**BATCH CONVERSION** is a multiple upload of creative into one or multiple presentations. Used primarily for customers creating content in a 3rd party software such as Photoshop or After Effects.

CREATING SEPARATE PRESENTATIONS FROM EACH CREATIVE PIECE

1. Select the **Application Menu** in Content Studio
2. Select **Batch Conversion** (if you didn't save the last batch conversion, the software will warn you that it couldn't be found, just click [OK] to continue)
3. Select **Display** and the 48x160 display type and [**Finish**]
4. On the Main Screen, click the **Browse** button to browse to the location of the creative to import into Content Studio. Select to include subfolders if desired.
5. Click the **Search** button.
6. Place a check mark in front of the creative to import. The creative will save as an individual presentation and will be named the same as the creative.
7. **Target folder**: click the **Browse** button to select the folder within the display to save the presentations to.
8. Click the plus sign next to the **Galaxy 48x160** to expand the folder options. To create a new folder to store your content, click [**Make New Folder**] Click [**OK**] to save to the selected folder.
9. Select **Layout Options** in the left column.
10. Change the **Duration** to your desired hold time for each layout.
11. If you desire an **Entry Transition** on each layout, use the dropdown to select the transition you want or leave it set to **Blank** (no transition).
12. Click **Convert**.
13. **Batch Conversion** window will open and each presentation will show a green checkmark if converted to a Venus 1500 Content Studio presentation successfully.
14. Close out of **Batch Conversion** and when prompted to save the session, you can choose **No**. If you are not finished and want to reopen the session later on, then choose **Yes** and save to your desired location.
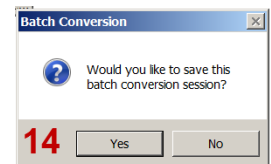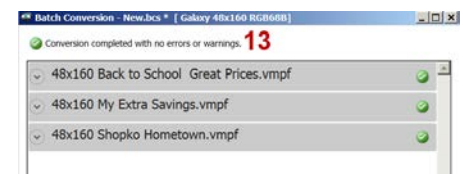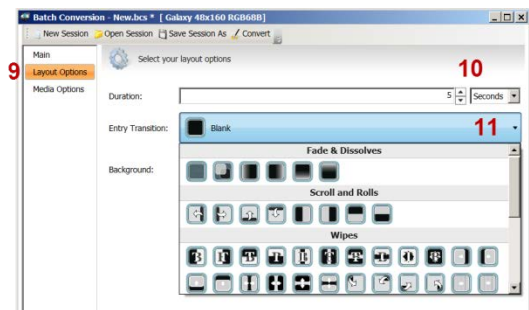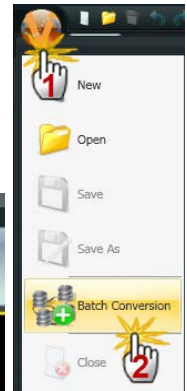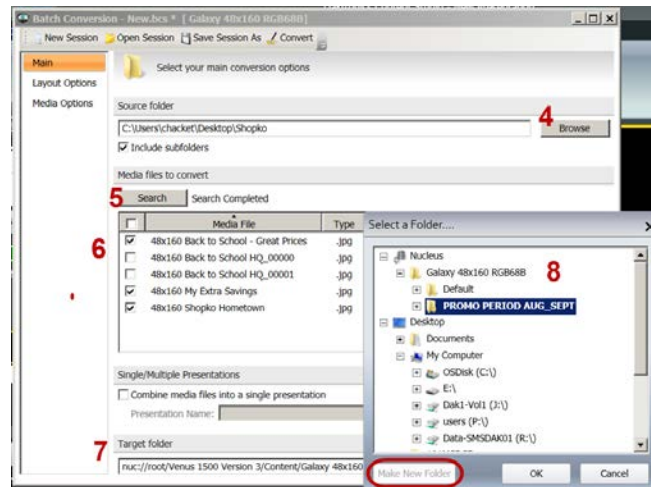
Sometimes you will have multiple pieces of creative that need to follow each other. An example would be layout 1: **Back-to-School Headquarters**; layout 2: **Great Brands. Huge Selection. Low Prices**. Batch Conversion allows you to import these two pieces of creative as a single presentation, guaranteeing you will not get other pieces of content playing between the two layouts.

CREATING A SINGLE PRESENTATION FROM MULTIPLE CREATIVE PIECES

1. Follow steps 1-5 above
2. Select the **Combine media files into a single presentation** and **Name** the presentation.
3. Select the creative that you will combine into the presentation.
4. In the **Order** column, select the order that the pieces should play.
5. Follow steps 7-14 above.

> ✅ **Tip:** Depending on the content used for your promo period, you could import all creative into just one presentation, making sure that you have used the **Order** option to select the layout order, and name the presentation as the promo period. Example: Sales Sept 2 to 15 2013.