

The 7 easy steps to poster productions

1. The background.

Ensure that your text is written in a form that can be transferred to your poster program, e.g. Microsoft Word. Ensure that figures are in their native formats and can be copied to a drawing package. All images/gels/drawings to be scanned should be on a non-stippled surfaced media.

2. The setup.

You should feel comfortable with the program you intend to use. (If you don't have one come and talk to us.) Programs we have found that work well include: Adobe Illustrator, In Design and Microsoft PowerPoint. Open the program and choose a layout, A0 to A4 are the sizes we can offer. A0 size is 115 x 85 cm.

3. Setting up figures

Figures cause problems.... Almost as many as fonts. Never copy and paste figures from one program directly into your poster. If the program you have used to create the figure will export/save as/convert the native document into a transfer document, use it. Transfer documents include TIFF, PICT (only Mac), JPEG or GIF. If the program you have used to create the figure will not export/save as/convert the native document into a transfer document, you must use an intermediate program. Good intermediate program to use is PowerPoint. Copy the figure from the native program into the transfer program. Edit if necessary and export/save as/convert the file into a transfer document.

4. Scanning the images.

Images should be scanned in at 100% 200 - 300dpi. They can be of lower resolution but 300dpi allows for some latitude. Convert the scanned image to a transfer document type. I would encourage the use of the TIFF, gif or jpeg format for images. Alternatively you can bring your images to us to scan or we can teach you how.

5. Importing the text

Text can be imported or pasted into the final poster. Be aware though, that some computers are set up to import the text as is. While others may convert the text into a single font. This causes problems with symbols and bullets. Copy and paste the text in blocks. ie Introduction, discussion, results etc. It is possible to stretch the artistic text to the point where it is unreadable. Check all your text for errors. There will be some. Trust me on this.

6. Importing the figures and images

Always import the figures and images. Don't copy and paste. No exceptions. It will make it easier if you can get into this habit. Resize the figures to fit the areas where you would like to place them. Try to keep the figures proportional (hold down the shift key when resizing), especially if the figure contains text. But if you have to stretch the figure don't do it by much.

7. Finishing.

Arranging the items on the page is really personal choice. Come and see us if you are unsure. When you bring the file to us make sure that all the files you have used accompany it. This will allow us to correct any errors on the spot rather than waiting a day or so. We can laminate for you as well.

CONTACT US ON 62 264872 or email to trsu@utas.edu.au