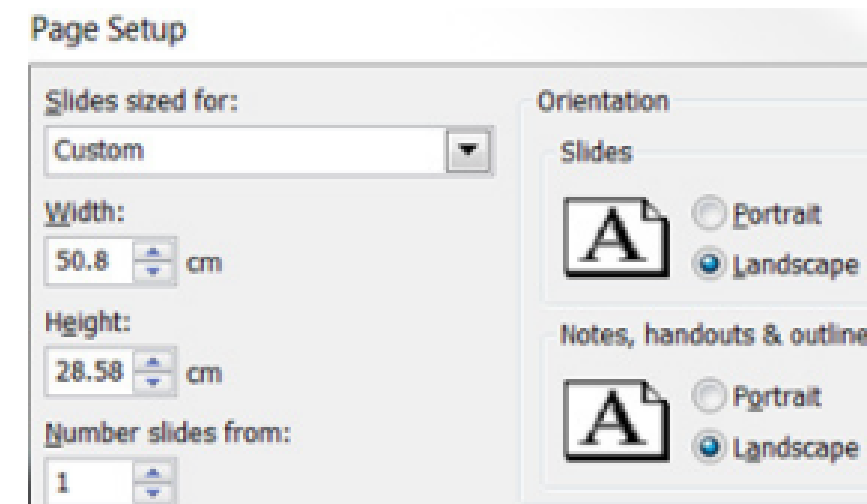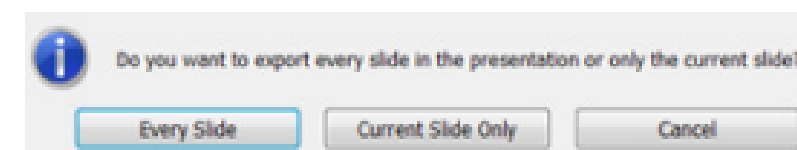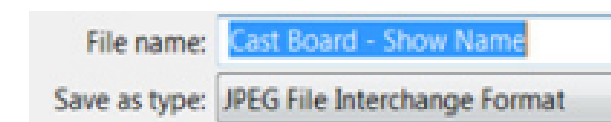# SYDNEY**LYRIC**

DIGITAL CAST BOARD

P Set-Up

**Have your cast board template and slides set up in PowerPoint
and make sure the page is set up to 50.8cm x 28.58cm.**

**Once all your pages are correct click Save As and select Other Formats.
From the save as type select JPG File Interchange Format.
Click Every Slide.**

Email all slides to Olivia Butt obutt@foundationtheatres.com.au

**Once we have loaded your slides into Scala you will be able to use the Scala Instructions document
to log in and make updates as required.**

**TIP: If you are working between Mac and PC, make sure you edit the converted file names so that
.JPG and .JPEG match the original slides you sent through for set-up, otherwise this might cause you
some confusion during the update process.**