

DIGITAL FUTURE SAILOR BOARD INSTRUCTIONS

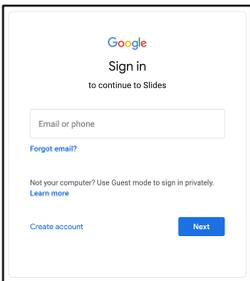
Requires:

- Access to a computer other than MRI machines. **DO NOT ATTEMPT ON MRI MACHINE!**
- Blank USB drive OR HDMI Cable OR Smart TV Web Browser
- Google/Gmail account (instructions for setup [here](#))
 - If no recruiters or future sailors at your station have access to the above items, contact navyfieldmarketing@gmail.com for assistance.



1. **Take your future sailor photos on iPhone vertically, using this image as a guide as to how close the photo should be taken.**
2. [Click here to access the presentation.](#)
3. **Sign into your Google account.**
4. **Click “Make a copy”.**
5. **Once you see this screen, you will be able to edit the document.**

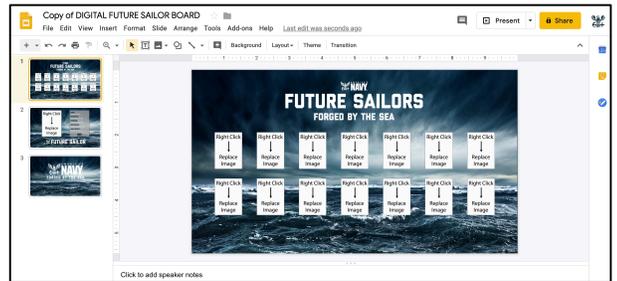
(Step 3)



(Step 4)

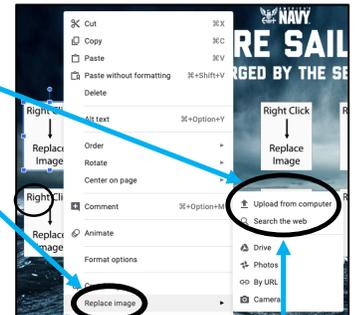


(Step 5)



6. SLIDE 1: Replace the white boxes with photos of your future sailors (see below).

- Right click on a white box → Replace image → Upload from computer
- Duplicate the slide as many times as necessary until all of your future sailors are represented.
 - To duplicate the slide, right click on the thumbnail of the slide to the left and select “Duplicate slide.”
- On the last duplicated slide, make sure to fill the boxes in the center first. Then delete any extra white boxes.
 - To delete a white box, right click and select, “Delete.”



7. SLIDE 2: Replace the white box with an individual future sailor’s photo, and input their information in the box to the right (see below).

- Right click on the white box → Replace image → Upload from computer
- Enter information into text boxes on the right.
- Duplicate the slide until all of your future sailors are represented.
 - To duplicate the slide, right click on the thumbnail of the slide to the left and select “Duplicate slide.”



IF USING USB DRIVE:

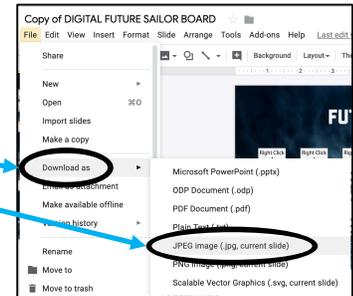
8. Once the presentation is finalized, download each slide as a JPEG image.

- Select the first slide thumbnail on the left.
- Click File → Download as → JPEG image (.jpg, current slide)
- Repeat the process until all slides have been downloaded.

9. Copy the files from your download folder to the blank USB drive.

DO NOT ATTEMPT ON MRI MACHINE!

- Insert a blank USB drive.
- Open the downloads folder and the blank USB drive folder in separate windows.
- In the downloads folder window, select all slide images.
- Click and drag the images from your downloads folder to your blank USB drive folder.
- Eject the USB drive, and remove from your computer.



Here's how:

- Select the first image in the list.
- Hold down "Control" + "A" on a PC or "Command" + "A" on a mac.
- Select the last image in the list

10. Access the USB drive photos on the TV.

Directions are specific to standard issued SONY Bravia KDL-40EX40B / 32EX40, pictured here. Please contact navyfieldmarketing@gmail.com for assistance if your station has a different model TV.

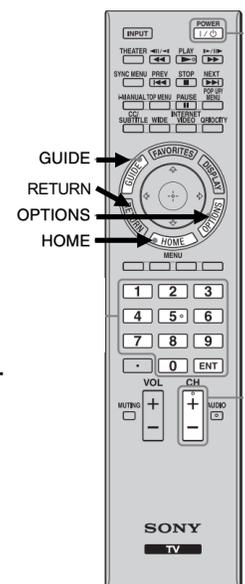
[Link to support manual](#)

[Link to live SONY chat support](#)

- Insert the USB drive in the appropriate drive, located on the left side of the TV.
- Press "HOME" on the remote.
- Use arrow buttons to navigate to the "Media" option, and press center circle button.
- Use arrow buttons to navigate to the "Photo" option, and press center circle button.
- Use arrow buttons to navigate to "USB" option, and press center circle button.
- A list of all of the slide images on the USB drive should display.

Note: If you see images with a "." before the title, you will need to delete them.

- Use arrow buttons to navigate to a "." image. Press OPTIONS button on remote.
 - Use arrow keys to navigate to "File Actions" option. Select "Delete".
 - Repeat until no images starting with "." remain.
- ### 11. Make these setting adjustments, and play the slideshow on a continuous loop.
- While on the list of images, press "OPTIONS".
 - Use arrow buttons to navigate to the "Playback Method" option, and press center circle button.
 - Use arrow buttons to navigate to the "Slideshow Speed" option, and press center circle button.
 - Use arrow buttons to navigate to the "Medium" option, and press center circle button.
 - Press the "RETURN" button to return to the list of playback options.
 - Use arrow buttons to navigate to the "Repeat" option, and press center circle button.
 - Use arrow buttons to navigate to the "On" option, and press center circle button.
 - Press the "RETURN" button to return to the list of playback options.
 - Use arrow buttons to navigate to the "Display Size" option, and press center circle button.
 - Use arrow buttons to navigate to the "Expanded" option, and press center circle button.
 - Press the "RETURN" button **twice** to return to the "OPTIONS" screen.
 - Use arrow buttons to navigate to the "Start Slideshow" option, and press center circle button.

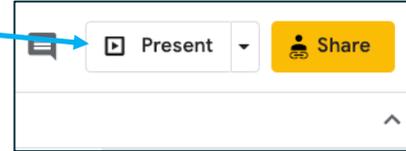


The slideshow should now play continuously, with images at full screen, each slide lasting 10 seconds.

For technical assistance, please contact navyfieldmarketing@gmail.com.

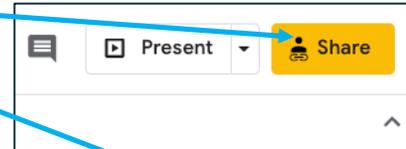
IF USING HDMI CABLE:

8. Once the presentation is finalized, connect computer to TV using HDMI cable. Click “Present” in the upper right corner.



IF STATION TV HAS A WEB BROWSER:

8. Once the presentation is finalized, connect computer to TV using HDMI cable. Click “Share” in the upper right corner.



9. Click “Get shareable link” to get the website address needed.

10. Navigate to the website address in your TV’s web browser.

