

## Creating Slides for the Mann Lobby LCD

**Content:** The Mann Lobby LCD serves to publicize educational accomplishments, opportunities, and events. Priority is given to content concerning the College of Agriculture and Life Sciences and the College of Human Ecology, but we do post material from the entire Cornell community as well. We do not post "for sale/for rent" type slides, or slides promoting non-academic events such as sporting or social events.

**Design:** Text-heavy slides are ineffective in the busy environment of the Mann Lobby. The slides that work best include an arresting image and minimal text. A successful slide needs to do no more than pique the viewer's interest in its subject, and provide a date, a time, and contact information. We may ask that you redesign a slide if we think it is too text-heavy to be effective.

**Format:** Please submit slides as jpg files. In order to display without distortion on our screen, slides must be formatted according to the instructions below:

- If you use Photoshop, set your file size to 1004px wide and 768px high, at 72 dpi. Please be sure that the color mode is set to RGB. Save your file as a jpg.
- If you use Powerpoint, make your slide 13.944 inches wide and 10.667 inches high. (To do this, open the Design tab, then choose Customize Slide Size.) When you've finished your slide, Export and Change File Type, saving it as a jpg.

*Please note: maximum file size is 1MB*

**Submission:** Send your jpg file as an attachment to an email to [mann-LCD-l@cornell.edu](mailto:mann-LCD-l@cornell.edu)

In the text of the email, please let us know the start date and the end date for your slide's posting.

Please send your slide to us at least a week before its start date.