

UAF Digital Display Guidelines

Want to Share Content With the UAF Digital Signage Customer Group to Display Around Campus? If so, Please Follow the Guidelines Below.

Technical Guidelines:

1. Image formats accepted such as: .jpg, .png, .tiff, .gif and .bmp. Single PowerPoint slides are also accepted. Pdfs and Word documents are not acceptable formats.
2. Use MINIMAL WORDS. Focus on who, what, where.
3. All shared content will have the sponsoring organization's/department's/group's name on it.
4. Only campus sponsored events or campus sponsored advertisements will be shared and posted.
5. Size: For a 16X9 content block, 1920 X 1080 pixels or 14 X 7.87 inches. For a 4 X 3 content block, 1600 X 1200 pixels or 10.66 X 8 inches. If sharing content with the Wood Center, 1118 X 822 pixels or 14.91 X 10.96 inches.
6. Include the expiration date of the event in the file name so Content Approvers are able to easily remove out of date content.

Sharing Content with Content Approvers Throughout Campus:

1. Submitting organizations/departments/groups are responsible for the design of their material. Wood Center Graphics (uaf-graph@alaska.edu) are the only hired resources for design we know of on campus.
2. The address for the UAF Digital Signage Google Group used to share content is: uaf-digitalsignage@alaska.edu.
3. Departments that are part of this Google Group are from all over campus. Examples include the Wood Center, RES Life, Signer's Hall, School of Management, the Power Plant and Facility Services. New departments will be added as they are brought on board.
4. Please attach your slide to the email and draft a courteous and professional message requesting that customers place up your content. If your content is too large to email, you can always place it on Google and send a link in your email to the group so it can be downloaded.
5. For more information please contact the Service Desk at 450-8300 or email helpdesk@alaska.edu.