



## How to Create Signage using PowerPoint for Plasma and LCD/LED Display Monitors

Using PowerPoint for display promotion is an effective and easy way to get out information. The monitors all have a “slide show” function which will allow users to display slides for a certain length of time. Usually those times are restricted to 10, 20, or 30 seconds. 15 seconds seems to be the best amount of time to leave information up on the screen.

It is a good practice to intersperse slides of text with images or combine images and text to give the reader’s eye a break.

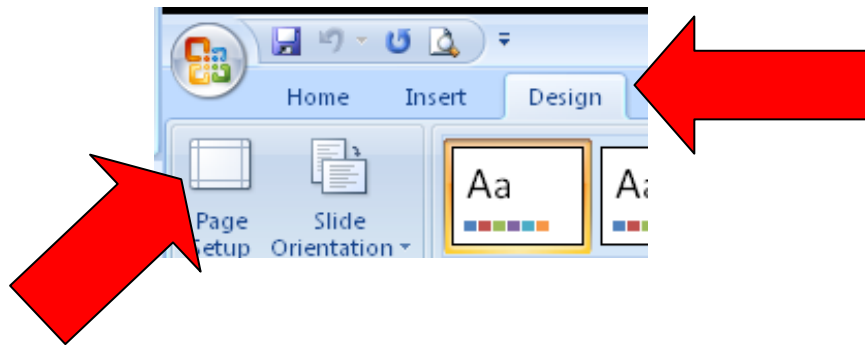
It is also a good practice to repeat slides so that the information will get a second or third showing in the presentation.

Unfortunately the monitors we use do not show video motion or play sound from PowerPoint shows.

To create signage:

Open PowerPoint

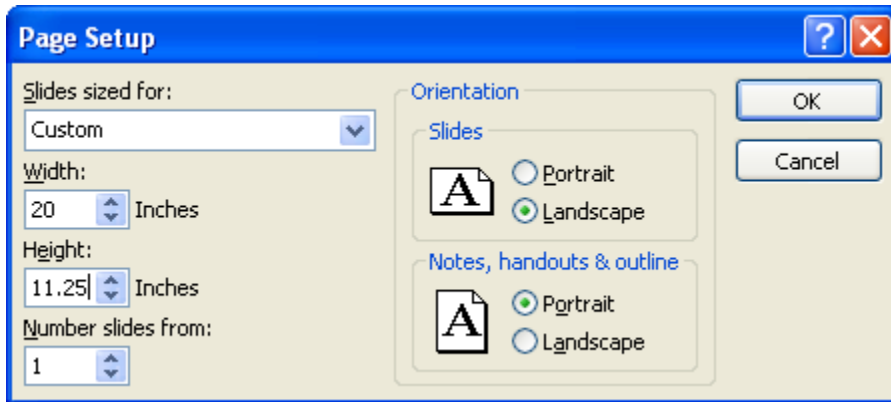
Open Design Tab



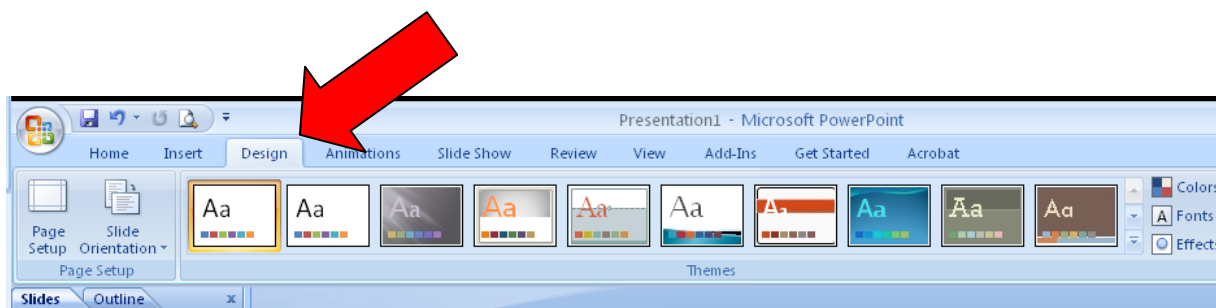
Then Open the Page Setup

Adjust the Page Setup settings to

Slides Sized for “Custom” Width “20” Height “11.25” and Orientation to Landscape



In the main ribbon, Select Design to choose a background



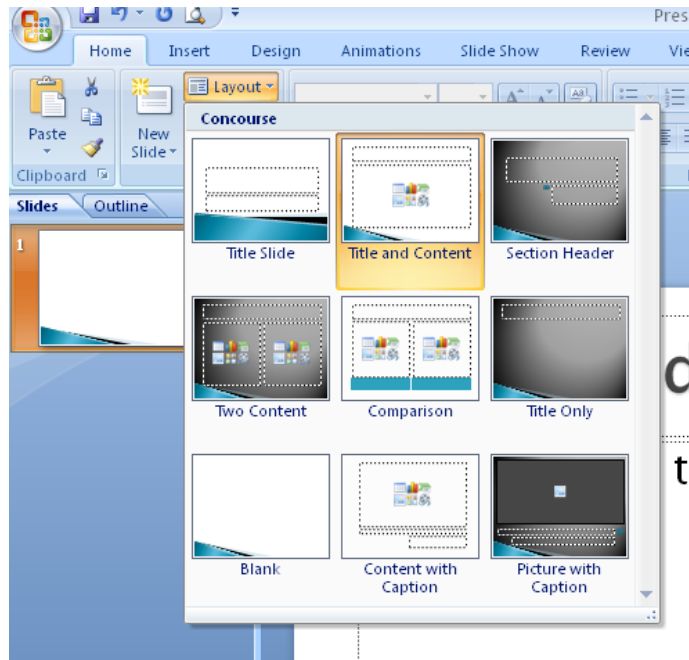
Choose a background that will not distract from your message.

The first slide will be a Title Slide but it can be changed by selecting from the Home Ribbon below the icon of a new slide.



Many styles of slides may be picked but the most common used slides are Title Slide, Title and Content, and Blank.

It is usually best to start with a Title and Content slide for textual information.

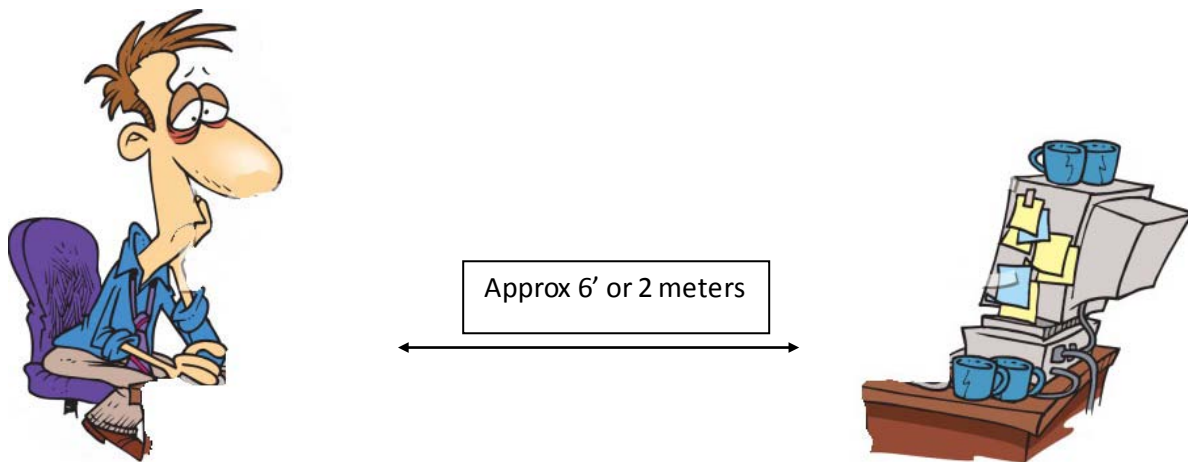


In the Title and Content screen you can add a title and a few bullet points.

We recommend no more than five points to any one screen.

Also the text must be large enough that it can be seen from a distance away.

Consider getting up and moving away from the screen. You should be able to see your computer screen from six feet away and still be able to read the text.



Limit what you can see on the screen to a comfortable amount of information that you can read out loud in 12 seconds.



**Summer Hours**

- ▶ Monday 8am - 4pm
- ▶ Tuesday 8am - 4pm
- ▶ Wednesday noon - 8pm
- ▶ Thursday 8am - 8pm
- ▶ Friday 8am - noon

Too much information can be confusing to the viewer



**Summer Hours at Lansdowne LC**

- ▶ Monday 8am - 4pm Reference Desk 9am - 3pm
- ▶ Tuesday 8am - 4pm Reference Desk noon - 3pm
- ▶ Wednesday noon - 8pm No Reference Desk
- ▶ Thursday 8am - 8pm Reference Drop-In
- ▶ Friday 8am - noon Reference Desk 9am-3pm

▶ AudioVisual Services available on call only  
please e-mail [avservices@camosun.bc.ca](mailto:avservices@camosun.bc.ca)

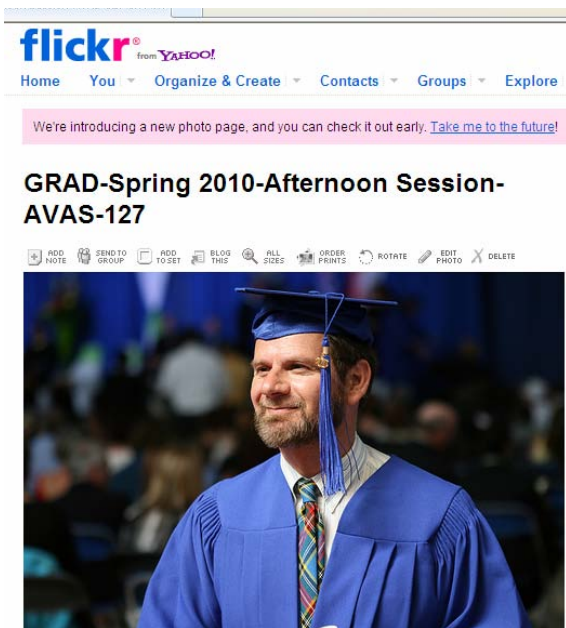
You can add to the presentation by including pictures. Any clip art or photographic images can be brought into PowerPoint by selecting from the Insert ribbon.



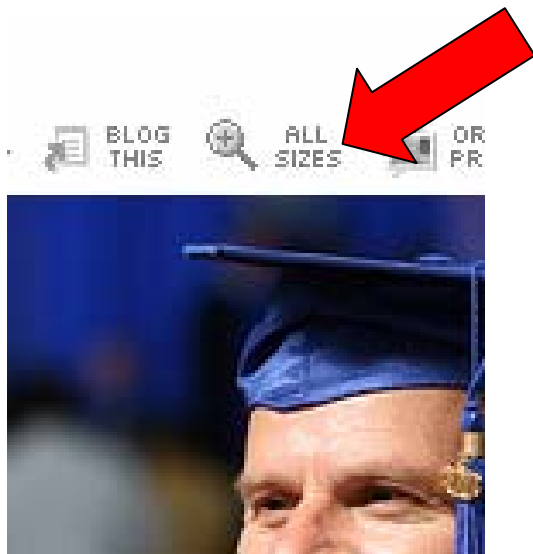
Camosun Pictures can be located on the Camosun College flickr site.

<http://www.flickr.com/photos/26399591@N03/sets/>

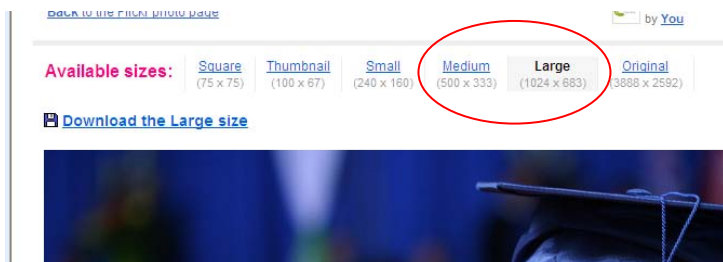
To download a flickr image click on the photo you would like to use.



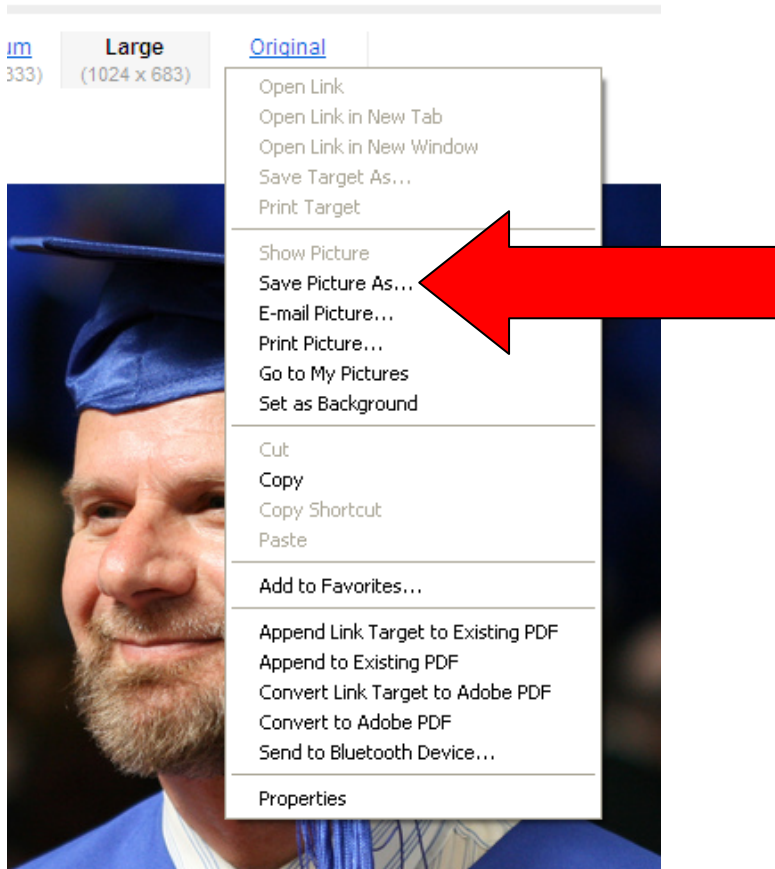
Above the photo you will see an icon of a magnifying glass with a plus sign. Click on this icon



It will give you a selection of sizes to choose from – for most signs Medium or Large should be good.

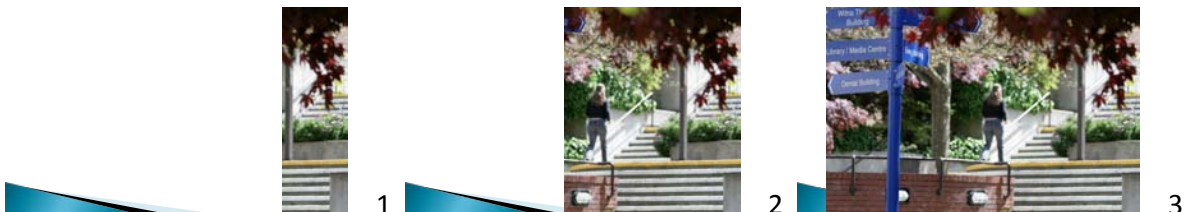


Right Click the mouse in the center of the photo and you will get a drop down menu to save your picture. Select "Save Picture As" to save your picture in a directory of your choosing..



It is important to remember where you saved your image.

You can do some entertaining things with images by sectioning them so they play back in a building sequence.



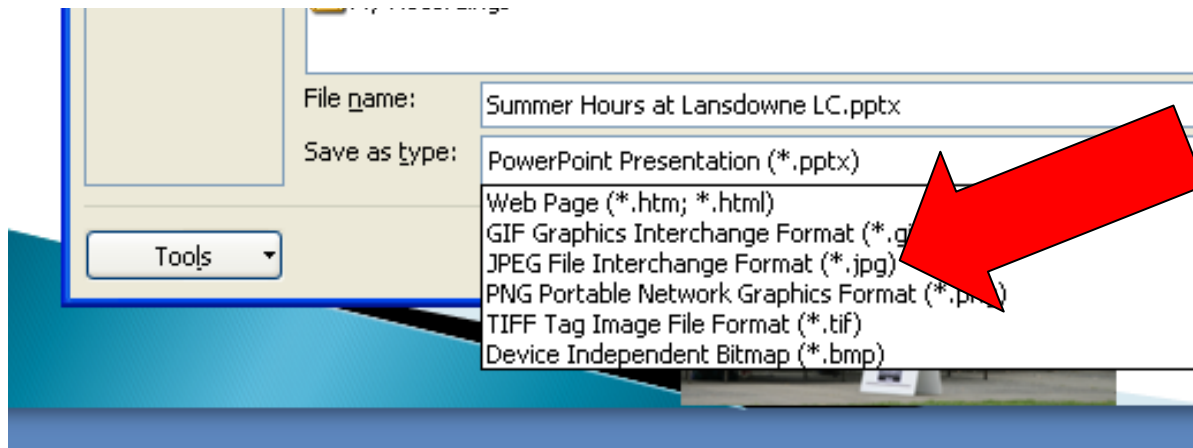
You can also make some interesting builds by putting a montage or collage of images on the screen.



Remember to regularly save your project.

Once complete transfer the PowerPoint show to a flash or jump drive.

Save the PowerPoint but this time go Save As and save the file as a series of .jpgs.



When you are fully saved the flash drive can then be inserted into any of the viewing monitors for playback