

## Career Services Digital Signage Instructions

For information about the digital sign, visit [http://www.brocku.ca/webfm\\_send/21733](http://www.brocku.ca/webfm_send/21733)

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For each item (i.e. screen) you would like to display in the digital sign, you will need to submit a separate request.

### CONTENT & MEDIA

Each request should contain all the information you would like displayed on the screen - including all images, video, headings and content.

You can include/upload each of these items separately, or you can upload one single promotional item that will be displayed on the screen.

If you have existing promotional material, as below, you can upload the finalized image and it will be displayed on the screen.



*Lend **Experience**  
as a Guide*

*Be a Senior Mentor*

*Visit...*  
[www.brocku.ca/career-services](http://www.brocku.ca/career-services)  
**To get involved**

**Mentorship *Plus***  
support, encouragement, and advice

Alternatively, if the material has not already been combined into an image for the screen, you can upload the individual components. For example, you can upload these two pictures (below) under the MEDIA section, in the Graphic 1 and Graphic 2 fields



In the CONTENT section of the request form you can type or upload a Word document with this information:

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With the instructions: “Please use Graphic 2 as the background on the left for the included text, with the image of Graphic 1 on the right”.

And we will compile the information into an appropriate graphic.

## TIMELINE

In the TIMELINE section, please indicate the date you would like the item to go live and the date you would like it to be removed.

Items can also be scheduled - for example, items can be displayed on Wednesday evenings only or only during the day. If you have any scheduling preferences, include them in the space provided.

Please note that items cannot be posted for longer than a year.

Career Services reserves the right to remove items, temporarily or permanently from circulation depending on the number of promotional items being displayed at any given time.