**Digital Sign/E-Poster Guidelines**

Want to get the word out about your event (or whatever)? Use an e-poster! SUNY Cobleskill faculty, staff and recognized student organizations will receive first consideration for posting in Van Wagenen Library.

E-posters need to be submitted as a single JPG image. No other file formats will work— including ppt, pdf, png, etc. If your poster is in a different format, simply use the Save As feature to change it to JPEG File Interchange Format (\*.jpg) before you submit the file.

Design recommendations:

* Keep the wording simple, your e-poster will be in rotation along with other submissions.
* Be sure the text is large enough to be read from a distance.
* The screen is sized for 16:9, keep that in mind when formatting your design.

To submit e-posters:

* Send your JPG file as an email attachment to Library@cobleskill.edu.
* Tell us who you are, what the e-poster is for, when it should go up and for how long.
* Tell us how to get in touch with you.

All submissions of electronic posters for display in the Library are handled by Pat Larkin. Confirmation of your submission will be made via email. Please do not assume your poster has been accepted until you receive an e-mail confirmation. Posters are usually added each Friday for the following week, sometime between the hours of 8:00am and 3:00pm. The Library reserves the right to request changes to e-posters or to reject submissions if we feel they are inappropriate.

Please let us know if you have any questions about this service. (Library@cobleskill.edu; 518-255-5841; text to 518-444-5485; or [online chat](http://www.cobleskill.edu/library/)).