

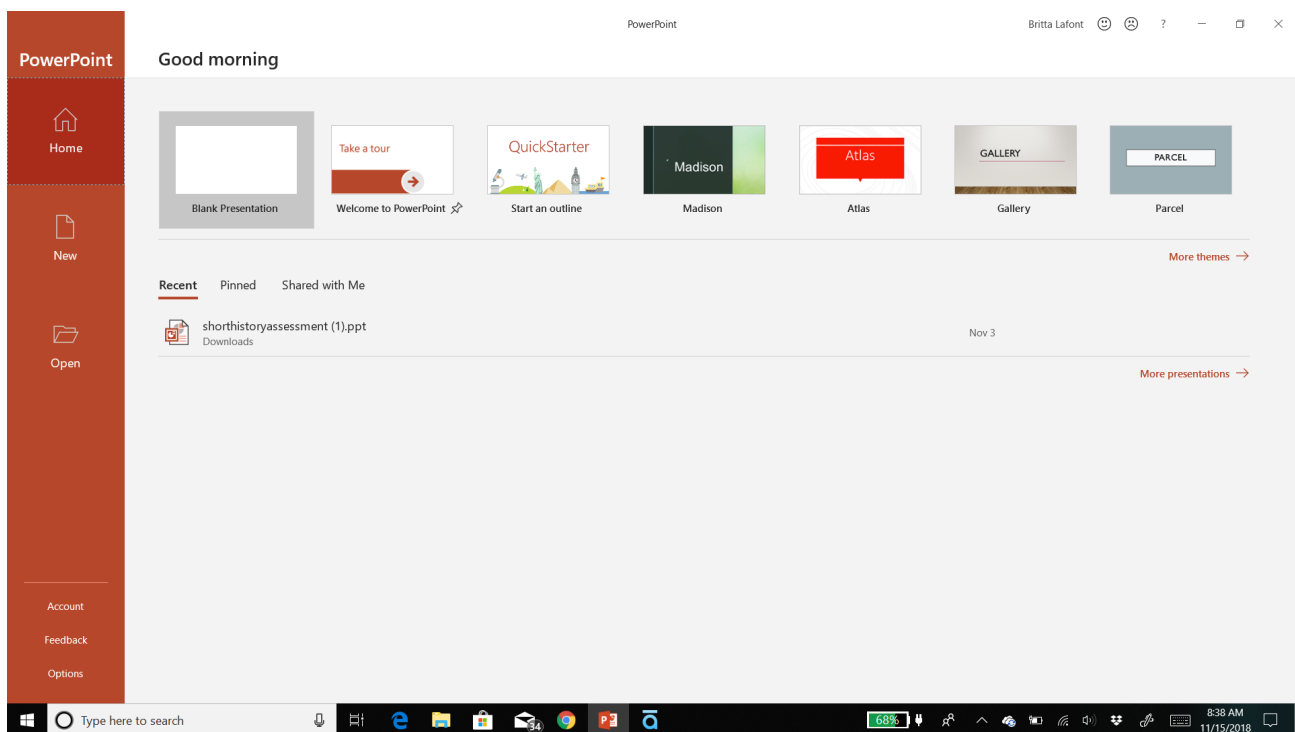
Creating a Thumbnail Image for ARC Videos on Canvas

Starting Requirements:

Your computer must have Microsoft PowerPoint or Office 365 installed on it (the images here are from Office 365, so your PowerPoint version may look slightly different).

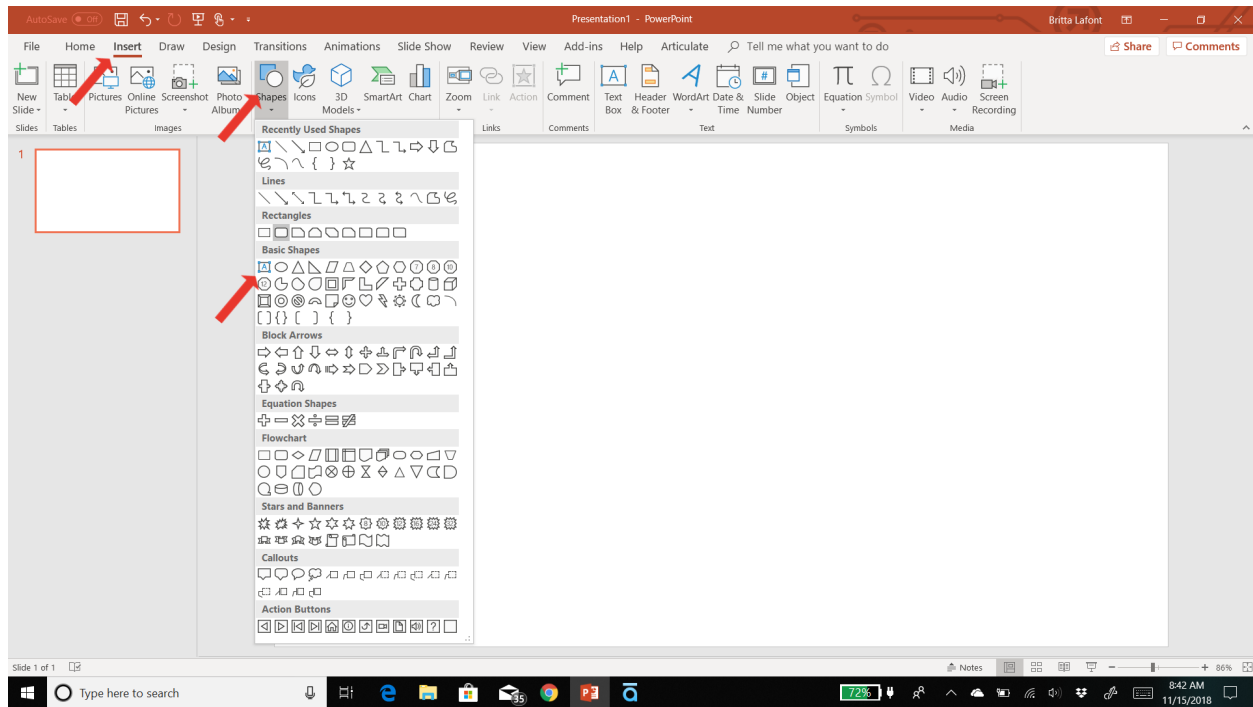
Step 1:

Open a blank presentation in PowerPoint.



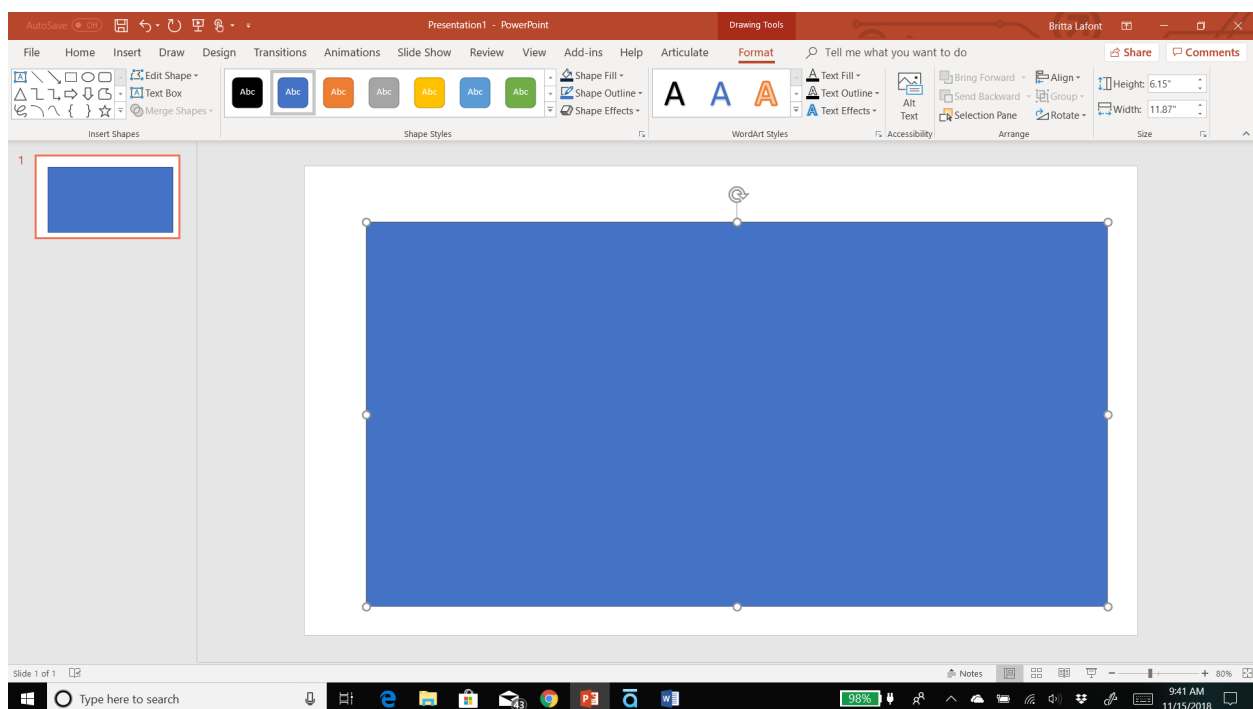
Step 2:

- Select “Insert” along the top menu
- Select “shape.”
- Click on the shape you would like to use (a rectangle will be used in this tutorial because the sample we are creating is for replacing video thumbnails in ARC videos).



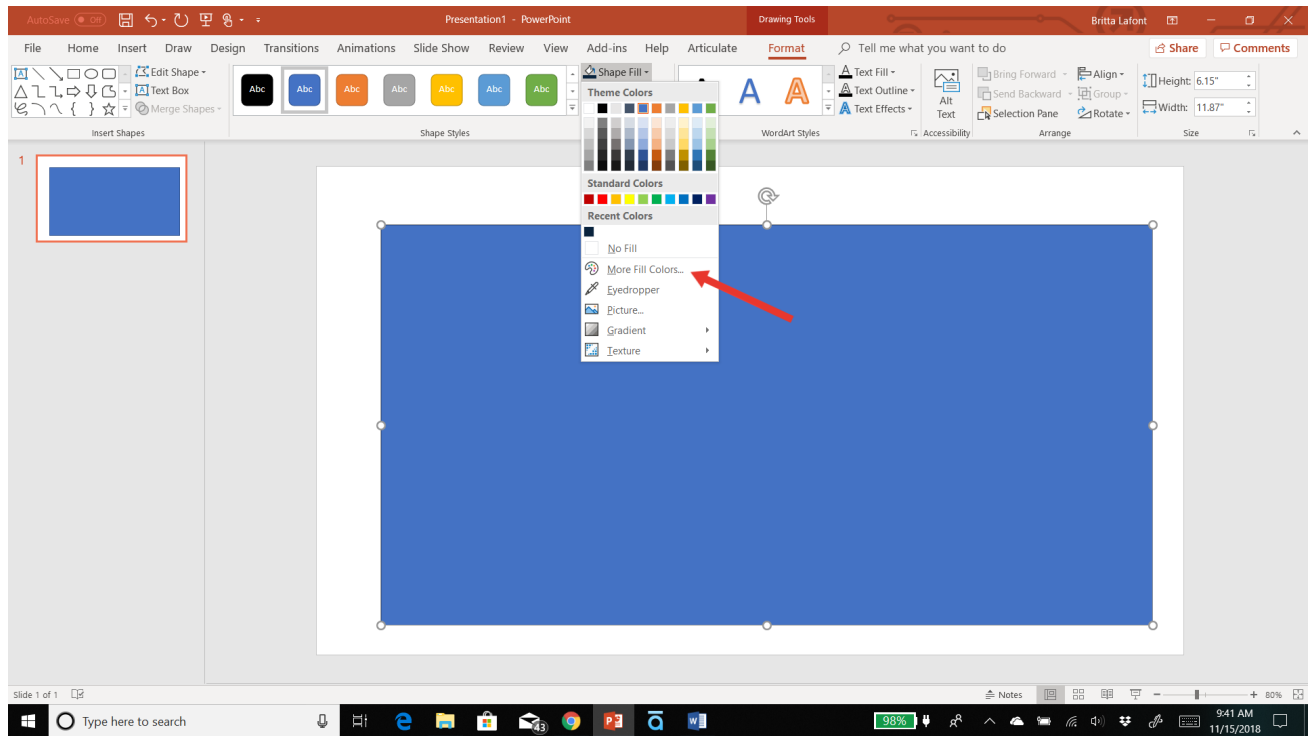
Step 3:

Click the on the slide background and drag the cursor diagonally to draw a rectangle.



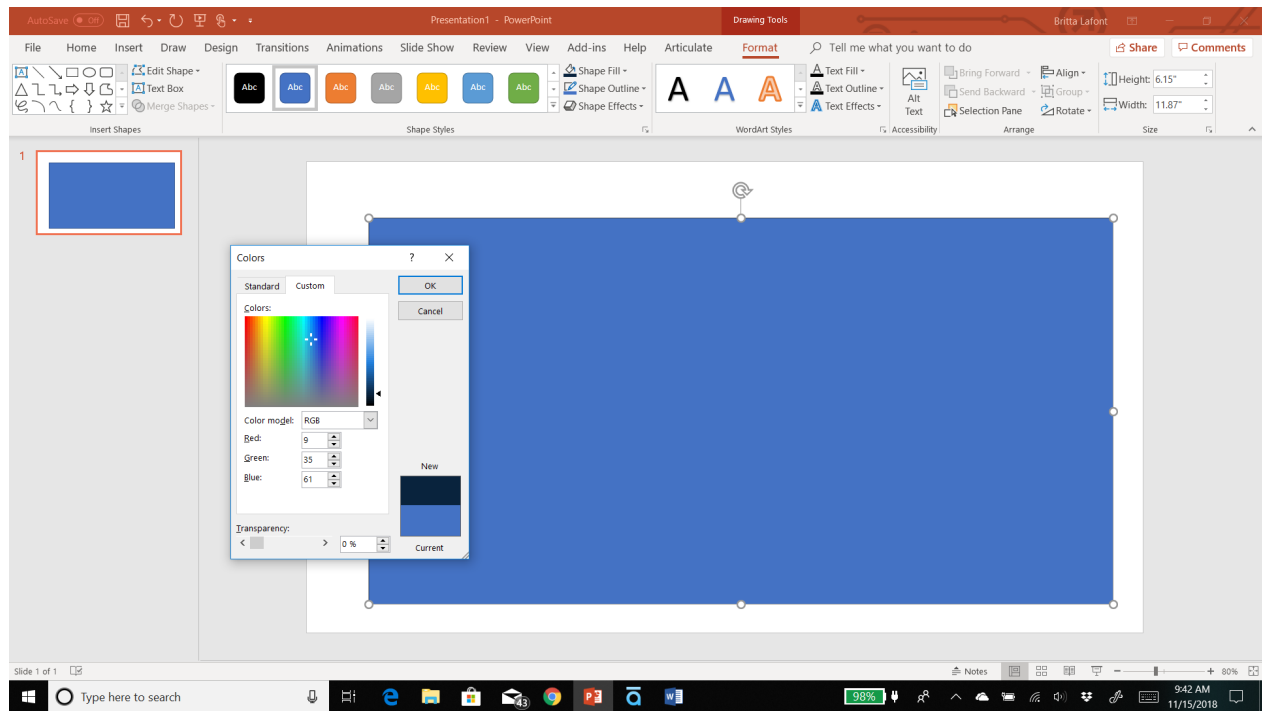
Step 4:

To change the color of the shape, select “Shape Fill” from the drawing tools (the drawing toolbar should have opened automatically when you inserted the shape). If you plan to use a non-standard color (like Samford blue or red), you will need to select “More Fill Colors.”



Step 5:

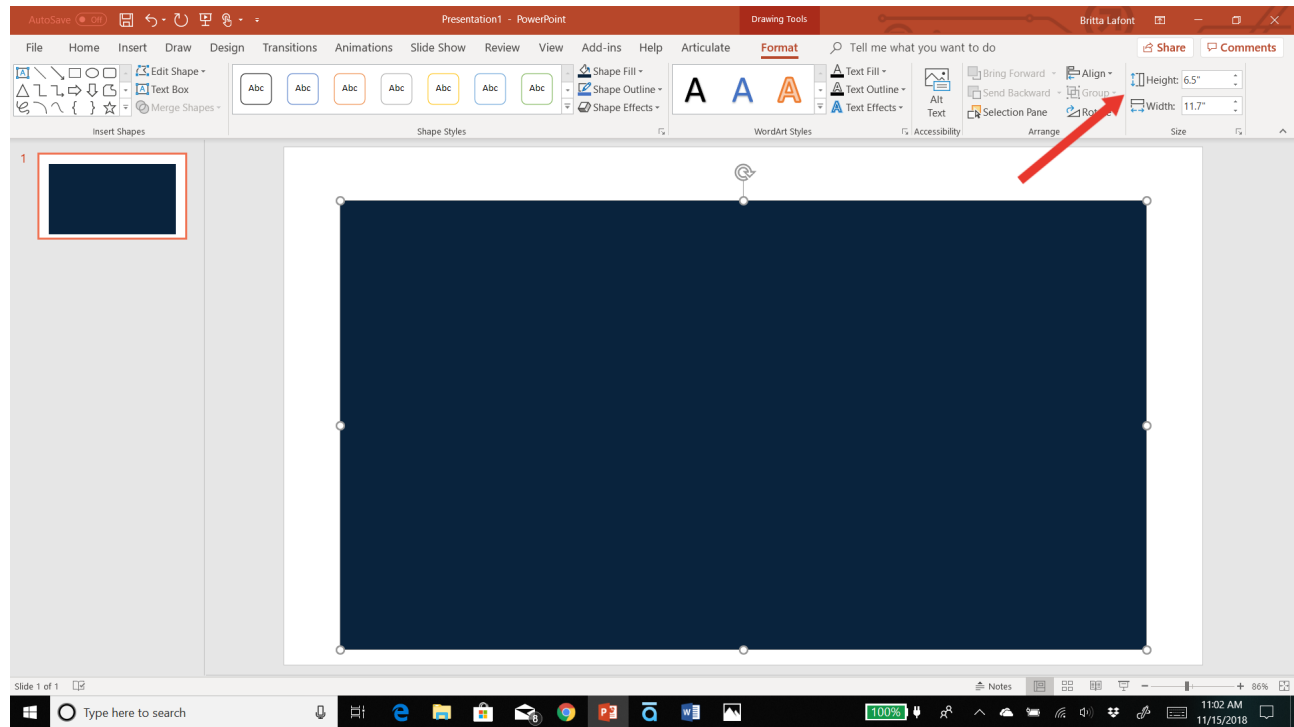
To customize the color, enter the RGB values. For Samford blue, use: 9, 35, 61. For Samford red, use 189, 4, 48.



Step 6:

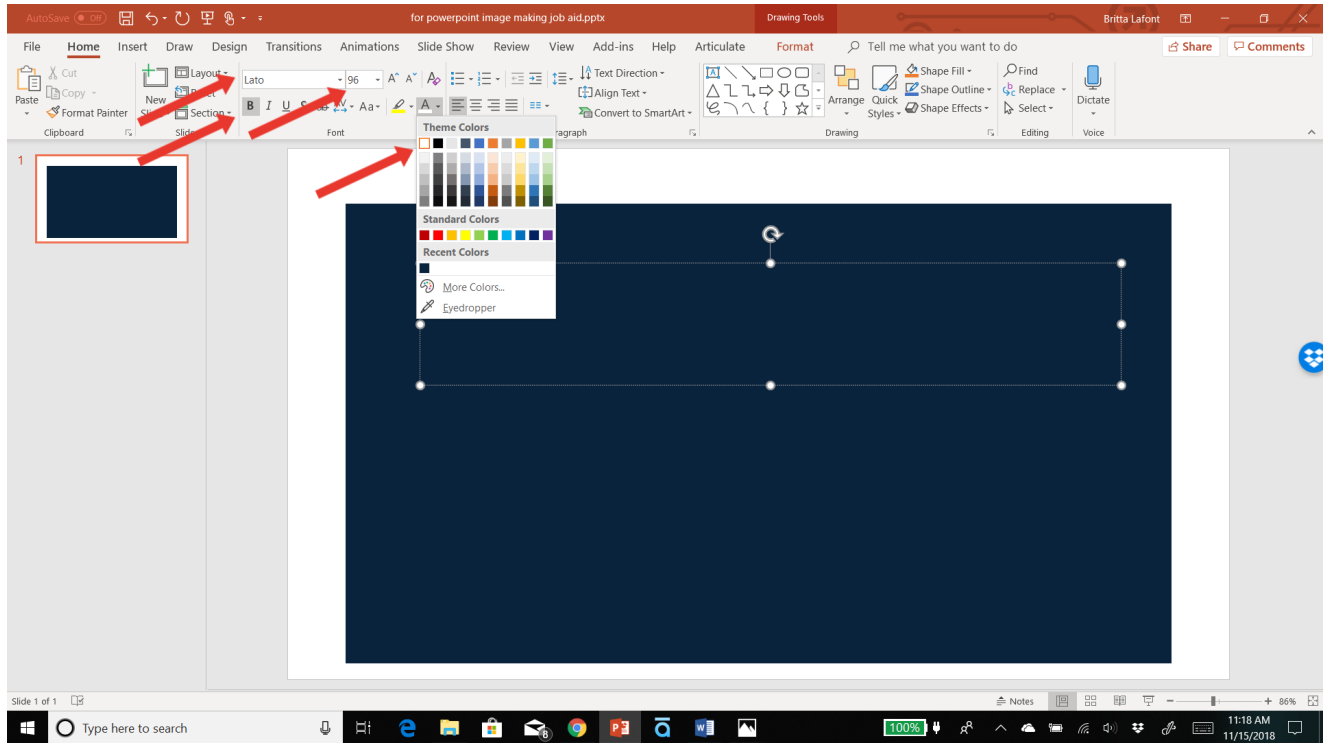
Next, resize the shape to the appropriate size. Powerpoint requires measurement in inches, rather than pixels, so you will need to determine the aspect ratio required for your image and then select the inches accordingly.

In this case, Canvas requires the thumbnail images for ARC videos be at least 147px high by 263 px wide, which is 6.5 inches high by 11.7 inches wide.



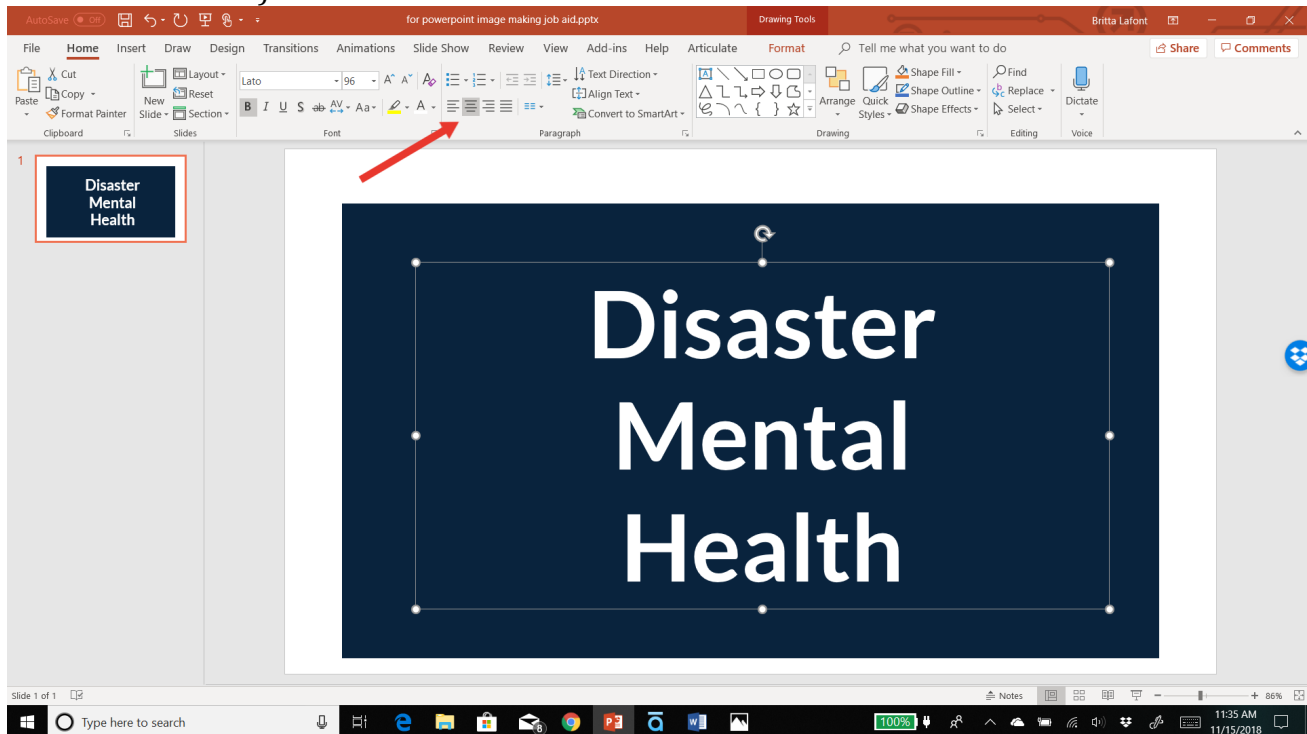
Step 7:

- Insert a text box into the slide.
- Select the desired font (we have used Lato, Bold, here).
- Change the font color (white here)
- Size the font (96 pixels here).



Step 8:

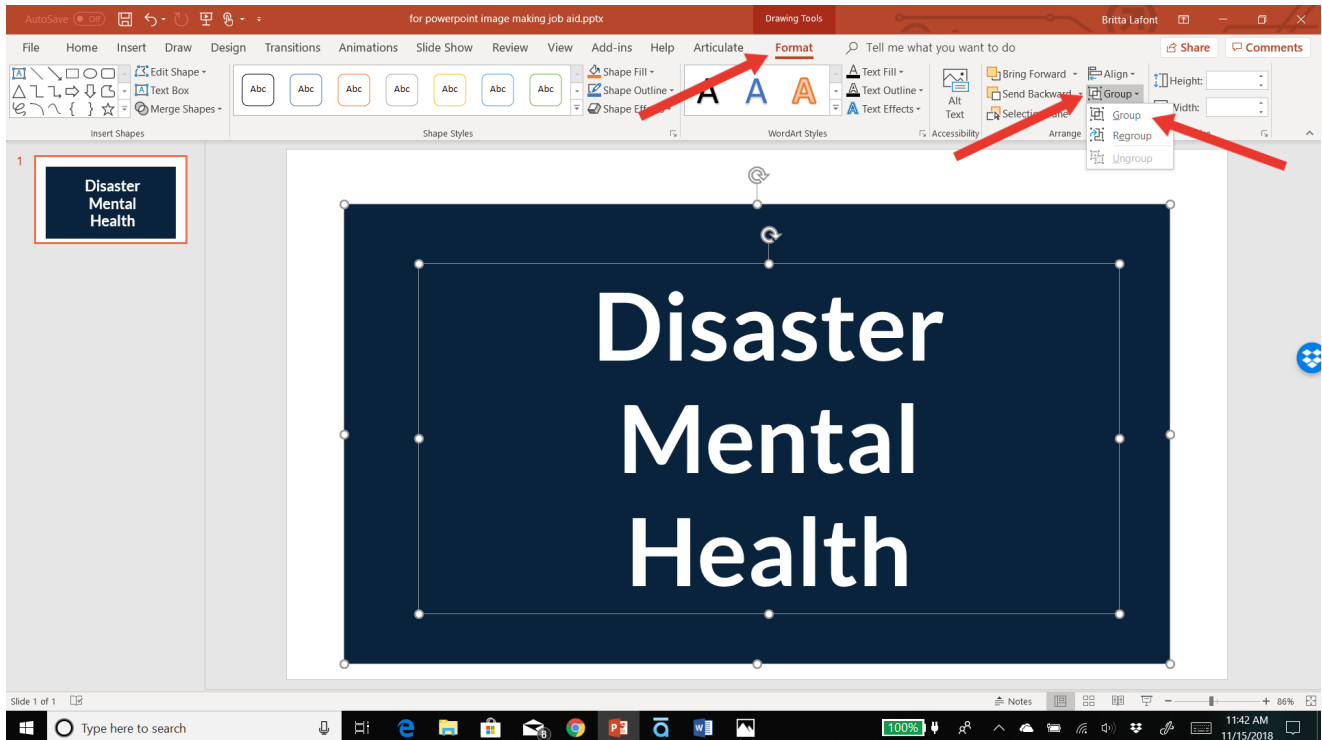
- Type the appropriate text into the textbox
- Click on the text box to select it.
- Select “center” (to center the text within the text box).
- Drag the text box to the center of the rectangle (look for the lines to appear to alert you that you are in the center).



Step 9:

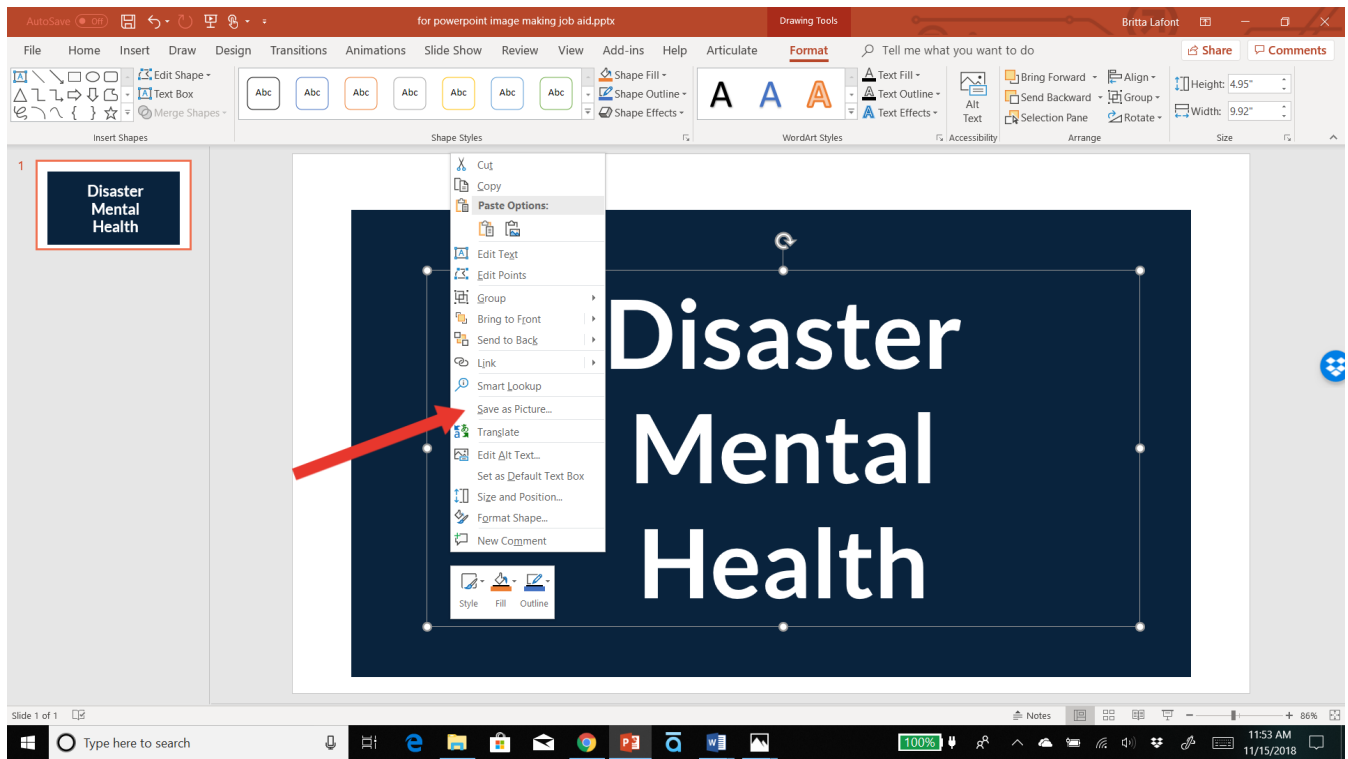
To group the objects (the rectangle and the text box together):

- Hold down Control (Ctrl) and drag the cursor diagonally from one corner of the slide to the other to select all of the objects.
- Select “Format” on the tool bar (this choice appears when the objects are selected)
- Select “Group” (right under “Align”)
- From the dropdown, select “group” again



Step 10:

- Right click on the group of objects (which will act as one object now).
- Select “Save as Picture”
- Select the destination folder and choose a name for the file, allow the default file format of PNG)



Your Image is ready!

You may now upload your image to Canvas.