

申請方式

1. 檔案上傳

請自行至 [nPUB 數位雲端管理系統](#) 完成檔案上傳。

2. 申請通知

檔案上傳完成後，請來信告知，並依以下格式填寫：

(1)收件者：課外組窗口、副本：申請單位及課外組雙方組長

(2)信件主旨：圖資大樓電子看板播放申請

(3)信件內文：範例如下

申請單位：xxx

播放活動名稱：xxxxxxx

播放時間：xxx 年 xx 月 xx 日~xxx 年 xx 月 xx 日

注意事項

1. 由於核可與播放設定需作業時間，請務必於活動播放日期的 3 個工作日
前寄送申請信件；恕不受理 3 個工作日內的臨時申請。
 2. 播放申請核可後，如需變更播放檔案內容、播放時間，亦請於 3 個工作
日前寄送「播放申請更新」信件。
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播放檔案格式要求

1. 圖片檔案：橫式 JPG 格式，最大尺寸 1920×1080。
2. 文件檔案：可支援 PDF，不支援 PPT、Excel。
3. 本組不提供檔案內容或格式的校對與修改服務。

Application Method

1. File Upload

Please log in to the [nPUB Digital Cloud Management System](#) and complete the file upload yourself.

2. Application Notification

After the file has been successfully uploaded, please send an email notification using the following format:

- (1) Recipient: Extracurricular Activities Section contact person; Cc: both the applying unit's and the Extracurricular Activities Section's supervisors
 - (2) Email Subject: Application for Library Building Electronic Bulletin Board Display
 - (3) Email Body: Example
Applying Unit: xxx
Event Name for Display: xxxxxx
Display Period: year/month/day–year/month/day
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Notes

1. As approval and display setup require processing time, please send the application email at least three working days before the intended display date. Requests submitted within three working days will not be accepted.
 2. Once the display application is approved, if you need to change the display file content or display period, please also send a “Display Application Update” email at least three working days in advance.
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Display File Format Requirements

1. Image Files: Landscape JPG format, maximum resolution 1920×1080.
2. Document Files: PDF format is supported; PPT and Excel are not supported.
3. The Extracurricular Activities Section does not provide proofreading or modification services for file content or format.