



PowerPoint Computer: Acceptable file formats

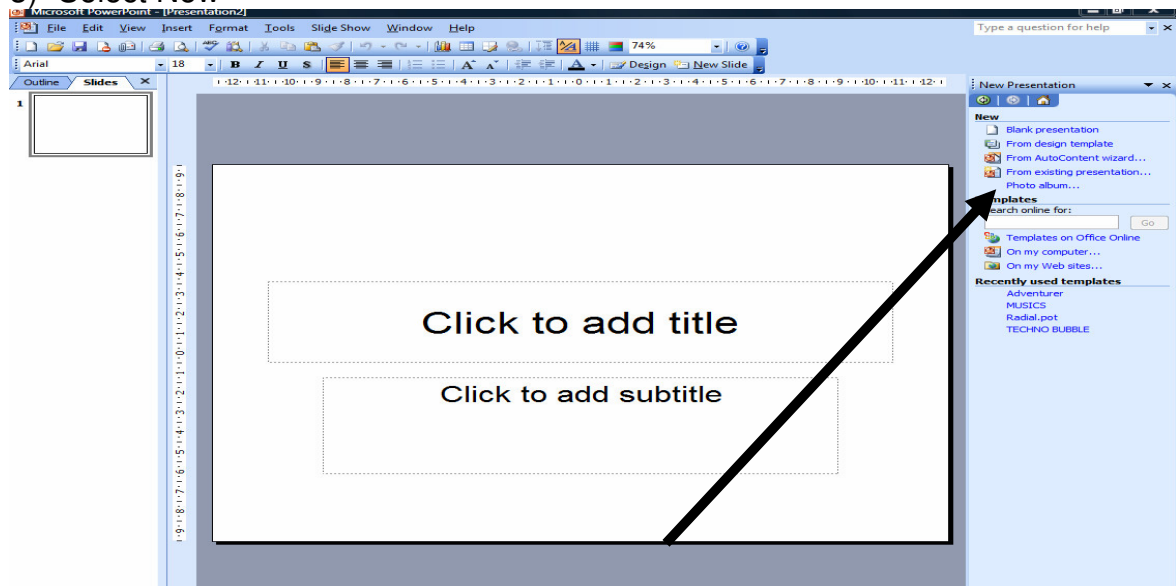
PowerPoint's:

We can use any version of PowerPoint up to and including version Office XP. Please ensure you attach separately any music or video files or special fonts that might be embedded into your presentation.

Pictures/Photos:

The easiest way to show pictures is to insert them into a PowerPoint presentation. This can be done easily by following these steps (if you have PowerPoint XP – if you don't you have insert photos manually)

- 1) Open PowerPoint
- 2) Select File from the menu
- 3) Select New



4) The click photo album as shown here and follow the instructions.

4) When done save and bring on CD/Mem Stick or email your presentation.

Video files:

This can cause the most problems and normally a good idea to have test that they will play in advance of showing them. However the best formats are WMV, AVI, MPE formats. We have found again it is best to insert the video clip into a PowerPoint slide for quick and easy display.

Word

We can show any word files upto and including version XP. However this does not give a very clear / readable view. It is best to put the information into PowerPoint if possible.

Excel:

We can show any Excel files up to and including version XP. However this does not give a very clear / readable view. It is best to put the information into PowerPoint if possible.

Music:

A range of WMV, MP3 media formats can be played through the computer

You tube/Internet:

We do now have internet access on this PowerPoint PC so if needed it would be possible to show information from web site sites such as Youtube etc directly from the internet. However, again we would advise you test this in advance to ensure all works satisfactory.

You can email your files directly to the PowerPoint computer using powerpoint@newlifechurch.org.uk or save to a CD or Memory Stick. We have had a few issues reading some CD's so ideally a memory stick would be best.

If you any questions on the above please speak to Matt Styles, Chris Eames or Mike Kerlake.