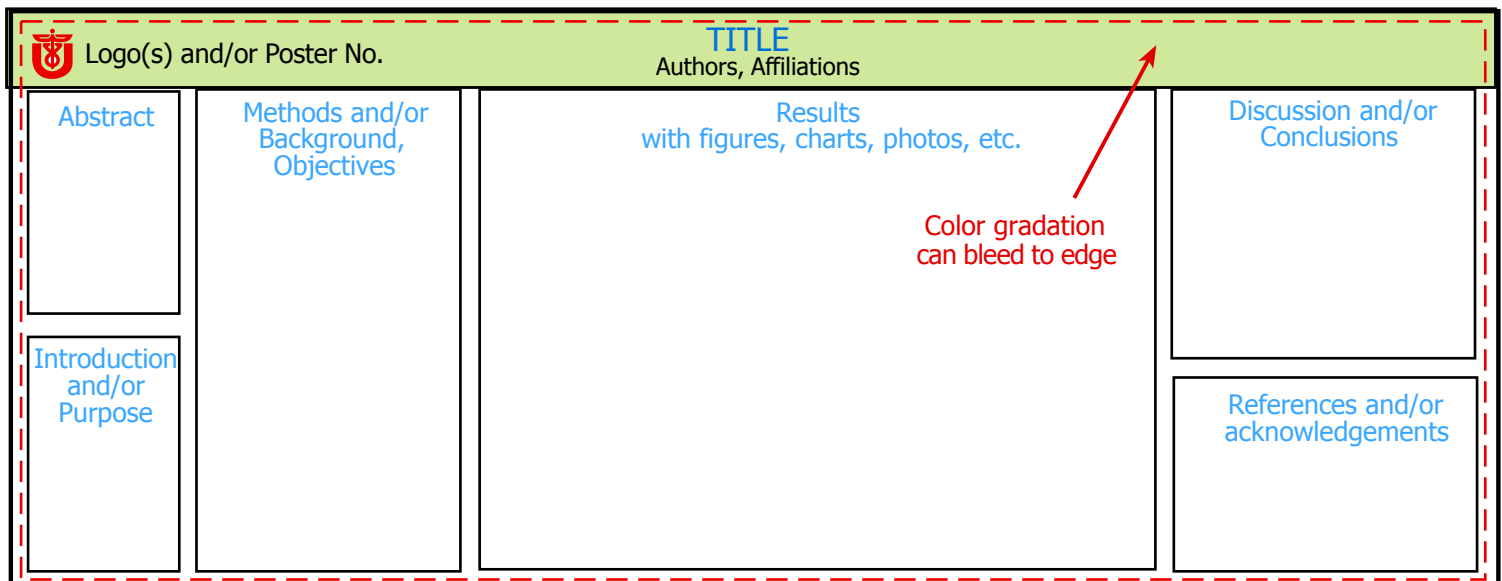


PowerPoint Posters: Tips & Guidelines

Medical Graphics & Photography SOM AC125 - 587.3435

- PowerPoint's standard custom page setup: 36" x 56" (maximum page setup 44" x 56")
- We can enlarge the PowerPoint file up to 44" x 90" maximum printable poster size (page setup: 22" x 45")
- Standard white background or gradient is fine (solid ink background \$10.00 -15.00 extra / depends on size)
- Background graphics must be cut and pasted into the poster: INSERT images /photos - not cut & paste.
 - PowerPoint template designs & slide background colors will not print.
 - Slides pasted as pictures from other PowerPoint presentations will show backgrounds.
- To copy text from Word:
 - highlight in Word, Copy, NEW text box in PowerPoint, paste. Size and arrange.
 - Body Copy of poster 18 -36 pt / Titles: 90-120 pt Bold Headings: 48 pt -60 pt bold
 - 72 pt font size (most fonts) = approx. 1" in height
- INCLUDE: original scans, images (JPEG, TIFF, GIF, PICT files), Excel charts, Word tables, etc.
- COST: posters prices at \$7.00 per Sq. Ft preformatted - Example: 36" x 48" = 12 sq ft = \$97.00
 - FREE Travel Tube with each poster printed.
 - 15 FREE 11 x 17 handouts for each poster printed: additional handouts \$1.00 each
- GROUP RATES & STUDENT DISCOUNTS: 10% off for groups of 4 posters / 10% for U students
- ADDITIONAL:- if any revisions, corrections or extensive fixing needed billed at \$52.00/ hr.
- TURNAROUND TIME: In by 8 am Mon. - Fri. - out the same day (depending on workload) / Typical 1-2 days
- OTHER SERVICES:
 - Award-winning Poster Design and Printing - \$72.00 / hr graphic design fee
 - Scanning: slides, photo's, MRIs, etc
 - Logo's available - request per dept.
 - Stock photography - image use \$10 each image
 - We SELL TUBES: 36" high \$4.00 / 48" \$5 each / Plastic adjustable up to 48" \$20.00 each

Sample Poster Layout - Request Templates via email



SET PAGE MARGINS for 1" border around sides, top, and bottom of page