Instructions for Power Point slide templates for use on Baker Center displays

The two templates available are generic and meant to offer a quick way for you to get your information displayed quickly. This is only offered in text formats, custom graphics or photos are not available. If you need a custom slide for display please submit your project request at: http://www.ohio.edu/ucm/start/index.cfm

Quick readability should be your main focus as these messages are projected for a short time. The best rule of thumb is to use these templates at the font sizes as set and no smaller.

Font: Frutiger, one of the two official University fonts [available at Tech Depot: http://www.ohio.edu/oit/techdepot/index.cfm] in light and roman faces with the bold button checked in the Formatting Palette. The titles are set at 52pt., these should be resized no smaller than 48pt. for readability. The secondary copy space in 36pt. should be a short block of text or listing.

The line reserved for the ENTITY NAME is for department/school/division/office identification and should be set in all caps. This is set at 20pt. and should be resized no smaller than 18pt. for readability.

When you are finished, under File on your PPT menu, select Save As and scroll the list to select jpeg. The jpeg file(s) is what you submit to be displayed on the screen.