Capstone Senior Design
POSTER GUIDELINES

HOW TO USE CAPSTONE TEMPLATES

1. **Download** the template that corresponds with your team's department.
2. Enter your project number in the top-left field (ex. BME 22-101).
3. Enter your project title in the [Project Title] field. Delete the brackets. Do not change the text format. It is recommended that you keep titles short in order to catch the interest of viewers
   — but you may move the dotted lines and content areas down if necessary for longer titles.
4. Enter the names of team members, faculty advisers and sponsor advisers in the corresponding [name] fields. Delete the brackets. If not applicable, delete "Sponsor:", "Sponsor adviser" and the lines (|) between them. Add additional team members as needed.
5. Lay out your research poster below the top dotted line using the format in the included text boxes. You may move or delete the dotted lines that separate columns if wider columns are desired. Headers don't need to stay at the top of columns — you can continue a section into the next column and move the next header down.
6. Save as .PPTx as you work. When finished, save both the .PPTx file and a PDF file for the printer (File – Save As… – Choose PDF in the drop down list of file formats).

DO NOT:

- **Change or move the background image**
- **Add background colors**
- **Place any text or images over the VCU brand bar, Capstone logo, department icon or top bar.**
- **Change the size of the template (it should be 48x36 inches).**

FORMATTING

Text on your research poster should follow the following formats:

Project title: Arial, bold, 110 pt.

Project number/team members/faculty adviser/sponsor/sponsor adviser: Arial, regular, 36 pt. (The corresponding fields are bold, but peoples' names should be regular.)

Header: Arial, bold, 48 pt.

Summary: Arial, regular, 36 pt. (individual words and phrases may be bolded or italicized for emphasis)

GUIDELINES FOR USING IMAGES

Preferred image formats:

· PNG or PDF for graphic elements —both support transparent backgrounds and are higher quality when using flat colors. PDF is also scaleable.

· TIFF or JPEG for photos —TIFF is the highest quality.

When changing the size of images, be sure not to distort the dimensions.
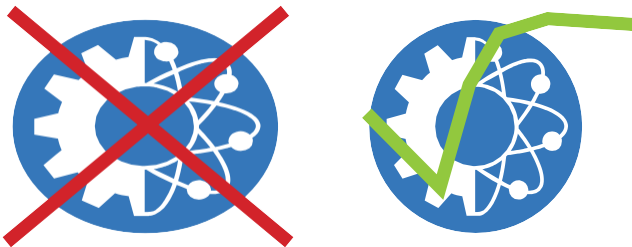
Do not change an image size to be larger than the original (unless it's a vector or PDF) as this will degrade quality.