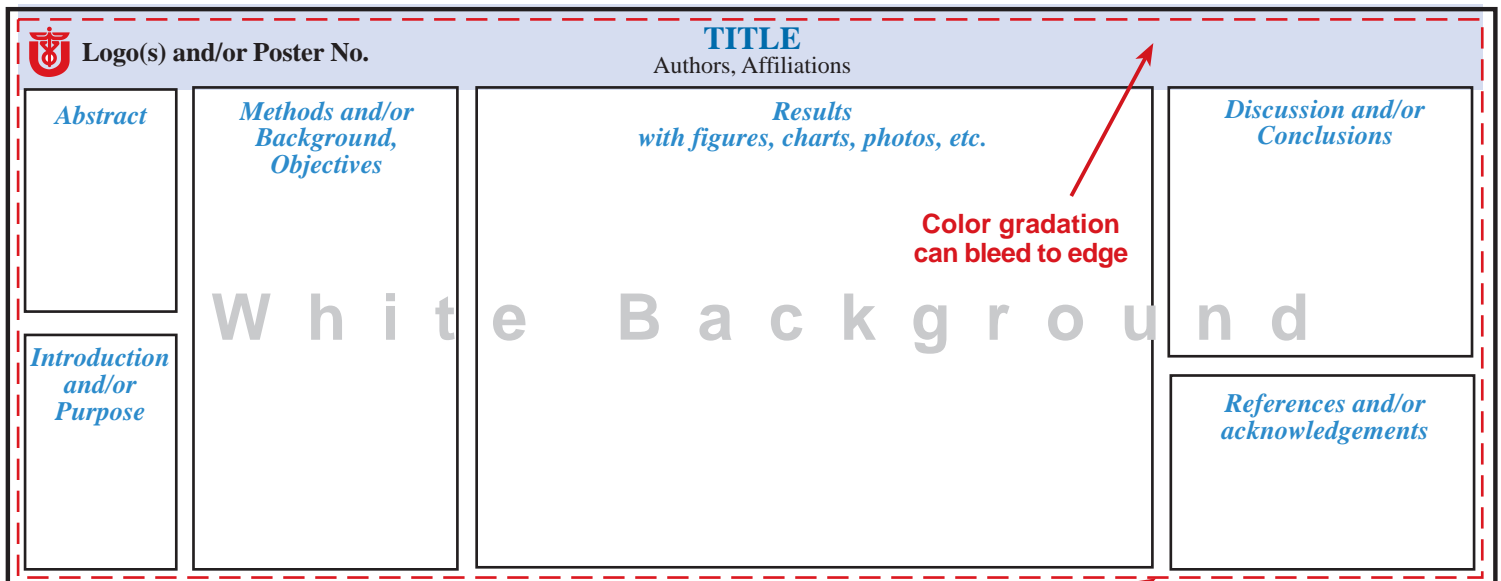


Preformatted PowerPoint Posters: Tips & Guidelines

Medical Graphics & Photography SOM AC113 - 581.6886

- **PowerPoint's maximum custom page size: 36" x 56"**
- We can **enlarge** the PowerPoint file up to **44" x 80" maximum printable poster size**
- Standard white background or gradient is fine (solid ink background is \$25.00 extra)
- **Background graphics** must be drawn or pasted into the poster:
 - 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, draw NEW text box in PowerPoint, paste. Size and arrange.
 - **Body Copy** of poster to be at least 18pt or larger / **Headings:** Bold and at least 48pt or larger.
- **Include original:** scans, images (JPEG, TIFF, GIF, PICT files), Excel charts, Word tables, etc.
- **COST:** posters prices at \$1.25 per inch for preformatted - Example: 36" x 48" is \$60.00
- **ADDITIONAL:**
 - minimum charge to open file and print
 - if any revisions, corrections or extensive fixing needed billed at \$65.00/ hr.
- **TURNAROUND TIME:** In by 8 am Mon. - Fri. - out the same day (depending on workload)
- **OTHER SERVICES:**
 - Award-winning Poster Design and Printing - \$65.00 / hr graphic design fee
 - Scanning: slides, photo's, MRIs, etc
 - Logo's available online at <http://www.med.utah.edu/mis>
 - Mailing Tubes \$3.00 each
 - 11 x 17 color copies / proofs of poster for handouts etc. \$1.60 each
 - Stock photography - image use \$50.00 each image

Sample Poster Layout



Make sure you have at least a 1" border around sides, top, and bottom of page