

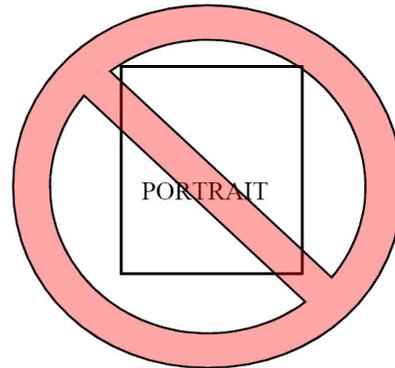
## **PALATINE-TV MESSAGE BOARD GUIDELINES**

The message board airs on Palatine Comcast Channel 6 when no other programming is scheduled for that channel.

A slide can be created with any image editing software which can produce a JPEG image. The most common program to use is Microsoft PowerPoint. A tutorial on how to create a slide for the message board is shown below. **WE CANNOT ACCEPT POWERPOINT FILES! PLEASE ONLY SEND JPEG IMAGES!** Regardless of software used, all slides **MUST** meet **ALL** of the following specifications before it can be put on TV:

### **Message Board Slide Specifications**

- The file must be a JPEG image.
- The image must be in landscape orientation.
- Text should not be smaller than 24 size font. If the text cannot be read when standing 4 feet away from the computer monitor, it is too small.
- Graphics and text should not run to the end of the slide. There is a “blind spot” about 1” from all edges of the slide that will be cut off when on TV.
- For the technically minded, use an aspect ratio of 640x480 or 800x600.



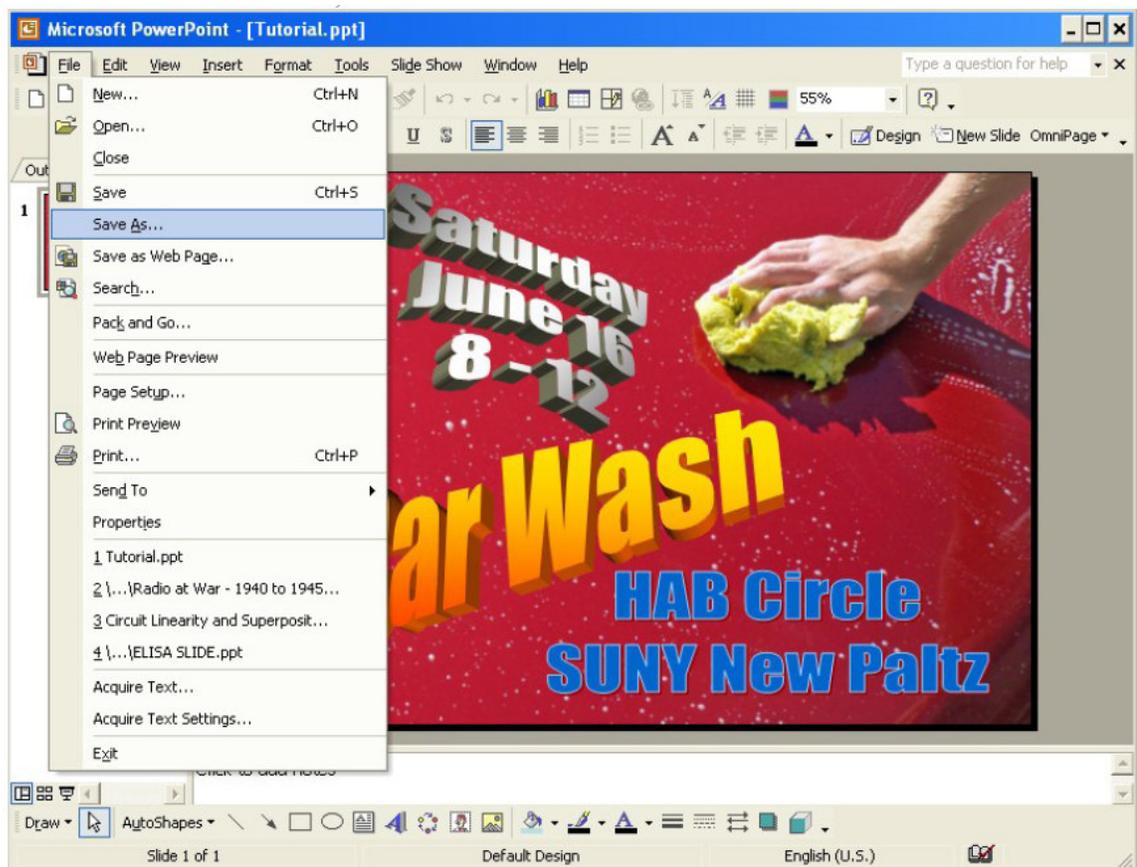
In general, it is not necessary to place every bit of information about an event or organization on the slide. The slides are only shown for 15 seconds each, so all of the information should be able to be read twice in the 15 seconds. Only enough information stating time and date of event and contact information should be necessary.

To submit a message board slide, please double-check to make sure that the slide meets **ALL** of the above criteria, and then send the JPEG image as an attachment by e-mail to [village@palatine.il.us](mailto:village@palatine.il.us). Please make the subject line of your message “Message board slides for [organization]”. In your e-mail include the organization name, contact information, and also the start and end date that the flier should be shown on TV.

## How to Create a Message Board Slide

This tutorial demonstrates how to create a message board slide using the popular Microsoft PowerPoint software. Message board slides can also be created in dozens of other software titles including OpenOffice.org and Adobe Photoshop. Regardless of software program, the slides must meet all of the above specifications.

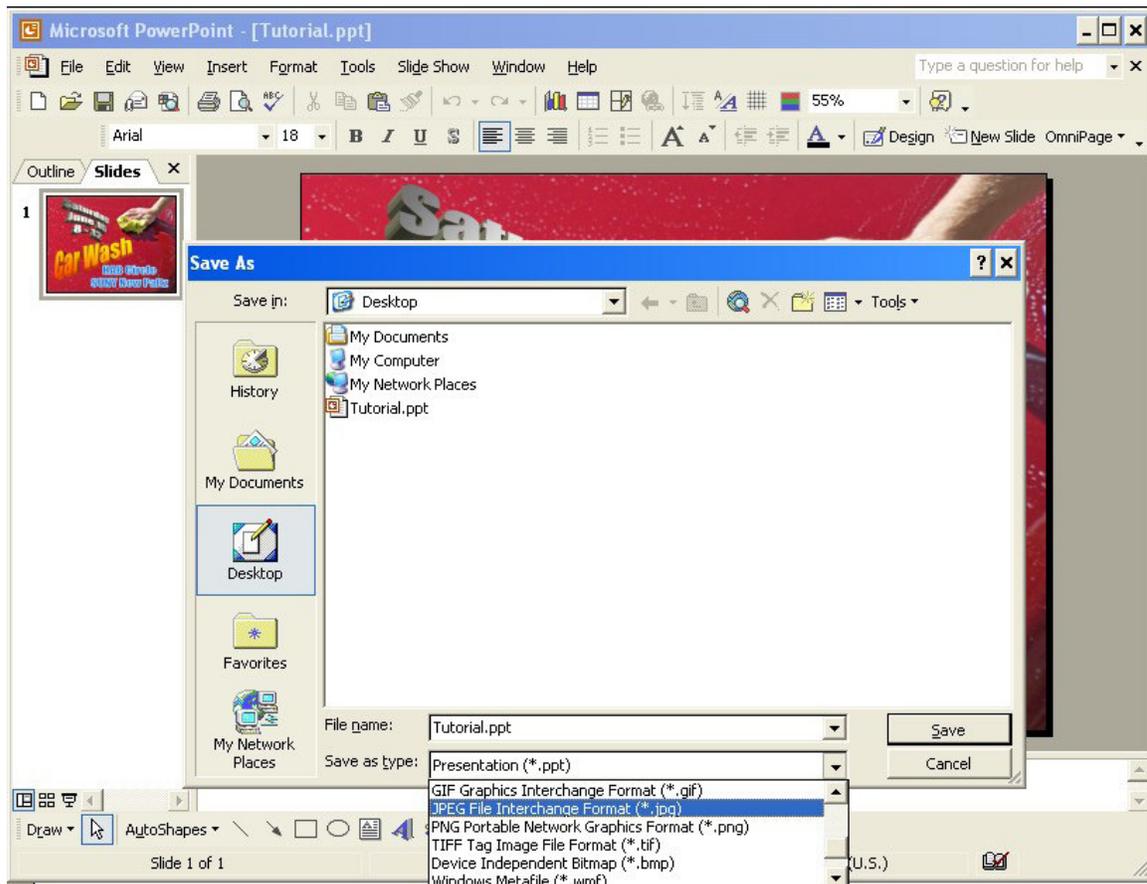
1. Design the slide in Microsoft PowerPoint. Be sure that the fonts are large enough to be seen on TV and that no text or graphics approach the edges of the slide.



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3. Select the directory to save the file to and give the file a name.

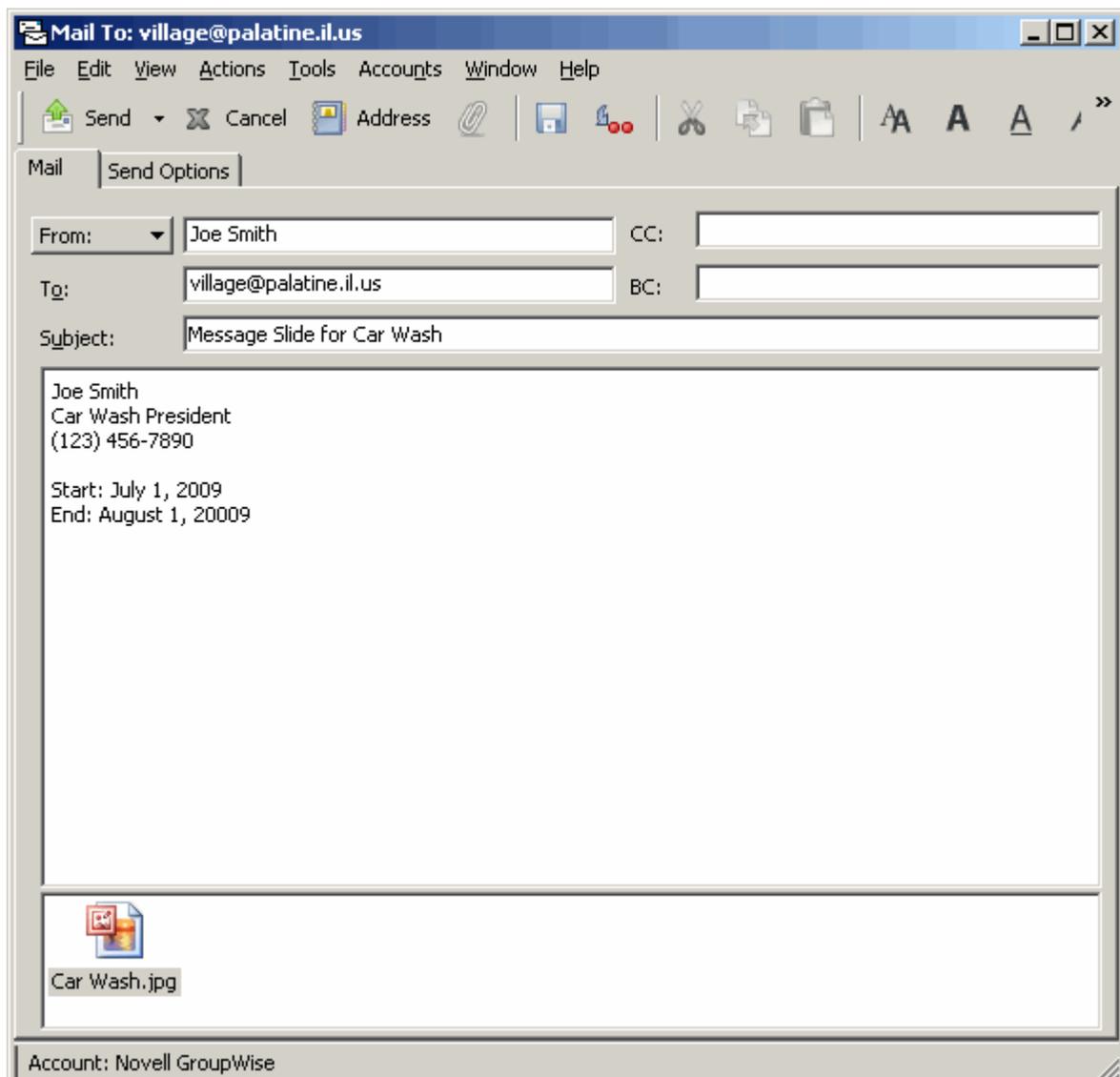
4. On the “Save as type:” drop-down menu, select “JPEG File Interchange Format (\*.jpg)”.



5. Save the file.

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6. Attach the JPEG file just saved to an e-mail addressed to [village@palatine.il.us](mailto:village@palatine.il.us). In the e-mail include the organization, contact information for the organization and the start and end dates for the slide. DO NOT SEND ANYTHING OTHER THAN A JPEG IMAGE.



7. Finished!