

Saving files as TIFF

Prerequisites: Before uploading files in tiff format.

All group leaders, before uploading poster ‘.pptx’ and ‘.tiff’ files are required to mainly check about –

- ***Theme & Alignment.***

They should also check the following given points.

1. *The Project Title should be in*

- *‘Arial (Body)’ font.*
- *White font colour.*
- *54 Size.*
- *Neither Italic nor **Bold**.*

2. *Group Member names should be in*

- *Arial (body) font.*
- *yellow font colour.*
- *36 size*
- *Neither Italic, Nor Bold.*

3. *The lines “Department of Engineering Sciences and Humanities (DESH)” and “Vishwakarma Institute of Technology, Pune – 411037” should be in*

- *‘Arial (Body)’ font*
- *White font colour*
- *28 size*
- *Italic, but not **Bold**.*

4. *The line “Students’ Conference on Engineering Design and Innovation - June 2023” should be in*

- *‘Arial (body)’ font.*
- *yellow font colour.*
- *28 size.*
- *Neither Italic nor **Bold**.*

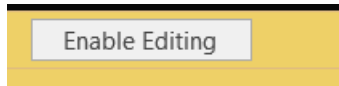
5. Check that there are **no words** like
- 'title'
 - 'authors'
- before Group member names.
6. Make sure that your **Group No.** mentioned in the top right corner is in
- **'Arial' Font**
 - 100 size
 - **Bold**
 - Not Italic
 - **Orange Colour.**

General Guidelines for making a poster.

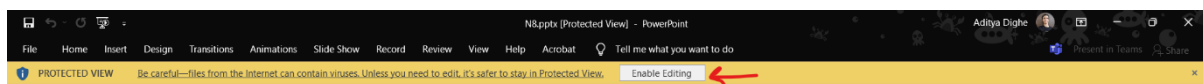
- 1) Dark text and Light background are preferred,
~instead of Dark backgrounds for Sharper printing.
- 2) Verify that font size is correct.
- 3) Verify that font type is correct.
- 4) Preferable to have less typed in text, images if any, should be **High Quality** images.
 - Vector Graphics Images are preferred.
- 5) Instead of large paragraphs, points in
☒ type bulleting style are preferred.

>>How Poster files are to be saved additionally in TIFF Format?

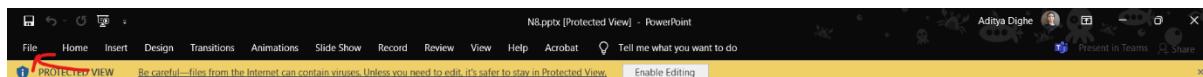
- 1) If poster was made on some other group member's laptop, First click Enable Editing button after Opening the PPT/



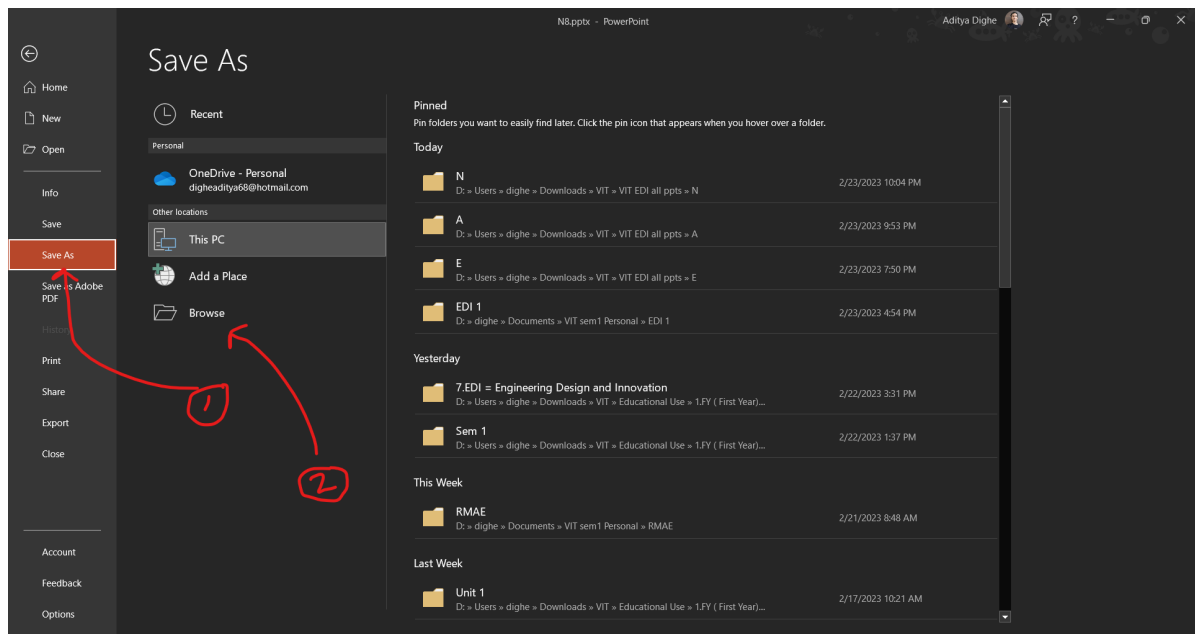
Enable – Editing button - Located under menu bar



- 2) Click on File



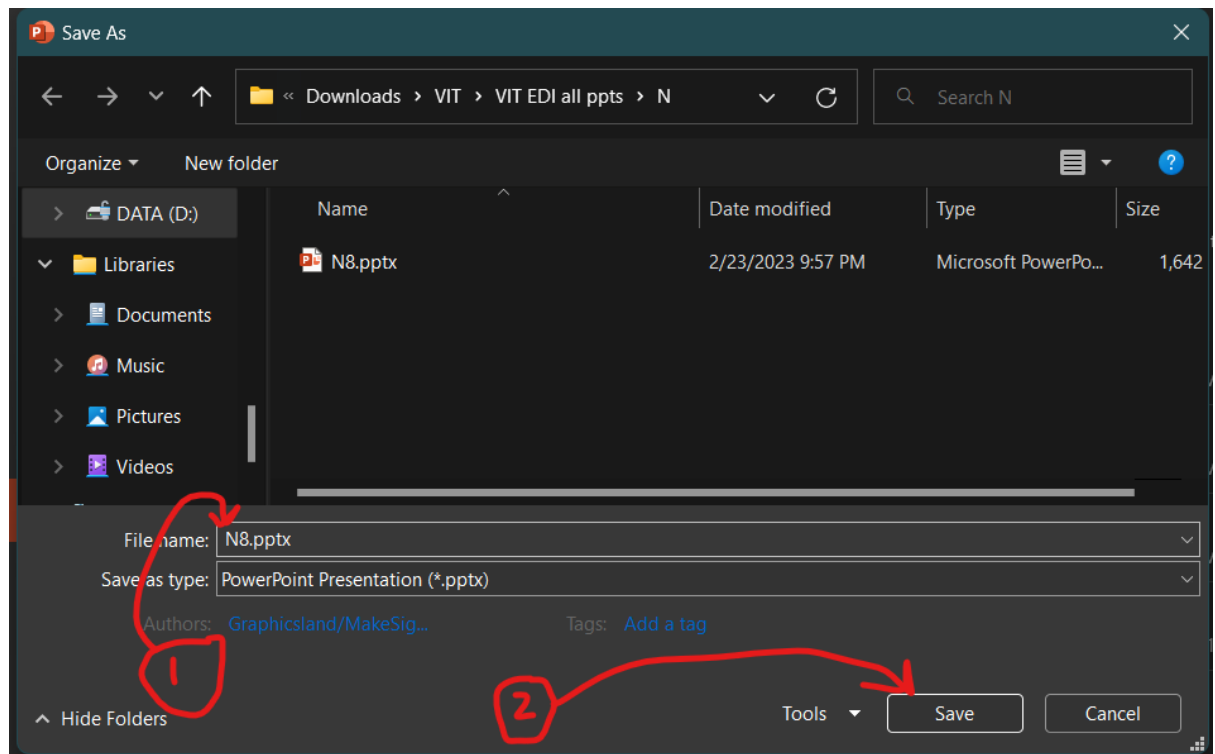
- 3) Click on Save As and then click on Browse



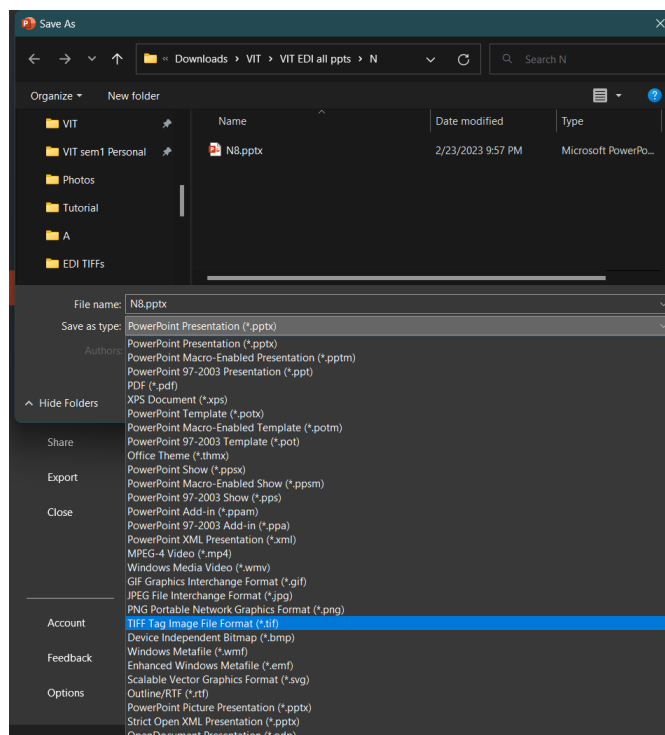
4) Click on

a) File name, Edit it to “DivisionName_GroupIDNo.”, like N8 here in case of N division’s group 8

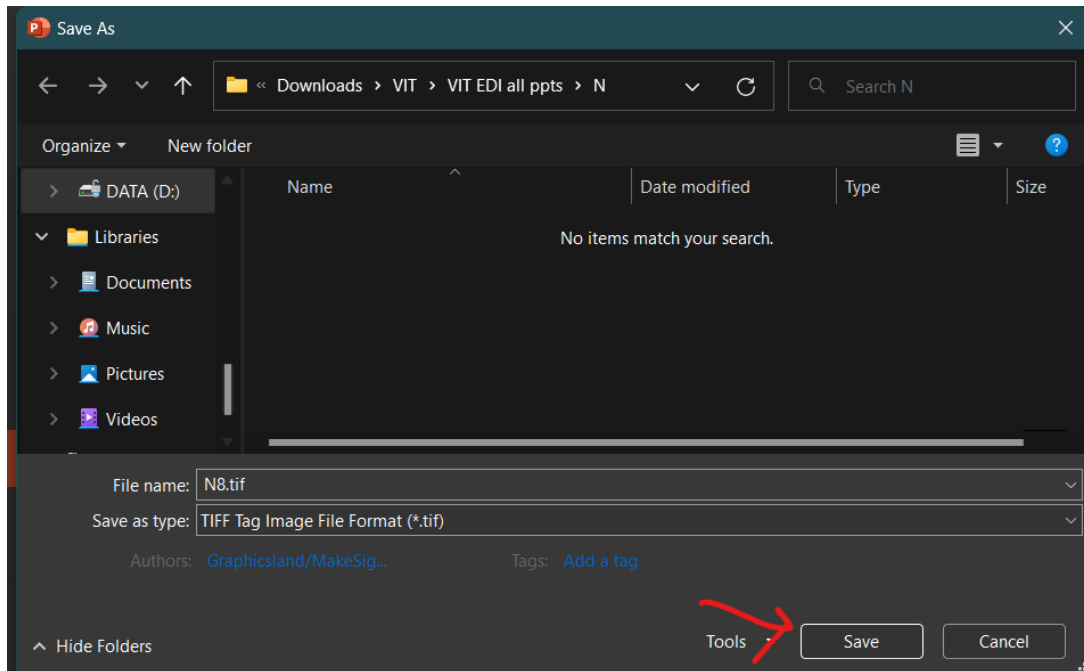
b) Click on “Save as type”



5) Scroll down, Click on “TIFF Tag Image File Format (*.tiff)”



9) Click “Save”



10) Upload the files on the Google Forms link that will be communicated later.