Using Microsoft PowerPoint 2003

1. Open PowerPoint
2. Go into the "Page Setup" (under the "File" tab) and change the Width from "10" to "16" and the Height from "7.5" to 9"
3. Create your slide using any text or graphics you like
4. Under "File" select "Save As"
5. Under "Save As Type" at the bottom of the screen, change the file extension PNG (Portable Network Graphics File)
6. When you click and save select "Current Slide Only" in the popup box
7. Remember the location you store the file. This is the one that will be uploaded to AxisTV

Using Microsoft PowerPoint 2007

1. Open PowerPoint
2. Under the "Design" tab, select "Page Setup" on the far left of the screen
3. From the drop-down box, select "On-Screen Show (16:9)" (it should be the second option)
4. Create your slide using any text or graphics you like.
   Click the Office Button in the upper left hand corner
5. Select "Save As" and choose "Other Formats" at the bottom of the list
6. Under the "Save As Type" at the bottom of the screen, change the file to extension PNG (Portable Network Graphics File)
7. When you click and save select "Current Slide Only" in the popup box
8. Remember the location you store the file. This is the one that will be uploaded to AxisTV

MORE INFORMATION

To Upload and Axix TV Bulletin

1. Using a web browser navigate to: http://axistv.uwrf.edu
2. Login with your username and password
3. On the left-hand column, select "Create"
4. Select "Media Bulletin"
5. On the top of the screen give your bulletin a name and IMMEDIATELY change your aspect ratio to Widescreen (16:9)
6. Click on "Browse" and locate file
7. Click "Upload File NOW"
8. When the picture appears, click "Next"
9. Choose which channels to display your bulletin on
10. Set your date range (be sure to click the "From" button to the left of the top calendar)
11. Change "Pace" from 3 seconds to 6 seconds
12. Click on "Finished"
13. Your bulletin will be uploaded at this point and wait for approval from the Moderator. Most bulletins are approved or denied within 24 hours of posting.

HELP!

My computer won't let me Upload

There is a built in security feature that prevents users from uploading slides in Internet Explorer. To fix it:

- Go to "Tools" on the toolbar at the top of the screen
- Click on "Internet Options"
- Click on the "Security" tab
- Make sure that "Local Intranet" is the selected zone
- Click on "Sites"
- Click on "Advanced"
- Add "axistv.uwrf.edu" to the list
- Click "Close"
- Click "OK"
- Click "OK"
- Close all Internet Explorer Windows
- Restart Internet Explorer and try again

Hopefully your computer will save these settings. If not, you will need to go through this process every time you try to upload a slide.

Questions? Email: “digitalsignage@uwrf.edu”