The UNIVERSITY of OKLAHOMA
College of Dentistry

Poster Preparation Guidelines

University of Oklahoma College of Dentistry

**Courtesy of the AADR-Oklahoma Section and
the Student Research Group-Oklahoma Chapter**

IADR
AADR

Initial Preparation

- **Check instructions for poster formatting as specified for your meeting/presentation**
  - **If presenting at 2 or more meetings, use the smallest maximum size permissible for all**
  - **Poster size effects resolution and impact**
- **Gather data, text and pictures to be used in your poster and place them in one folder for convenient access during poster creation**
- **Scanners are available in Bird Lib. & in the college for the scanning of slides, x-rays & photos**

Using the Template

- Download the poster template file named "PosterTemplate.ppt" to your computer from the Scientific Day web site on the OUCOD home page

- Double-click the Microsoft PowerPoint PowerPoint® icon in the Microsoft Office folder (Mac OS) or from Programs in the Start menu (Windows OS)

- Open the template file to design your poster using the pre-designed template

Poster Dimensions

- **Under the "File" menu, choose "Page Setup" and change the dimensions to your desired poster size**
- **Change the "slides are sized for" option to Custom**
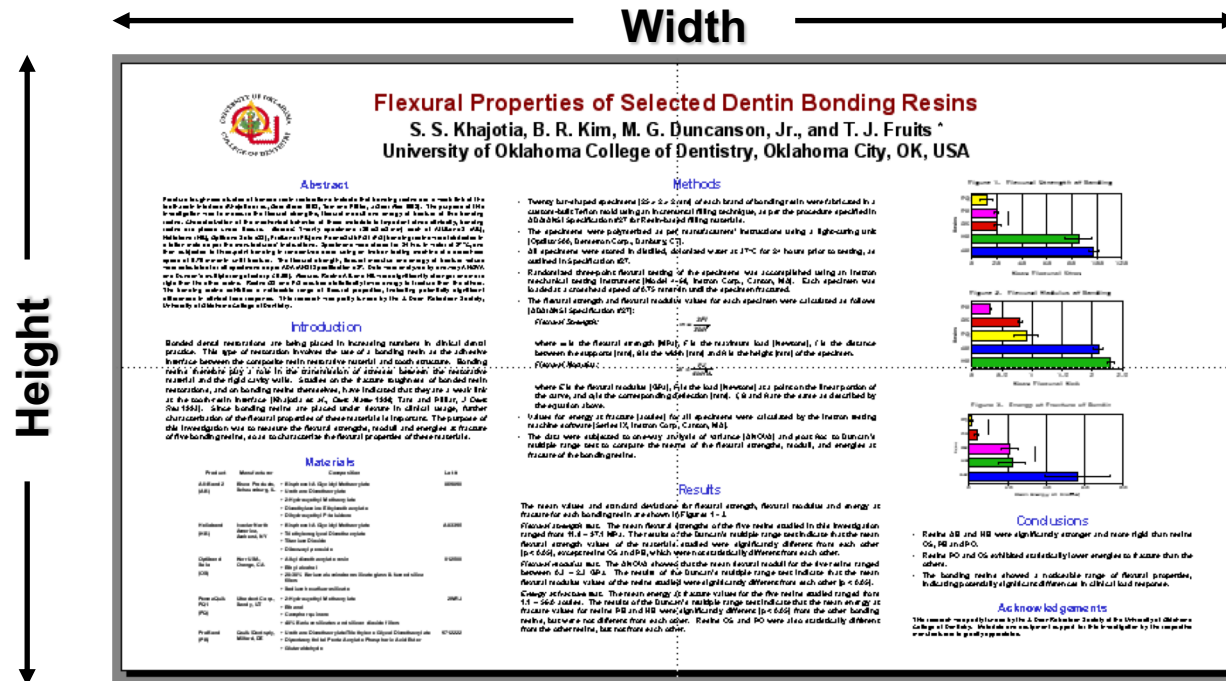
Width

Height

**The maximum size we can accommodate is 36" high and 66" wide**

- The <u>maximum height</u> that can be printed by the College's 36 inch printer is <u>35.5</u> inches – that dimension **cannot** be increased

- PowerPoint® limits the <u>width</u> of a poster setup to <u>56</u> inches, but your poster can be made wider by changing the height and width to <u>half</u> the size desired

- Remember to **inform** Information Technology staff to print the poster at <u>double</u> the size or else the half-size poster will get printed

Saving the file

- Select "Save" from the "File" menu

- Save the document on the computer's hard drive in the format "LastName.ppt", where LastName is the last name of all presenters

  - E.g., name the file "Doe Buck.ppt" if the presenters' last names are Doe and Buck

- Save the file every few minutes so as not to lose any changes made! The shortcut to save a file is pressing the "⌘" & "S" keys on a Mac or "Control" & "S" keys on a PC

Text boxes

- **Text boxes have already been added to the poster template – their format can be changed to fit your needs**

- **To insert additional text boxes, choose "Text Box" under the "Insert" menu or click the icon on the toolbar, then click & drag the box to the desired size**

- **Make the format of text boxes consistent**
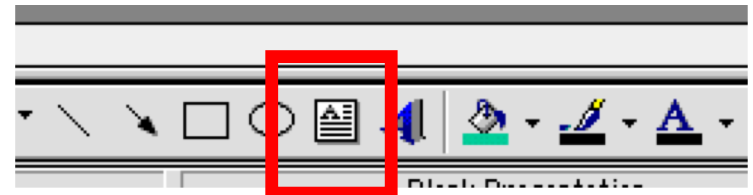
- **Text can be entered into a text box or it can be copied from a Word® or WordPerfect® document and pasted into your poster's text boxes:**

  - **Select text to be copied in your document and choose "Copy" from the "Edit" menu**

  - **Return to your PowerPoint file and place the cursor in the text box where the text is to be pasted**

  - **Under the "Edit" menu, choose "Paste"**

Fonts

- **Format the text in the box:**

  – **Use common cross-platform fonts such as Arial, Geneva, Times, Helvetica, *etc.***

  – **Avoid using fonts that may only reside in your software or computer (Bell MT, *etc.*)**

- **Minimum final font sizes recommended are:**

  – **30 for text in text boxes**

  – **50 for headings on text boxes**

  – **74 for author and college names, *etc.***

 – **90 for poster title**

Scanning Images

- **Measure the actual image size and estimate the size of the image desired on the poster:**
  - **If a large picture is to be used in a smaller size, scan at 300 dpi resolution and 100% scaling**
  - **If a small picture is to be used in a larger size, scan at 600 dpi resolution and ≥ 150% scaling**
  - **Line drawings should be created at ≥ 300 dpi in EPS or other vector graphics formats.**

Scanning Images

- **Check the file size after scanning, it should ideally be 100-300 Kb. To check the file size:**
  - **on a PC, locate the file in My Computer/Windows Explorer and right-click on the file name, then choose Properties**
  - **on a Mac, click the file name once and press the "⌘" and "I" keys (or "Get Info")**
- **Images downloaded from a website do NOT reproduce well on a poster because they are designed for fast viewing on the website**

# Images

- Select "Picture" under the "Insert" menu and then choose "From File"
- Select the file name and choose "Insert"
- Adjust the size of the picture by using the "size adjustment handles" located at the corners of the picture (just click and drag, then release)
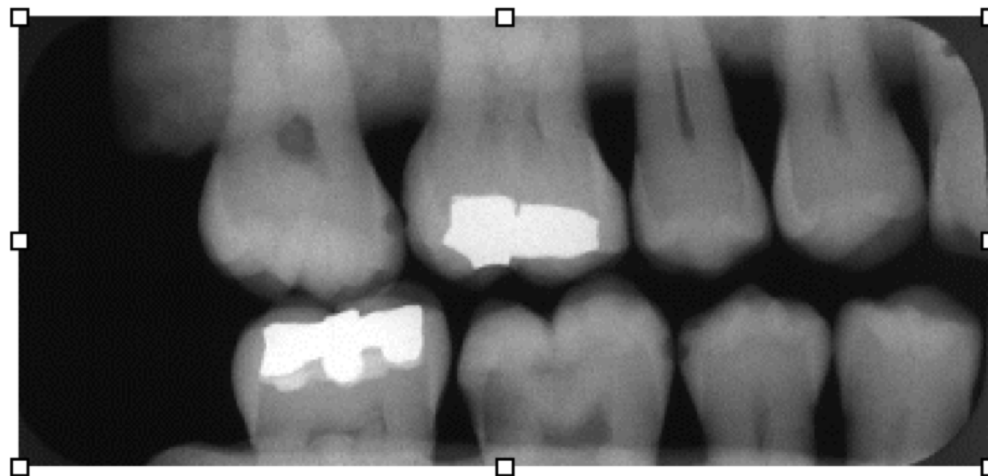
- To resize your picture while keeping the same relative proportions, hold down the Alt (Option) key while dragging the handles

- To move the picture to another location on the poster, hold the mouse button down when the pointer becomes a four-way arrow, and move the picture

- For small adjustments in position, use the arrow keys after clicking once on the picture
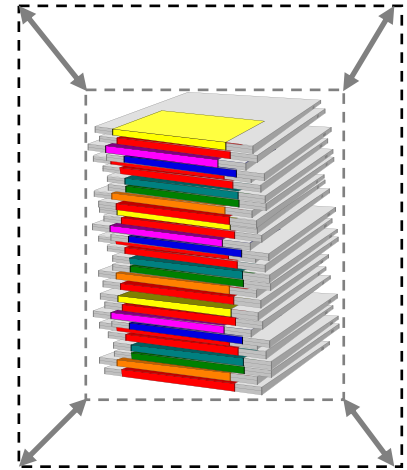
Table

- **Click the "Insert Table" icon, then drag to select the number of rows and columns**

- **This opens a Word® table inside the PowerPoint® file – enter the data in the cells and format the table**

- **To return to PowerPoint®, click "Update" and then "Close & Return" on the "File" menu**

- **Tables in an existing Word® document can be copied and pasted into PowerPoint®, just like text**

Chart

- **Click "Insert Chart" and follow the instructions provided by the Chart Wizard**

- **To create graphs with more formatting choices (color, axis, font, chart type, error bars, *etc.*), use Microsoft Excel® instead. Import the graph into PowerPoint® (Insert > Object > From file) to avoid printing problems - do not copy and paste**

- **Charts can also be imported from several other currently available plotting/graphing programs**

- **Don't create a title for the chart in Excel since it has been known to cause incomplete printing**

Background and Colors

- **Theme colors are set using the "Format" menu**

- **Posters with dark backgrounds will NOT be printed**

- **Choose "Fill Effects" to add textures, gradients, or light-colored background shading, or choose "More colors" to create a custom background color for your poster**

Alignment

- **Select the text boxes, images, graphs and tables whose edges or centers are to be aligned using the "Select All" option or by pressing the "Shift" key and clicking on the items to be aligned**

- **Click the "Draw" button on the Drawing Toolbar, choose "Align or Distribute", and then select the method of alignment**
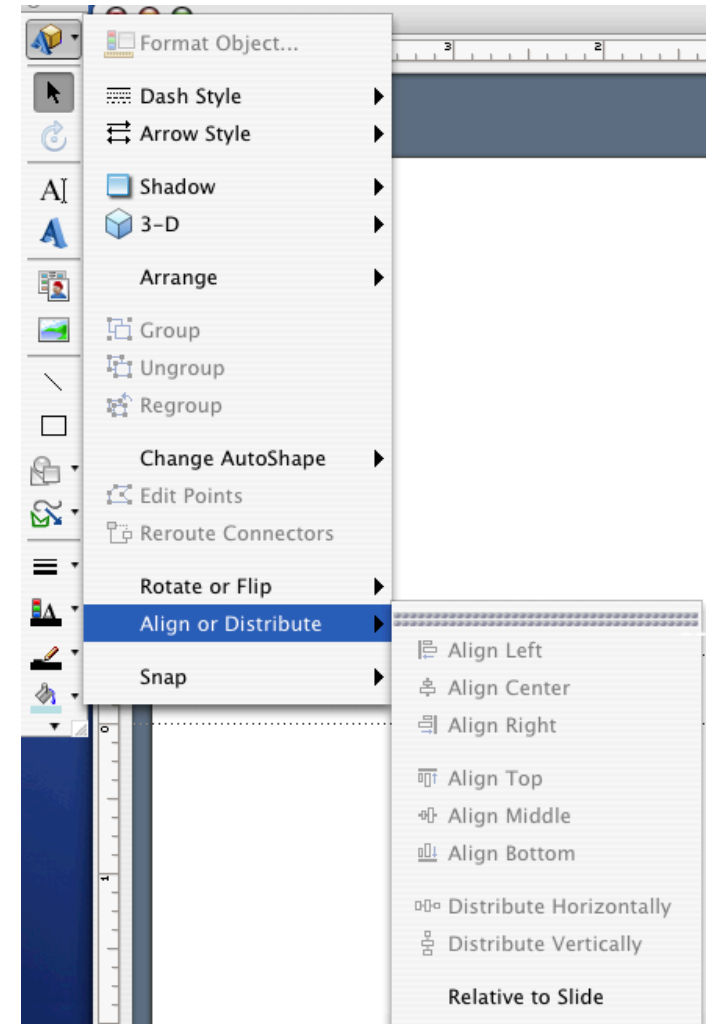
Data Backup

- **After you have the colors worked out and the document is to your satisfaction, remember to make a backup copy of the file on a different disk for your peace of mind (and ours too!)**

- **USB drives are a convenient way to make a backup copy of the file, but will NOT be accepted for the submission of your poster**

- **Backup of data and files is your responsibility**

Final Approval

- Get the poster critiqued and approved by your research mentor, and make all changes necessary

- Posters will only be printed <u>once</u>, so make sure that all corrections have been made before sending the poster for printing
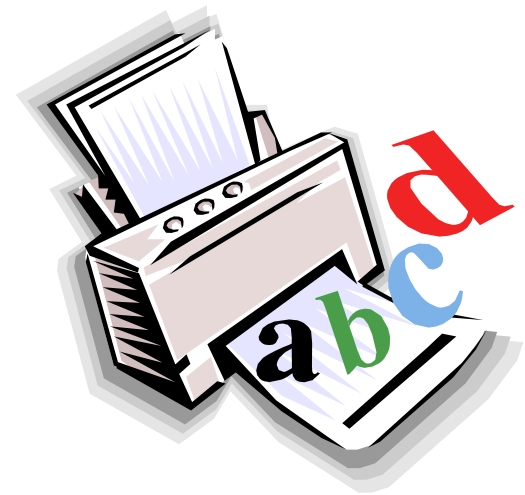
PC-to-Mac Conversion

- **If you have prepared your poster using a Windows-based computer, it is recommended that you check the poster using a Macintosh computer to determine whether the text, images and other objects inserted are compatible because it will be printed using a Macintosh computer**

- **Use common image formats that are cross-platform, such as JPG, PNG, and GIF**

Printing

- <u>Faculty mentors</u> are requested to reserve a time slot to print Scientific Day posters
- Time slots are available on a first come-first served basis
- The <u>mentor</u> should e-mail the approved PowerPoint file <u>no later than one hour before</u> the time selected
- The mentor will be responsible for printing the poster elsewhere if poster printing is not scheduled
- Your presence is not required during printing

Questions?

Please direct questions regarding poster printing to:

Mr. George Baker

Information Technology

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