Poster Printing Using PowerPoint for Large Format Posters

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Why a poster?

• Posters can serve several functions
• One poster may not be able to do all functions
  ▪ Visual aid for a talk to a small group
  ▪ Complete synopsis of a project
Why a poster?

• Good posters are:
  ▪ Succinct – under 1000 words
  ▪ Visual – attract audience
  ▪ Orderly – a natural order to the presentation
Why a poster?

- A project poster should have:
  - short title
  - introduction
  - overview of your approach
  - results
  - discussion of results
  - related published articles
  - brief acknowledgements
Example 48” x 36” PowerPoint Poster

Why a poster?
- Poster can serve several functions
  - Show work to a larger audience
  - Highlight key points
  - Provide a dynamic visual aid

Setting Poster Size in: File → Page Setup

Font sizes and scaling:
- 16 point: ABCDEFGHIJKLMNOPQRSTUVWXYZ
- 20 point: ABCDEFGHIJKLMNOPQRSTUVWXYZ
- 24 point: ABCDEFGHIJKLMNOPQRSTUVWXYZ
- 28 point: ABCDEFGHIJKLMNOPQRSTUVWXYZ
- 32 point: ABCDEFGHIJKLMNOPQRSTUVWXYZ
- 36 point: ABCDEFGHIJKLMNOPQRSTUVWXYZ
- 40 point: ABCDEFGHIJKLMNOPQRSTUVWXYZ
- 48 point: ABCDEFGHIJKLMNOPQRSTUVWXYZ
- 60 point: ABCDEFGHIJKLMNOPQRSTUVWXYZ
- 72 point: ABCDEFGHIJKLMNOPQRSTUVWXYZ
- 80 point: ABCDEFGHIJKLMNOPQRSTUVWXYZ
- 88 point: ABCDEFGHIJKLMNOPQRSTUVWXYZ
- 96 point: ABCDEFGHIJKLMNOPQRSTUVWXYZ

Titles are Initial Cap
- Bullet text slide example
- Text is sentence cap – the first letter of the bullet point is capitalized, then only proper nouns are capped
- Periods are only used if a complete sentence

Power Point size 35.5”
Paper size 36”

WSU Logo from Web page

WSU Logo from Web page

Scaleable transparent WSU logo.png found on MIME’s LFP website:

To have your poster printed:
1. Have an IRI prepared by your office.
2. Take IRI to Sloan 201 and get an LFP work order.
3. Bring LFP work order and ready to print file to ETRL 203.

File formats:
- Program data files:
  - PowerPoint
  - Adobe Illustrator CS
  - Adobe Photoshop
  - CorelDRAW
  - Microsoft Office 2007

- Ready to print files:
  - Adobe PDF 1.3
  - Adobe Postscript 3
  - TIFF – Baseline TIFF 6.0
  - JPEG
  - CALS G4
  - PDL2

More details on posters and process available on line at:
http://ftp.mme.wsu.edu/

The full size version of this poster is normally posted across the hall from ETRL 203.
PowerPoint limits

- PowerPoint may only design posters up to 56 inches.
- Desired poster size 48 x 36 inches.
- No scaling required.
- Standard paper size is 36 inches, printer requires a margin of .25 inches on each side of paper.
- Set size to 35.5 in PowerPoint.
Setting custom size

File > Page Setup

Changing size can alter aspect ratio of slides after they are defined. You need to set the correct size before you begin your Poster.
If you use a non-standard font that we do not have on our computer, a font will be substituted for it.
This substituted font will not have the same size per character.
Layouts will break.
Use quality graphs and charts

Cut/Paste image as windows metafile

JPG file image
High resolution graphics

• Pictures should have at least 72 dpi printed size
  ▪ A 10 inch X 10 inch image at 100dpi is 1 Mega Pixel
  ▪ A 40 inch X 40 inch image at 100dpi is 16 Mega Pixels

• Dots Per Inch (DPI) or Pixels Per Inch
Text boxes

• The width of text boxes should be approximately 40 characters (on average: 11 words per line).

• Lists are easier to read than blocks of text

• Posters should not be journal articles on a wall
Details on the web at: http://lfp.mme.wsu.edu/
Getting your poster printed

Bring your file with the poster to ETRL 203
You may bring it on:
  • CD/DVD
  • USB Memory device
  • 3½” floppy disk
  • Zip disk

We will copy your file onto our computer, and view it with you to ensure that it has a high probability of printing. This should only take a few minutes for each poster.
Other file formats

- **PDF** – Office 2008 can now publish PowerPoint as PDF documents, this can decrease errors in printing.
- **TIFF images**, can be directly loaded to the printer decreasing errors.
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