Student graduates photo posters
Instructional Graphics will layout posters for your department. These are the two things we need from you. Once we receive them we go through the photos and eliminate the red-eye and try to remove glare on foreheads, glasses etc. We then import the photos and lists into the poster layout. Indicate if you would like a background color or texture. Stay away from busy backgrounds.

Photos
Rename Student photo files like this:
Lastname Firstname.jpg

Do not put a comma in the name.

If you are separating the students by groups (eg graduates, undergraduates, minors, etc) please put each group in a different folder named by their group.

List of Names
Here is a sample you can use as a guide for listing the students. List the students alphabetically by last name but keep their first name first. No formatting is needed, don't change fonts, sizes etc. We will do that later. Make a separate list for each subgroup if you are separating majors from minors, etc.

Sample:
  Connie Ackerman
  Major: Education
  Minor: Geography
  Future Plans:

  Alice Baldwin
  Major: Education
  Minor: Mathematics
  Future Plans:

  Bernice Buist ...

You can copy/paste the lines below into a Word document and edit or fill in the information that you want on the poster.

Firstname Lastname
Major:
Minor:
Future Plans:

Put the files in a folder on
Glacier.common/InstructionalGraphics/ToInstructionalGraphics and then notify us that they are ready for us to work on.