

## Faculty Posters at the Christine E. Lynn College of Nursing

Faculty are responsible for preparing their own posters for conferences and other events, using the College of Nursing poster template. Approval to have the poster printed (i.e. paid for) by the College must be obtained from the Dean and the Business Manager (Betty Woelfel), in advance of printing. Usually this approval is obtained when the faculty member receives approval to attend the conference as a representative of the College.

- Attached “pointers” and poster layout guidelines are good starting points if you have not previously prepared a poster using the template.
- Contact Joanna Kentolall (x72883, or jkentolall@fau.edu) for “getting started” assistance, and for copy editing of the final layout/content.
- Joanna will forward all posters to Dr. Patricia Liehr for content review before printing is approved.

### Using the College of Nursing Poster Template

#### Preserving the original template

As soon as you open the template save the file under a different name so that you will have the original for your next project. Remember to save your work often!

Templates are available for 36” x 54”, 36” x 48”, and 42” x 48”.

#### Working with screen size vs. poster size

The PowerPoint template file has only 1 slide; all of your poster content goes on that 1 slide. In order to move and align the blue header boxes, text boxes and images with precision, set View to at least 30%, using the % slider/zoom at bottom right of the PowerPoint window. To see the whole layout of the poster on the screen, go back to 10%. You must switch back and forth between these two sizes in order to make sure the elements of the poster are both lined up properly and laid out in a creative, interesting, and readable manner.

- When you switch the view %, allow a few seconds for PowerPoint to refresh the screen – the file is very large so it takes some time. Also, it may “jump” to a different location on the slide, often the top left corner – just scroll (slowly, to allow for screen refreshing rate) to the area where you wish to work.
- **Note:** If you want to print a draft to look at the layout, be sure to set “Scale to fit paper” in the Print window, otherwise it will print at full size using a very large number of sheets.

**Text** (See also “The how and why of poster creation”, attached.)

Keep your text as large as possible without making the poster look too crowded. I suggest starting with 32 pt. [up to 40 pt. is good if you have less text]. Keep the headings larger than the body text. Remember that “white space” helps the viewer to absorb the content of the poster -- try not to overcrowd the layout.

You can type your text right into the text boxes or cut and paste from Word. The columns do not have to be the same size, experiment to see what looks best without breaking up the main headings of your presentation. Sometimes importing from Word results in very odd spacing and font size – you may have to delete tabs or spaces in imported text to make it fit in the desired space.

If you need to add a new text box:

- Click on “Insert”, then “Text box”, and position the cursor in a blank area of the poster.
- Click on the box and type in anything, including at least one “enter”. This will hold the text box for your later use.

- You can then cut and paste or type in text, then delete the “holding” text and you’ll still have a text box. Unless you put something in it right away, it does not remain on the screen for cut and paste.

References, if you need to provide them, can be listed on a handout, along with your abstract and contact information, with the poster printed on the reverse side of the sheet.

### **Blue header bars**

The header bars are made up of two objects: the blue rectangle and the text box with lettering. These two objects are “grouped” so you can drag and/or resize the header bar as a unit rather than having to resize each object separately and then line them up properly. To change the wording in the heading boxes, click on the white text, type your new wording, then delete the old wording, for better results in font size, placement, etc.

**Note:** If the white text inside the blue bars appears black when you print a proof of your poster (don’t forget to set “Scale to fit paper” in the Print window) you will need to change the fill color transparency level:

- Click on the text box (not the blue bar itself), highlight all the characters in the heading, and look for “Drawing tools” in the toolbar at the top of the screen.
- Click on “Format”, then “Shape fill” (the words that open to a drop-down color selector, not on the color itself). Select “No Fill.”
- Click again on “Shape fill” to open the same color selector again, and click on “More colors.” At the bottom of this window you will see a slider bar with “transparency” values from 0 to 100% -- slide the bar to 100% transparency. This will give you white letters.

### **Adding images from a jpg file**

To add pictures go to Insert toolbar, click on Picture. Select the jpg image from where ever you have it stored, click insert. Re-size your image proportionally by grabbing the corner and dragging. To add a line around your image [or text box] go to: Home toolbar, click on Drawing section, then Shape Outline. Select the line weight (width; 2 ¼ pt. is usually good) and select line color. There are many other “drawing” and “picture” tools, such as softening or rounding the edges, in Word 2007 – experiment!

### **Photo permission and credits**

If you take a photo of a person or group to include on a poster, you must request the subjects’ permission to use the photo. A standard release form is attached.

If you use a photo obtained from a website or taken by someone else, you must have permission to use the photo, or at the very least you must credit the source. Include a line under the photo in 10 or 12 pt. font.

Some examples: “Photo – www.photowebste.com” “Photo – John Smith, www.jsmith.net” “Photo credits: L – www.photowebste.com; R – Amy Parker”

### **FAU logo**

Do not change the size of the logo, and do not distort its shape by dragging on one corner. You can move the FAU logo if absolutely necessary to accommodate your poster content. Leave a bit of space between your text and the logo, so it is not crowded or obscured.

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## The Why and How of Poster Preparation

What is the purpose of a poster for a conference or meeting?

- to deliver a message or a set of information points to a specific audience
- to engage colleagues in discussion of your work

Catch the eye of the casual viewer - make it look interesting

- try for 50% of area as visual material - photos, charts, graphs, diagrams, concept maps
- title should be legible from 15 feet away - suggest 66 pt. font or larger

Tell a story:

Lay out in columns, with "chapters" for each part (purpose, method, conclusions, model, etc.)

Use arrows, color, or font variation to lead the viewer's eye from one chapter to the next.

A poster is **not** an abstract! Remember people will be standing in front of your poster to read it, so keep it simple and clear.

- **Avoid wordiness** and complete sentences
- Try the following:
  - bullets
  - key words
    - (set off with **bold**, *italic*, color, underline, font variations - but **not too many** different ones!)
  - Lists, diagrams, concept maps, models, other eye-catching devices
  - "white space" between sections helps the reader

Highlight Results/Conclusions/Discussion

- anything that is unusual or unexpected
- questions that arise from the work
- what intrigues you about this study
- your "next steps" ....

References -Consider listing only major sources on the poster and preparing a handout with your abstract, complete reference list, and contact information on one side, and a black-white print of your poster on the other side.

Graphics - Prepare your content using the College of Nursing PowerPoint poster template provided. See "PowerPoint Pointers" (pp. 1-2 of this file) for tips and tricks. Contact Joanna Kentolall if you need further information and to submit your poster materials for review before graphics production.

Sources (recommended for further information):

<http://www.makesigns.com/tutorials/> [this is the company that prints our posters; very good tutorial here]

<http://www.ncsu.edu/project/posters>

<http://paedpsych.jk.uni-linz.ac.at/INTERNET/arbeitsblaetterord/PRAESENTATIONORD/Poster2.html> [excellent site; in English]

<http://lorien.ncl.ac.uk/ming/dept/Tips/present/posters.htm>

## **Sample Photo Release Form**

*From Public Relations Writing & Media Techniques (Fourth Edition) by Dennis Wilcox*

Name or Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Permission to Use Photograph

Event: \_\_\_\_\_

Location: \_\_\_\_\_

I grant to [insert name or organization], the right to take photographs of me and my family in connection with the above-identified event. I authorize [insert organization], its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that [insert name or organization] may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and understand the above:

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Signature, parent or guardian \_\_\_\_\_  
(if under age 18)