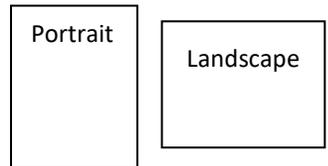


Creating a Poster for the UNIV 100 Showcase

Poster Sizes

Posters for the UNIV 100 Showcase can be a maximum size of 24 x 36 (inches). They can be either portrait or landscape orientation. Other sizes available are 8 ½ x 11, 11 x 17 and 13 x 19.



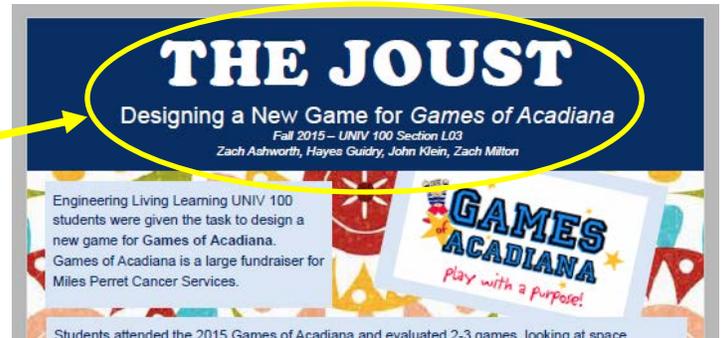
Requirements

To be eligible for entry into the Showcase, your poster must have a *title, the names of the student(s) who worked on the project, the semester, and the UNIV 100 section number.*

THIS INFORMATION IS REQUIRED FOR POSTERS THAT WILL BE IN THE SHOWCASE.

Examples

To view poster examples from past showcases, visit our website at <https://firstyear.louisiana.edu/node/421>



Example of Required Information

Poster Templates

The posters can be created as a single slide in Microsoft PowerPoint. There is a free website with great templates that you can use and modify for your poster, or you can create it from scratch. These templates are geared towards research posters. Do not use the trifold templates; we don't have tables to put these on for the showcase.

Setting up the Poster in PowerPoint

To make sure your poster is sized correctly for our large format printer, the steps below must be done **BEFORE ANYTHING IS ENTERED ON THE SLIDE. IF YOU ARE GOING TO CREATE ONE FROM SCRATCH, USE THE SAME STEPS TO SIZE THE POSTER PROPERLY BEFORE YOU BEGIN.** Directions for PowerPoint 2010, 2013, and 2016 are included.

PowerPoint 2010	PowerPoint 2013 & 2016
1. Pick a template from www.makesigns.com/sciposters_templates.aspx	1. Pick a template from www.makesigns.com/sciposters_templates.aspx
2. Select the 36 x 48 choice, if not the size closest to 24 x 36, and download it.	2. Select the 36 x 48 choice, if not the size closest to 24 x 36, and download it.
3. Open the file in PowerPoint.	3. Open the file in PowerPoint.
4. Click Enable Editing if it pops up in a yellow bar at the top of the window.	4. Click Enable Editing if it pops up in a yellow bar at the top of the window.
5. Select File, Save As , and save the template to your location.	5. Select File, Save As , and save the template to your location.
6. If there is a graphic in the middle advertising Get This Printed At... select it and hit delete.	6. If there is a graphic in the middle advertising Get This Printed At... select it and hit delete.
7. Select the Design tab	7. Select the Design tab
8. Click on Page Setup on the left.	8. Click on Slide Size on the far right on the Customize group, then click Custom Slide Size .
9. Change the Width to 36 in and the Height to 24 in.	9. Change the Width to 36 in and the Height to 24 in.
10. Click OK	10. Click OK
	11. At the next window, select Ensure Fit .

See more on next page . . .

Editing the Poster

Now you are ready to go and can start editing the slide. You can change the slide colors and fonts using the steps below. Be aware that you can change the **Theme**, but some choices can produce some really bad results.

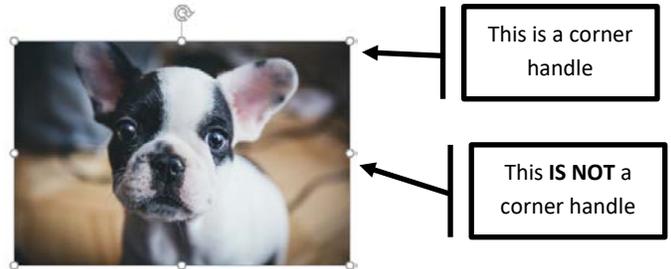
PowerPoint 2010	PowerPoint 2013 & 2016
1. To change the slide colors and fonts, select the Design tab.	1. To change the slide colors and fonts, select the Design tab.
2. Select Colors or Fonts .	2. Click the dropdown arrow next to Variants .
	3. Select Colors or Fonts .

Poster Design Tips

You can type or paste text into the provided boxes. The template will automatically adjust the size of your text to fit the title box. **TIP:** The font size of your title should be bigger than your name(s).

Photographs / Graphics

You can add images by dragging and dropping from your desktop, copy and paste, or by going to INSERT > PICTURES. Resize images proportionally by holding down the SHIFT key and dragging one of the corner handles. For a professional-looking poster, do not distort your images by enlarging them disproportionately.



ORIGINAL



DISTORTED

Image Quality Check

Zoom in and look at your images at 100% magnification. If they look good at 100% they will print well.

How to Add Text

The template comes with a number of pre-formatted placeholders for headers and text blocks. You can add more blocks by copying and pasting the existing ones or by adding a text box from the INSERT menu. Adjust the size of your text based on how much content you have to present. The default template text offers a good starting point.

Graphs / Charts

You can simply copy and paste charts and graphs from Excel or Word, or select INSERT, CHART. Some reformatting may be required depending on how the original document has been created.

Proof Your Work

There is absolutely nothing worse than a beautifully formatted poster that has spelling and grammatical errors. **PROOF, PROOF, PROOF.** Yes - you should run a spell check, but do not rely on this. Proof it yourself, have someone else proof it, and someone else after that.

Printing the Poster

When you are ready to have the poster printed, send the original PowerPoint file to michellef@louisiana.edu, or bring it on a flash drive to Lee Hall 106 if it is too large to email. Please allow at least 3 days for printing. If you have questions, call Michelle Fournet at 337-482-9008 or come by to see me in Lee Hall 106H.

Good printing quality



Bad printing quality

