

# How To Create Files for Digital Sign

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**You can now place files into the folder on your desktop. (designated for the digital signs) Below are the types of files that the screens can read, and a short tutorial on the ways you can display PowerPoint files.**

**Picture files can be dropped directly into the folder.**

Types of Picture Files (resolution should be 1360 X 1024)

- JPEG – jpeg file
- BMP – bitmap file
- GIF – gif file
- PNG – ping file
- TIFF – tiff file

**Video files can be dropped directly into the folder.**

Types of Movie files (resolution should be 1360 X 1024)

- MP4 – mpeg file
- MPG – mpeg file
- AVI – avi file
- MOV - Apple® QuickTime®
- WMV - Windows Media®
- SWF - Adobe Flash™ swif file

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If you have a PowerPoint and you would like to show it on the digital signs, you have 2 options.

**To export your PowerPoint presentation as image files:** Don't worry about transitions, the signs already have transitions built in.

1. From within Microsoft PowerPoint, open the presentation you wish to export.
2. Select **Save As**. The Save As dialog appears.
3. Browse to the location you wish to save your image collection.
4. In **File name**, name your *image collection folder*.
5. In **Save as type**, select one of the following file types, all of which are natively supported by Moxie:
  - BMP
  - GIF
  - JPG/JPEG
  - PNG
  - TIFF
6. Click **Save**. A confirmation dialog appears asking if you wish to export every slide in the presentation or just the current one.
7. Click **Every Slide**. Your presentation is converted into an image collection of the selected file type.

You have successfully exported your PowerPoint presentation as an image collection. Drop all the image files you just saved into the folder on your desktop designated for digital signage. (remember no sub-folders should dropped in)

**If you must keep the timing and animations in your PowerPoint, then convert the file to a movie file.** Then convert it to a movie file

1. From within Microsoft PowerPoint, open the presentation you wish to export.
2. Select **Save As**. The Save As dialog appears.
3. Browse to the location you wish to save your movie file.
4. In **File name**, name your movie.
5. In **Save as type**, select Windows Media Video.
6. Click **Save**. Your presentation is converted into a movie file .wmv
  - please note that you are creating a video file here, so the process will take several minutes. This only works in Microsoft's Office PowerPoint 2010.

You have successfully exported your PowerPoint presentation as a movie file. Drop the movie file you just saved into the folder on your desktop designated for digital signage. (remember no sub-folders should dropped in)