

# Display Kiosks

## Overview

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Some departments have Kiosks machines that only display media content, such as a PowerPoint Presentation or a video. Information on how to make your presentation or video file display properly can be found in this article. Please note, this only applies to Kiosk machines that are managed by CIS. If you are interested in utilizing these methods for displaying content please contact the CIS HelpDesk at [help@spu.edu](mailto:help@spu.edu).

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## Updating a Presentation

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1. A folder named **Presentation** is located on the **Desktop** and contains a file named **live.pptx**
2. **Delete** the file **live.pptx** and **copy** your new presentation file to the **Presentation** folder
3. **Rename** your file so that it appears as **live.pptx**
4. **Restart** the computer

## Using a Video File

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1. Copy the video file to the **Presentation** folder located on the **Desktop**
2. **Create** a new Powerpoint file and click the **Insert** tab
3. **Click** on the **Video** icon and select **Video on My PC**
4. Navigate to the **Desktop**, select **Presentation**, and then **select** your file
5. **Click** on the video in your presentation and click on the **Playback** tab
6. **Click** on the drop down next to **Start** and change from **On Click** to **Automatically**
7. **Click** on **Play Full Screen** and **Loop until Stopped**

## Setting up Your Presentation

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1. Make sure each slide automatically progresses to the next (**except for videos**). This is found on the **Transitions** tab under **Advance Slide** and must be done on each slide
2. Loop your presentation by using the **Slide Show** tab and selecting **Set Up Slide Show** and checking **Loop continuously until 'Esc'**
3. Go to the Playback Tab and select the option **Rewind after Playing**
4. Save your file as **live.pptx** and save it in the **Presentation** folder located on the **Desktop**

## Saving Your Presentation/Video

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1. Display kiosks do not back up anything stored on them
2. Save your Presentations in a backed up location such as a Department Share (Matthew), your personal account's My Documents, or on your OneDrive for Business

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