The California State University
OFFICE OF THE CHANCELLOR

PowerPoint Image Specifications – Board of Trustees

Below are general image specifications to follow when submitting items for Board of Trustees presentations.

For site and master plans, campus maps and building schematics:

- Any layered files (with lines, text, etc. as different layers in file)
- Adobe Illustrator or Photoshop (AI or PSD) is preferred
- PDF is also accepted
- 300 dpi, 2400 x 3600px or larger preferred

For building illustrations and renderings:

- 300 dpi, 2400 x 3600px or larger preferred
- Send as individual file, not embedded or attached in PPT file
- Do not overlay any additional graphics, such as campus logo, labels, shadows, colors, etc.
- AI, PSD, GIF, JPG and PNG are preferred
- Other file formats are also accepted; check with CSU Communications prior to submittal

For project or campus environment photos:

- 300 dpi, 2400 x 3600px or larger preferred
- If the photo includes a person that can be easily identified (like a student in a classroom), you must obtain photo clearance prior to use
    - Ask your public affairs department if the photo has already been cleared
- No non-CSU stock photography
- Large, single images only; no collages
- PSD, GIF, JPG and PNG are preferred
- Other file formats are also accepted; check with CSU Communications prior to submittal