**Student photo posters**

Instructional Graphics will design posters featuring photos of students in a particular major or minor. Some departments will show graduates and undergraduates. To make arrangements for such a poster, two things are needed: photos and a list of names. Below are instructions on how to prepare each.

The process: Once the photos are received by Instructional Graphics, they are edited to eliminate red-eye and glare when possible and exposure is adjusted. The photos and lists are imported into a poster layout in our design program. Color and textured backgrounds can be added.

**Photos**

After collecting the student photo files, rename the files like this:

*Lastname Firstname.jpg*

Do not put a comma in the name.

If the photos need to be separated by groups (eg majors, minors, or graduates, undergraduates, etc). Put each group in a different folder named by their group.

**List of names**

Here is an example for listing the students. Order the list alphabetically by last name but keep first name first. No formatting is needed, don't change fonts, sizes etc. That is done later in the design program. Make a separate list for each sub-group if separating majors from minors, etc.

- **Example:**
  - Connie Ackerman
  - Major: Education
  - Minor: Geography
  - Future Plans:

  - Alice Baldwin
  - Major: Education
  - Minor: Mathematics
  - Future Plans:

  - Bernice Buist ...

Copy/paste the lines below into a Word document and edit/ fill in the information wanted on the poster for each student.

*Firstname Lastname*

- Major:
- Minor:
- Future Plans:

Put the files in a folder on Glacier.common/InstructionalGraphics/ToInstructionalGraphics and then notify Instructional Graphics that they are ready to put in a poster.