Creating Large Rollout Posters using PowerPoint Software

In order for Multimedia and Web Services (MWS) to properly output a PowerPoint file of your poster session, please follow the guidelines indicated below. A template is available upon request and should be used to set the file up correctly. The final sizes of the poster can be in the ranges of 3x2, 4x3, 5x4, 6x4, or 8x4. The printer is limited to a width of 54 inches. Keep in mind that the normal turnaround for outputing and laminating a poster is 5-6 full workdays. If the final poster is needed before the normal t/a, additional special handling charges will be applied.

Text
   Create text in Powerpoint or create text in Microsoft Word and copy/paste into Powerpoint document. The text MUST appear editable when in PowerPoint and NOT as a graphic image. It is easier to create the text in Word and then place in PowerPoint by using the copy/paste command under the Edit menu. The final font size should be 18-24 points.

Fonts
   Times, Times Roman, Arial, or Helvetica only

Graphics or Imported files
   TIF files at 200 DPI at final size when poster is printed

 Example: If the final size of the image is 5 x 7 inches when the poster is enlarged, make sure it is scanned at 200-300 DPI at 5 x7. The image MUST have enough resolution to print correctly when enlarged. If the files are scanned at a too high of a DPI, the printing times will increase and may create additional problems with the file. If you are scanning slides for placement in the poster, scan the slide at the final size it will appear on the poster at 200 DPI.

   Graphs can be created in PowerPoint, Excel or Word. WMF-Windows Metafiles can also be inserted into the file.

   If you have a different type of file from the above, please check with MWS to test whether the inserted file type will print correctly.
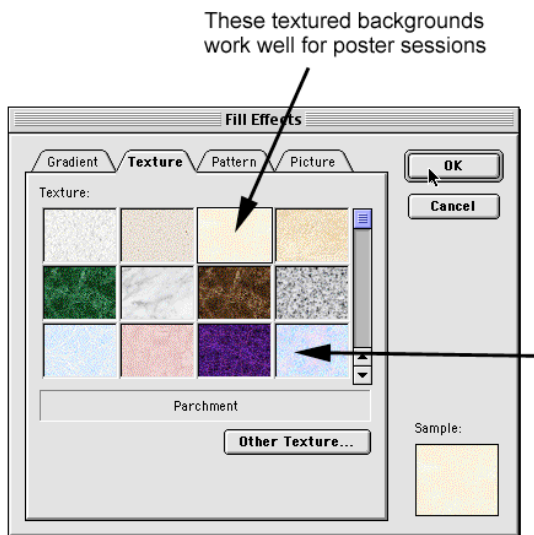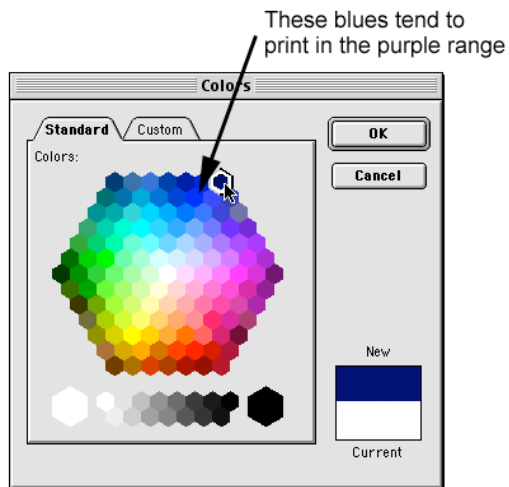
Backgrounds
   Use any of the backgrounds available in PowerPoint. The light textured backgrounds work well and add a nice look to the poster. Be advised that the printer will add a refill line on posters with dark backgrounds.
   Custom backgrounds are not recommended.
   Keep in mind that the colors you see on your screen are not necessarily the colors that will print on your poster. The templates that MWS provides have proven to be the most consistent colors on the printed versions.
   A note about the use of dark blues. Dark blues tend to look okay on the monitor but may print in the purple range (Fig.1). Please consult with MWS on which blues are safe to choose. MWS does not recommend using a dark background.

These blues tend to
print in the purple range

These textured backgrounds
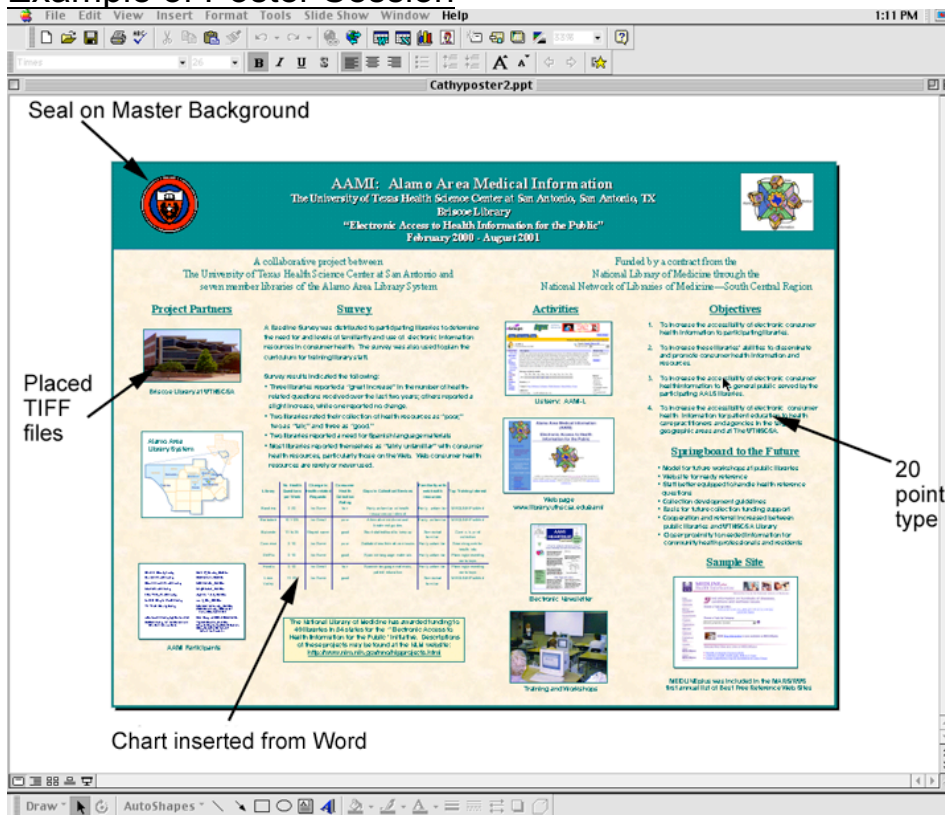work well for poster sessions

<u>Creating Page Set Up</u>

The Page Set up should be listed as custom and should be at 50% of the final size of the rollout poster and should only contain one slide. Adjust the width and height of the file based on the final dimensions of your poster. Do not reformat your poster after you have created it or the placed graphics will be skewed. The 5'x4' and 6'x4' size posters are the most common and generally cost approx. $200-$250 provided all requirements are met.

<u>Final Size</u>	<u>Page Set Up</u>
3'x2'	36(w)x24(h)
4'x3'	48(w)x36(h)
5'x4'	30(w)x24(h)
6'x4'	36(w)x24(h)
8'x4'	48(w)x24(h)

Example of Poster Session

First Proof

Once you have created your poster session, please bring a floppy or Zip 100 disk along with a *Hardcopy* of your file and a *Service Request* with account number and authorized signature to MWS.

To print a hardcopy, select File, Print and check the square towards the bottom of the print dialog box that says "**scale to fit page**". This will scale your file to print to a standard printer. After the job is initiated, a color proof will be printed at 50% of the final size of the poster. Please proof carefully for any spelling errors or possible file conversion errors from the use of the Symbols fonts or use of superscript and subscript characters.

You may correct your errors and resubmit the file to MWS or request that both proofreading and corrections be made by the MWS staff. A nominal hourly labor charge will be added for author requested changes that are done in MWS. Additional editorial services are available upon request. A second proof can be requested but will be charged accordingly.

Final Poster

Once the proofing stage has been completed, the full sized poster will be printed and, if requested, laminated. Grommets can be placed on the corners, for an additional charge, and the poster will be placed in a large tube for transport, also at an additional cost.