

WSU Health Sciences Spokane | Digital Signage Policies

Policies

- The digital signage in the buildings—also known as electronic reader boards—are available for use by all WSU Health Sciences Spokane and EWU Spokane programs and student groups.
- The primary purpose of the digital signage is to advertise future events and changes to existing programs and procedures.
- If possible, please submit signs two days prior to the desired start date.
- The Communications Office reserves the right to edit or reject submissions due to clarity, content, copyright infringement and aesthetics.
- The digital signs are not archived—each person or group is responsible for re-submitting expired signs they would like reposted.

Standards

- The electronic system will reject slides that:
 - Are too large
 - Have incorrect dimensions
 - Are in the wrong format
- Digital signs must be 1050 pixels wide x 700 pixels high, 72 dots per inch (dpi), 2MB or less in file size, and the file must be saved as a .jpg. A Power Point template is available online for your use.
- WSU departments should refer to [WSU brand website](#) to follow required university identity and style guide standards.
- EWU departments should refer to the [EWU logo web page](#) to follow required university identity and style guide standards.