

**San Jacinto College-North
Campus Services Department
Procedures for Posting Artwork on the Digital Signage**

1. All artwork submitted must be **horizontally** orientated. No artwork will be accepted that has a portrait orientation.
2. The size of the artwork submitted must meet the following specifications/parameters:
 - a. Pixel Value = 1069 X 808
 - b. Dimensions = 4X3 horizontal size/aspect ratio. (*8.5" X 11" Horizontally oriented*).
3. Type of file formats that are acceptable to post include:
 - a. .PDFs, Word, Excel, PowerPoint, Flash, Video, MP4 Images, .JPEG, .TIF, .WMD, .JIF
 - b. **.PDF is the preferred format for static artwork.**
 - c. Flash and Video content must not have people speaking in them. Audio has been disabled.
4. Submitted artwork may include multiple pages of content. If you can't get everything on 1 page, use 2 pages or more. We can rotate multiple pages of content on the monitors.
5. Use a **font size** of 15 or higher. Anything smaller is not readable from the digital signage screens.
6. Use a **font type** that is more general/basic in nature and easier to read:
 - a. Example: Times New Roman, Palatino, Cambria, Comic Sans MS, Arial, etc.
7. Your artwork may have backgrounds and color. Please make sure the text messaging is easily visible.
8. Keep the design and wording simple and impactful. (Less is more).
9. Let us know the dates that you want your flyer to be posted. (Start and End date).
10. Campus Services will send you a confirmation when your artwork has been posted to the digital signage.
11. Please submit all artwork to our departmental email address. We are also listed on the District Global Email Address List at:
DL – CampusServices-North@sjcd.edu
12. Please ensure that the approved **San Jacinto College logo** is on each flyer/artwork that is to be posted:



Or



13. All artwork needs to have the approved San Jacinto College logo, (see above), in addition to the “**Equal Opportunity Statement**” (see below) on all public postings by the College per the SACSCOC requirements. See attached for an example.

The Equal Opportunity Statement is as follows:

The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. The following College official has been designated to handle inquiries regarding the College's non-discrimination policies: Vice President of Human Resources, 4620 Fairmont Pkwy., Pasadena, TX 77504; 281-991-2659; Sandra.Ramirez@sjcd.edu