CEAP PARTICIPANT POSTER INSTRUCTIONS:

Posters are Due Thursday, April 24 by 5pm.

Creating the poster
1. We strongly recommend you start with a PowerPoint template. See our website and look for 32x40 posters:
   http://www.calvin.edu/admin/igs/research%20poster%20templates/

   If you do not use the template make sure you set the page size to 32x40 inches. That is the size of the board your poster is attached to at the session.

2. Do not submit a poster before it has been proofread and "okayed" by your professor.

3. You can get a good preview of photos by viewing 100% zoom. The zoom will show the quality of the photos.

When you are finished
   When you’re finished designing your poster (and it’s been proofread very carefully) save it with the following options. Note that Mac and PC are different.

   • Save options for PC
     File/Save As/Tools (near bottom right)/Compress pictures
     o check delete cropped areas of photos
     o check target output/print 220ppi –if available

     File/Save AS/Tools/save options
     o Click Embed fonts in the file (near bottom)
     o Click embed all characters

   • Save options for MAC
     File/reduce file size/picture quality: best for printing (220ppi) –if available
     o check remove cropped picture regions
     o check all pictures in this file

     If you used unusual fonts, math, symbol, or non-English fonts please attach the font files in the email along with the PowerPoint file.

1. Name the poster file this way:
   "CEAP professor’s lastname-your lastname – Mac or PC"
   eg: CEAP smith-alderink pc.pptx

2. Email the finished poster to posters@calvin.edu.
   Subject line:
   In the email subject line enter: CEAP - professors name - your name.
   eg “CEAP Smith - Alderink"
Helpful links
“Advice on designing scientific posters”
by Colin Purrington, Department of Biology, Swarthmore College, Pennsylvania
(lots of info with a touch of humor)
http://colinpurrington.com/tips/academic/posterdesign

http://www.posterpresentations.com/html/helpdesk.html Lots of videos on making your research poster

http://www.ncsu.edu/project/posters

P & D Display Graphics http://posters4research.com/index.php,
http://posters4research.com/design-help.php