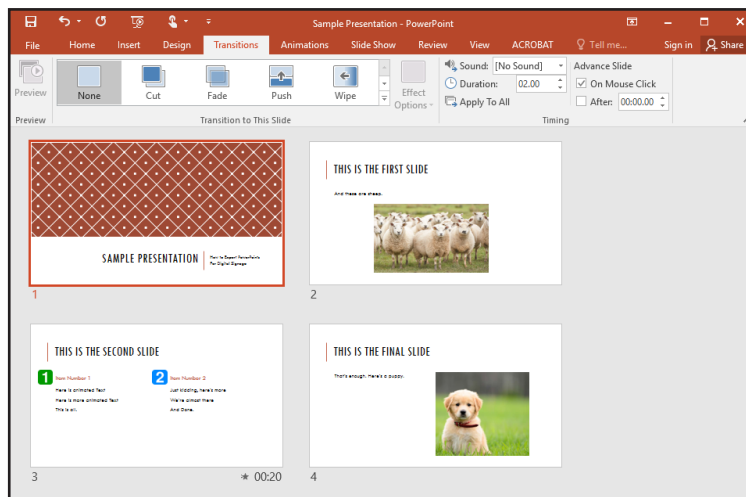
4. The presentation will start, and you may advance your slides at the appropriate times for your content to be read and for your animations to play.
5. Use the rehearsal toolbar at the top of the screen to keep track of the timings. The timing in the white box is for the current slide. The timing to the far left is for the entire slideshow. The restart arrow allows you to restart on the current slide. All animations will revert to as it was on the beginning of the slide.



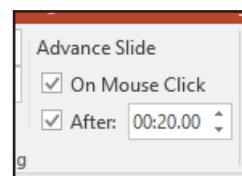
6. When you've finished, you can check the Slide Sorter to see what the timings are for the slides and adjust as necessary. *If you do not need to adjust timings, you may skip to step x.* The following steps detail how to setup timing for slides in the Slide Sorter.
7. Open the **Slide Sorter** view from the bottom right of the screen.



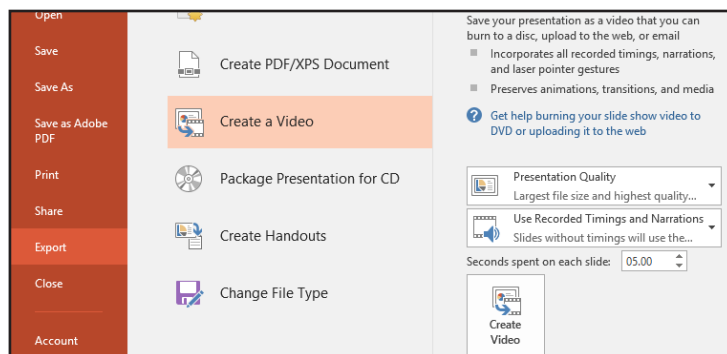
8. All of your slides will appear. If you have applied timings to any yet, it will appear at the bottom right of the slide.



9. To set timings, click on one or more slides. Open the **Transitions** tab and set a time in the **Advance Slide ... After** field. Times are formatted MM:SS.00 . Note that for slides with animations, all of the animations should manually advance themselves to fit within the time that you set, provided the timing for the animations allow it to.



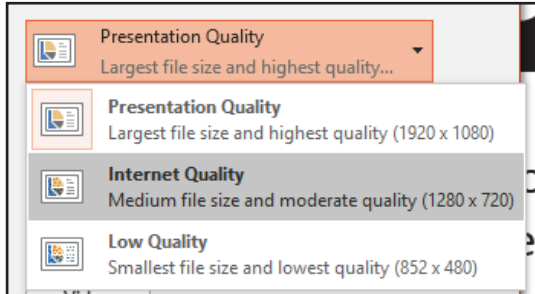
10. Once all slides have been given timings, save your changes. Then, go to the **File** tab (top left of PowerPoint), Select **Export**, and **Create a Video**.



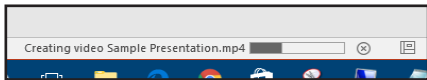
11. It is strongly recommended to change the quality from **Presentation Quality** to **Internet Quality**. This will result in a smaller file size that is still reasonably high quality for your display. In rare cases where extreme detail is

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necessary, you can use Presentation Quality, but note that there is an upload limit of 2 GB on Xibo and each group/department is allowed 1GB of storage by default. The storage can be increased upon request, but not the upload limit.



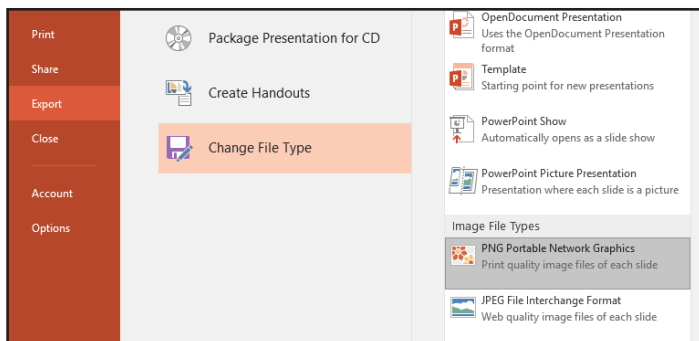
- Click **Create Video**, and save your video to your computer. **Do not close PowerPoint yet!** The video may take some time to complete. You can monitor the bottom of PowerPoint window to see the progress of the export.



- Once your video is finished, you may upload it to Xibo as a video file. For more on this procedure, see the "Working with Modules" guide.

Exporting PowerPoint Presentations as PNG images

- Open the PowerPoint software, and open the presentation that you want to use.
- Go to the **File** tab (top left of PowerPoint), Select **Export**, and **Change File Type** and select **PNG Portable Network Graphics** from the list of file types.



- Save your file(s) to your computer. You will be asked if you want to export **All Slides** or **Just This One**. If you select **All Slides**, a folder will be created with the name that you selected, and it will contain each of the slides named by the slide number. If you select **Just This One**, the single slide that you were viewing (or had selected in the Slide Sorter) will be exported with the name that you selected.
- Once your image(s) are finished, you may upload to Xibo as images. For more on this procedure, see the "Working with Modules" guide.

Notes

- For vertical / portrait oriented screen, you can change the orientation of the slide to portrait by clicking the Design tab, and clicking Slide Size > Custom Slide Size towards the left of the ribbon.