Preparing for Poster Presentation
File Preparation

• Create your text using Word.
• Prep your photos in Photoshop or similar program - use JPEG or PNG format! *(note: PNGs allow transparent backgrounds)*
• No Web photos please!!!
• Create charts in Word, PowerPoint or Excell if possible.
Poster Templates

• Poster templates can be downloaded at
  – https://mitools.dent.umich.edu/design/templates.php

• PowerPoint templates are scaled down at half size (20.5” h X 36” w).
• Final printing size is 41” h X 72” w.
Poster Templates
Assembling the Poster

• Keep text to minimum.
• Short phrases and use bullets.
• Fonts as large as possible (>18pt.)
• Use Calibri, Arial, Times fonts.
  – Avoid all display/decorative fonts!
• No references, keep abstract small.
• Utilize QR code if available.
  – http://www.qrstuff.com/
Assembling the Poster

- Choose a template.
- Copy/paste text from Word.
- Copy/paste charts & tables.
- Use ‘insert’ menu or icon to place photos, charts, or clip art graphics.
- Make sure all copy and graphics are aligned evenly around all margins and between columns.
- Save poster!
- File name requirements:
  - LastName-FirstName_EventName-Year.ppt
    - Example: Doe-John_ResearchDay-2015.ppt
    - Example: Doe-John_IADR-2015.ppt
Printing

• All proofing must be done on your own prior to upload.
• This link will allow you to order your poster and upload your final PowerPoint file:
  – https://mitools.dent.umich.edu/informatics/poster-uploads-2box/
  – The upload link will appear at the end once you fill out all the proper information.
Printing

- Deadline for printing is February 2, 2015.
- Carrying tube is provided.
Questions

• Contact information
  – Ken Rieger (*Multimedia Designer*)
    • Room 3052
    • 734-763-3322
    • riegerk@umich.edu

  – Victoria Zakrzewski (*Design Assistant*)
    • Room 3052
    • viczakrz@umich.edu