

Protocol for PowerPoint announcements for DVD players in the DPC

All organizations, staff and faculty may submit PowerPoint presentations for display on the DPC Big Screen for advertisement purposes. There are two ways to get information published on the Big Screen.

1. Submit information to the TAB. The TAB will be converted to a PowerPoint for each week's edition.
2. Submit a PowerPoint presentation with correct spelling, punctuation and uniform design to BigScreenDPC@Yahoo.com by noon Friday for the following week.

Note: If the PowerPoint is larger than 2MB it should be submitted to the Campus Rec. office on a disk or USB key.

- PowerPoint for the TAB is produced on Friday afternoon.
 - All TAB submissions from staff or student groups are to be sent to Student Activities Office by noon on Friday. Student Activities office will put all TAB submissions into Power Point format for display.
- Prepared PowerPoint slides to be shown separate from the TAB must be submitted by 10a.m. on Friday morning for the following week. Please e-mail to BigScreenDPC@Yahoo.com .
- PowerPoint for TAB and PowerPoint from staff or groups produced into DVD by Campus Recreation staff on Friday afternoons for the following week.
- DVD played in Student Ministry office and Residence Life from 10:00AM—2:00PM on Monday-Friday
 - DVD Played in Student Ministries Office from 5:00PM until closing of DPC.
- DVD playing will be scheduled and facilitated by DPC staff.
- PowerPoint presentations not included with or attached to the TAB can be produced in the Student Ministries office computer. Blank DVDs can be picked up from Student Ministries and must be returned after presentation is no longer being played. (Dane Jordan can help with creating a PowerPoint DVD in the Student Ministries Office—please have the PowerPoint presentation already produced.)

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Guidelines for PowerPoint production for staff and student groups

- PowerPoint should reflect quality and look of other marketing pieces from that area—use logos and colors from other pieces.
- Keep text simple and effective—who, what, where when.
- Use transitions and animation effectively, but not overstated.
- Link any photos or sounds you have used in the presentation
 - see information below about linking
- If PowerPoint is larger than 2MB, it should be taken to the Student Activities Office or Student Ministries Office on a disk or USB key.
- You must schedule timings for your slides. Slides should last anywhere from 7 seconds or longer depending on the amount of text. Timing also needs to be set for animations. Do not have any animations or slide transitions set to occur on mouse click.
 - Timings are set by selecting *Slide Transition* under *Slideshow* in the toolbar.

Linking Photos and Sounds

Photos should be automatically linked when you save the presentation. Linking means that the saved PowerPoint file has a copy of the photo saved with the presentation—when you email or save the presentation the picture file(s) go with it. This can, however, make the presentation files size large and necessitate bringing the presentation on a disk or USB key instead of emailing.

Sounds are treated a little differently. Stock sounds that you add through custom animations are linked and saved automatically because their file size is not that large. However, if you add an mp3 or large sound file you will need configure PowerPoint to link that file to your saved presentation.