**How to make a Proposal Poster**

1. Copy (or use “save as”) this file and rename the file as “<SRS#>-<PI name lower case>” e.g. “21061148-zemcov”
2. Fill in the page below
	1. Replace the title and remove/expand any uncommon technical abbreviations
	2. Find any cool image and replace the sample images in the middle of the page.
		1. Make sure the height is 2.4”
		2. If the images are too big to fit horizontally, crop the width to make it fit.
		3. Make sure to leave one empty line above and below the images
	3. Replace and or add affiliated organization’s logo below the third orange bar
		1. Height must be 1.61” or all of the images’ height must be the same.
		2. Make sure that RIT is at the center if there are odd number of images in a row.
		3. The logos can also wrap onto the next row if necessary.
		4. If there are too many logos to fit in two lines you may make the logos smaller but make sure all logos are the same height.
		5. Also add any logos that was used in logo directory [\\Hawk\ridl\docs\posters\proposal posters\logos](file:///%5C%5CHawk%5Cridl%5Cdocs%5Cposters%5Cproposal%20posters%5Clogos)
			* Make sure to rename the image file as a recognizable name
		6. You can find affiliated organizations using rapid w/ SRS# <https://rapid.rit.edu/rapid/proposals_search.php>
		7. Then search the organizations’ name in logo folder or download the official logo
	4. Finally, **delete this page** and get it reviewed by Don.
3. Before inserting the image make sure the image resolution is not lowered
	1. Go to File > Options > Advanced
	2. Under **Image Size and Quality,** select **High fidelity** or **highest number** in the resolution list
	3. Additionally, check off **Do not compress images in this file**

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