<u>**Research Poster Production Tips**</u>

What does my poster have to look like?
Posters themselves should be entirely students' own work, although the work described may be joint with your supervisor or other students/research staff if you work as part of a team. They should be **A1** (594 x 841 mm) in size and can be either landscape or portrait in orientation.

Use PowerPoint; don't use Word, Publisher, or Excel to produce a poster.

General Design
Decide on landscape or portrait format and **set the page size *first*.** Use a custom page size setting and enter the dimensions of the finished poster.

NB - PowerPoint has a maximum page size of 142cm – to overcome this maintain the final aspect ratio and use a scaling factor i.e. a 2 x 1 metre poster should be produced with a page size of 140 x 70 cm and a scaling factor of approximately 1.43X which maintains the same 2:1 aspect ratio. Specify that the poster is to be scaled to final size at the printing stage. Choose the smallest scaling factor possible within the 142 cm limit i.e. still keep the poster as large as possible, and bear the scaling factor in mind when choosing font sizes etc.

Do not put important text or objects too close to the edge of the page, allow a margin for trimming. Bear in mind that the edge of the visible page on the screen will be the actual cut edge of your poster.

Make sure that lines are of adequate thickness, especially when importing graphs or objects from another application. Lines usually appear much thicker on screen than they actually are. Unless the poster is being scaled up, a 0.5pt line will be visible on screen but will actually print at only 0.5pt at the final poster size. Check by viewing at 100% and standing back from the screen at the distance the final poster will be viewed at.

Fonts and Text
Use a standard, easily legible font with a minimum size of 24pt on an A0 size poster. Don't use any fancy fonts or special characters which are unlikely to be available to the printer. If you must use special fonts then produce a PDF file of your poster making sure you include the fonts in the PDF file. Check the PDF file on a different computer, not the same one used to produce the poster, before submitting the file for printing.

Sans serif fonts such as Arial, Helvetica, Gill Sans, etc. are more legible at smaller sizes than serif fonts such as Times. This is particularly important for axis labels and annotation on graphs and diagrams imported from other applications where the text is usually much smaller than the general text on the poster.

Use sentence case or title case rather than upper case, except where necessary. Use bold only for emphasis not to try to increase legibility, use a different or larger font if legibility is an issue.

Use easily legible colours for text which contrast well with the background i.e. dark text against a light background or light text against a dark background. Avoid combinations like red against blue, black against blue, yellow against white, etc.

Images and Imported Objects
For best results images should have a resolution at the final printed size of 150 – 200 dpi. Images taken from web pages are unlikely to be useable.

Do not copy and paste images into PowerPoint, save the image as a TIF file and use Insert > Image > From File instead. Images pasted in on a Mac cannot be displayed or printed on a PC because of QuickTime compression compatibility. If you are using a Mac it is essential to use the Insert > Image > From File option.
Do not use the Transparency feature with images as this gives unpredictable results when printing. To 'fade' an image use either a combination of Brightness and Contrast or alternatively overlay the image with a white-filled rectangle and adjust the Transparency of the rectangle instead of the image.

When using an image behind text make sure that it does not interfere with the legibility, particularly in the shadow areas of the image. If necessary use the Contrast and Brightness controls to 'fade' the image. Check the results by using Print Preview.

Do not Copy and Paste from specialist software programs which are unlikely to be available to the printer. If you do need to use Copy and Paste then use the Paste Special > Picture (Enhanced Metafile) option instead of the default Paste option. This will break the link to the original program and insert a Windows Metafile image which can be ungrouped and edited if necessary.

Do not squash or stretch images or pasted in objects, instead hold down the Shift key whilst dragging a corner point to lock the aspect ratio when resizing.