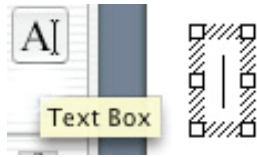


Guidelines For Posters

Using PowerPoint for Posters

1. **Read your conference guidelines for size specifications before creating your poster.** Create a new presentation under the **File** menu and choose a blank presentation.
2. To set your page size select **File** menu and choose **Page Setup**. Type in your desired height and width for your poster. (PowerPoint may have a size limitation – you may have to create your poster at half the size and we will double the size at time of printing. Please see Poster Printing Checklist on reverse side.)
3. Insert your content. Text can be typed directly in the powerpoint file or it can be copied and pasted from another program. Text should always be inserted or pasted into a text box. Use the text tool (see right) or use the **Insert** menu and select **Text Box**. Pasting into a text box enables you to edit the size, font style, and colour.



Pictures, tables, charts and graphs can be inserted using the **Insert** menu or can be copied and pasted into Powerpoint using the **Paste Special** option under the **Edit** menu. When scaling images, select only a corner handle with your mouse, then drag to size proportionately.



A Background colour can be selected under the **Format** menu, under **Slide Background**. Choose a gradient, texture or colour. **Avoid pattern fills.**

Using Corel Draw / Illustrator for Posters

1. **Read your conference guidelines for size specifications before creating your poster.** Under **File, Document Setup**, set your page size and orientation (portrait or landscape).
2. Insert and layout your document by placing or pasting text, graphics etc. Use standard fonts for text (Arial, Helvetica, Times etc). **Any unusual fonts should be converted to curves (Corel Draw) or create outlines (Illustrator) to avoid font problems.**
3. Keep scanned images at a minimum of 150 dpi to a maximum of 300 dpi at the actual size image will appear on the poster.
4. **If you have used many layers please flatten artwork to one layer.** Choose **Flatten Artwork** from the **Layers** palette menu.
5. Delete any artwork, lines or points that extend outside of your document border.



Important: Before creating your poster, check with your conference guidelines for size limitations, portrait or landscape orientation or other special requirements.

General Design Considerations

- Organize and define flow of content in sections by columns or rows.
- Balance text with graphics – less is more.
- Use white space effectively – avoid crowding content.
- Use standard fonts. Suggested fonts: Times, Arial, Helvetica, Symbol, Wingdings.
- Create a pleasing contrast between text and background colours. Black or dark text generally works well on a soft light coloured background.
- The title should be large enough to read from four meters away.
- Body text should be easily read from one to two meters.

We suggest these font sizes as a general guideline:

Main Title	100 pts or 4 cm high
Subheadings	50 pts or 2 cm high
Body Text	25 pts or 1 cm high

What Size Poster?

Posters sizes vary depending on conference specifics and amount of content. **Always check with conference requirements first!**

We suggest these poster sizes as guidelines:

36 x 48" 36 x 56" 42 x 42" 42 x 48" 42 x 60"

Effective posters are:

- Concise and organized
- Visually appealing
- Legible from 1-2 meters

Printing Posters

The print shop at UBC Media Group is a facility for printing large-format color academic posters. We offer high quality and fast turnaround for the university community and affiliated teaching hospitals at competitive prices.

Our **Epson Stylus Pro** prints up to 42 inches wide producing near magazine quality output that is ideal for conference presentation posters.

Though the process is normally uneventful, be aware that problems can occur and we cannot guarantee results in every circumstance. Give yourself plenty of time to successfully print your poster — we suggest you come in well ahead of your deadline.

Please indicate final print size, printer preference and any further instructions when sending files to us.



Email files to slides@interchange.ubc.ca. Please include complete instructions and contact information.

For sending files larger than 50 MB, please call for FTP info.

Please indicate your method of payment with your email when sending files. Failure to do so may result in a delay of processing your file.

Poster Printing Checklist

Check your page size. Make sure your poster fits within our printer's specs (maximum 42" wide), as well as your conference guidelines. In most cases we can scale your poster proportionately to fit our printer.

- Unless otherwise specified, posters will be printed at the size indicated in your file page set-up. Please indicate **final print size**, printer preference and any further instructions/requirements when sending files to us.
- Please **proofread and double-check your file** before sending it to us for printing. The Media Group will not be held responsible for pre-existing errors.
- Allow room for printer margins. Don't place objects right to the edge of your layout.
- Use tiff or jpeg format for placed images. When using jpeg files, please save them as "baseline" and not "progressive".
- Keep images at a minimum of 150 dpi up to a maximum of 300 dpi. The Media Group is not responsible for the image quality of your prints. Most high resolution logos are available at the Media Group if needed. Avoid images that have been downloaded from the internet – these images are not optimized for printing.
- Avoid using preset pattern fills for graphs, backgrounds or other objects as they will not show up clearly.
- Avoid layers, clipping paths, and transparent fills.
- In some cases graphs, charts and formulas generated outside of Powerpoint can be a problem with printing. Ungroup objects in Powerpoint, or save / export complicated graphs and charts to a tiff or jpeg format.
- All symbols must be inserted (under the file menu, choose Insert then symbol). If the symbols are not placed in your file through the Insert menu, they may not print correctly.
- Flatten all layers, send all linked files for "placed images" and convert text to outlines/curves whenever applicable.
- To prevent possible printing errors, a laser or pdf proof is included in the set up fee.
- We accept both Mac and PC files, Powerpoint, Corel Draw, Illustrator, Photoshop, Indesign, tif, eps, and pdf formats.



Phone 604-822-5769 for further assistance
or email slides@interchange.ubc.ca

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