

Create an Ad via Microsoft PowerPoint

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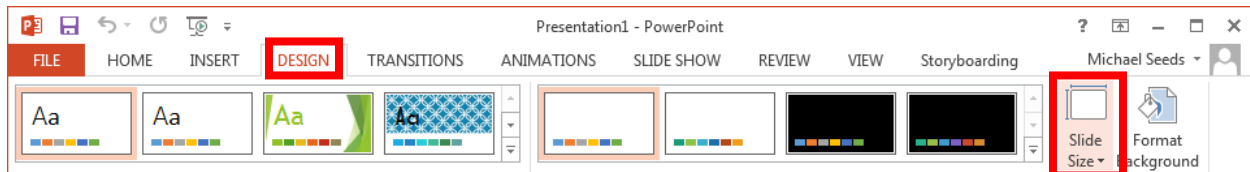
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Overview

mediaPanel is dedicated to provide a flexible system that can be used easily by everyone. We do not believe that our customers should be restricted by a “What You See Is What You Get” (WYSIWYG) tool, that limits you to specific templates, fonts, colors, etc. Utilizing Microsoft PowerPoint (and many other common software applications), this document shows how you can create your own templates to be utilized within Ads, Digital Frame, Custom Logo and other applications within the mediaPanel web site.

Create Template

1. Start PowerPoint (2010 or higher) and create a new “Blank Presentation”
2. In ‘Design’ → ‘Slide Size’, ensure it is set to “Widescreen (16:9)”

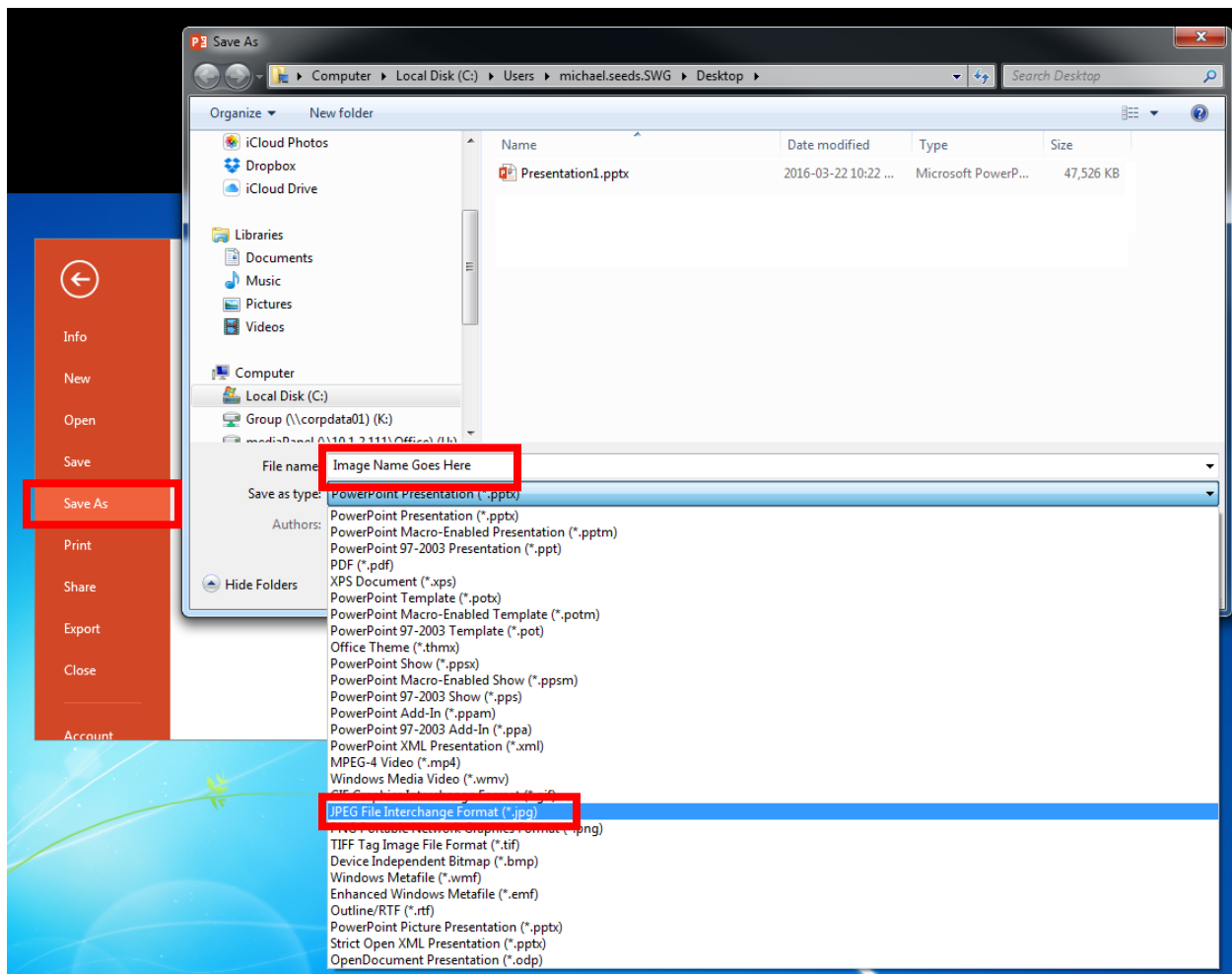


Adding Content

1. Add desired content and format per your requirements
2. Simple slides with no animation, timing or video can be saved as image(s) (see [Saving as an Image for mediaPanel](#))
3. Multiple slides with animation or timing can be added, but will need to be saved as a video file (see [Saving as a Video for mediaPanel](#))
4. Follow help from Microsoft PowerPoint to embed videos or other animated options (This will require to be saved as a video file - see [Saving as a Video for mediaPanel](#))

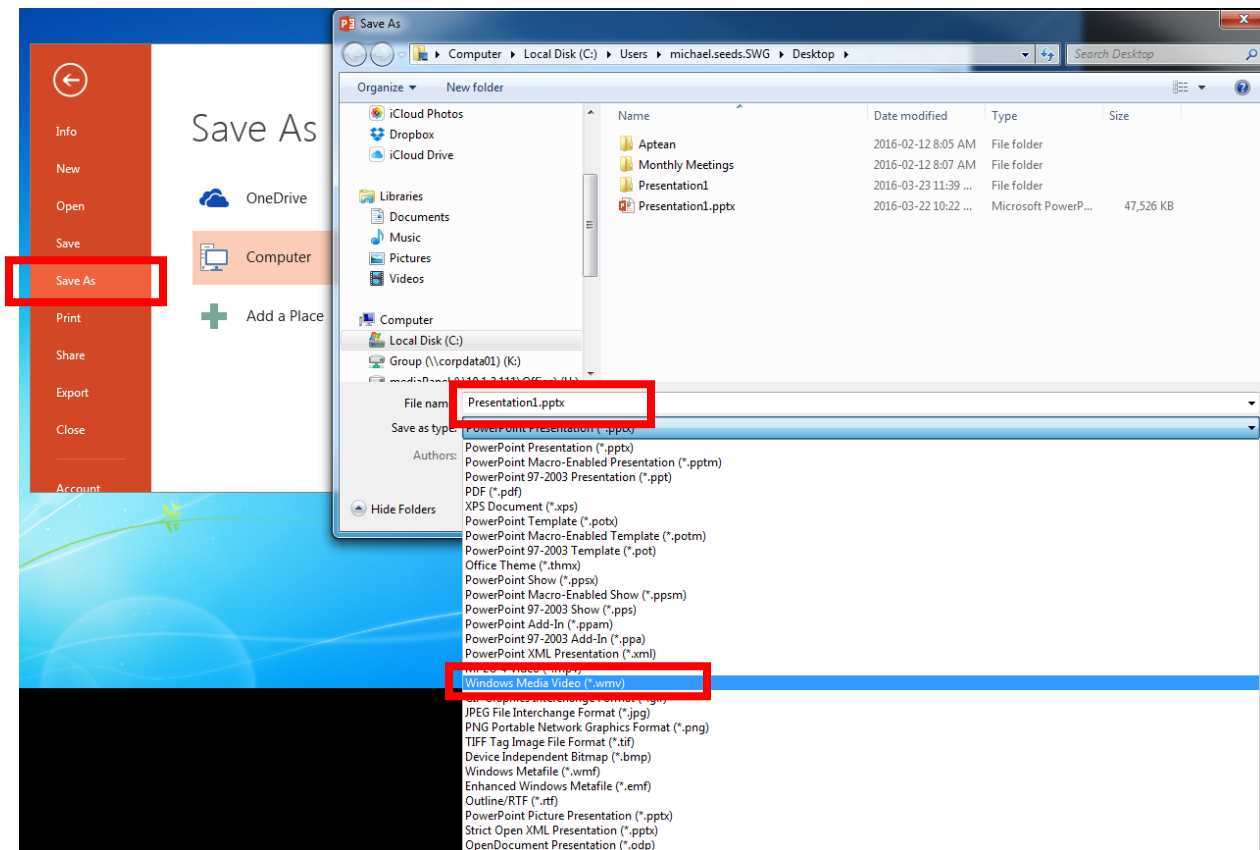
Saving as an Image for mediaPanel

1. Once PowerPoint is created and tested in “Slide Show” mode, it can be saved
2. If the presentation only contains one slide with no animation, we recommend the file be saved as a JPEG File Interchange Format (jpg)
3. If the presentation contains multiple slides with no animation, it will be saved as multiple JPEG images
4. Saving as an Image:
 - a. Select ‘File’ → ‘Save As’ → Select the folder you wish to save the file to → Name the file under ‘File name:’ → Select “JPEG File Interchange Format (*.jpg)” as the ‘Save as type:’ → Click ‘Save’ button

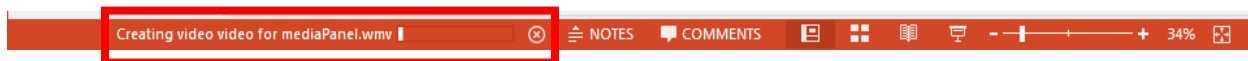


Saving as a Video for mediaPanel

1. If the presentation contains multiple slides with animations, timing and/or embedded videos, you need to save as Windows Media Video (WMV) file
2. Saving as a Video:
 - a. Select 'File' → 'Save As' → Select the folder you wish to save the file to → Name the file under 'File name:' → Select "Windows Media Video (*.wmv)" as the 'Save as type:' → Click 'Save' button



3. Based on animations, timing and video(s), the time required to save as video may vary. The bottom of PowerPoint will show a progress bar, which will go away when it is completed.



Recommended Ad Template

Once the image(s) or video has been created, you can now create an Ad with this new media on the mediaPanel website. When creating an Ad, the following steps needs to be followed:

1. Upload the new media using the "Upload" button in the "Quick Nav" area of the 'Ads' application
2. Select the "Fullscreen" template located under the "Create a new 16:9 Advertisement" area
3. Change the 'Background' to the media you uploaded
4. Fill out the other desired elements of the Ad you are creating, and click on the "Save DisplayAD changes." Button