

POSTER PRINTING CHECKLIST

- Proofread and spell-check your poster before sending it to us for printing. The file you send should be the final, ready-to-print poster.**
We do offer a last-chance printed proof of your poster at a nominal fee.
- Check page size.** Make sure your poster fits within our printer's specs (maximum 42" on narrow edge), and follows your conference guidelines. In most cases we can scale your poster proportionately to fit.
- Indicate final print size and any special instructions/requirements when sending file.**
Unless otherwise specified, posters will be printed 'size as'.
- Insert images as .tiff, .jpg or .eps formats.**
Avoid copying and pasting images from software to software. Use the "insert" image option.
- Optimal image resolution is between 150 ppi to 300 ppi at final size.**
- Avoid using thin lines or pattern fills** for graphs, backgrounds or other objects as they may not print clearly.
- Avoid transparent fills** and choose a solid, paler colour instead.
- Avoid placing images or objects right to the edge of your layout** - leave a minimum 1/2" edge margin.
- Avoid extreme colour contrasts** (ie. magenta background with dark blue text).
- Save complex graphs, illustrations and charts as tiff or jpg format and then insert into your layout.** In some cases graphs, charts and formulas generated outside of Microsoft software can be a problem with printing.
- All symbols must be inserted** (under the *File* menu, choose *Insert* then *Symbol*). If the symbols are not placed in your file through the *Insert* menu, they may not print correctly.
- Save as a print-ready, full size PDF.** Avoid creating a PDF through printer options - Use the 'Save as PDF' option directly in your application (PowerPoint 2011 or later versions).
- Use the proper version of the UBC logo.**
Logos and templates can be downloaded from the brand.ubc.ca website.



a place of mind

www.it.ubc.ca/printservices

DETAILS

SAME DAY PRINTING* NO RUSH FEES

- Allow three hours for processing.
File in by 10 am, pick up by 1 pm.
or File in by 1 pm, pick up by 4 pm.
(*from print-ready PDF files)

3 WAYS TO SUBMIT FILES

- 1 Upload files online: www.it.ubc.ca/printservices
- 2 Email files to cm.print@ubc.ca
Please include complete instructions and contact information, including speedchart/JV (if applicable).
- 3 Come visit us in person.
The University of British Columbia
Point Grey Campus
Woodward IRC Building,
Room B32-2194 Health Sciences Mall
Hours Mon. to Fri. 9am-5pm

ACCEPTED FILE FORMATS

Recommended: High resolution full size PDF (preferred format)

- All other formats require a proof and set up fee:
PowerPoint, Publisher, Corel Draw, Adobe Illustrator, InDesign, Photoshop

MEDIA

Standard poster presentation paper:
\$5.00 square foot

Fabric \$7.00 square foot

- Posters are charged by the square foot in the average price range of \$50 - 100.

ADDITIONAL SERVICES

- Lamination is \$2.50 square foot
- Carrying tubes are \$ 6.00 each
- Foam core mounting \$5.00 square foot
- Digital colour laser printing
- Cerlox binding
- Banner and display stands
- Graphic design and production services

HOW TO CREATE A RESEARCH POSTER IN POWERPOINT – AN OVERVIEW

1. **Create a new presentation** under the File menu and choose a blank presentation.
2. **Set your page size:** select File menu and choose Page Setup. Type in your desired height and width for your poster. (PowerPoint has a size limitation: you may need to create your poster at half-size and we can double the size at time of printing).
3. **Background colour** can be selected in the Format menu, under Slide Background. Choose a gradient, texture or colour. Avoid pattern fills.
4. **Insert your text content.** Text can be typed directly in the PowerPoint file or it can be copied and pasted from another program. Text should always be inserted or pasted into a text box. Use the text tool or use the Insert menu and select Text Box. Pasting into a text box enables you to edit the size, font style, and colour.
5. **Insert your image content.** Pictures, tables, charts and graphs can be inserted using the Insert menu or can be copied and pasted into PowerPoint using the Paste Special option under the Edit menu.
6. **Scale images correctly.** When scaling images, select only a corner handle with your mouse, then drag to size proportionately.

MORE POWERPOINT TIPS

Create custom page size at the desired poster size

For posters larger than 56", create the poster at half-size (ie create a 48 x 60" poster at 24 x 30")

Avoid transparency; use a paler colour instead

Save your file as **pptx**, not **ppt**. Saving down often causes problems (i.e. text shifting)

Save as a print-ready, full size PDF right in PPT (not through printer preferences) **Save as...**, select **PDF** under the **Format** drop-down options

GENERAL POSTER TIPS

Portrait or Landscape?
North American conferences usually are landscape orientation. Other locations are often portrait orientation.

Check the conference guidelines and size specifications to be sure.
Each conference is different.

What size poster?
Our wide format can print up to 42 inches on the narrow edge by however long/wide you wish. In most cases we can scale your poster proportionately to fit our printer.

Common poster sizes:

36 x 48"	36 x 56"
42 x 48"	42 x 60"

Save your file as a print-ready full size PDF for trouble-free printing: **Save as... PDF** or **Export as... PDF**

CorelDraw, Publisher and Illustrator files **must** be converted to a pdf

TIPS FOR FABRIC POSTERS

- Avoid dark, high-contrast or overly saturated colours
- Background colour should be light
- Avoid thin lines. Use 1.5 pts or thicker
- Avoid tiny text < 10 pts
- Fold and pack loosely
- Can be ironed on the back side at the coolest setting

GENERAL DESIGN TIPS

IMPORTANT NOTE:

Before designing your poster, check conference guidelines for size limitations, portrait or landscape orientation and other special requirements.

- Organize and define flow of content in sections by columns or rows.
- Balance text with graphics: less is more.
- Use white space effectively: avoid crowding content.
- Use standard fonts. Suggested fonts: Times, Arial, Helvetica, Symbol, Wingdings.
- Create a pleasing contrast between text and background colours. Black or dark text generally works well on a pale coloured background.
- Limit your colour palette to a maximum of 3-4 colours.
- The title should be large enough to read from a few meters away: 100 pts or 4cm high.
- Subheadings: >50 pts or 2 cm high.
- Body text should be easily read from one to two meters: > 25 pts or 1 cm high.

RATE YOUR POSTER

READABLE

1 to 2 METRES DISTANCE

AUDIENCE IS KEY



TAKE AWAY

MESSAGE IS CLEAR

ENGAGE

WITH GRAPHICS

Need assistance with design?
Call us to set an appointment
604 822 5769.