

UBC Spring Graduation Digital Signage Templates Instructions

UBC Communications & Marketing has provided these PowerPoint templates to allow UBC departments to create high-quality materials to help inform the UBC community of upcoming graduation events through the UBC Digital Signage network.

Please read the following instructions before using the UBC Spring Graduation Digital Signage Templates. If you have questions about the templates, please contact Jamil Rhajiak (jamil.rhajiak@ubc.ca).

TEMPLATE CONTENTS:

- **UBCGrad2013-Template.pptx** | PowerPoint template
- **OpenSans.zip** | Open Sans Font Family (see your operating system for instructions on how to install fonts)
- **Instructions.pdf** | Instructions for using these templates

UBCGrad2013-Template.pptx CONTENTS:

- **SLIDE 1** | Cloud graphic, meant to be used as an introductory slide and consistent with the updated look and feel of the graduation ceremonies
- **SLIDE 2** | Cloud graphic + UBC Coat of Arms, meant to build from SLIDE 1
- **SLIDE 3** | Event information + cloud graphic, slide in Arial font (universally available font)
- **SLIDE 4** | Event information on solid UBC blue, slide in Arial font (universally available font)
- **SLIDE 5** | Event information + cloud graphic, slide in Open Sans font (close analogue to UBC's official font, Whitney)
- **SLIDE 6** | Event information on solid UBC blue, slide in Open Sans font (close analogue to UBC's official font, Whitney)

USING THE POWERPOINT TEMPLATE:

CREATING AN EVENT INFORMATION SLIDE

- Open the UBCGrad2013-Template.pptx PowerPoint file using Microsoft Powerpoint 2010 (or newer)
- Select which information slide you'd like to use (Slides 3-6) *If you choose to use the Open Sans slides, you'll need to ensure you have the Open Sans font installed on your computer before proceeding. The Open Sans font is packaged with the templates. Refer to your operating system help or online resource on how to install fonts on your machine.
- Enter your event information into the pre-defined fields (concise information is key, use multiple slides for information if absolutely necessary)
- Save the information slide as a JPEG
- Upload this JPEG into the CoolSign system and schedule to your channel

CREATING A MULTI-SLIDE WINDOWS MEDIA VIDEO USING POWERPOINT

(Windows machines only)

- Open the UBCGrad2013-Template.pptx PowerPoint file using Microsoft PowerPoint 2010 (or newer)
- Select which information slide you'd like to use (Slides 3-6) *If you choose to use the Open Sans slides, you'll need to ensure you have the Open Sans font installed on your computer before proceeding. The Open Sans font is packaged with the templates. Refer to your operating system help or online resource on how to install fonts on your machine.
- Enter your event information into the pre-defined fields (concise information is key, use multiple slides for information if absolutely necessary)
- Delete any unused event information slides so you're left with Slide 1, Slide 2, and your selected information slide
- Set all slides to use a 1.0 second Fade transition
- Rehearse the timing of your entire presentation, this will set durations for each of your slides
- Save your slideshow as a Windows Media Video
- Upload this Windows Media Video file into the CoolSign system and schedule to your channel