

RESEARCH POSTER GUIDELINES

For All OU-Com Clients Requesting Large Format Poster Printouts:

Below are procedures for both creating your poster and submitting for printing.

When requesting a poster, please fill out a Project Initiation Form. (PIF form, see below).

Poster Creation 101

1. Please name your file with your last name first. Putting your name on the file first makes it easier to track your poster for printing.
2. Please use our assorted poster size templates when possible (select size closest to your meeting requirements, contact us for an usual size request). Templates are available at: www.oucom.ohiou.edu/communications/posters/2009. Note: we have added poster sized, OU-COM and CORE logo and OU-COM seal files as available downloads. Please use these files for maximum print quality.
3. Please make sure all photo images are at least 300 dpi. Photos that are 72 dpi and/or taken from the WEB and RESIZED, will not hold resolution to print correctly.

Artwork used in your poster should be created/scanned, saved placed/inserted as:

1. a TIFF file (tagged image file format)
2. a PNG (Microsoft format) file
3. a JPEG
4. Photographs/radiographs, CT scans, and any image must have a resolution of at least 300 dpi and saved at poster viewing size before placing in poster (image, 4x6, 5x7 or larger).
5. If fonts are used in the artwork, please convert to paths or outlines and embed in the image file(s).

Please Note: Artwork generated from programs such as CorelDRAW, Sigma Plot, and artwork downloaded from the Internet (JPEG or GIF files) will cause problems (low res) and are best avoided. If creating graphs in Sigma Plot do not drop and drag from program to program. Use the save or export from program and then insert/place onto your poster.

1. The background of your poster should be WHITE. Do not use large SOLID COLOR or GRADIENT COLOR backgrounds. Using solid color as a background or in large areas of your poster consumes too much ink. We are trying to conserve supplies, making it affordable to continue this service for you.
2. Please use fonts that come with your Microsoft PowerPoint. Please do not substitute fonts from outside the Microsoft office suite.
3. If using Adobe Illustrator please save poster file in pdf format or use the outline text and flatten command, and then save as an .ai file.
4. Please proof your final poster before submitting. You can ask for an 11x17 printout (time permitting) for proofing. Check that charts and graphs have been imported with all information intact. Check that axis labels and legends are readable and have not been clipped. If using Sigma plot please save/export graph or diagram as a jpg and place or insert onto your poster template.

Submitting Your Poster For Printing

Please do not send Poster files to my email account.

- Bring your file on a flash drive to room 126 Irvine Hall [and fill out a PIF/poster request form] for your poster to be printed.
- From our OUCOM Communication Design Research Posters web page www.oucom.ohiou.edu/communications/posters/2009 use the <http://dropbox.yousendit.com/DanettePratt11894102> Dropbox link to upload your posters. My *YouSendIt* Dropbox account will email me that you have submitted a poster.
- Link to our Communication Services Project Initiation Form (PIF) www.oucom.ohiou.edu/communications/PIF2008.htm. Please use this form to submit all poster requests. Drop off a completed PIF form at our office, or email PIF document to pratt@ohio.edu after uploading your poster.

No poster will be printed without a completed PIF attached, an electronic poster file with your last name first in the title and a 5-day lead-time request. A longer lead-time is needed when a large number of people are going to the same meeting. Please contact me immediately if there is a complication – I can be reached at 593-2296.

Additional Information

1. Posters are printed on heavy double weight matt paper. This paper has performed well for clients and does not require lamination. Please confirm that your meeting requires lamination before requesting it.
2. We do not furnish carrying tubes. They may be purchased locally at the College Bookstore, a US Post Office or Staples.

Additional Resources

1. Please browse our Communication Design Services page for poster templates, logos and help for your poster production.
2. Here is a link to our logo/seal usage page: <http://www.oucom.ohiou.edu/communications/SealGraphicStandards.pdf>.

For Questions, Please Contact: Danette Pratt, Room 126 Irvine Hall, 593-2296, pratt@ohio.edu