

# GUIDELINES FOR MONITOR SLIDES

- Confirm all details are correct (Date, time, location, spelling, etc.)
- Size of the slide should be: 1920x1080
- File type should be: .jpg or .png
  - Multiple files/slides should be put into ppt or pdf format.
- No URLs! Please utilize a QR code.
- Do NOT use Fox logos as these are not official marketing materials
- Monitor slides will only be uploaded/updated on Mondays and Thursdays
  - Please request ahead of update days.
- When submitting a request, contact [foxsthmsignage@temple.edu](mailto:foxsthmsignage@temple.edu) with the file name convention: Dept\_ShortContentName\_ExpDate (for example: MIS\_WelcomeBack\_9\_25)