



Fully electronic posters can be submitted to MIU for printing on our large-format inkjet printer.

Files from MS PowerPoint (currently the most popular), Corel Draw, Adobe Illustrator, Adobe Acrobat (PDF) or Canvas are accepted.

When submitting your poster file for printing, it must be print ready. All graphs and pictures should already have been imported into the poster. Printing costs include an A3 draft for proof reading. First time users should phone MIU for advice. Tel: 9382 2800

## Planning your poster

First, check with conference organizers on their specifications of size and orientation, **before** you start your poster.

For example: maximum poster size and display area; the orientation, landscape (horizontal), portrait (vertical) or square format. Bear in mind that you do not need to fill the whole space allocated by some organizers (eg. 4x8ft / 120x240cm, often used in the USA).

Do not make your poster bigger than necessary just to fill a given size. The average conference poster size is 84x119cm (A0).

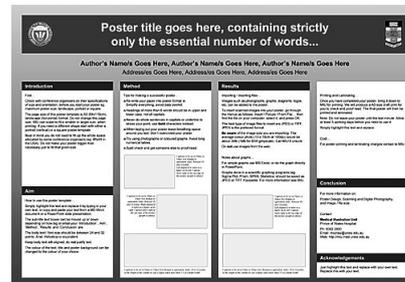
A poster is read like a newspaper or magazine. Plan your poster in columns of text, three, four, or five, depending on the poster's overall width, headed by a large banner containing the title, the authors' names and affiliations.

## Software

The following software and file types are supported by MIU for scientific poster printing.

**Windows:** MS PowerPoint, Corel Draw, Adobe Illustrator, Canvas, Adobe Acrobat (PDF)

**Macintosh:** MS PowerPoint, Adobe Illustrator, Adobe Acrobat (PDF)



An example of one of MIU's scientific poster templates.

Using a template from our web site makes your task much easier!

## Production steps and design

### Page size

- Check conference instructions for display area size or maximum poster size **before** you start.
- Choose the orientation (landscape, portrait or square).
- Set-up the page size of your poster before you begin production.
- If using one of MIU's templates (A0 size), we can scale to-fit (proportionally) at the printing stage, if the size is to be different.
- In the absence of information, start with an A0 page size of 84x119cm (not A4!). This can be scaled to another size by MIU prior to printing. If the poster is to be laminated by MIU, the maximum width is 95cm.

### Poster margins

- A minimum of 2cm should be left between your poster's content and the edge of the page.

### Columns

- Make three, four, or five columns.
- The column width and the number of columns will depend on the overall poster width.
- Try to keep column width to a maximum of 60 characters (including spaces).

### Title

- A large banner containing the title, the authors' names and affiliations.

### Font sizes

- Title: 85pt minimum (size will depend on the length of the title).
- Authors and origin: 56pt minimum
- Sub-headings: 36pt minimum
- Body text: 24pt minimum
- Captions: 18pt minimum

### Typeface

- Use plain fonts such as; Arial, Helvetica, Times New Roman, Univers.

### Logos

- Hospital and UNSW logos are available on request at MIU, or directly from the 'Downloads' page on MIU's website.

### Colours

- Your choice of colours should be visually appealing to your audience. Remember it is a scientific poster that you are creating - avoid garish colours!
- Some colours may print differently than they appear on your computer screen.

## Tips for making a successful poster

- Re-write your paper into poster format i.e. simplify everything and avoid data overkill.
- Headings of more than six words should be in upper and lower case, not all capitals.
- Never write whole sentences in capitals or underline to stress your point. Use bold characters instead.
- When laying out your poster leave 'breathing space' around the text. Don't overcrowd your poster.
- Use plain fonts such as Arial, Helvetica, Times New Roman, or Univers.
- All body text should be the same size and style of font.
- Keep body text left-aligned. Do not justify text.
- Columns should not vary in width.
- Use photographs or coloured graphs wherever possible.
- Avoid long numerical tables. Convert complex tables to graphs or charts.
- Do a spell-check and have someone else proof-read your poster.
- Poster templates designed by MIU can be downloaded from: <http://miu.med.unsw.edu.au/downloads.htm>

## Importing images and graphs

Photos, graphs, diagrams and logos can easily be imported into your poster from scans and existing files.

### Resolution

- Avoid 'resolution overkill' when scanning which can result in enormous file sizes (see 'Image file sizes').
- Images from the Web are almost always unsuitable for printing as the resolutions are too small.

### File types

The best file type to import if you are using Powerpoint is a JPEG file (high-quality/level 8).

### Image file sizes

The recommended size of the JPEG files (for posters!) is:

- Print size - 13x18cm (5"x7")
- Resolution - 180dpi  
(Image size is thus about 921x1276 pixels)

- Colour (RGB) - 320k JPEG file (3.37Mb when this file is open)
- B/W (Greyscale) - 180k JPEG file (1.13Mb when this file is open)
- If unsure, obtain advice from MIU first, or let us scan your originals.

### Inserting files into PowerPoint

- To insert scanned images, graphs, etc. go through the menus as follows: Insert / Picture / From File ... then find the file to be inserted, select it, and press OK.

### Resizing an inserted image or graph

Once the image has been imported into the poster, it can be resized by selecting it and dragging at a corner. Do not drag at other points as the image will become distorted.

## Be aware of potential problems

### Page size and PowerPoint

Changing the page size after finishing your poster can cause formatted text to move and imported objects and images to go out of shape.

### Large file sizes

- If the poster file exceeds 100Mb in size, printing problems may occur.

### Importing problems

- PICT files, SigmaPlot, Prism, SPSS, DeltaGraph & CricketGraph into PowerPoint (they might be visible on your screen but can print incorrectly or not at all). Preferably import only JPEG files or TIFF files.
- Imported scanned images are a potential source of printing errors.

## Be aware of potential problems

Your poster should be conceived as an advertisement for your ideas, findings and techniques. Therefore a good poster is the one that applies the best techniques of salesmanship:

- The title and subheadings will be short yet meaningful.
- The content is concise and to the point.
- The design is visually appealing, exploring capabilities of colour, graphics and typography.

## How to get your poster to MIU

**Removable media:** CD-ROM, 100Mb Zip disk, 250Mb Zip disk, or 1.4Mb floppy disk

**Email:** [miunsw@unsw.edu.au](mailto:miunsw@unsw.edu.au)

**Note:** Please phone us after emailing the poster to ensure we have received it.

**Beware:** Files over 4Mb are 'parked' by our Hospital server and transmitted overnight. Do not email files over 5Mb.

### Medical Illustration Unit

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