DESIGNING AND PRINTING POSTERS AT GIOS INFORMATICS LAB
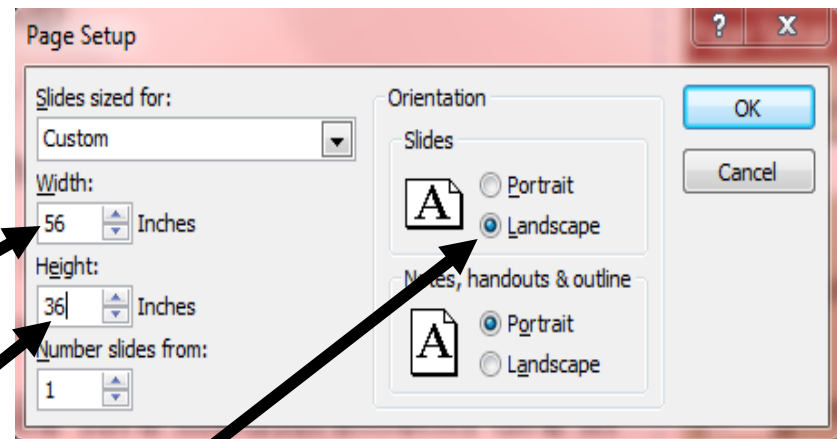
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- Today, posters are much easier to create and print with the use of computers and large-format printers.

- This presentation provides tips using PowerPoint and printing to the GIOS Informatics Lab large-format printer.

- Tips given here are for Microsoft Powerpoint 2007.

Setting Page Size

- It is advisable to set your page size before actually placing items on your poster, so items don't shift after you have nicely set them in place.

- Go to the Design tab, then Page Setup

- Set Width equal to 56 or less inches (that's the max)

- Set Height equal to 36 (also the max because of printer limitations)

- Make sure measurements are in inches *not centimeters or pixels*

- Under Orientation select Slides to Landscape

Page Setup

Slides sized for:
Custom

Width:
56   Inches

Height:
36   Inches

Number slides from:
1

Orientation

Slides
- Portrait
- Landscape

Notes, handouts & outline
- Portrait
- Landscape

OK

Cancel

Reading Your Poster

- Your poster is telling a story of your work
- Design an easy-to-follow format
- Generally, we read left to right and top to bottom
- Use large enough characters; usually no smaller than 18 point

Title and Authors

- Title and authors are important

- Letter size for the title should be from 1-2 inches (72-144 points)

- Authors' names and affiliations may be smaller to save space

- Use full names and addresses (this is specific to CAP LTER posters)

Other Format Tips

- Font refers to the style of the lettering, e.g., Times Roman or Arial, an easy-to-read sans serif font
- Point size refers to the size of the characters
- Normal reading point size is 12 pt and this presentation is 24 pt so you can see the difference (when viewing at 100%)
- Point size for the body of your poster should be readable from a distance of 4-5 feet
- Minimum size of 18 point is best and more line spacing makes reading easier
- Don't be afraid to use "white space" to emphasize and make your poster more readable

Graphics

- The graphics that you use on your poster should have a minimum resolution of 150 dpi; a higher resolution is sharper

- Don't overuse bright colors that distract from your data

- Color can be used to accent and improve clarity of graphs but minimize the use of red and green because of colorblindness

Saving Your Poster

- It is advisable to save your poster periodically as you work on it
- Do not save to the C drive of the machines in the Computer Lab
- Save on your thumb drive

Printing Your Poster

- These instructions are specific to the GIOS Data Lab HP DesignJet large-format printer
- Go to File, Print, and select "\\asuprint1.asu.edu\GIOS-Datalab-DesignJet-Plotter" from the pull-down menu
- Click on Printer Properties
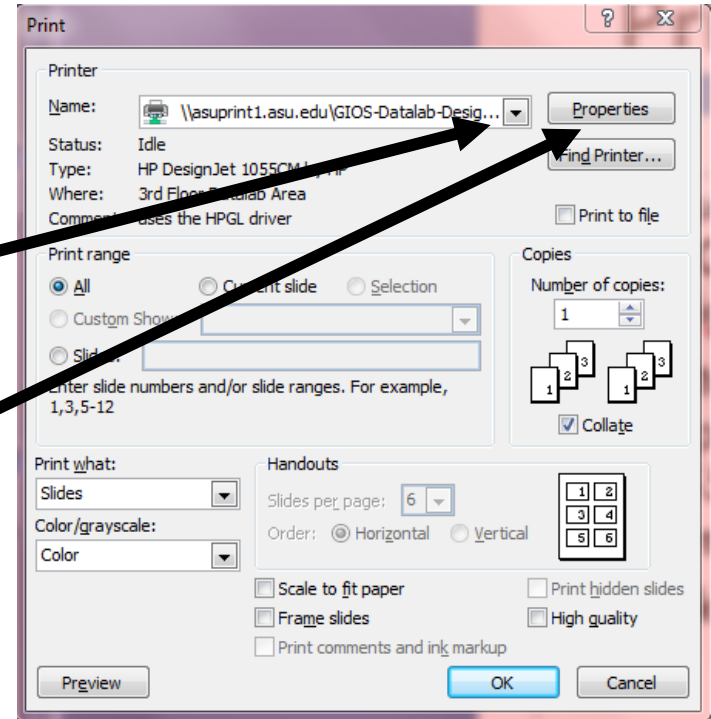
Printer Properties

- On the Paper Size Tab select Landscape (unless your dimensions are meant to be portrait with 36 inches being the width)

- Click on More sizes to create your specific size
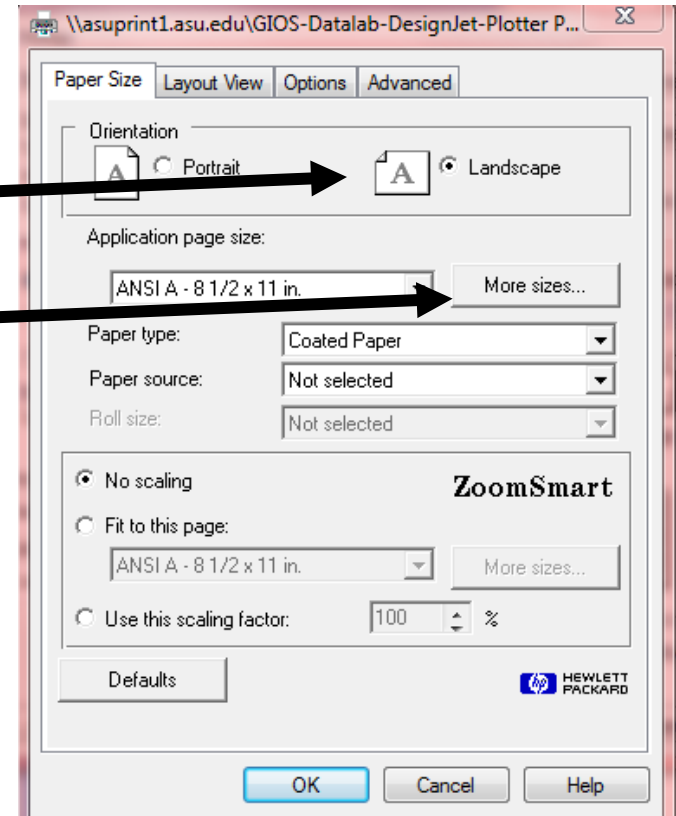
More Sizes Setting

☐ Under Custom paper size

  ☐ enter your width to 56 or less, depending on what you set your Page Height to in Page Setup and

  ☐ Height to 36 or less, depending on what you set your Page Width to in Page Setup

☐ Click OK twice to go back to the Printer
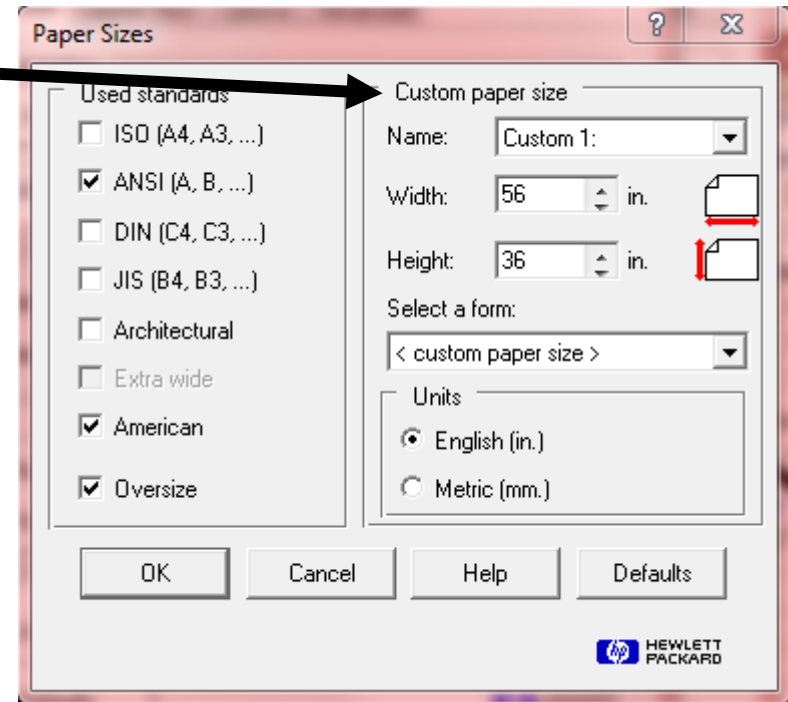
Printing

- You can Preview your poster before printing

- From Preview you can click on Print to print or Close to get back to this Print dialog box

- Click on OK to print
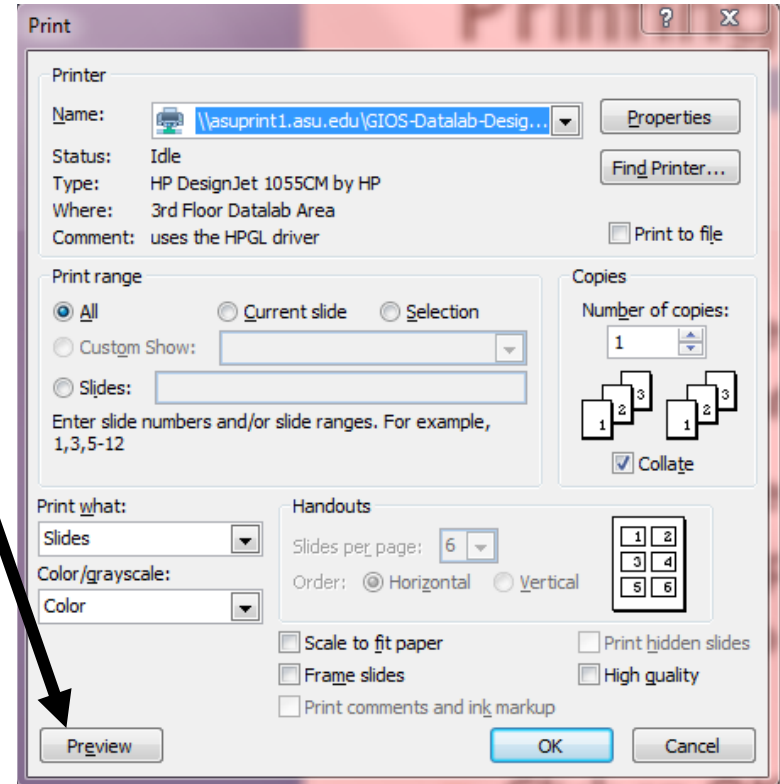
After Printing

- For CAP LTER Poster Symposium participants, please submit an electronic copy of your poster to Cindy.Zisner@asu.edu (only if <1Mb). If larger please contact to make arrangements.

- Instructions for putting up poster at Symposium will be sent to you.

- Your final poster will be put on the CAP LTER website as a pdf

Things to Remember

- Make sure your poster is easy to follow – most people read left to right and top to bottom
- Font size and line spacing are important for readability

- Color can and should be used for emphasis but don't overdo
- Posters are often mounted on tack boards with push pins so do not trim off the white margin so you have a place for pins rather than directly on your poster