All Video Gallery items must be received by the Ivy Tech Waldron Gallery Director at least 10 business days prior to the run of the show.

SLIDESHOWS
The easy way:
Send a batch of loose jpegs to jroberts51@ivytech.edu and the images will be put into a slideshow loop for you. You can send as many jpegs as you like, but you may have to send them in multiple emails. Or you can bring in a USB drive and we will take the images from the drive.*

The more advanced way:
Send a finished Microsoft Office PowerPoint slideshow in .PPSX ONLY.
None of these other common formats are acceptable: .PPT/.PPTM/.PPTX/.PPS/.PPSM/.POTM/.POTX or any suffix other than .PPSX.
Slideshows created on Macintosh versions of Microsoft Office PowerPoint may have slight variations when played on our PC system, usually only in the fonts.

If the slideshow is large, you may not be able to email it. In that case, bring it in on a thumb drive.*

*Drop-box website services for media transfer will not work because most require us to install proprietary software on our computers in order to use them, and we are not allowed to do that on our networked system.

VIDEOS
No DVDs. Our equipment runs continuously for up to 80 hours per week. Spinning a DVD that long burns out the DVD drive. Video files must be used instead.

Any Windows Media Player compatible video files can be placed on a USB drive and brought in at least 10 business days prior to the run of the show. We can create a loop for you from whatever collection of files you have. Files must be brought in physically, as they are too large to email.*

*Drop-box website services for media transfer will not work because most require us to install proprietary software on our computers in order to use them, and we are not allowed to do that on our networked system.

For more information, please contact Julie Roberts, Gallery Director at 812-330-6225 or jroberts51@ivytech.edu.