

Place Your Title Here

*Poster Author(s) Go Here

**College Department or Affiliations Here



Getting Started

Your poster will be created on **one** slide in a PowerPoint file.

The Pixel Lab needs a file that's set to your custom page size for proper printing. Therefore, the very first thing you should do is make sure your slide size is the size you want your poster to be printed.

This poster is 48" x 40". If your poster needs to be a different size either download one of the other templates or change this file's document size.

Here's how to change the size:

- Click the **Design** tab at the top of the program.
- Click **Slide Size**.
- Select **Page Setup**.
- Fill in the correct **Width** and **Height** for your poster. This template is 48" x 40".
- Click **OK**.

(PowerPoint will not let you create posters larger than 56 inches by 56 inches. If your poster needs to be larger than this size create it at a proportional smaller size. We can scale it up to the desired size when we send it to our printers, but only if it is proportional.)

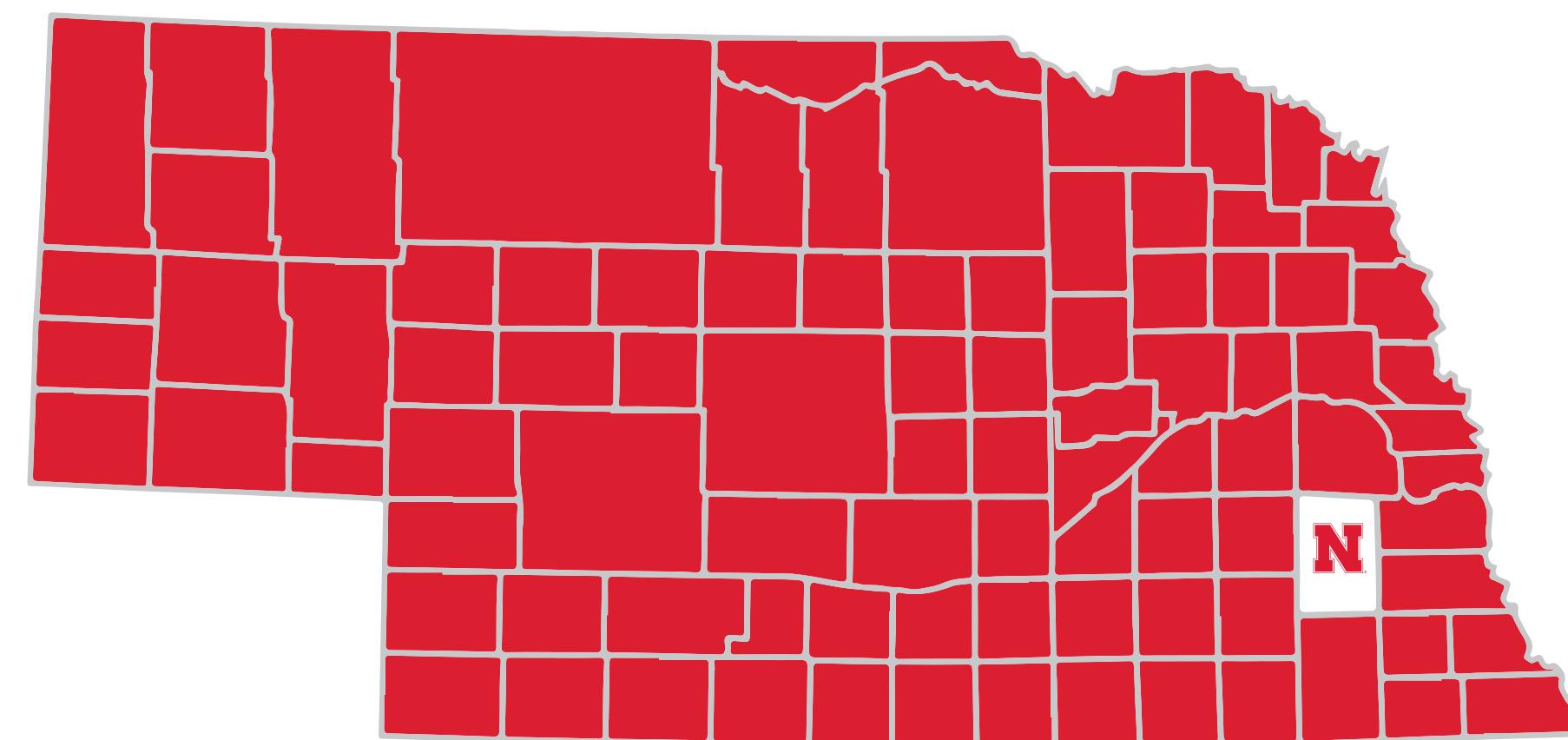
Design Tips

To prevent cropping when printing, be sure there is nothing important, such as text, within 1" of the edges of the poster.

A gradient color fill in the background, especially black, will print poorly.

The colors that you see on your computer monitor will not reproduce exactly the same on a printed poster, as monitor color settings vary. Inform us of any important colors.

Scarlet is the official color of the University. To find more University colors visit: ucomm.unl.edu/toolbox/colors



Text

Follow these helpful pointers for your text...

- Use standard fonts that can be found on Windows and Mac. These include:
 - Arial
 - Tahoma
 - Times New Roman
 - Trebuchet
 - Verdana
- The title should span the width of the poster and the content should be broken into three to four columns.
- Adjust the font size depending on the amount of text in your poster and the style of font you choose. For readability, you should not use a font size any smaller than 18 points.
- For consistency, make all the headers the same font size and all the body text the same font size.
- If your text is in a different file (e.g. in a Word document) be sure that it pastes into a text box in PowerPoint so it can be more easily edited. To do this, use the **Paste Special** command and choose Unformatted Text so that the text will become a PowerPoint text box.
- To create custom bullets in this document, select Format > Bullets and Numbering. Click on picture under Customize and select the image and color you would like to use.

GENERAL FONT SIZES

SECTION	FONTS SIZE
Main Title	72-120 pt
Subtitle/Authors	48-80 pt
Section Headers	36-72 pt
Body Text	24-48 pt
<i>Acknowledgements and sources can be a smaller size than the main copy if necessary.</i>	



Submitting Posters

The Pixel Lab will not print PowerPoint files. You must convert your PowerPoint file (PPT) to a PDF file before you submit it to print.

Here's how to convert your file:

- Click the **File** tab.
- Click **Save As**.
- Enter a name for the file in the **Save As** box, if you haven't already.
- Select a file destination on your computer or flash drive.
- Under the **File Format** type box, select **PDF**.
- Click **Save**.

Once you've converted your poster you can submit it to print one of three ways.

Here's how submit your file:

- Send your PDF poster file **via email** to pixel-lab@unl.edu.
- For larger PDF files, **upload to our website** at pixel-lab.unl.edu, and send us an email that includes all of your information.
- Bring your PDF file **in person** on a flash drive to the Pixel Lab in 123 Henzlik Hall, located on the north side of Vine street between 14th and 16th streets.

QUESTIONS?

If you have questions, we're here to help!

Stop by, give us a call, or send us an email. We're happy to help you if you have questions about design, Microsoft Office, or Adobe programs.

