ANTH 290 Egyptian funeral term project F2018 Format for Print Materials

I will be sending things to the Printshop as pdf documents. We have to pay a set up fee for each file, so please send me your material as pdf documents and I can compile them. When you email me the materials, please itemize them in your email (ie. tell me how many pages are in each file so that I can make sure that we get everything at pick up). The following programs will be useful for you to build your materials:

- Word document
- Powerpoint (this is an easy way to organize a landscape-oriented poster with text, images, etc…)
- Office Publisher (similar to Powerpoint but designed for posters and other visual materials. It is available on all college computers and is very user friendly. You start by choosing the size of your final project, and then can easily import images and text, change background colours, etc…)

Paper sizes:

The college can print the following sizes on our budget:

- 8.5X11
- 8.5X14
- 11X17
- 12X18
- 13X19

Feel free to make several smaller (ie. 11"X17") visuals to group together on a coloured poster board. If you are concerned about how much you want to print please just come and talk to me.
Please make it clear what size you want things printed in please so that I can 1) compile the various sizes into single files and 2) get it printed that way you want! When you save as a pdf make sure that it is the size you want, otherwise your big print may come out on a small 8.5x11.

Graphics:
• Consider the resolution of the images you wish to use. Often images copied from the web are often low resolution (72 dpi) images and are not proper quality for inclusion in your poster.
• The preferred image format for all inserted images is JPEG
• If you have graphs or charts from Excel to include in your poster, simply copy in Excel and paste into PowerPoint.
• To prevent cropping when printing, be sure you have a 1 inch margin around the edges of the poster.

Section Font Size: Use the student posters in the Y214 classroom as a guide. These are the font sizes that have been used:

- Title 72-120
- Subtitle 48-80
- Section Headers 36-72
- Body Text 24-48

Keep in mind that our visuals will not contain as much text, and we want people to read the content so go for brevity and make font bigger to be able to comfortably read it. Use your judgement!

Citations:
Please include your citations (full citations in APA style please, and remember to cite your pictures and other images, with small citations below each image) on a separate sheet of paper that can be discretely placed near your booth. This can just be submitted as a Word document.