

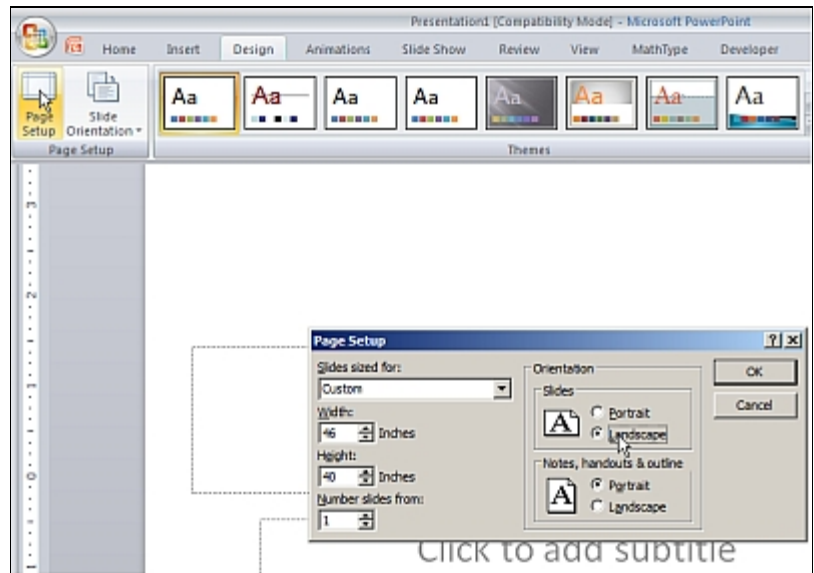
Making a Poster Using the Large-Format Printer

General Guidelines:

- Maximum height for the NCC Print Shop printer is 42"; maximum width is 90"
- Poster size for the Rall Symposium or the Summer Undergraduate Research Colloquium is 48"×36"
- Check the [NCUR](#) site for the current year's size; for meetings of professional societies, check the conference Web site or ask your advisor about poster size
- Construct your poster as a single PowerPoint slide
- Print the PowerPoint slide to a PDF file
- Upload your PDF to the Print Shop using their [online form](#)
- Cost of printing a poster (subject to change; price is current as of Spring 2015) is \$2.75 per square foot
- Allow at least a day or two for the poster to be printed.
- For heavy-use times like Rall and NCUR, the Print Shop will establish a specific deadline (usually a week or so in advance)
- You can find extensive (!) suggestions on poster design [here](#) or you can even [upload it](#) to get comments from others

Setting Up the Poster in PowerPoint:

- Open a new presentation
- Click **Design | Page Setup** to get the Page Setup dialog box (see screenshot)
- Set the desired width and height for your poster
- Most posters are wider than they are tall; if this is the case, choose **Landscape**
- The largest slide that PowerPoint will allow is 56" ✦ 56"; if you need to make a larger poster, you will have to scale it down proportionately. For example, to make a 90" ✦ 42" poster, you would have to set up a 45" ✦ 21" PowerPoint slide.
- Click the title and subtitle boxes that PowerPoint inserts automatically and delete them.
- A very basic template that you can modify if you want is [here](#).

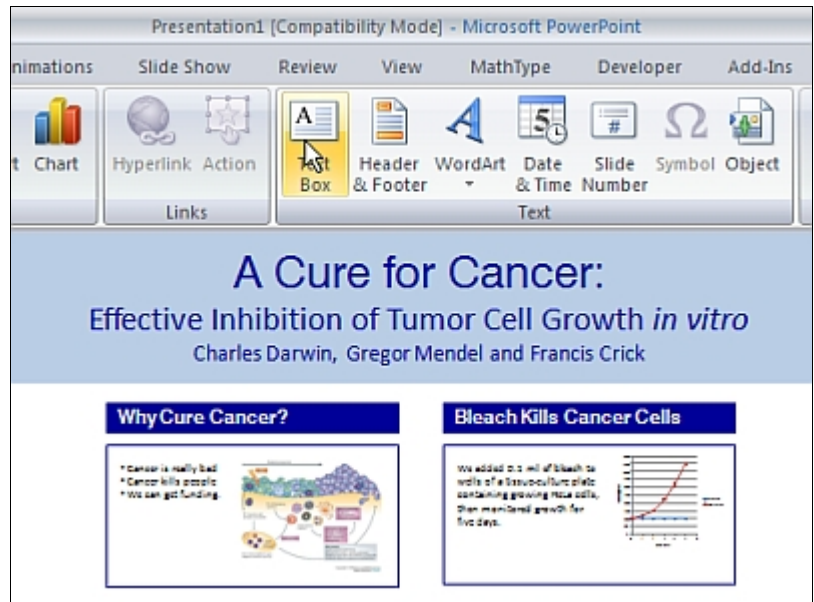


Designing the Poster:

- Use text boxes (click **Insert | Text Box**) to add text to your poster.
- Remember that your poster needs a title, and that the authors' names should also be included. In addition to your own name, include your mentor or research advisor and anyone else who collaborated with you (on the *specific* work you are presenting).
- Hint: **Your poster should be readable from a distance!** As a guide, 72-point text will print

about 1" high; a size between 108 and 144 points is good for a title, while a 48- to 60-point font is good for subheadings and body text between 24 and 36 points is readable from a good distance.

- Hint: **Don't use too much text!** No one is going to have time to read all the words on your poster. Remember, your audience should be able to read all of the important points from a distance.
- Copy and paste graphs, diagrams and photographs from other programs to tell your story, or use [Insert | Picture](#) to import a saved graphic. You can use PowerPoint's drawing tools ([Home | Shapes](#)) to draw a diagram directly on your slide or you can draw the diagram separately and import it.
- Hint: **Your poster should be visual!** Show your audience what you want them to see, rather than expecting them to read about it. You are not limited to the formal Introduction-Methods-Results-Discussion format of a scientific paper, so feel free, for example, to use a diagram to illustrate a method and then put a graph of the results right into the diagram. Focus on how to make it easy for the audience to understand your work.
- Use subheadings, boxes, lines and other visual tools ([Home | Shapes](#)) to make it easier for your audience to follow the flow of the poster and add visual interest.



Printing the Poster:

- Be sure your poster is exactly the way you want it! Mistakes look pretty embarrassing in 36-point type. Proofread, proofread, proofread—then ask someone else to proofread it for you.
- To judge readability and visual effect, try printing the slide as big as possible on an 8 1/2 x 11 sheet and/or projecting it on one of the classroom projectors. You may not be able to read all your text, but you will be able to get a good idea of how the poster looks overall.
- PowerPoint 2007 or 2010 can directly save your presentation as a PDF file: use [Save As](#) and change the file type to [PDF](#). *Make sure you saved it as a PowerPoint file first, so you can make changes later!*
- If you are using your own computer and you don't have Office 2007 or 2010, you will need to install a PDF printer driver. A free one that works very well (better, in fact, than the built-in conversion in Office) is [PrimoPDF](#). After downloading and installing this program, when you choose to print your poster, one of your printer choices should be [PrimoPDF](#). Print to that "printer" and choose a location in which to save your PDF file.
- Upload your PDF file to the Print Shop using their [online form](#) and you're all set!