

# **VFIC Poster Printing**

## **Guidelines**

**The following guidelines need to be followed for effective poster printing at the VFIC:**

**Few Useful Tips for Effective Poster Design:**

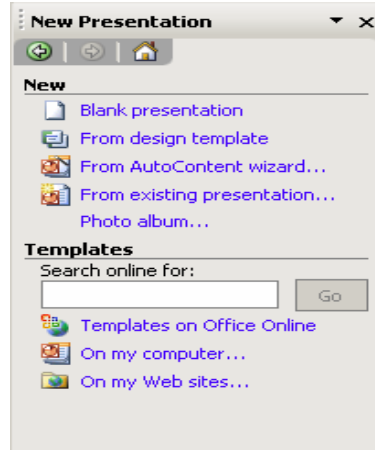
- a. Complete the Poster Request form from the following link.  
<http://vfic.tamu.edu/Documents/Forms/Large%20Format%20Printer%20Digital%20Plott%20requestforms.pdf>
- b. Use colors that clearly distinguish graphs. (Especially in cases where bar graphs are used) (*More information on Detailed Guideline #6*).
- c. Do not use compressed images, especially when using a Mac, as they cause error messages that need to be removed. (*More information on Detailed Guideline #6*).
- d. Create posters with a white background. (*More information on Detailed Guideline #2*).
- e. Usage of images with high resolution would be preferred, instead of web images. (*More information on Detailed Guideline #6*).
- f. In case of more than posters, label each of the revisions.

**Detailed Guidelines:**

**1. Using a Blank Background**

**a. *Select a Blank Background as the Template***

A blank background is the preferred working background for the poster template. A blank background template is used during the initial design phases of the poster. With the blank background, you will be able to insert your own title box, poster captions, textboxes, and any graphic element for easy viewing. Selecting and using the Gallery of Pre-designed Slide Templates can be limiting. It is not recommended to use the working background template during the initial design and construction stages of the poster. Once you have designed and laid out the major elements of the poster, you can create any background. Use any of the pre-designed templates to experiment with the appearance. In addition to the selected pre-design templates, you will have at your disposal many colors, combination of colors, and different background features containing textured and non-textured patterns to work with. PowerPoint will enable you to create a blank working background. Note the panel to the right in the tri-pane window, New Presentation, on your computer's monitor. *Instructions for creating a blank template are given below.*



**New presentation pane**



**Slide Layout Section**

***b. Opening a Blank Background – Instructions***

- a.) Under the heading, ***New Presentation*** and the section entitled ***New***, select ***Blank presentation*** to display the ***Slide Layout*** panel.
- b.) Under ***Content Layout***, select & click on the ***Blank Square*** to change the slide panel to reflect a blank background.
- c.) Note that the ***Click to Add Title*** & the ***Sub-title*** boxes are removed. A blank background slide is created. This blank slide will be used as the working background template.
- d.) Close (X) both the Left Pane Panel (Outline & Slide tab) and the Right Pane Panel (Slide Layout) windows.

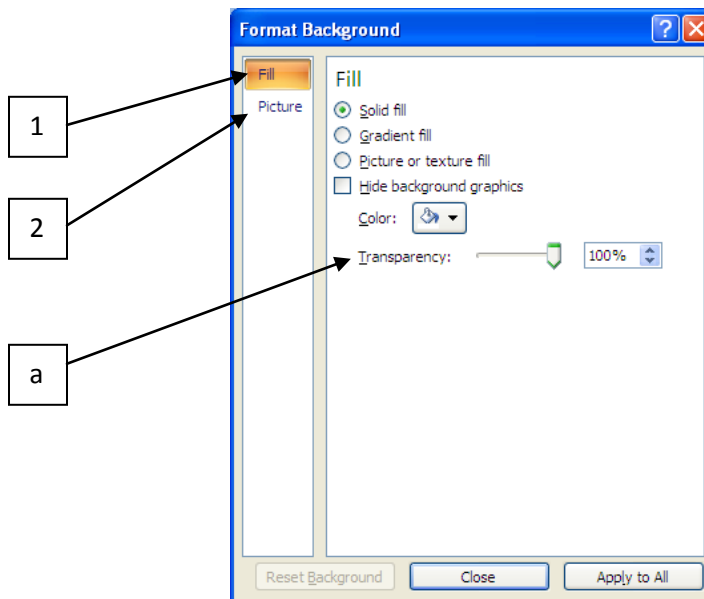
## **2. Using a background with an image:**

*VFIC prefers white background or a very transparent picture as a background.*

Incase of using an image as a background, the required transparency level of the image to be used can be specified as follows,

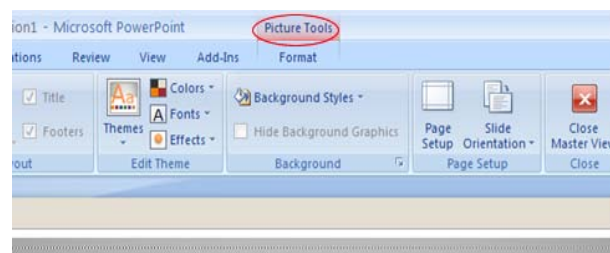
Select the design tab and choose background option.

1. **Fill:** Specifies the appearance of the background image used.
  - a. The transparency feature enables to specify a required level of transparency of the image to enable better readability.
2. **Picture:** Enables the selection of the required image as a background of the slide.



The picture toolbar can also be used to select a background for a slide.

On selecting an image, the **Picture Tools** tab appears above the Ribbon. This tab must be selected to use the Picture Tools toolbar.

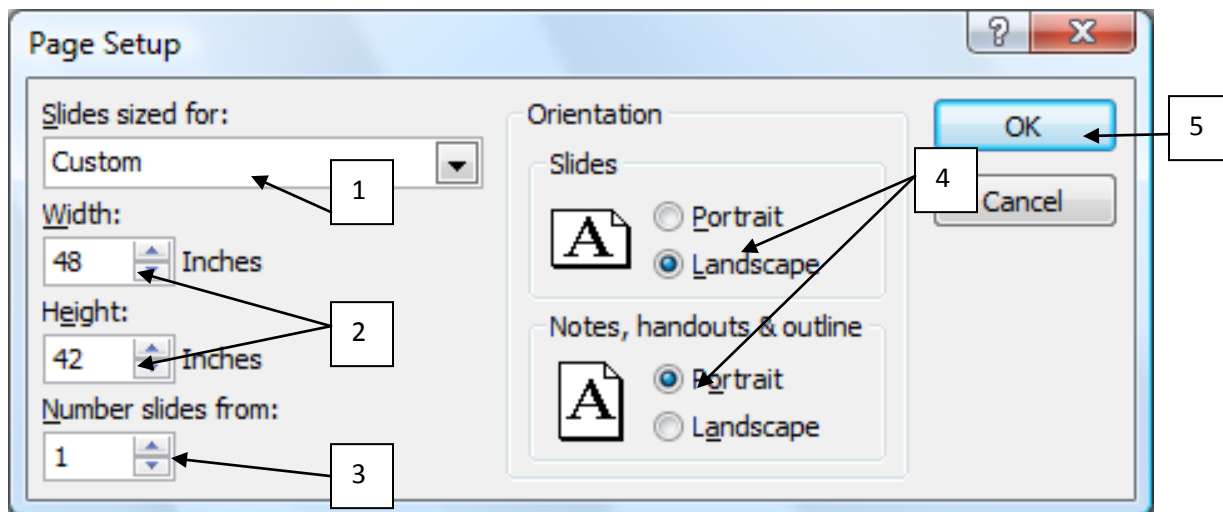


## **3. Determine Poster's Size & Select Desired Orientation**

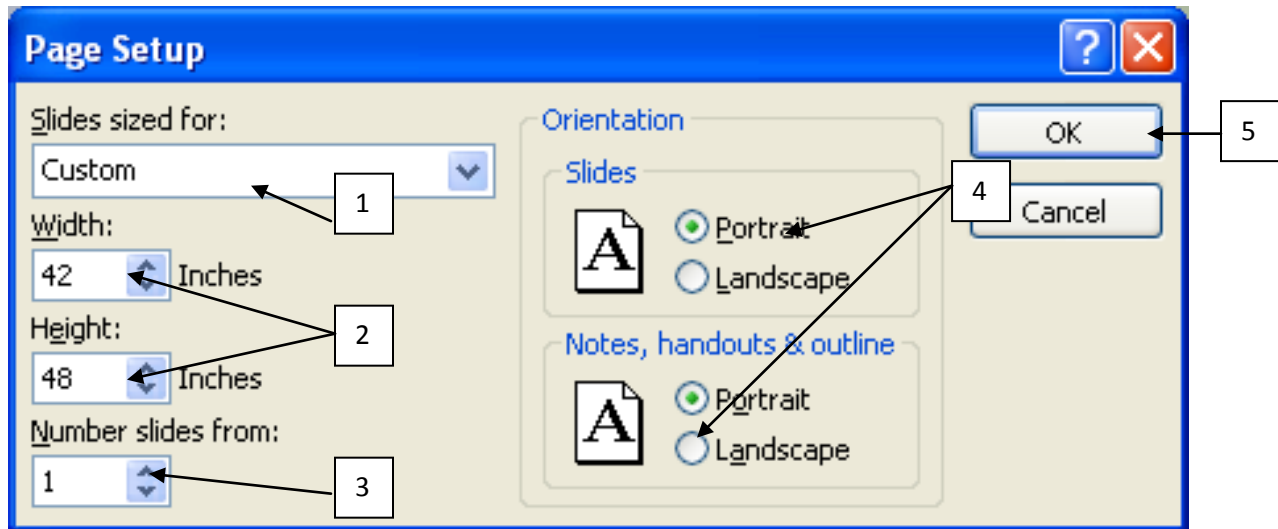
The poster size will vary depending on the particular conference or meeting specifications. Size will also vary according to the amount of content (the text size, the number & size of textboxes,

the number & size of graphic elements, etc.). Therefore, consider the issues mentioned with regards to poster size and read very carefully the particular conference or meeting guidelines for size. Again, it is highly advisable that you first check the particular requirements for each specific conference or meeting before assigning the dimensions of the poster's size. *Follow the instructions on the next page for setting the size of your poster. Do not exceed the recommended maximum settings for either the landscape or the portrait design.*

- 1.) In the **File** menu, choose **Design > Page setup**. In the **Page Setup** window > **Slides sized for** > and then select **Custom** from the dropdown list.
- 2a.) For **Landscape**:  
Type in **Width [48" Max.]** and **Height [42" Max.]**
- 2b.) For **Portrait**:  
Type in **Width [42" Max.]** and **Height [48" Max.]**
- 3.) In **Number slides from:** select **1**.
- 4.) **Orientation / Slides**, select **Landscape** or **Portrait**
- 5.) Then select **OK** to close window.



## 2a.) Landscape



**2b.)Portrait**

#### **4. Create Textboxes for Each Appropriate Section Heading with Written Content**

Create and enter the content information for each appropriate section needing a body of text in your poster. The content of each of these sections represent the body of text to be enter for the subject matter being presented. The font type for these sections should be the same and the font size should be limited to 24 – 48 points (36 optimum). Remember that the size of font would depend on the needed area of text, which maybe limiting for some individuals. It is recommended to use serif type, which is very readable. You can also use a font like: Garamond, Book Antigua or Bookman Old Style. The body of text should be the same throughout the entire poster in form and style.

#### **5. Use Other PowerPoint Program Features to Insert Text, Change the Font Type, &/or Size**

Generally, it is not recommended to *cut and paste*, or to *copy and paste* text to be inserted onto the poster from another software program source, unless it is MS Word or PowerPoint. The cut/copy and paste will create text boxes fonts and sizing defaults that may not be compatible to the PowerPoint program. In this situation, using the cut-copy-paste techniques will not give you the flexibility to manipulate and change the inserted text. It may also affect the printing capabilities of some HP Poster Printers. *Use the following recommended technique for insert text into your poster.*

- 1.) Select the *text* in the other program, if you will, and copy (**Ctrl +C**).
- 2.) Go to the PowerPoint **Edit menu**. Select **Paste Special**, and then select **Formatted Text (RTF)**. Click “**OK**”.
- 3.) The text will be entered as a textbox. Use the above recommended technique to work on inserted text and/or pictures.

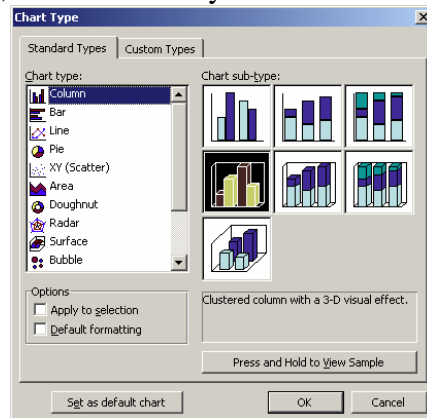
## **6. Use Graphic Skill Sets to Create Scientific Charts, Graphs, and Tables**

Working with charts, graphs, and tables may also be required skill set in order to appropriately display scientific data and/or result from your research. The PowerPoint software can be used to accomplish this task. *It is suggested to use the PowerPoint program itself to create graphs, charts, and tables for your poster. This ensures clarity of images and prevents image skewing.*

### **a. Information & How-to Instructions**

Use **Microsoft Word** for tables that include complex graphic formatting elements (such as : bulleted lists, custom tabs, numbering, hanging indents, individual cell formatting, and cells split diagonally). Use MS Word also to automatically format most tables, MS Word created graphics are easily inserted into PowerPoint poster.

Use **Microsoft Excel** for tables that include complex calculations, intricate statistical analysis, and well designed charts associated with the mentioned complexities. Excel also can automatically format tables, which are easily inserted into a PowerPoint.



### **Construct Graphs, Charts & Tables**

Incase **SigmaPlot (or any other software)** is used to create graphs, the resulting graph should be stored as a high resolution image (eg: .jpg or .bmp) and used to avoid pixilation ensuring higher clarity of the graphs.

### **b. Steps Used to Create and Insert Graphs, Charts or Tables**

- i. Copy a graph, a chart or a table from the desired program or software on your PC.
- ii. Use the **Edit Menu**, and select **Paste Special** from the dropdown list.
- iii. The most recently selected graph, chart or table that was copied will be listed in the **Special Past window** at the top of the **Source** list (as Excel, MS Word, Picture, or some other format).
- iv. Make sure the **Paste** option is selected in this window, and then hit **OK**.
- v. Your new graphic element should appear on the poster slide background.
- vi. Move and make whatever adjustments necessary for the poster.
- vii. If the graph, chart and/or table is pasted into PowerPoint, then double click it to change data in that graph, chart or table. BUT when these changed elements are printed, the text tends to

move around and the tables may be changed in their appearance. Inserting a graphic file is much better for printing purposes.

Using PowerPoint software, go to ***Insert Menu*** to create a chart. Click on ***Chart*** to get the PowerPoint program to display the Microsoft Graph (a chart and a related datasheet for sample information input). Using the datasheet, type your own row and column headings and enter your own data. Next, go to the Chart menu on the toolbar, select ***Chart Type (pie, bar, line, or combination)*** from the dropdown list as illustrated in the diagram to the left of this text. Note the other options provided within this menu and try using more than one chart type as practice.