Internal Communications Guidelines

Printing Services have the most up-to-date versions of the University stationery including letterheads, compliment slips and business cards. Please contact them directly with your stationery requirements. If you require a Word document with the University letterhead for electronic purposes, please contact Shona Malcolm.

Contact
Shona Malcolm
s.malcolm@hud.ac.uk ext. 2492
Internal Communications Officer

Staff and Student Hub news items
Please submit:

- Text with full details including relevant dates, times, venues, hyperlinks.
- In text, please follow University Brand Guidelines.
- Please supply a high quality image for the thumbnail/banner in jpeg landscape 1920px x 1080px. This should be an image and not contain words (a logo may be acceptable).
- An image can also be included in the article jpeg landscape 1920px x 1080px
- Flyers/images with words cannot be images due to accessibility issues. These can be downloads.

Plasmas

- These need to be designed in landscape PowerPoint using a 16:9 ratio template 25.4cm width x 14.29cm height AND jpeg 1920 width x 1080 height pixels.
- Please provide high quality designs as per examples provided. Please keep text a minimum as a clear simple design works best on these screens.
- Please provide a start and an end date for its display.
- Plasmas are circulated once a week on a Friday.

RSB Projection

- These need to be designed in landscape PowerPoint using a 20cm width x 10cm height template.
- Please provide high quality designs as per examples provided. Please keep text a minimum as a clear simple design works best on the projection.
- Please provide a start and an end date for its display.
- RSB slides are circulated once a week on a Friday.

Twitter @HudStudents
The following content will need to be provided by for each tweet:

- Copy max 280 characters
- Image: max to appear expanded 1024 x 512 pixels. Appears in stream collapsed at 506 x 253 pixels on desktop. Maximum file size of 5 MB for photos, and 5 MB for animated GIFs on mobile and 15 MB on web.
- Web link to additional content shortened link