

GSW Undergraduate Symposium: Poster Guidelines

Posters are expected to be of professional quality, suitable for presentation at an academic conference. Foam/cardboard tri-fold posters are strongly discouraged. Resources are available on-campus to accommodate the printing of high-quality, full-size posters.

Dimensions:

- Requested and maximum dimension: 48" wide by 36" tall.
- The on-campus printer uses a 36" paper roll

Creating a poster:

The most familiar way for most people to create a poster will be through PowerPoint, though other software (InDesign, Illustrator, etc) can also be used. Essentially, the poster is created as one giant, 48x36" PowerPoint slide. A template has been made available for you on GeorgiaView or the Symposium webpage that can quickly get you started in this process if you are unfamiliar with PowerPoint's page-setup.

A few things to consider:

- Font sizes: Once printed, font sizes should match what you're accustomed to in Word, etc. (i.e., they're the same real-world size once printed as if you had printed that font on regular letter paper). 12pt font will be comfortably readable from ~2-3ft away, but—for most people—not more. It's suggested that your poster be readable from ~4-6'.
- Colors: The poster paper is white. Posters that are largely white are preferred. If you create a poster with a dark background, the printer has to use ink to fill in that entire background. That doesn't mean don't use color! But please, don't create a white-text-on-black-background or similar.
- Remember that images may be quite large once printed; use high-resolution images to avoid "fuzzy" or "grainy" prints.
- If you create a poster on a small scale (e.g., standard Word document, standard-sized PowerPoint slide) it will likely be fuzzy/grainy when scaled up. Save the headache and start with an appropriately-sized document!

Printing the poster:

The College of Arts and Sciences has a poster printer that can be used for printing symposium posters. To arrange a time to access this printer, please contact Monique Daniels (Monique.Daniels@gsw.edu).

When printing:

- Go to "File", then "Print".
- Select printer T730
- Under print properties, select document size "Custom 1" (this will be 48"x36". If your poster is a different size for some reason, you'll need to create a new size to match. Do not over-write "Custom 1" if you create a new size!).
- Print
- Monitor your poster as it begins to print; cancel early if something has gone wrong!

Trouble-shooting:

"This size is too big for the printer": most likely the poster is rotated incorrectly; check the portrait/landscape setting and preview.

"Too much data - send as bitmap": Select "print", then select the printer, then enter the printer settings. Click on the far right tab and select "trouble shooting". Click the radio button for "send as bitmap".