Wesley College Office of Student Life & Student Government Digital Signage
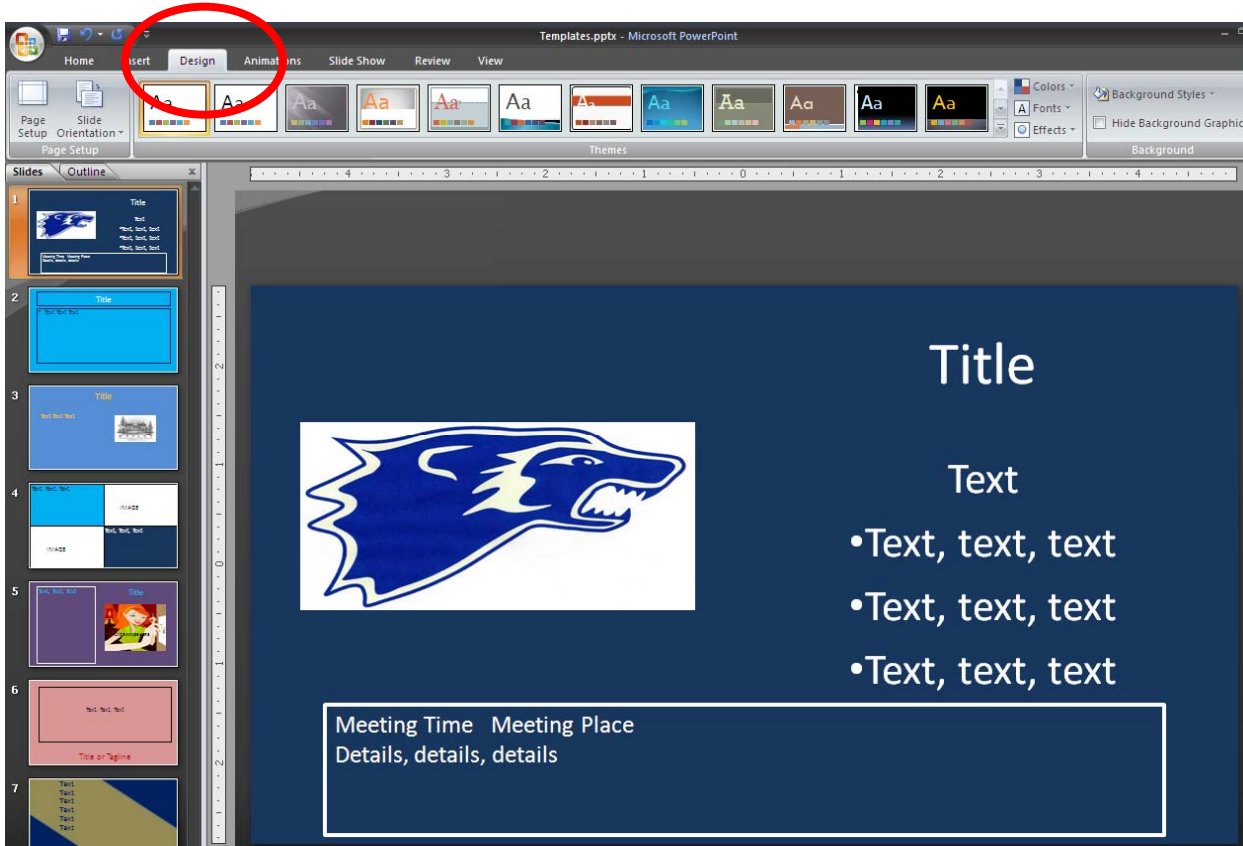
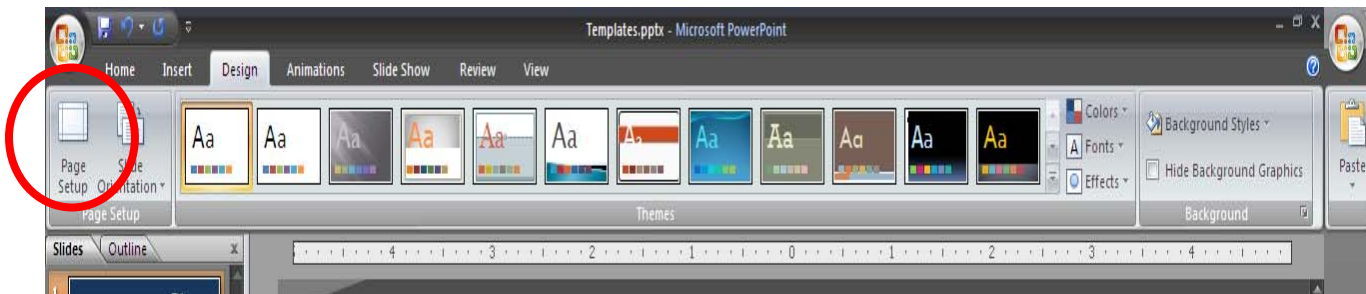**CREATING AN ADVERTISEMENT IN MICROSOFT POWERPOINT 2007**

To create an advertisement using powerpoint,
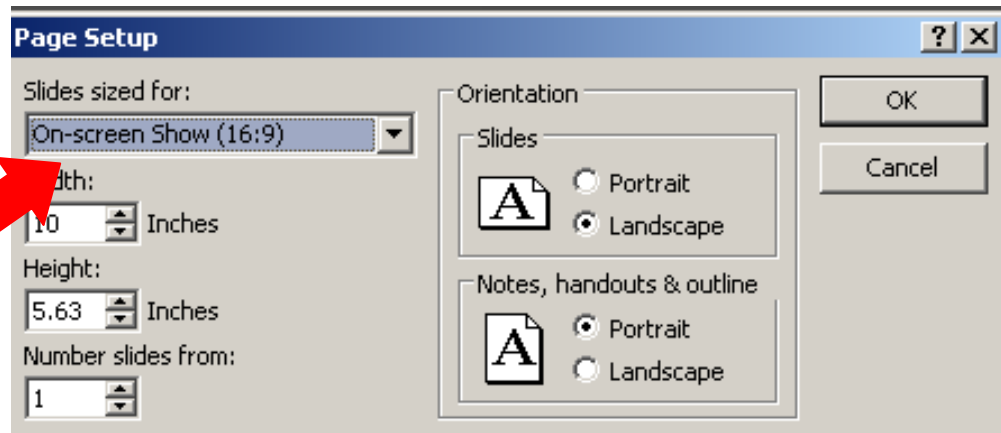
Select the "Design" tab on the top toolbar

Select the "Page Setup" icon in the top, left corner

Under Slides sized for, select "On-screen Show (16:9)."
It is important that you select the 16:9 ratio in order for your advertisement to appear wide screen on the televisions.
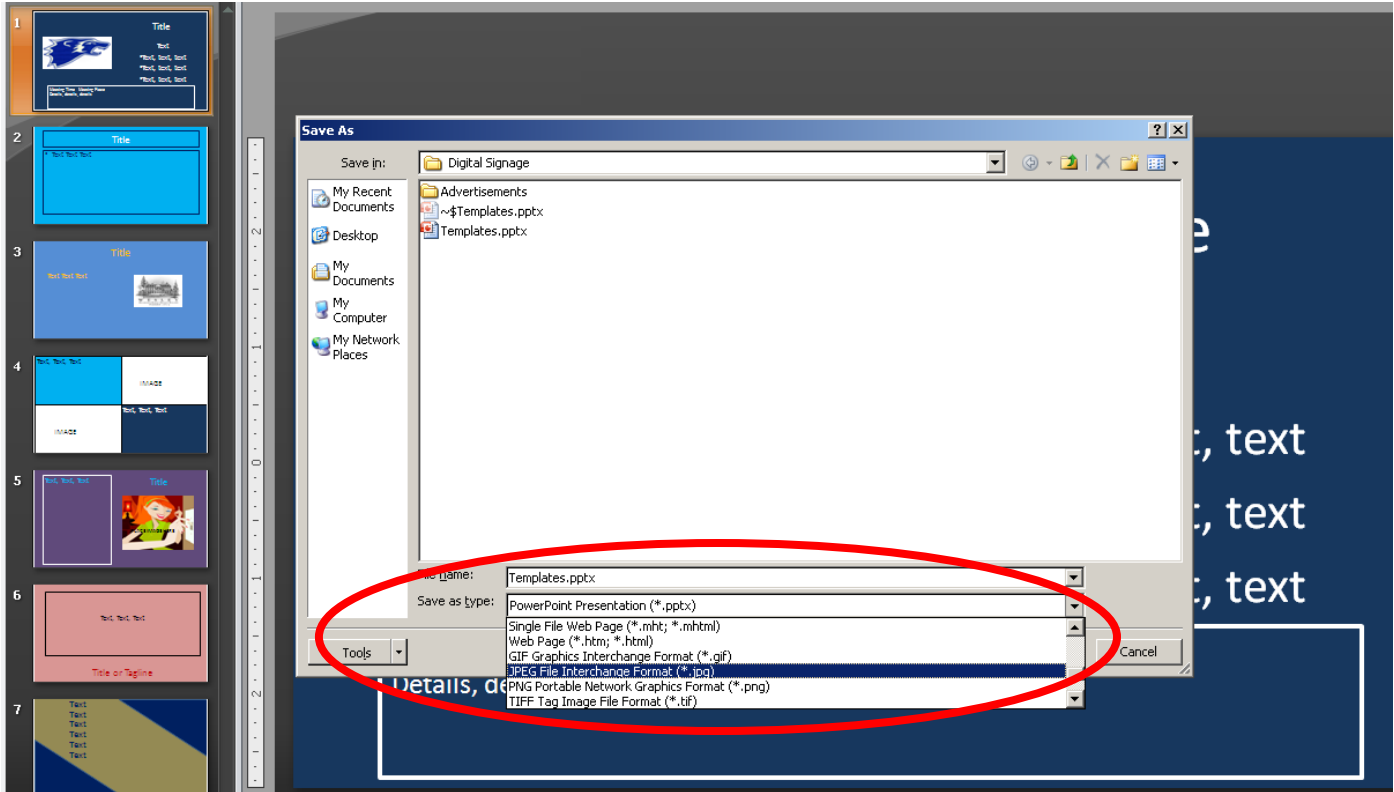
SAVE YOUR ADVERTISEMENT IN POWERPOINT FORMAT.

AND, You may also save your slide in a picture format (jpeg). This is how we upload the content.

Select "Save As" (can be found by clicking on the top, left circular Windows symbol)

On the "Save as type" scroll menu, select "JPEG File"

After choosing the JPEG format, hit "Save"
A screen will pop up to ask "do you want to export every slide in the presentation or only the current slide?"
Select "Current Slide Only" to save one advertisement as a jpeg.
Send your jpeg or powerpoint advertisement to signage@wesley.edu!