



CoE Digital Signs Style Guide

The College of Education has digital signs in Anderson, Gabel, and Graham Halls to help keep the CoE informed of upcoming events and news. Use this style guide to help you create slides that are informative, visually interesting, and attention getting.

Do	Don't
Size your slides to 1100 pixels wide, and preferably 619 pixels tall.	Make your slides too small or too big.
Keep it simple.	Be verbose – each slide will be shown for 20 seconds.
Tell a complete story in each slide – slides are shown in a random order.	Tell a story on more than one slide. They will not be shown in order.
Submit slides that are .jpg format.	Submit .ppt, .bmp, .psd, .html, or .cpp files.
Use modern fonts and backgrounds, and recent pictures. This is a cutting edge system, the slides should be new and fresh as well.	Use outdated pictures of students wearing bell bottoms or using bag cell phones, or use backgrounds or fonts that are older and overused.
Contrast your font with your background. Use light on dark or dark on light.	Make slides that would be hard to read from a distance.
Use BIG FONTS on your slides.	Use itty bitty fonts.
Submit your slides at http://cedu.niu.edu/digitalsigns/	Wait until the last minute to submit slides. Digital signs are usually updated once a week on Mondays.

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Do	Don't
<p>Submit slides relevant to your department or organization.</p>	<p>Submit slides with university deadlines – Student Services will take care of those.</p>
<p>Add at least one item of contact info to your slide so people know where to go with questions.</p>	<p>Be vague or refer to “the office” without being specific – which office?</p>
<p>Watch an entire iteration of the slides that are already posted.</p>	<p>Submit a slide with information that is already on the Digital Signs.</p>
<p>Submit one slide to promote your event.</p>	<p>Submit multiple slides for one event – one slide per event will be shown on the monitors.</p>

To Save a Powerpoint slide as a .jpg

Create your slide in Powerpoint. When finished, select File, then Save As... and then select JPEG from the drop down menu.

