**PowerPoint Posters: Tips & Guidelines**

**Medical Graphics & Photography SOM AC125 - 587.3435**

- PowerPoint’s **standard custom page setup:** 36” x 56” (maximum page setup 56” x 56”)
- We can enlarge the PowerPoint file up to 44” x 84” maximum printable poster size (page setup: 22” x 42”)
- **Solid ink color or image** background + $10.00 -15.00 extra / depends on size
- Graphics must be **INSERTED images/photos** not cut & paste.

**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

**LOGOs & TEMPLATES available** - email all requests, specify dept.

**ADDITIONAL:** if any revisions, corrections or extensive fixing needed billed at $60.00 per hr. / per approval

**LEAD TIME:** would be 3-4 working days prior to DUE Date / RUSH same day is $15 fee

**OTHER SERVICES:**
- Award-winning **Poster Design** and Printing
- **Scanning:** slides, photo’s, MRIs, etc
- **Stock photography** - image use $10 -25 each image

**WE SELL TUBES:** 36” high $6 each / 48” $7 each / Plastic adjustable up to 48” $23.00 each

**EMAIL POSTER FILES TO PRINT:** send your poster file to - **barbara.stephan@hsc.utah.edu**
- include: dept. account chartfield; due date; contact info; Mac or PC file,

**Standard sizes:** (we can design & print any size up to 84”)

<table>
<thead>
<tr>
<th>Size</th>
<th>36” x 48”</th>
<th>44” x 48”</th>
<th>36” x 56”</th>
<th>44” x 56”</th>
<th>36” x 72”</th>
<th>44” x 72”</th>
<th>36” x 84”</th>
<th>44” x 84”</th>
</tr>
</thead>
</table>

**Paper Choices:**
- Enhanced Matte paper (heavy weight)
- Photo Satin Semi gloss (heavy weight)
- Premium Photo glossy (heavy weight)

**COST:** posters price per sq.ft - Example: 36” x 48” = 12 sq ft = $85.00

**GROUP RATES & STUDENT DISCOUNTS:** 10% off for groups of 3 posters / 10% for U students

(**Discount Rates on 3 or more - apply at invoicing of job / we can meet or beat most vendors price**)

- **11 x 17 handouts / 2 free with each poster printed:** additional handouts $1.00 each

**PAYMENT OPTIONS:**
1. UofU dept. chartfield account #
2. Cash _____ or Check _____ - at time of service

**Design & Layout:**
- $78/hr - approx. 2 - 2.5 hr per poster (typical is 2+ hrs; average price per poster designed $149.00 )

Medical Graphics & Photography - SOM Rm# AC125
e-mail: barbara.stephan@hsc.utah.edu

mgp 9/2009
Handling resolution issues on Powerpoint for printing posters:

1- INSERT IMAGES, PHOTOS, TABLES & GRAPHICS:
All image files must be INSERTED into the document. Go to INSERT / picture / from file - that will place the full resolution image into the poster and maintains it’s quality.

2- NO CUT & PASTE:
To CUT & PASTE will only place a low res file into the doc, and will print pixelated or blurry.

3- RESOLUTION ISSUES:
While an image may look okay on screen, it doesn’t necessarily mean it will print well. 72 dpi - meant for onscreen viewing. Web files are 72 -90 dpi - Print quality is 300 dpi.

4- PAGE SETUP:
Setup slide to full size, ex. 36” x 56” - if larger, setup slide dimensions to be 50% of final size (ex. final size 44"x84" - setup page to 22" x 42" - we will fit it to final size at print time).

5- MAC or PC:
Please specify if poster file was created on a Mac or PC. Also, PDF files can be sent, which embed all graphics and fonts, so no need to send image files. Save file as PDF in full-size or half of original size to be printed.

Sample Poster Layout - Request Templates via email

<table>
<thead>
<tr>
<th>Logo(s) and/or Poster No.</th>
<th>TITLE Authors, Affiliations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>Methods and/or Background, Objectives</td>
</tr>
<tr>
<td>Introduction and/or Purpose</td>
<td>Results with figures, charts, photos, etc.</td>
</tr>
<tr>
<td></td>
<td>Discussion and/or Conclusions</td>
</tr>
</tbody>
</table>

Color gradation can bleed to edge

References and/or acknowledgements

SET PAGE GUIDELINES for 1” border around sides, top, and bottom of page

- **Barbara J Stephan** Graphic Designer / Illustration
- Medical Graphics & Photography - University of Utah / School of Medicine
- Rm#AC115 - **801.587.3435**
- **email:** barbara.stephan@hsc.utah.edu