

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.

Slides sized for:	Orientation
Custom	 Slides
Width: 50.8 🜩 cm	A
Height:	Notes, har
Number slides from:	A

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.**

	File name:	Cast Board - Show N	ame
	Save as type:	JPEG File Interchange	Format
0	Do you want to export	every slide in the presentatio	n or only the
E	Every Slide	Current Slide Only	Ca

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.

SYDNEY**LYRIC** DIGITAL CAST BOARD





