

# Tips for Creating Posters

*in Powerpoint or Publisher*

## SIZE

Under Page Setup, change the height and width to the dimensions of your final poster. If your poster is very large, you can work at half size. (For a 42"x 46" poster, you can set your file to 21"x 23".)

## IMAGES

If you are using images, make sure they are high resolution. Be sure to resize images proportionately (drag from the corners, not top/bottom or sides), so they do not end up looking squished or stretched. If you stretch an image larger than its original size, it may look pixelated when printed.

If you plan to use any UMBC logos, please refer to the style guide at <http://www.umbc.edu/umbcstyle/>.

## FONTS

Keep it simple: use no more than 3 fonts. It is best to use standard fonts such as Arial, Helvetica, Times New Roman, and Palatino. Be sure the font size is large enough (about 28 pt. for text and 36-48 pt. for titles.)

## LAYOUT

For readability, make sure there is enough contrast between the text and background colors. Dark type on a light background is best. Also, avoid placing type on top of an image.

Do not fill every inch of the poster. Leave some white space to make the poster more readable.

## SAVING & PRINTING

Save your file as a PDF if possible. You can also save as a Powerpoint or Publisher file.

You can submit your file via email or bring it to us on a flash drive or CD.

Our standard turnaround is 3 business days, but may be longer during busy times. Please call for our current turnaround time.

Ask for an 8.5"x 11" proof of your poster, to make sure everything prints as it should.

For pricing, see our wide format cost calculator at <http://www.umbc.edu/thecommons/commonvision/calculator.html>. We accept payment via campus card, department card, or chartstring.



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