

# Employee Learning and Development: Reference Guide

## Media Specifications for Custom Courses

This document lists requirements for media, used as content in custom online courses hosted on Skillsoft, (the university learning management system for employee and student training). Media includes photographs, drawings, illustrations, diagrams, screen shots, videos, and audio files.

**Note:** Make sure all media is not copyright protected and royalty free.

## Photos

Acceptable formats: .jpg (highest quality compression)

- Image displayed up to half of course page
  - If landscape, then minimum width = 350 px dpi = 72
  - If portrait, then minimum height = 260 px dpi = 72
- Image displayed full size of course page or used as image map
  - If landscape, then minimum width = 880 px dpi = 72
  - If portrait, then minimum height = 260 px dpi = 72
- Clear and sharp quality (Fuzzy, grainy, or pixelated photos are not acceptable.)

## Graphics (Drawings, Illustrations, and Diagrams)

Acceptable formats: .svg, .png (24 bit), .gif (perceptual, 256 colors)

- .png or .gif image displayed up to half of course page
  - If landscape, then minimum width = 350 px dpi = 72
  - If portrait, then minimum height = 260 px dpi = 72
- .png or .gif image displayed full size of course page or used as image map
  - If landscape, then minimum width = 880 px dpi = 72
  - If portrait, then minimum height = 260 px dpi = 72
- Clear and sharp quality (Fuzzy, grainy, or pixelated graphics are not acceptable.)
- Includes transparent background when required

## Screen Shots

Acceptable formats: .gif (perceptual, 256 colors), or .png (24 bit)

- Clear and sharp quality (Fuzzy, grainy, or pixelated screen shots are not acceptable.)
- 800 x 600 x 72dpi minimum (preferably 1024 x 800)

## Videos

Acceptable formats: .mp4, .webm, .webmv, .ogg, .ogv

- Widths: 560, 640, 768 (Depends on the preferred video model, see [Examples.](#))
- Should be Skillsoft hosted. (Extraordinary buffering may occur when hosted on an external service, such as YouTube.)
- Must include the following:
  - Closed captioned file (.src, .vtt) for each video file (Refer to [cc creation](#) or [cc converter.](#))
  - Associated, time-coded transcript file (.vtt)
  - Audio description file (video and .vtt alternative) when content is conveyed through animation, motion or text-only objects
- Files must be named without special characters or spaces. Use camelCase naming, or an underscore in place of special characters or spaces.

## Audio Files

Acceptable formats: .mp3, .ogg, .oga, .wav

- Must be Skillsoft hosted.
- Must include the following:
  - Closed captioned file (.src, .vtt) (Refer to [cc creation](#) or [cc converter.](#))
  - Associated, time-coded transcript file (.vtt)
  - Audio description files when [WCAG2.0](#) applies (.vtt)

## Captivate or Articulate Content

- Published as HTML5 only
- Void of all Flash content
- Meets WCAG2.0 AA accessibility guidelines (How to guides: [Captivate®](#), [Articulate®](#))
- Published size at 1024 x 768
- Complies with university/campus branding

# Video Model Examples


**Two Column: Player on Right Video Model** (video-2col-1rowAPI1b)

Textural content is applied to the left column and adjusted using inline style="padding-top" attribute.

Video content is applied to the right column.

Total width for both columns of this row should equal 100%.

Make adjustments as necessary for your project.



video caption goes here

Example 1. Model 560 RHC: Player and video (560 width) display in the right-hand column of the page.

**Demo 39**

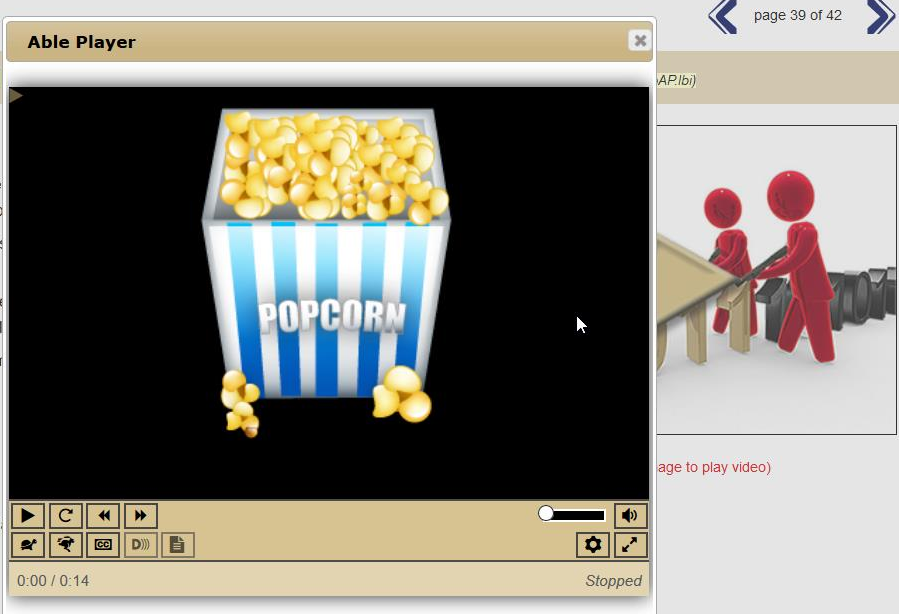
**Two Column: Video i**

- Textural content is applie style="padding-top" attrib
- Content is launched in it's column.
- Note, when including vide all reside in the media fol
- Total width for both colun

Click the image on the right to l

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AP1b)

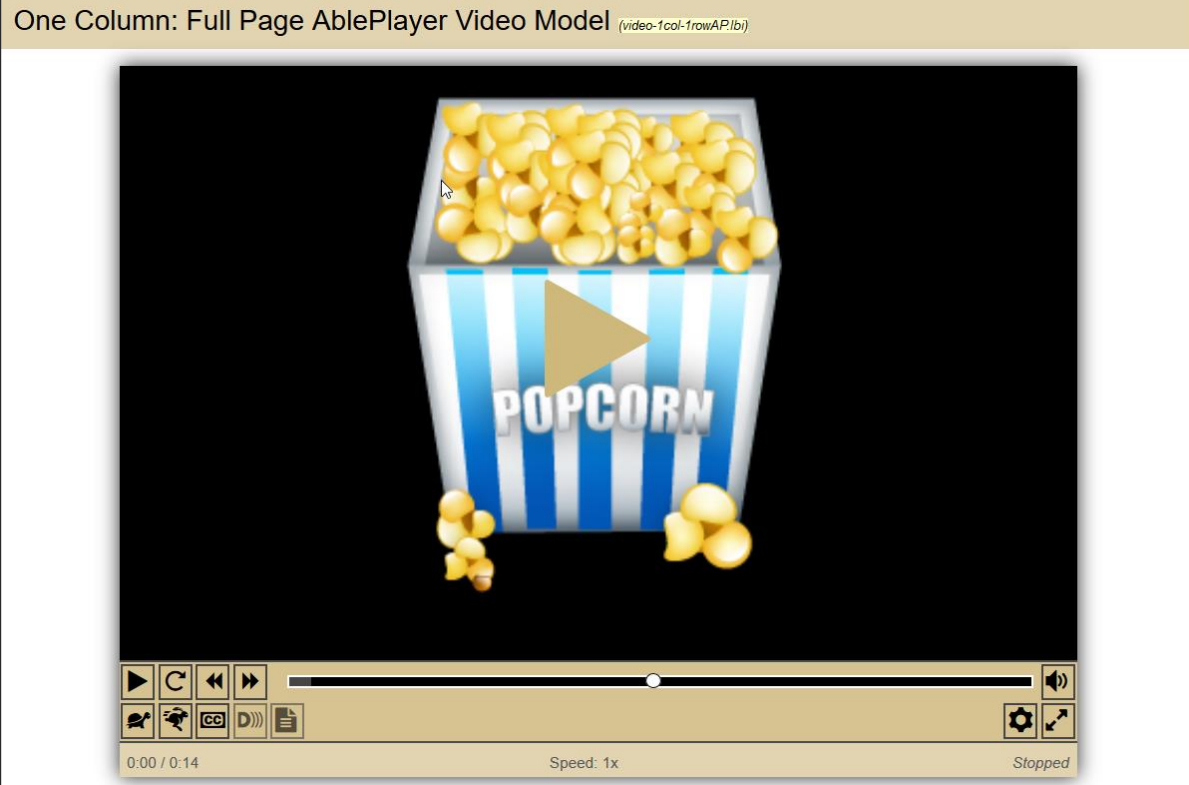


page to play video)

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Example 2. Model 560 RHC Popup: Player and video (512 to 768 width) launch from the right-hand column.



Example 3. Model 768 Full Screen: Player and video (768 width) launch from the right-hand column.