



a x i s t v

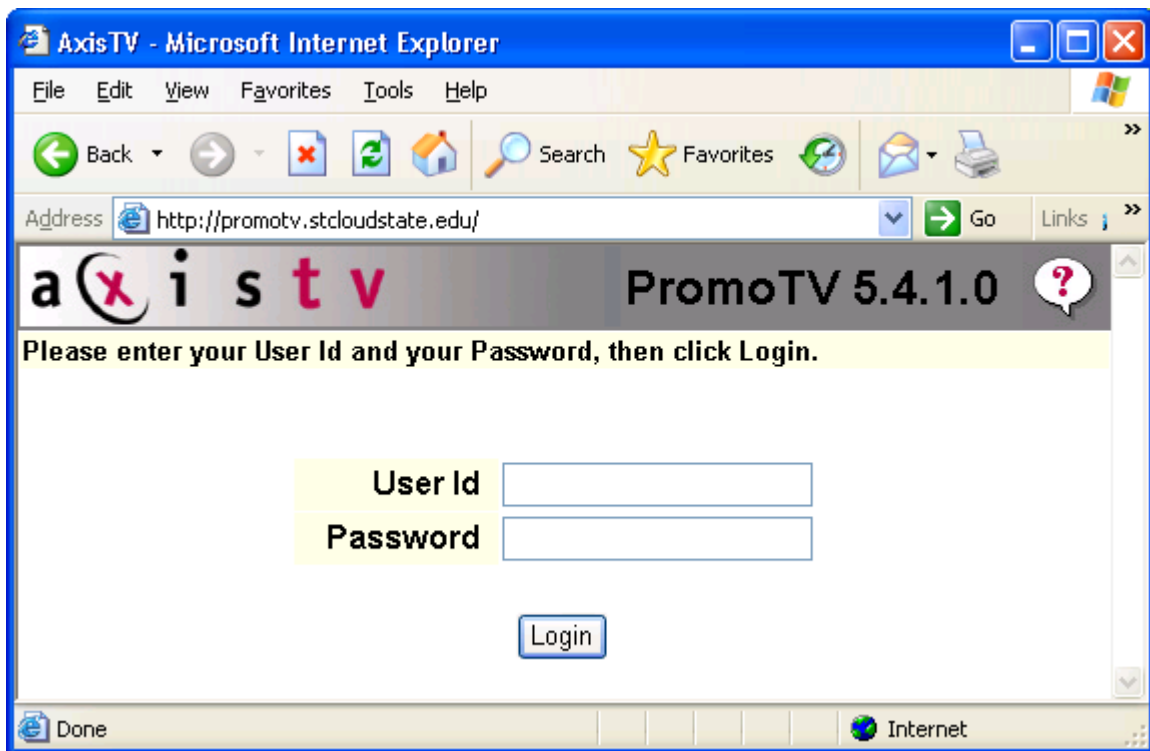
USER OUTLINE

St. Cloud State University
Updated November, 2007



LOGIN

<http://promotv.stcloudstate.edu>



**Obtain a User ID & Password from Atwood Administration if you currently do not have access to PromoTV*

WELCOME SCREEN

	Bulletins	Crawls
Halenbeck - Normal	0	0
Atwood - Normal	0	0
Res Life - Normal	0	0
Admissions - Normal	0	0

The welcome screen is the portal for you to control your department's images or video on PromoTV.

Navigation Menu

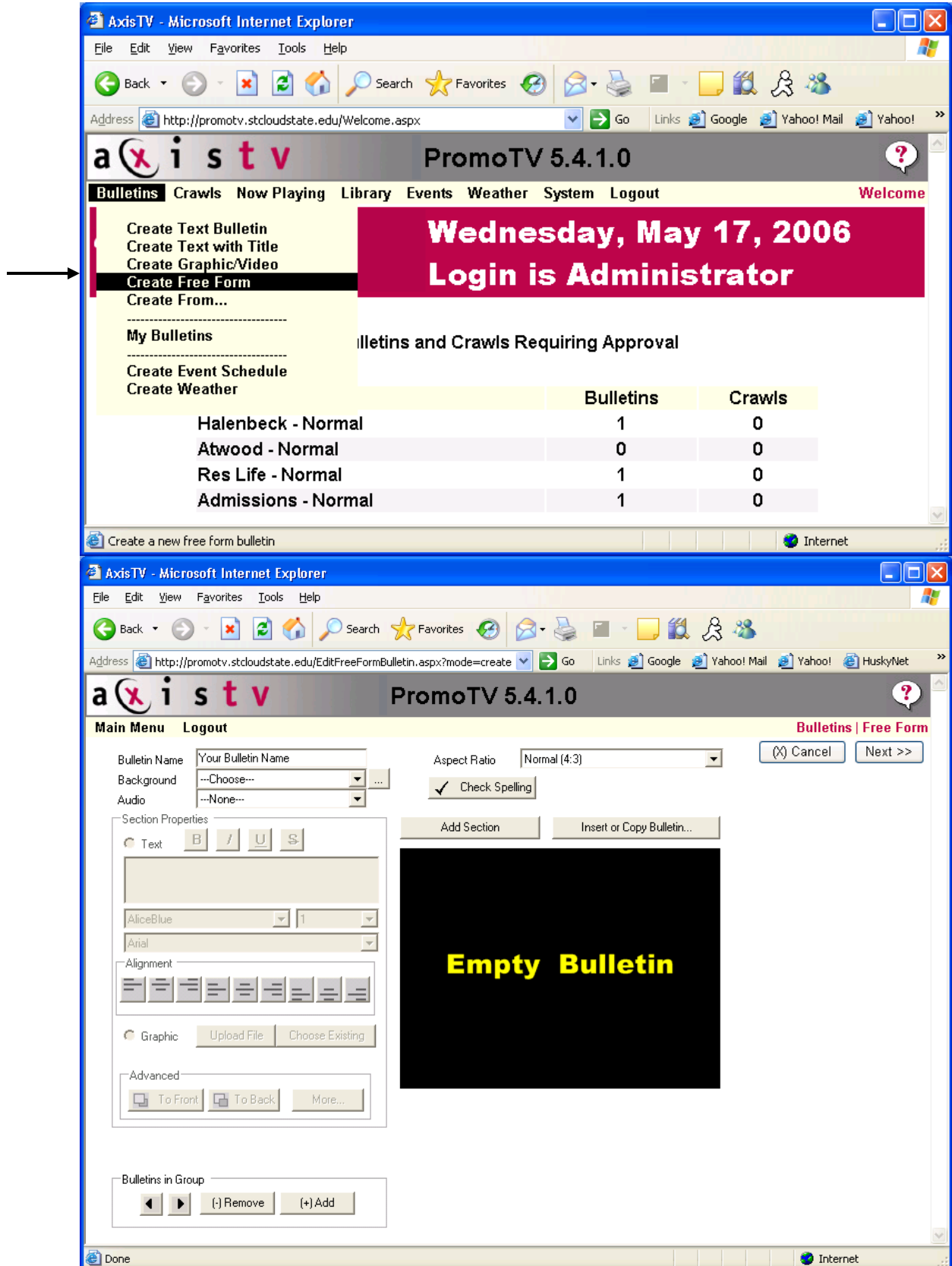
Along the top of the window you will find the navigation menu. From the welcome screen, you can access any part of PromoTV. These sections are expanded in further detail in latter pages.

Current Location / Screen Name

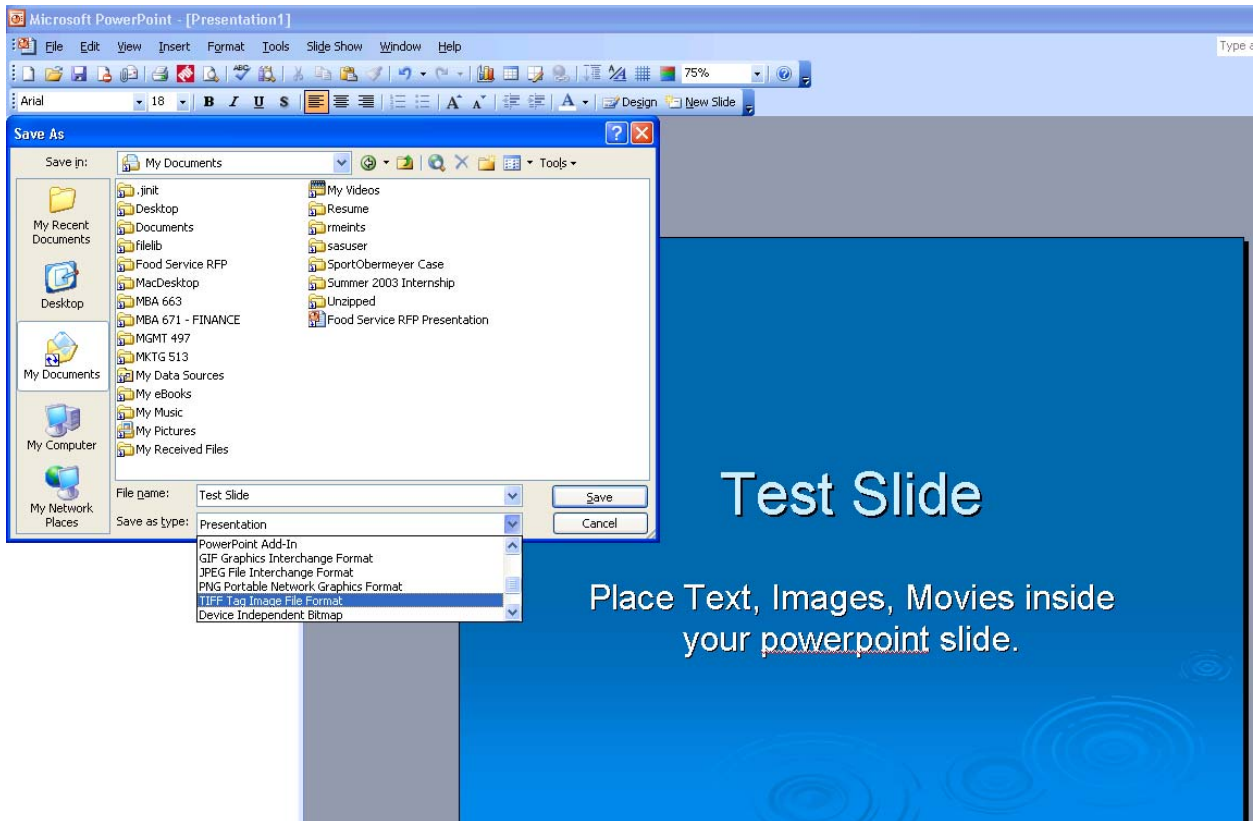
The location of the screen that you are currently viewing will always be displayed in the upper right corner of the window.

What is the best way to design graphics for PromoTV?

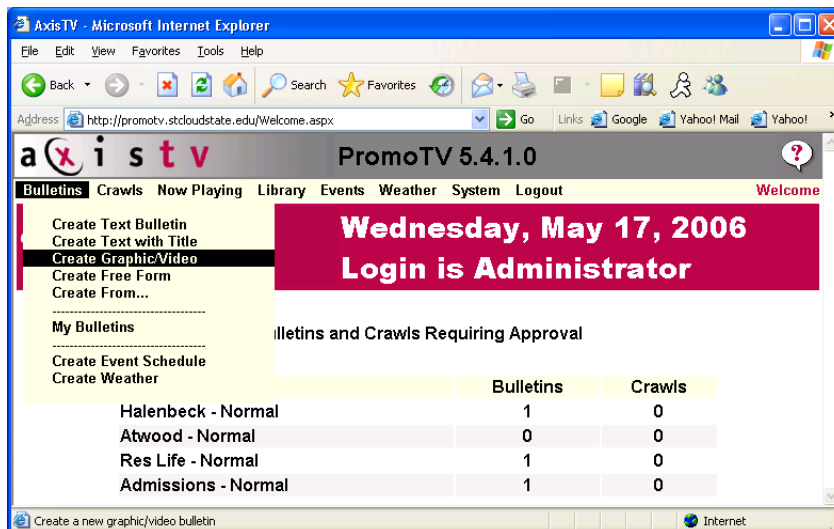
1. Use the online form builder provided by PromoTV ("Create Free Form")



2. Use the “Create Text with Title” builder within PromoTV
3. Use Microsoft Powerpoint to create slides. Then, save those slides as images. (File → Save As → (name your file).TIFF)



After you save your powerpoint file as an image (TIFF), then you need to upload that into the PromoTV website. Click on “Create Graphic/Video.”



On the following screen, click on “BROWSE” to find the image in the folder where you saved it... then, click “Upload File NOW.”

A preview of the image should be displayed on the screen. If the image is correct, then click “NEXT>>”

Name your bulletin →

Name Your Bulletin

Aspect Ratio

Change the image by uploading a file now OR picking an existing image from the library

Upload Graphic or Video File

-OR-

Choose from the Library

Step 1 → **Step 2** →

Image Preview ←

After you see your image in the preview ↑

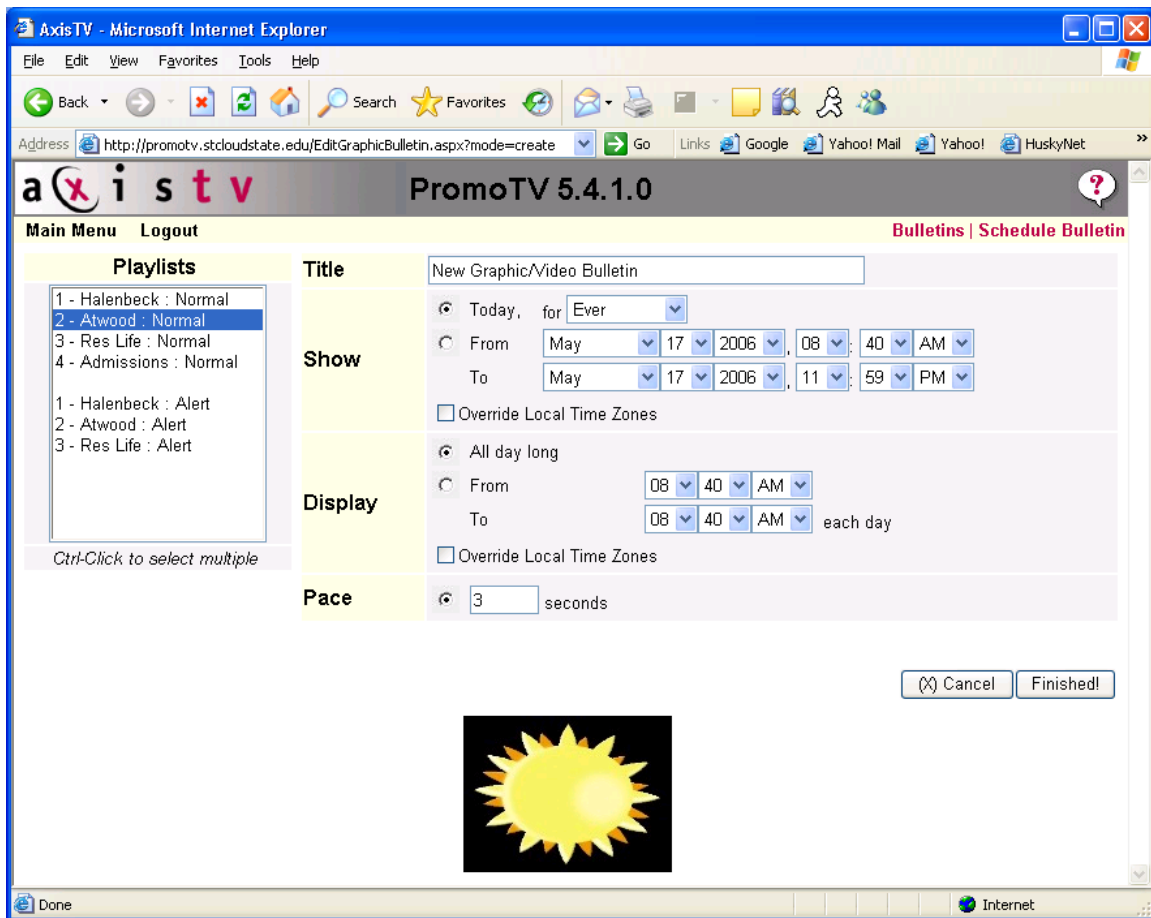
After you have brought your image into PromoTV, you need to select its schedule.

First – Select the PLAYLIST(S) you wish to have your image displayed. St. Cloud State offers 4 playlists for campus – depending on the area. To select multiple playlists, hold the “CTRL” button on your keyboard as you select them with your mouse.

Second – Make sure your Bulletin has a name/title.

Third – Select when you want the bulletin to be shown. Make sure to select both dates & times.

****CLICK FINISH****



Still images can be uploaded if they have any of the following formats:

Display area is 1024 x 768 pixels. This size, or of proportionate ratio, should be used when designing external graphics.

Common Image File Types

- JPEG / JPG
- GIF
- TIFF
- PDF – Portable Document Format
- PNG – Portable Network Graphic
- EPS – Encapsulated Post Script
- PSD – Photoshop Format

In Photoshop:

Document Size: 8.889"(width) x 6.667"(height)
Or 1024 x 768 pixels
Resolution: between 72-100dpi
RGB Color Mode

Other Acceptable Image File Types

- AFP
- Format (AFP)
- BMP Formats
- Computer Graphics Metafile (CGM)
- Corel Presentation Exchange Format (CMX)
- DGN (DGN)
- DICOM Format (DIC)
- Dr. Halo (CUT)
- DRaWing (DRW)
- Drawing Interchange Format (DXF)
- DWF Format (DWF)
- DWG Format (DWG)
- ESRI Shape Format (SHP)
- Flic Animation (FLC)
- Icons and Cursors (ICO and CUR)
- Interchange File Formats (IFF)
- JBIG Format (JBG)
- Kodak Formats (PCD and FPX)
- Macintosh Pict Format (PCT)
- Microsoft Windows Clipboard (CLP)
- PCX Formats (PCX and DCX)
- PLT (PLT)
- Portable Bitmap Utilities (PBM)
- Printer Command Language Format (PCL)
- PTOCA Format (PTOCA)
- Scalable Vector Graphics Format (SVG)
- Scitex Continuous Tone Format (SCT)
- Silicon Graphics Image Format (SGI)
- SUN Raster Format (RAS)
- TIFF Without LZW Compression
- Truevision TARGA Format (TGA)
- XPicMap (XPM)
- X WindowDump (XWD)
- Windows Animated Cursor (ANI)
- Windows AVI Format (AVI)
- Windows Metafile Formats (WMF and EMF)
- WordPerfect Format (WPG)
- Gerber Format (GBR)
- Wireless Bitmap Format (WBMP)
- TIFF CCITT and Other FAX Formats
- LEAD 1-Bit Format (CMP)
- XBitMap Format (XBM)
- Intergraph Format (ITG)
- Image Object Content Architecture Format (IOCA/MODCA)
- SMP Format (SMP)

Video Clips can be uploaded if they have any of the following formats:

- Windows Media (ASF)
- Windows Media (AVI)
- Windows Media (MPEG)
- Windows Media (MPG)
- Windows Media (WMV)

*File size must be 10 MB or under