

# Digital Display Monitor

## Instructions and Guidelines

Digital Monitors have been mounted at a variety of locations around CAC to inform students and community members about events, activities and services at CAC. These items may include academic announcements, student support activities, CAC sponsored clubs & organizations, and other similar announcements.

### Locations of Monitors

**AVC:** Computer Commons in the Library (in progress)

**SMC:** Student Services Office (in progress)

**Corp Center:** Lobby

**SPC:** Resident life areas--Res. Life Lobby, Cafeteria and Vaquero Lounge (Lounge is in progress)

H Building Lobby

M Building Lobby

O Building Learning Center

T Building Lobby and Café

***To request a monitor, email or call Sheri Schmeckpeper at ext.7704 to get license and subscription information, and Will Fisher at ext. 5290 for information about the monitor cost.***

### Posting Content on the Monitors

1. Create a PowerPoint slide with the desired content. Use the following guidelines for best effect:
  - Fonts & Text:
    - Use as few words as possible. Stay under 80 words for the content, including contact information
    - Use large fonts—the smallest should be about the size of Times New Roman 18 point
    - Do not use cursive fonts or highly decorated or fancy fonts
    - In most cases, don't use more than two fonts
    - Be consistent—don't mix serif and san serif fonts in the body
    - Avoid long sentences—break content up into bullets
  - Graphics:
    - Avoid busy backgrounds. The focus should be on the words
    - Graphics are good if they attract attention *and* communicate
    - Use contrast between text and background—either light backgrounds with dark lettering or dark backgrounds with light lettering. Contrast diminishes when posted on a larger screen, so slightly exaggerate what you see on your monitor
    - Keep a simple color scheme
  - Content:
    - Include a heading, body, and contact information
    - Always include dates, times and locations of events or activities
2. Send your file to Customer Service & Technical Support via email: [CentralHelpDesk@centralaz.edu](mailto:CentralHelpDesk@centralaz.edu)  
Include the following information:
  - Responsible staff member (student club/organization postings must come through their staff liaison.)
  - Contact information
  - What group this is for (department, division, club, etc.)
  - Start date of posting
  - End date of posting
  - Desired campus (SMC, AVC, Corp.Ctr., or SPC)
  - Desired monitors (for SPC postings)

***All content is subject to approval  
Submitted content may be edited for visual effectiveness***