

HORT/VIT ENOL 399 POSTER INSTRUCTIONS

Your poster should include:

I. **Title** (example):

Place of employment
Location of employment (City, State)
Your Name
Semester (fall, spring, summer) Year

- II. **An introduction or overview of the operation where you worked.** Make this section brief; it is to inform the reader of the operation's history or business approach.
- III. **Main section:** Responsibilities performed; pictures (with captions) of the business or field/vineyard/orchard/nursery, etc. Pictures can inform the reader and add visual interest to the poster. (*See section below on compressing images*).
- IV. **Summary:** How will this experience foster your professional growth? Relate to the reader what you learned and how this experience will contribute to your career goals.

Getting started:

1. From the main menu in PowerPoint (Office 2010 version), select *Design > Page Setup > Slides sized for*: choose "Custom" from the drop-down menu.
2. Set size: Width – 48 inches; height – 48 inches.

Suggested fonts: Arial, Tahoma, or Calibri (anything that is sans-serif, or without extensions on letters).

Suggested font sizes:

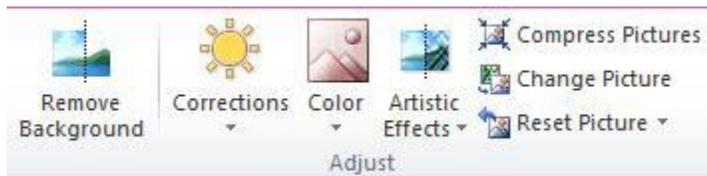
- Title: 72 pt
- Subheadings: 60 pt (nothing smaller than 48 pt)
- Text: 28 pt
- Captions: 18 to 20 pt

Generally, it is recommended that text be bulleted. Also, **bold** text shows up better than "plain" text. Be sure to make statements concise and to the point, but do not be so brief that the reader is unsure of your meaning. However, "wordy" posters are difficult to read.

Compress your images to reduce the file size of your presentation and make it easier to email.

Depending on how many colors are used in a picture, you can reduce the color format of the image (compress) to make its file size smaller. Compressing a picture makes the color take up fewer bits per pixel, with no loss of quality.

1. Click the picture or pictures that you want to compress.
2. Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**.



If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture. You may have to double-click the picture to select it and open the **Format** tab.

3. To compress the selected pictures only and not all of the pictures in the document, select the **Apply only to this picture** check box.

Clearing the **Apply only to this picture** checkbox will override any previous changes you have made for other individual pictures in this document.

4. Under **Target Output**, click the resolution that you want.