**DNS Thesis Poster & Abstract
Formatting, Submission, and Printing Instructions:**

**POSTER FORMATTING:**
Review the Thesis documents and information on the [DNS/Keck Resource](https://www.kecksci.claremont.edu/student-resources/) page. There are multiple poster examples and a [downloadable template](https://www.kecksci.claremont.edu/wp-content/uploads/2022/01/template.ppt) with the correct dimensions needed to build your poster. Your poster should be built as a single, very large, PowerPoint file using the dimensions and examples provided on the DNS Resource pages. You may also walk the East Wing of DNS for posters from the previous semester for more examples.

List of typical problems and ways to avoid errors when creating your FINAL poster file:

1. Only PDF [.pdf] and PowerPoint [.pptx] files can be accepted for printing
2. SPSS graphs, DO NOT COPY AND PASTE. In SPSS Viewer, go to File, Export and export as JPEG.
3. NO TIFF's inserted into PowerPoint. (Logos are typically okay.) Convert to JPEG or GIF first!
4. PowerPoint Background Textures: try using a similarly colored solid background, or gradient filled background instead.
5. Photoshop PSD's. DO NOT COPY AND PASTE into your poster. Export as Jpegs then insert jpegs.
6. Do NOT use "dotted lines" for borders of text boxes: use solid lines instead.
7. Submitted Poster Files must be a SINGLE page/Slide
8. Ensure all comments and notes are removed before submitting

**POSTER AND ABSTRACT SUBMISSION**:
Completed FINAL Posters (PDF/PowerPoint) and Final Abstracts (Word/PDF) MUST be uploaded no later than 12PM (Noon) on Monday, April 21st to: <https://tinyurl.com/w3bf5xed>)
Abstract and Poster Templates are available on the Keck/DNS Website under “Thesis”
**Name your documents as follows before submitting:**-Posters: “Last Name, First Name Poster.ppx” or “Last Name, First Name Poster.pdf”
-Abstracts: “Last Name, First Name Abstract.docx” or “Last Name, First Name Abstract.pdf”
 **POSTER PRINTING AND PAYMENT:**
- DNS offers Thesis Poster printing in house at low-cost to our students. The cost for poster printing is $25.00 CASH only. (Our office NOT accept cards, Zelle, Venmo, etc.)
- Posters will be available for pickup from the East DNS Lobby on Wednesday 04/23. Your $25.00 CASH payment must be made to the front office in the East Lobby in office NS E181 *prior* to hanging your poster. The office can provide a receipt if needed.
*\*If you choose to have your poster printed outside of DNS, you must notify both Lauran Soto and Don McFarlane BEFORE submitting your poster on April 21st.*

REPRINTS: *Take your time to edit and spellcheck your file before submitting on time.* If you discover an error after the deadline at 12PM (noon) on Monday 4/21, you can reach out to Lauran to request a reprint on a time-permitting basis. Reprints require additional payment of $25.00 each once approved.
DNS/Keck Resource page: <https://www.kecksci.claremont.edu/student-resources/>
Questions should be directed to Lauran Soto in the front office (LSOTO@ScrippsCollege.edu)