

How to make a conference poster with the IPFW templates

There are two templates provided for your use. Both templates are PowerPoint files. One template has a horizontal orientation with dimensions of 42" X 50" located at



42" X 50"



30" X 40"

http://www.ipfw.edu/celt/learning/documents/42X50_template.pptx, and the other template has a vertical orientation with dimensions of 30" X 40" located at http://www.ipfw.edu/celt/learning/documents/30X40_template.pptx. These sizes are provided to accommodate most poster session requirements. You can re-size these templates by using the "Page Setup" command in the Design menu of PowerPoint.

The background of both templates includes an official rendering of the IPFW logo and the required EEO text that must appear when the logo is used. Please do not remove or change these elements.

The backgrounds are also at a resolution of **300 dpi**, which is the minimum required by Printing Services to reproduce sharp, unpixelated graphics. Any photos that you use on the poster should have a resolution of 300 dpi when displayed at the actual size they will appear on the poster. For example, if a photo will appear at 8" X 10" the photo must be at 300 dpi. The photo should not be expanded from a 4" X 5" 300 dpi photo to an 8" X 10" size. The resulting resolution will be 150 dpi and will look "blurry" when printed.

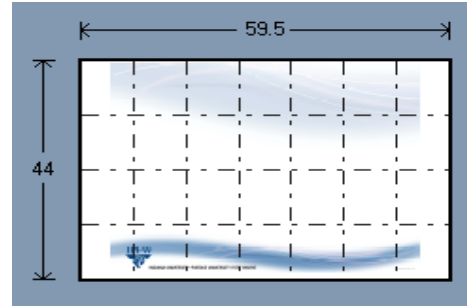
Non-serif typefaces look best in poster displays. These are the styles without "feet". The names of some non-serif typefaces are Verdana, Arial, Calibri, and Helvetica (available in the Mac OS).

Try to use different font styles (regular, bold, italic, bold italic) and sizes of the same font rather than mixing several typefaces. Try 150 point for your title, 100-120 point for headings, and 60-72 point for your text. You may also wish to use color for single words or phrases or for short headings, but try to use only 1-3 different colors since it is very easy for your viewer to become distracted by too many colors.

Your template will open in PowerPoint with a grid showing to help you **lay out** your poster. This grid will not show in your final printed piece. Here are examples of **good poster layouts**, along with a short tutorial in poster design from the Penn State Engineering Department at <http://www.writing.engr.psu.edu/posters.html>.

When you are finished laying out your poster, do a test print of it in gray scale in its actual size. Taking the time to do the test print will save your time and money by helping you identify errors that might not be visible when working on a computer monitor. Here's how to make a test print:

1. Save your PPT file as an Adobe Acrobat .pdf file. You can do this from the PPT "Save As" menu.
2. Open the .pdf file in Adobe Acrobat, then choose Print from the "File" menu. Click on the "Properties" button, then choose the "Color" tab. Click to check the "Print in Grayscale" box and OK.
3. While still in the Print dialogue box, choose "Tile all pages" in the "Page scaling" dropdown menu on the left hand side of the Print dialogue box. You will be shown a view of how the poster will be tiled. See example at right. The file shown will print out in 28 pages for the 42" X 50" size.
4. Click OK to print the file.
5. Lay out the poster on a table, the wall, or the floor. Carefully note the general appearance of the poster, typos, and layout.



Once you are pleased with your poster, consult the **Printing Services** web site at <http://www.ipfw.edu/printserv/>. You can estimate the price of the poster using the category "Wide Format Printing: Matte and Glossy Rolled". The price of the poster depends on the width of the roll of paper used to print your poster. Please note that **one dimension of your poster may not exceed 42"**. To order your poster, follow the instructions on the Print Request page at <http://www.ipfw.edu/printserv/forms/printrequest.shtml> and email your Adobe Acrobat .pdf file (NOT the PPT file) to Printing services with your completed form. You should allow at least 24 hours for your poster to be turned around.

Visit CELT in KT 234 or Printing Services to see examples of posters. Tom Lecy, Supervisor, Printing Services, is willing to discuss with you any aspect of the printing of your poster. He can be reached at 1-6878.