EXPORTING POWER POINT SLIDES FOR NEXUS
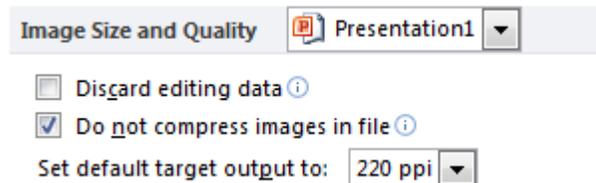
POWERPOINT STEPS

1. Configure Powerpoint to preserve picture resolution
   a. Click File
   b. Click Options
   c. Click Advanced
   d. Under Image Size and quality: Select **Do Not Compress images in file**
   e. Click OK
2. Click the **Design Tab** and Select **Page Setup**
3. Under Slides sized for—select **Custom**
4. Enter **20** for Width and **11.25** for Height
5. Select **Landscape** orientation
6. Click **OK**
7. Build your PowerPoint slides. Use high resolution images as often as possible.
8. Click **Save As**
9. In the **Save as** type: select **JGP or PNG**
10. Click **Save**. You will be prompted to save all of the slides or just the current slide. Save all. Note: this will create individual image files for each slide. You will no longer be able to edit the text on the slide once it is an image file.

NEXUS STEPS

UPLOAD IMAGES

1. Login to **digitalsigns.smu.edu/app**
2. Click the **Library** tab
3. Select your Department/Schools folder
4. Click **Add**
5. Select **Upload Local File**
6. Click **Browse**
7. Select your image files (hold down the control key to select multiple files at once).
8. Click **Open**

BUILD YOUR APPLICATION

1. Click the **Application** Tab
2. Click the **Create a new application** link (located on the far right)
3. Select **Blank Landscape** as the template
4. Select **Use this template**
5. Enter a **name** for the template and click **OK**
6. Click **Edit** Tab

7. Under Selected layout, click the **Visual Editor** link.
8. Click **Add Widget**
9. Next to **Media Zone**—Click Add Widget
10. Click **OK**
11. Click **Save**
12. Close the **Visual Editor**
13. Select **Properties** next to the media zone widget (You will need to place your cursor over the Media Zone link for the properties link to display.)
14. Select **Content** Tab
15. Click the **Add Media** button
16. Click **Allocate** under each of the images you wish to display
17. Click **Apply**
18. Click the **Appearance** tab
19. By default, each slide will cycle for 12 seconds. You can adjust the timing under the **Properties** section.
20. Click **Apply**
21. Click **Close Window**

ASSOCIATE THE APPLICATION WITH A PLAYER

1. Select the **Application**
2. Click the **Properties** tab
3. Select the **Target Device**
4. Click **Save changes**

UPDATING CONTENT

1. Select the **Application**
2. Click **Edit**
3. Click **Properties** next to the Media Zone Widget
4. Select the **Content** Tab
   a. Click Add Media to add new images
   b. Click Remove if the image is no longer needed
   c. Or simply uncheck the box and it will not be included in the rotation