

## Making Your Poster

Your poster for this class will be a professional-style large format poster printed from Powerpoint at the Student Tech Center (AIRC 3007).

To make a large-format poster, here's what you do:

- Download the Powerpoint file attached to the Project Webpage. It is a template for a 48" X 36" poster. Essentially, the poster is just one big Powerpoint slide.
- Feel free to do anything you like with the poster template EXCEPT adding a colored background (that uses up a lot of ink for no good reason). You can add text boxes, add graphics, move around any of the elements. The purpose of the template is just to get you set up with the right format for printing.
- To see what your poster will actually look like, set the zoom to 100%. You will quickly discover that you can fit a lot of text on the poster - you do not need to use gigantic fonts. You will probably want to work on the poster with the zoom set much smaller - maybe 33%.
- Here's a useful resources for font size, etc.:  
<http://www.makesigns.com/tutorials/poster-design-layout.aspx>
- You will get your poster printed for free at the Student Tech Center , 3007 AIRC. You will need to bring the assignment with you on a flash drive, and you will need to show them this assignment. The name of the file should be your Saclink ID.
- **YOU MUST ALLOW AT LEAST 3 BUSINESS DAYS FOR PRINTING** so factor that into your planning. The STC is not open on Friday, and it opens at 10 am. That means you must submit your poster by these deadlines:
  - For a THURSDAY poster session, you must submit to STC by NOON on the previous MONDAY for pickup at 10 am on THURSDAY.
  - If you cannot get to STC between 10 am and class time on the day of your poster session, you will need to submit your poster one day earlier for pickup one day earlier, or on WEDNESDAY for MONDAY pickup, or on THURSDAY for WEDNESDAY pickup.
- Check out the example poster linked on the Project Webpage.