Building a successful poster with the HP Design Jet 500

1. Poster size.

The HP Design Jet 500 Large Format Printer holds a roll of paper 42" in width. Therefore, the height of your poster can never exceed 3.5 feet (or 42" inches). If you build the height of your poster shorter than 42", you will have excess paper that will need to be trimmed from your poster. It is recommended that you utilize the full 42" in height when possible.

2. Software programs for building your poster

Many software programs can be utilized when building a poster, however, we recommend using PowerPoint. If you choose to use another program we may or may not be able to print your poster.

3. Using PowerPoint

Choose a blank "slide", go to "File", "Page Setup" and set it to your desired poster dimensions. PowerPoint restricts its slide size to no larger the 56" inches. If you require you poster to be longer than 56 inches long, our recommendation is to build your poster at 50% of what you want your actual poster size to be. For example, if you want a poster that is 42" x 60" under "Page Setup" set your page to 21"x 30" (i.e. 50%). This will allow you to increase your poster size proportionally when you go to print.

4. Images

Images downloaded from websites are generally low resolution. When they are used in a poster that is increased in size they will usually turn out in fuzzy and pixilated. For logos, we recommend TIFF files. This will produce the best looking print image. UGA logos can be downloaded at http://www.uga.edu/identity/logo-print.html. Pictures, if taken from the original source and not formatted for the internet, will usually be fine; JPEGs being the best bet. If you really want to know how something is going look when it prints to the Design Jet you should zoom in to about 200%-300%. If the image looks pixilated at that zoom level, it will look pixilated when it is printed. Also, to properly increase an image size, only use the dots at the corners of the image. By using the corner dots you will increase the size proportionally and thus, will not distort the original image.

5. Poster Design

A. Decide on the content of your poster. In most cases you need:

1. Title and Authors
2. Abstract
3. Objective
4. Experimental Design
5. Findings or Discussion
6. Conclusions
7. Graphs and Tables
8. Pictures

B. Sketch out a rough draft of the placement of the content of your poster. Generally, most posters place graphs, tables and pictures in the middle portion. This is not a set rule so please feel free to be creative and most all to fulfill the objective of producing a clear presentation in a logical order. When designing a poster, consider the following:

1. What is the poster dimension requirements pertaining to the conference where you are presenting your poster?
2. Will you be using the poster at other conferences that have different requirements, but fit somewhere in the requirements of several conference requirements?
3. Will you be using the poster in your own department in a hallway or reading room where space is limited?

C. Use fonts that are easily readable at 3 feet. Keep this in mind when calculating the scaling factor for enlarging the poster. As a general rule the following font sizes should be on the final enlarged poster:

1. Title - 100
2. Authors - 50
3. Abstract - 25
4. Objective - 25
5. Experimental Design - 25
6. Findings or Discussion - 25
7. Conclusions - 25
8. Graphs and Tables Legends - 25
9. Pictures Legends – 25

D. When first designing a poster it is helpful to outline each text box. For example, place the Title and Authors, Abstract, Objective, Experimental Design, Findings or Discussion, and Conclusion in their own text boxes. Outline the text boxes in different colors to help keep track of each section so that you can view the poster in a zoomed out view where the fonts may be difficult to read. The colored outlines will help you to determine where you need to make adjustments.

E. **Once the text boxes are in the desired position, do not increase their size with diagonal dragging. This will increase the font size automatically and will cause printing problems.** Instead, first highlight your text and increase the font size from the menu. You can then increase the text box with down or across dragging one direction at a time. Once all text and images are in place, go back and remove the text box outlines.

F. **Check your Formatting.** Make sure all your headers are in the same font style and size. Try to use the same font style and sizes in all your all your textboxes. If you left justify the text in one text box, left justify the text in all your textboxes.

G. **The last step is proof reading your poster. Also, please have one or two other people proof read your poster before submitting it for print.** Those of us who actually print your poster may not be versed in the specific scientific terminology and/or applications you are trying to present. Make sure all your symbols look correct and your chemical models all have the appropriate tags.