

*KISDTV Channel 17*  
254.336.3820

## PowerPoint ?

Got something to say? Put it in a PowerPoint, export it as a JPG and send it to us. Announcements, awards, special events or just the bell schedule. If it's important to you, it's important to us. Simply place the information in one or more PowerPoint slide(s), export them as .JPG images, and email it to Jerry Wilson at Jerry.Wilson@killeenisd.org. We will do the rest. Just remember:

1. Who, What, When, Where and How much.
2. Don't use fonts smaller than 24 points.
3. Use **Bold Fonts**
4. Use a Drop Shadow on your text.
5. Keep a 15% area around outside of the slide for title safe area.
6. Pictures are welcome.
7. Group like announcements together. Exe. Sports, fine arts.
8. If it looks cluttered, it is cluttered.
9. Shy away from saturated colors such as bright red, orange, yellow, Deep blue and green.
10. Each slide is up for 10 seconds. Only put what can be easily read in that amount of time.
11. For more information, use multiple slides.
12. **Send slides in a jpg file.**