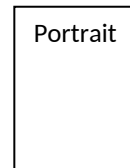


# Creating a Poster for the UNIV 100 Showcase

## Poster Sizes

- Max size: 24 x 36 (inches)
- Portrait or landscape orientation
- Other sizes available are 8 ½ x 11, 11 x 17 and 13 x 19



## Requirements

To be eligible for Showcase, your poster MUST have

1. a title
2. names of the student(s) who worked on the project
3. the semester
4. UNIV 100 section number.

## Poster Examples from past Showcases:

<https://firstyear.louisiana.edu/node/421>

## Poster Templates

Create posters as a single slide in Microsoft PowerPoint. You can design your poster from scratch or use a free template at [Makesigns.com](http://Makesigns.com). Do not use the trifold templates. We do not have tables to put these on for the showcase.

## Setting up the Poster in PowerPoint

You MUST size the poster correctly for our large format printer. **DO THE FOLLOWING STEPS BEFORE YOU ENTER ANYTHING ON THE SLIDE. IF YOU ARE CREATING FROM SCRATCH, USE THE SAME STEPS TO SIZE THE POSTER PROPERLY BEFORE YOU BEGIN.** Directions for PowerPoint are included.

PowerPoint Instructions
1. Pick a template from <a href="http://www.makesigns.com/sciposters_templates.aspx">www.makesigns.com/sciposters_templates.aspx</a> or create your poster from scratch via PowerPoint.
2. If using MakeSigns, select the 36 x 48 choice, if not the size closest to 24 x 36, and download it. Also make sure that you download the template with the correct orientation (landscape or portrait).
3. Open the MakeSigns file in PowerPoint.
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.
6. If there is a graphic in the middle advertising Get This Printed At... select it and hit delete.
7. Select the Design tab
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.
10. Click OK
11. At the next window, select Ensure Fit.



Example of Required Information

See more on next page . . .

## Editing the Poster

Now you 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 bad results.

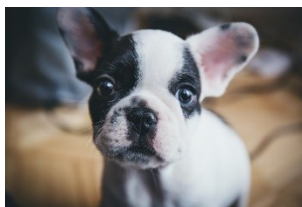
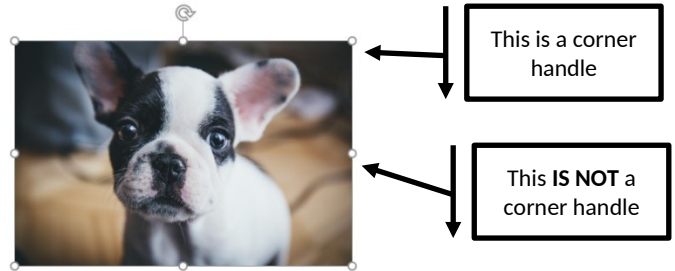
PowerPoint
1. To change the slide colors and fonts, select the Design tab.
2. Click the dropdown arrow next to Variants.
3. Select Colors or Fonts.

## Poster Design Tips

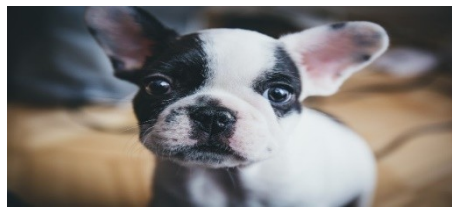
You can type or paste text into the provided boxes. The template will automatically adjust the size of your text to fit the title box. **TIP:** The font size of your title should be bigger than your name(s).

## 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 select INSERT, Text Box. Adjust the size of your text as needed. 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.

## Proof Your Work

There is 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 print, send the original PowerPoint file to [univ100@louisiana.edu](mailto:univ100@louisiana.edu), or bring it on a flash drive to Lee Hall 106G. Please allow at least 3 days for printing. If you have questions, contact the Office of First-Year Experience by calling 337-482-6599, emailing [univ100@louisiana.edu](mailto:univ100@louisiana.edu), or visiting Lee Hall, Suite 106.