

Poster Basics

1. Use Publisher to create.
2. Use easy to read fonts. Sans serif (e.g. Verdana) for headings and serif (e.g. Bookman) for body).
3. Make type large enough to be read from 5 feet. If you print your poster out on 8 ½ by 11, and can read it, you are okay.
4. Use a horizontal orientation as opposed to vertical.
5. Use colors and logo to identify institution.
6. Be sure the institution name and your name with co-authors are on poster.
7. Use colors to direct attention and to separate areas of information.
8. Make the flow of information logical and easy to follow, preferably from left to right.
9. Include a handout or duplicate of poster with your e-mail address.
10. Know the situation/set up in which you poster will be shown.
11. Keep it simple.
12. Have someone else give you feedback.
13. Transport poster in document tube. To see one go to Google and type in “document tube.”
PVC pipe with end caps will also work. (Hint: Place your name and phone number on tube.)
14. Display poster when you return from conference.

Dear Faculty:

Nancy Clark and I are always willing to help you as you begin designing your poster and we are always willing to take a look at your poster and provide feedback as it progresses. Dennis