

# OPTIFAB 2003

## *Poster Paper Guidelines*



- **Poster Display Area**
  - **4' x 4' (1.2m x 1.2m) Board**
    - Hard-copy (paper) format only
    - Banner (title and authors)



# Poster Paper Guidelines

- **Poster Paper Should Include:**

- Title and All Authors at Top of the Display
- Brief Introduction
- Experimental Detail
- Results
- Conclusion

- **COM PowerPoint Template**

- **11" X 8.5" Format**
- **Titles**
  - Recommended point size 36
  - Font type Times New Roman
- **Authors**
  - Recommended point size 25
  - Font type Arial
- **Body Text**
  - Point size 15 or larger
  - Text should be double space
  - Font type Arial

*As a rule of thumb,  
the entire poster layout  
should be readable from  
six to ten feet away.*

# Poster Paper Guidelines

- **Preparing Graphics**

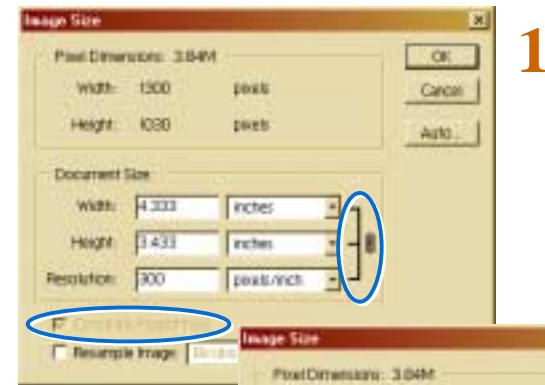
- Prepare graphics reasonably for import. Graphics should be scaled at 100% (meaning- the actual size for output) and at a resolution of 144 (pictures) to 200 (small fine text or charts) before imported into a document. The larger the file size, increases the chances for print and sharing problems.

## Using Photoshop to Resample an Image

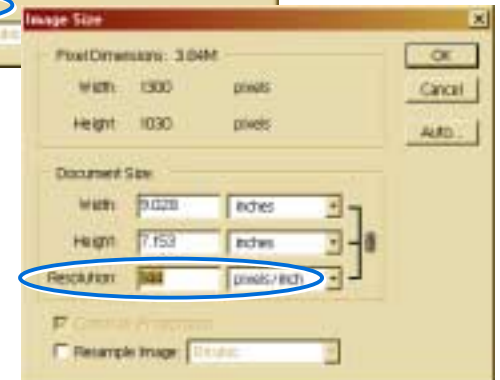
1. first make sure the document size option “Constrain Proportions” is selected (width + height + resolution are linked).
2. Edit the resolution option to a reasonable image size; at this time, the width and height will increase.
3. Select option “Resample Image” (now, only width + height are linked) and edit width and height to the actual out-put size.

*Apply the same procedure for the opposite effect.*

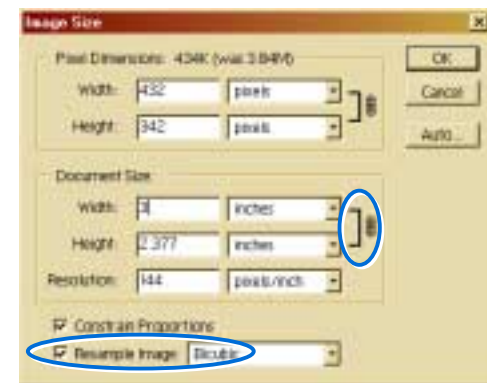
- **Save graphic(s) out as a Tagged-Image File Format. TIFF is used to exchange files between applications and computer platforms. TIFF is a flexible bitmap image format supported by virtually all paint, image-editing, and page-layout applications.**



2



3





# Poster Paper Guidelines

- **Importing Graphics**
  - Insert graphic(s)
  - DO NOT link to file
- **Saving Your PPT file**
  - You may want to embed True Type Fonts if you believe you may have used uncommon fonts:  
save as/tools/embed True Type Fonts
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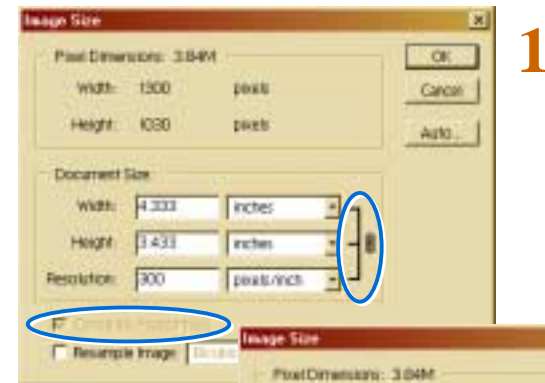
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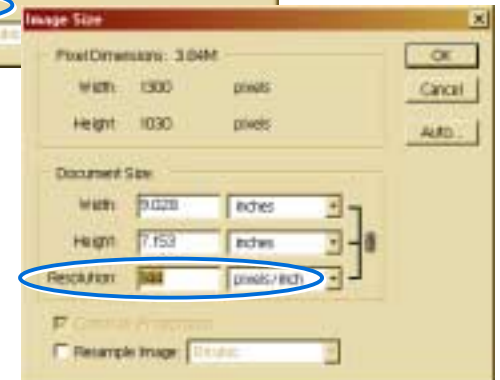
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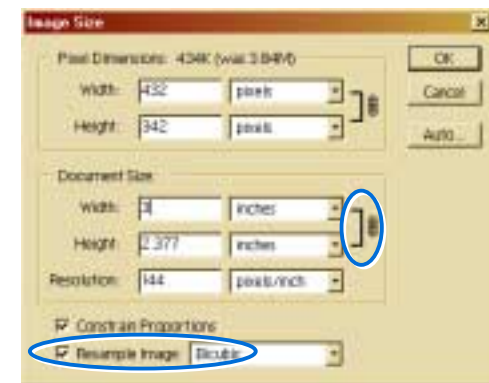
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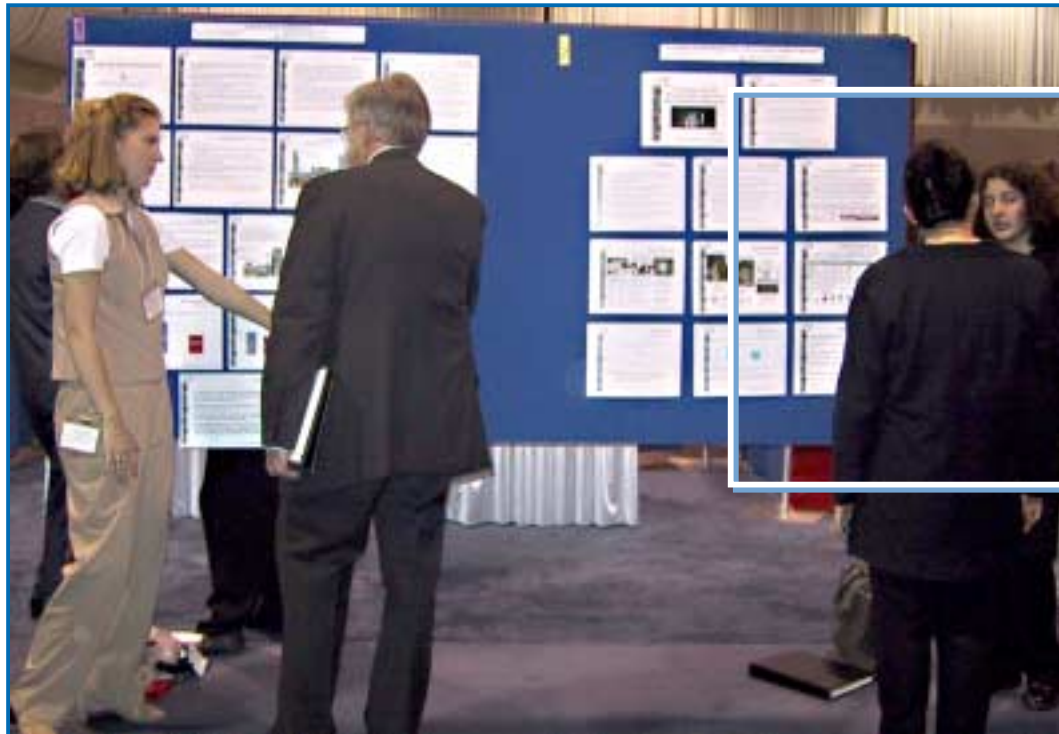
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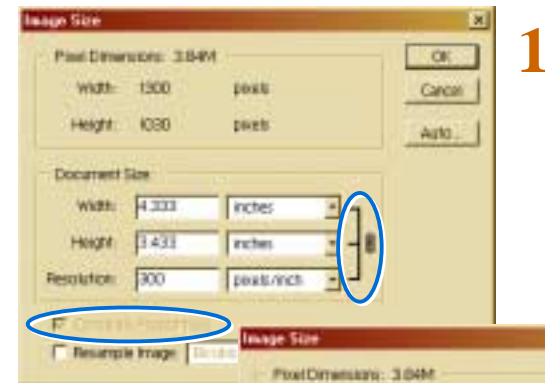
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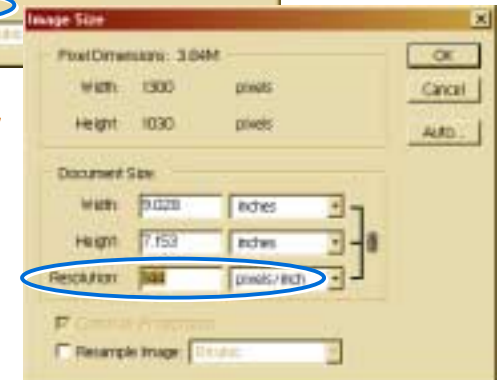
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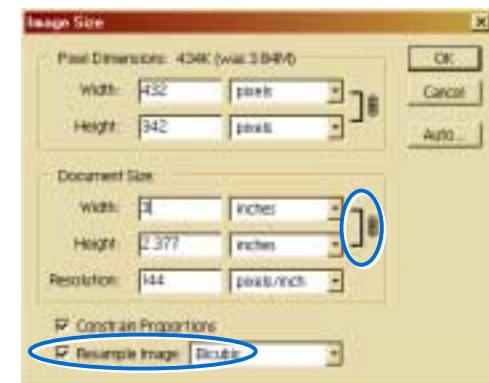
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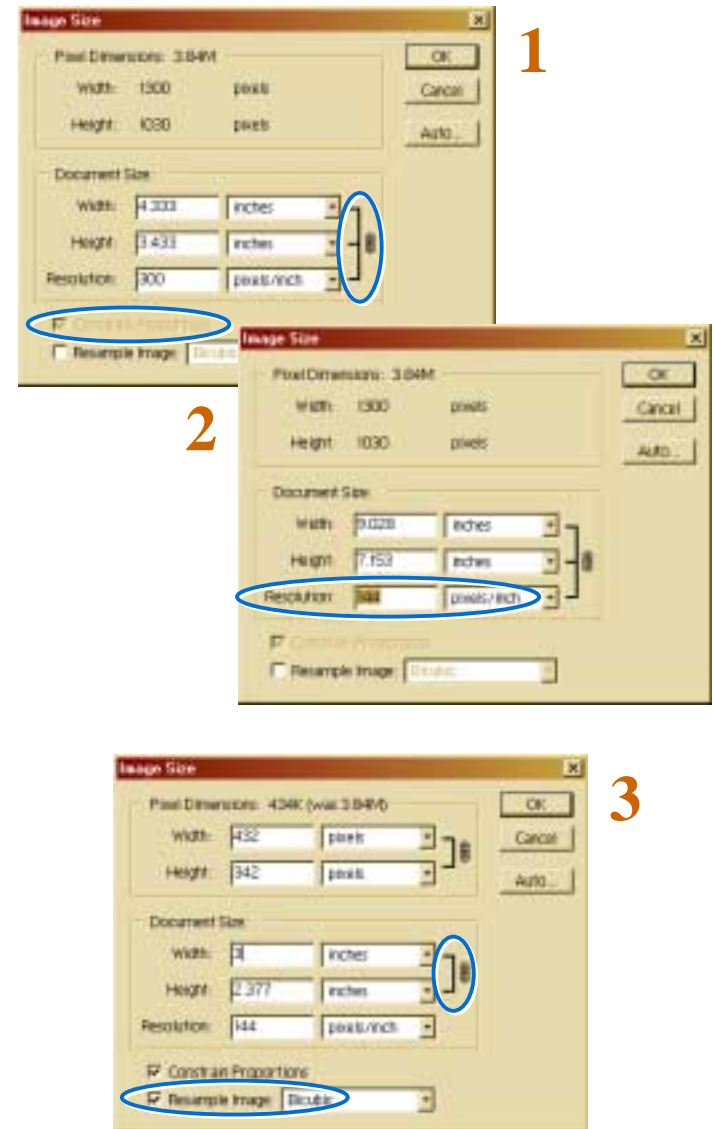
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