**Poster Guidelines**

**Poster Content**
- Begin with a descriptive title
- Include team name and picture
- Prominently display final product
- Supply captions for all pictures, diagrams, and graphs
- Minimize text; use strategic phrases or single sentences

**Poster Formatting**
- Recommended Program: PowerPoint
- Preferred Size: ANSI ‘D’ -- 22” x 34” (GJ 114 Plotter)
- Optional Size: ANSI ‘E’-- 34” x 44” (JEB 321 Plotter)
- Make sure background colors and fonts don’t blend
- Use borders to focus attention on posters, graphs, and pictures

**Printer Settings (see reverse side)**

**Precautions**
- Use letter size for hard copy proofs - Do not waste paper and ink
- Use Print Preview before every poster-size print job
- Be physically present when job is printing; be prepared to CANCEL

---See GJ Hallway for exemplary posters---
1. Select the HP800 Plotter
2. Select Properties
3. Select Landscape in the Layout Tab
5. Select Best Quality in the Device Options Tab
EXPO Poster Guidelines

- Maximum dimensions of 4’x3’ (allowing for print in margins)
- Traditionally Microsoft’s PowerPoint or Adobe’s Photoshop/Acrobat formats
- Allow 24 hours to dry before lamination
- Do not assume the colors displayed on the RGB monitor will match the CMYK plotter output