

# Printing Posters in the EM Facility

The Electron Microscopy Facility can now print posters up to 44" in one direction and 96" in the other. We can print from a wide range of programs such as:

Adobe Acrobat	Adobe Illustrator
Adobe Photoshop	Corel Draw
Corel Photo-Paint	Deneba's Canvas

but by far the most popular seems to be Microsoft's PowerPoint. The following guidelines can be adapted to just about any program. The printing of these posters can be very time consuming and frustrating, BUT it doesn't have to be! If you follow a few basic guidelines the process can be very simple.

First, determine by what date you have to have the poster done and make an appointment with the EM Facility to get it printed. We need to have 72 hrs notice to make sure we can fit you in the schedule. Remember, if you are going to the meeting, chances are you're not the only one.

**Do not wait to the last minute, you will probably be disappointed.**

## Preparation

Look around and see what others have done. Plain, colored or faded backgrounds, watermarks, lots of images or no images, there are numerous possibilities. Make these decisions up front, it will make constructing the poster easier.

OK, Let's get started.

## Step One: Page size

Determine the size of your poster (this may be limited by the guidelines of the meeting and/or the program you are using). Create the page according to the steps in your program. Do not change the page size after you have started creating your poster. Doing so may cause very strange and unexpected things to happen to your text and graphics. They may look fine on the screen but when the poster is printed.....

Some programs have page size limits. For example, Powerpoint has a maximum size of 56" x 56". Check the program you are using before you start.

NOTE: Mac users, if you convert a file to an Adobe Acrobat .PDF file on a Macintosh there is a bug in OS X that limits the page size to 45" x 45". (A worm in the apple so to speak!)

## Step Two: Layout your poster by inserting the text and graphics.

A couple of notes on text:

**Fonts** - Use True Type Fonts and stick to the standards, Arial, Times New Roman, Palatino, if at all possible (yes, I know, they're boring but they don't cause odd printing problems, because they are common). If you need to use something off the wall check with us up front to see if we have the font loaded or can get it.

**Title** - At least 72 point

**Body** - Around 24 point . The poster should be readable from four feet away.

Insert your graphics.

Pages and pages could be written on the proper way to obtain images for your poster but this is not the place. Basically, you must be sure to obtain enough information when you create the image (digital camera, scanner etc.) so that when you print it, it looks good. The image should be captured at a minimum of 300 pixels per inch (ppi) **and** at the size it will be on the poster.

Here's an example:

You have a beautiful slide of a cute fuzzy wachamacalit that you want to put on your poster. The image on your poster needs to be 4" x 5". Remember, it needs to be at least 300ppi. That means when you capture your image (scanner, digital camera etc.) you must set the input resolution on your device so that the output image is at least 1200ppi x 1500ppi. (300ppi \* 4" x 300ppi \* 5"). This will ensure that when you insert the picture into PowerPoint it will look great on the poster.

Avoid downloading images from the web. It is very tempting to grab an image off the web and put it in your poster. It looks great on the screen but when you go to print it out aaaaaaaargh! What happened? If you look closely at the image when you download it, you will see it probably has a resolution of 72 ppi. If it is 3" x 5" for example then that translates to 216ppi x 360 ppi. So, when you expand it out to 5 x 7 on your poster it prints out at 43ppi x 51ppi!!!

If you are unsure how to capture images at the correct resolution call us before you start and we can help you create the images you need.

Finishing touches,

If you are going to put a Miami Logo on your poster do not just copy one off of the web. We have clean, high resolution logos in the official colors. Email us and we will send them to you. After you have inserted your text and aligned all of your graphics, double check everything. Then walk away from the poster and check it again later. Students, don't forget to have your advisor look it over. Save it to disc and you're done.

### **Step three: Printing**

Email, call, or stop by to see us, and make an appointment to print your poster. We will print an 11 x 17 inch preview copy first. You can then check it over to make sure everything is OK. If you have to get someone else's approval, make sure they are available to look at it during the time you are scheduled to print. We schedule 1 ½ hour blocks for printing. It usually takes 10 - 15 minutes to set up and print a preview copy and approximately 45 minutes to print the poster. That leaves around ½ hour to look it over, get approval etc. That's it you're done!

If you have any questions contact:

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