

How to make a Message for the Digital Sign

Powerpoint is the best option for easily setting up messages for the digital signs on campus.

Open a presentation in powerpoint, selecting a template, theme, or blank presentation. From the Design tab, select **Widescreen** from the Slide Size drop down menu (usually the default setting) at the top right (**no longer Standard size**). This size presentation will fit the layout windows for our digital signs.

Add images and text, remembering to include title, date, time and location for events. High resolution images will display best.

Make your heading text large and **boldface** type. All caps are hard to read and not recommended!

Select a readable font. Don't use too much text.

Use color to engage your viewers, but no more than 2-3 colors. Dark type on light backgrounds, or light type on dark backgrounds provides the best contrast for easier readability.

Jpg images designed in photoshop are also an option, best sized **1920 pixels x 1080 pixels**.

Please remember to follow our [Brand Standards Guide](#).