



Facts and Figures Screen Creator

A simple step by step guide to creating a visual to display the facts and figures on the TV screens.

- **Open Paint**
 - This can be found in the start menu >>> Accessories >>> Paint
- Go back to **Excel** and at the bottom select the **For Screens** tab.
- **Right Click** somewhere on the image then select **Copy**
- Go back to **Paint**
- On the menu bar at the top, select **Edit** and then **Paste** (the image should paste into paint)
- On the menu bar at the top, select **File** and then **Save**
- You need to find the correct place to save the file – this will be on the Bingo USB stick (check this is in the PC before saving). You can find the USB in the save menu, by selecting **My Computer** and then select **Bingo USB**.
- The filename you save should be “Bingo 10.08.14” or whatever the days date is.
- Once saved, close **Paint** and remove the USB Stick.
- Take the USB stick down to the Ballroom, insert into the **DJ Computer**.
- Select “**Open Folder to View Files**” once the USB stick has loaded.
- Select “Bingo 10.08.14” or the equivalent file name for that day and drag it into **virtual DJ**. You may need to hover over virtual DJ to make it open up, then drop it onto the deck that isn’t playing.