



Department of Biology
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Poster Printer Procedures and Requirements - Landscape

All poster projects should be in PowerPoint.

Color maybe used for accenting, graphs and small pictures. It may **NOT** be used as prominent backgrounds.

Poster print size may range up to 36" x 48", but not larger. **Landscape** (rather than portrait) orientation should be used so that the height does not exceed 36".

Use the grid lines to set margins. Do not utilize the first grid space on all sides of the page which creates the 1" white margin around all sides of the poster.

Picture resolutions should be set around 300 dpi. Use the **"Insert"** method to put clip art and/or pictures in your PowerPoint. Do **NOT** use "copy and paste" method to put pictures on poster. All picture files must be **.jpg** format.

The file size of your PowerPoint should not exceed 5 MB and save on a thumb drive/flash drive.

The lab fee covers the cost of **ONE** printing so please review your work carefully. An additional print fee will be \$35.00 each (cash only).

Please bring your thumb drive/flash drive to the Biology Administrative Coordinator, Marielle Hinson, 202 Dalton Hall before...

Students MAY NOT use the computer in the back of the Biology Office. There is access to PowerPoint in the Computer Lab or you may use your own computer.