Printing Posters for the 2016 PPPM Awards Ceremony

A&AA Output Room, 80 Lawrence Hall

p: 541-346-2081 web: http://aaa.uoregon.edu/output

POSTER CONTEST

- Posters will be classified in two separate categories: 1) group (Capstone/CPW/other group work) and 2) individual (CRP Professional projects/individual MPA or MNM work. Each poster will be numbered and placed in different sections.

- Community members, alumni, Advisory Board members and faculty will be given a ballot and will cast a vote for the best individual and best group poster.

- We will tally the votes during the ceremony and announce the winners at the end of the ceremony.

- The first place individual poster will receive a $50 gift certificate. The first place group poster will receive a total of $100 in gift certificates to be shared among group members.

IMPORTANT DATES

Prior to **May 16** — Send posters to the AAA Output Room for printing

Prior to 2:45 pm, **May 19** — Posters should be posted in the Ford Alumni Center. Zudegi will provide clips for adhering to the posters to the cloth panels in the ballroom.

- **At 3 PM,** Students should attend the ceremony and stand by their posters to discuss your work with alumni, faculty, PPPM Advisory Board, and community members during the voting window.
- **At the end of the ceremony**, winners will be announced.
- **After the ceremony** students will transport posters to Hendricks Hall

June 12 – Posters will be displayed at PPPM Commencement reception

- The department will provide foam core boards and easels for displaying posters

PAYING FOR PRINTING

- Students making individual posters are expected to pay for their own poster printing. If you choose draft format (which is less visually appealing), you could pay $6. If you choose Matte Finish (which is recommended), you will pay approximately $16.

- Students making team posters in Capstone and CPW should review the poster guidelines specific to their classes for more information about printing payment.

POSTER GUIDELINES AND TIPS

****NOTE: These guidelines and tips are suggestions. CPW and Capstone students should produce posters according to templates and guidelines in their respective classes.*****

REMINDERS

- We suggest using software specifically designed for creating posters (i.e. Adobe InDesign). Ideally, the software should support the saving to a PDF file format. You can develop a poster in PowerPoint: see instructions below.
- Printing to large-format poster printers can sometimes be difficult and unpredictable. In the A&AA Output Room the goal is to make the printing experience as easy and stress free as possible. *Please ask for help*.
- *Allow plenty of time*. Large-format printing takes time (optimization, creating a PDF/X, correcting orientation, etc). Make time for the possibility of a re-print.
- Printing is *First Come, First Served*. Certain times are much busier than others at the A&AA Output Room. See the Output Room Operator for a time schedule.

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PRINTING TIPS

- Posters will be displayed on cloth panels with clips in the Ford Alumni Ballroom and Foam Core during the graduation ceremony at Hendricks Hall
- Individual posters should be 24 X 36". Group posters should be 42"x30".
- We recommend using Matte finish - 42 inch, 36lb. heavyweight poster paper. There is a machine to cut posters in the A&AA Output Room for use if necessary. [Individuals may decide to choose draft mode because it is much cheaper, but the visual output will be less clear.]
- Easels will be used to display the posters the PPPM Sunday graduation event outdoors at Hendricks Hall; weather permitting.

RESOURCES

Large-Format Printing, Formatting Hints & Tips: http://aaa.uoregon.edu/output/formatting/largeformat-hints
Large-Format Printing, Saving as PDF/X: http://aaa.uoregon.edu/output/formatting/savepdfx
Guide to Optimization: http://aaa.uoregon.edu/output/faq/optimization
Poster Printing: http://aaa.uoregon.edu/output/printjobs/posterprinting
Powerpoint: http://aaa.uoregon.edu/output/formatting/powerpoint/
Prices: http://aaa.uoregon.edu/output/prices
Good place to go for help on poster design: http://www.makesigns.com/tutorials/scientific-poster-parts.aspx

SIMPLE WAY TO DESIGN A POSTER

- Create 1 slide in PowerPoint (easy and flexible)
- Set page to following recommended dimension (for individual): 36 wide * 24 height (you could switch it so that it is portrait and not landscape).
- In newer versions of Powerpoint, you'll need to go to Design, Page Setup, Slides Sized for, and select Custom
- Do not use fonts any smaller than 26. Larger is easier to read!
- Print out a proof of your poster on regular sized paper by going to the print dialog box and checking the option "scale to fit paper"
- Save your PowerPoint slide as a PDF (on the same computer that you made your Powerpoint slide) so that will print appropriately. To do so, follow these instructions:
  Windows
  These instructions are for using Adobe Acrobat Professional.
  1. Go to print your slide, and choose your PDF program as your printer
  2. Click Properties, Click Layout (if not default)
  3. Orientation: Click landscape (unless you opted for portrait)
  4. Click Advanced
  5. Papersize: Choose Arch D
  6. Print Quality: Select 300 DPI
  7. Click okay, okay, okay and you should save the PDF onto a thumb drive
  Mac
  1. Open your document in PowerPoint. From the File menu select Page Setup
  2. Click Options... button.
  3. A new dialog box appears. From the Paper Size drop down menu select Manage Custom Sizes.
  4. A new dialog box appears. Click the icon in the lower left. In the Paper Size field enter your slide's shortest dimension as the width, and its longest dimension as the length. Click OK.
  5. Double check your new custom page size is selected. Click Portrait or Landscape to match the orientation of your layout. Click OK. Click OK again to exit Page Setup.

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5. From the File menu select Print.
6. From the PDF menu in the lower left select Save as PDF-X.

DETAILS ON HOW TO PRINT A POSTER

• The AAA Output Room will be very busy spring term, so it is recommended you allow time to print your poster.
• The Output Room is open 9am to 10pm M-Thursday, and open until 5pm on Fridays (weekends 12-6)
• For general information about the AAA Output Room hours, costs, etc...go to: http://aaa.uoregon.edu/output/
•Prices are available here: http://aaa.uoregon.edu/output/prices/.
• Connect to AAA-Print on aaafileserver.
• You can do this at the AAA Output Room or from Hendricks
• See steps for Windows and Mac below:
Windows
1. Click on the Start icon and type \\aaafileserver.uoregon.edu into the search field and hit Enter.
2. If asked for a username/password, use your Duck ID username and password (the same as your uoregon email username and password). NOTE: If this is a non university owned computer you may have to add "ad\" to the start of the username.
3. A new window will appear. Double click on the folder AAA-PRINT
Macintosh
1. From the desktop or Finder go to Go > Connect to Server
2. In the Server Address field type smb://aaafileserver.uoregon.edu and Click Connect.
3. If asked for a username/password, use your Duck ID username and password (the same as your uoregon email username and password).
4. A dialog with the list of volumes should appear. Select AAA-PRINT. Click OK.
5. A volume icon titled AAA-PRINT may appear on the desktop. It should also appear in the "SHARED" section to the left of a Finder window.
• Submit files for printing by copying files to the folder on AAA-PRINT named for the service you want to use (Select Standard for the most economical).
• Releasing Prints. You must come to the A&AA Output Room window and identifying the print you wish to have released and show that you have acquired the necessary funds on Campus Cash (or alternatively there are AAA Punch Cards that you can buy at the Duckstore)
• You should ask the person at the Output Room to preview the poster on the computer to make sure it will print out correctly.
• Pick up your printed document. Payment for services is processed when you return for the completed print.
• Trimming. Once you have your poster, you can take it up the stairs across from the Output Room, and there is a huge paper cutter for trimming the edges
• Adhering to Poster Board. Zudegi will have binder clips to connect your poster to poster board/foam core. The department will provide foam core for the graduation event.

WHAT RESEARCHERS
PUT ON POSTERS

WHAT REVIEWERS
CARE ABOUT

Abstract

Email addresses

Institutional logos

Detailed methods

Funding sources

Reference list

Lab website

Title

Author's name

Data

The question

Take-home message