

# Submitting an image for display on Mann Library's LCD Kiosk

## Policy:

- Academic content only. No “for sale/for rent” type slides, or slides promoting non-academic events such as sporting or social events.
- Priority is given to slides which advertise academic events, accomplishments or opportunities from the Colleges of Agriculture and Life Sciences (CALS) and Human Ecology (CHE).
- Slides must be in the appropriate format/ resolution (see below).

## Creating your image (2 options):

### In Powerpoint:

Open Powerpoint

Create a custom-sized slide:

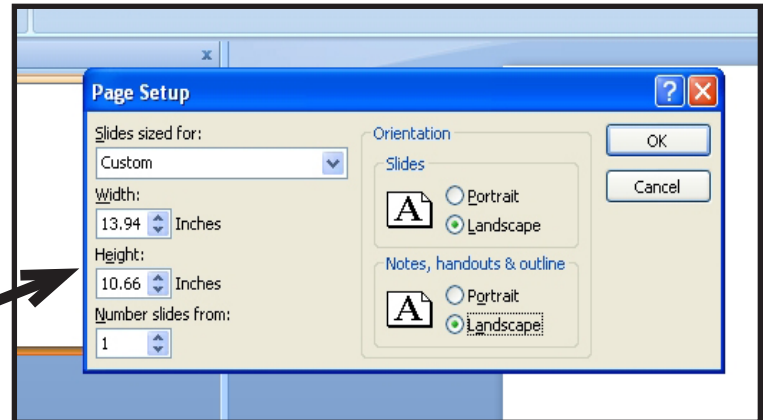
Go to “File” --> “Page Setup”

In the “slide sized for” select “custom” from the drop-down menu.

In the width box, type in: 13.944 inches

In the length box, type in: 10.667 inches

Hit “ok”

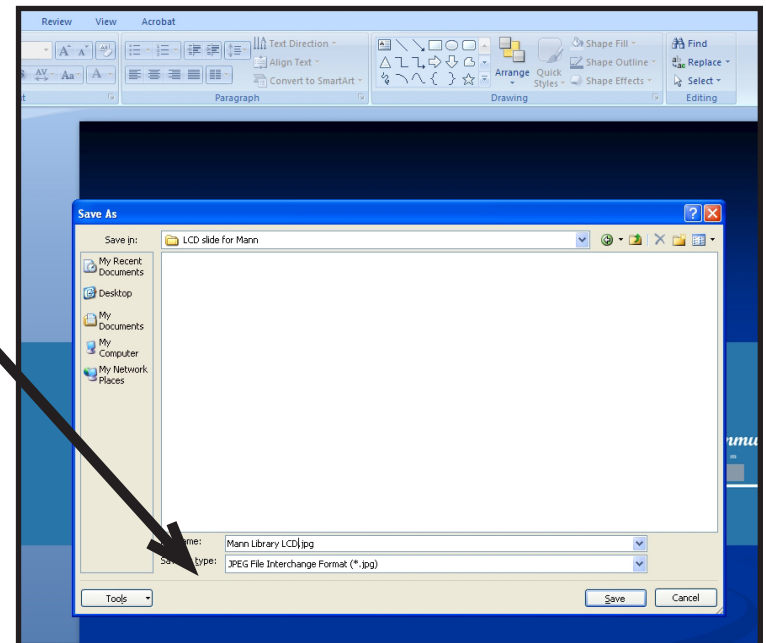


Design your slide in powerpoint

Export your slide as a JPEG:

“File” --> “Save As”

Under “Save as type”, select “JPEG File Interchange format -- \*.jpg” from the drop down menu.



### In Photoshop:

Set the document size:

Under “File” --> “New” set the document size to 1004 pixels by 768 pixels.

Set the DPI to 72 per inch.

Set the color mode to RGB.

Create your document

Double check the document's size and color mode before saving.

To check the size, look under under “Image” --> “image size” -- make sure the document is 1004 x 768 pixels and 72 DPI.

To check the color, go to “Image” --> “Mode” and select RGB\* (\* This is critical--the slide will otherwise be unusable)

Export your file as a JPEG

Under “File” --> “Save” set the “Format” drop-down box to “JPEG”

## Sending your image to us:

Attach your JPEG image to an e-mail

Include in your e-mail:

The earliest date you want the LCD to run (start date)

The latest date you want the LCD to run (end date)

Send e-mail with attached slide to

**Mann-lcd-1@cornell.edu.**