

# SAN DIEGO MESA COLLEGE

## Visix Slides: Self-Create Template Guidelines and Instructions

These templates are provided so that Mesa College faculty and staff can create their own Visix slides using PowerPoint. Artwork created using these templates can also be used for printed flyers (8.5 x 11). If you convert the file to a lower resolution jpeg, it would also be appropriate to send via email.

If you need a custom Visix slide, please submit a [Project Request](#) to the Office of Communications 3-4 weeks in advance of the event or promotion.

*Please note: The original four template versions have been renamed.*

Visix\_V1 is now Standard Blue Gold

Visix\_V2 is now Standard Maroon

Visix\_V3\_A is now Blue Gold No Photo

Visix\_V3\_B is now Blue Gold Photo

### **For the original four templates (above), please use the following Instructions:**

1. Choose which template you wish to use, then download it to your computer.
2. Templates Standard Blue Gold and Standard Maroon require a portrait oriented photo or graphic.
3. Blue Gold No Photo does not have adequate space for a photo or graphic. Select Blue Gold Photo if you'd like the same look with graphic space.
4. Please do not adjust colors or font in the template. Slides contain the Mesa approved color scheme per the Style Guide.
5. Please keep text to a minimum. Under 10 words or less/3 bullet points of 3-5 words each. **Slides are only on screen for 8 secs**, so the message needs to be short.
6. **All slides** must be final approved by the Office of Communications.
7. If you need assistance or for final approval, please email to Hai Duong at [hduong@sdccd.edu](mailto:hduong@sdccd.edu) and/or Anabel Pulido at [apulido@sdccd.edu](mailto:apulido@sdccd.edu)
8. If slides need revisions, we will provide you with instructions prior to uploading to the system.

### **Visix Template: Standard Blue Gold and Standard Maroon**

Font: Arial Narrow

Title: Font size (min 105, max130)

Subtitle: Font size (min 50, max 60)

Body: Font size (40)  
Contact: Font size (min 25 - max 35)  
Photo or graphic: **Portrait Oriented**

### **Visix Template: Blue Gold No Photo and Blue Gold Photo**

Font: Arial Narrow  
Title: font size (min 150, max160)  
Subtitle: font size (min 85, max 120) Body:  
Body: font size (40-55)  
Contact: font size (min 25 - max 35)  
Photo or graphic: **Landscape Oriented**

### **New Visix Slide Template Instructions:**

1. Select which template, then download the PowerPoint file to your computer.
2. The font style and font size have been preset for you. Simply click and edit text boxes to replace with information where applicable. Delete any unnecessary text boxes so they don't show on the final slide.
3. If you'd like to use a photo or graphic, go to your toolbar – click insert – then search for the file you'd like to use. Once it is on the slide you can edit the size and location.
4. Once you are finished, save the file as a PowerPoint file so you can make any edits/changes if needed. Then, save as a jpg. or png. file (This image is what you'll use when you upload to Visix, or insert in an email as a promotional graphic.)

### **Blue Gold Abstract**

Mesa blue and gold colors, with geometric shapes and overlays.  
Tip: Insert a large photo or graphic, right click, and send it to the back to achieve the overlay effect.

### **Blue Gold Ribbon**

Mesa blue and gold colors, with ribbon accents. You can use a photo in this template and right click, move to back, and it will create a neat overlay feature.  
*Tip: A long narrow **portrait oriented** photo on the right side, with the overlay feature will look great.*

### **Maroon Gold Ribbon**

Mesa Maroon and Gold, with ribbon accents. You can use a photo in this template and right click, move to back, and it will create a neat overlay feature.

*Tip: A long narrow **portrait oriented** photo on the right side, with the overlay feature will look great.*

### **Green Blue Accent**

Mesa Blue – with green geometric accent. You can use a photo in this template. Right click, move to back, and it will create a neat overlay feature.

Tip: You can then type on top of the overlay and the text should be visible.

### **Blue Grey Links**

Mesa Blue – with Grey. If you have a graphic or logo, insert it in the upper right corner.

*Tip: We suggest using this template when sharing a link for tickets, a link to sign up, a link to a new page, etc.*

### **Abstract Tide**

Soft blues, greens, and golds. General template for announcing/promoting events or classes.

*Tip: Use a **portrait oriented** photo when using this template.*

### **Event Promo A**

Mesa Blue and Gold. If desired, insert a photo or graphic on the right side of the template, fill out the text box on the left side.

*Tip: Keep the text to a minimum, and keep it large for best effect on this kind of template.*

### **Event Promo B**

Mesa Blue and Gold. This is styled similar to a postcard.

Tip: It's great for big, but quick announcements like save the date, don't forget this, updates, etc.

Once you have created a Visix slide please create a [Project Request](#) form and upload your graphics through the portal. we will do our best to review your slides and expedite the request.

*Please contact Hai Duong or Anabel Pulido in the Office of Communications if have questions or need any assistance.*