

Poster Creation Using CorelDraw or PowerPoint

To create a professional looking poster presentation, suitable for a conference, and easily editable, it is suggested and highly recommended to create a digital poster using a software drawing package such as CorelDraw or PowerPoint, and save the output in a PDF format. The output device is a Canon imagePROGRAF 8300s inkjet poster printer, that uses glossy roll feed paper for output, at a cost of \$20 per poster (subject to change). The maximum size of poster for the Canon imagePROGRAF 8300s inkjet printer is 42" wide x 36" high (portrait or landscape orientation). Custom sizes may be available and priced accordingly. Our glossy media is 42" wide.

Methodology (Focus on CorelDraw)

1. Page Setup

- Determine the size and orientation of your poster (recommended 42" Wide x 36" High).
- Define the Page Setup in CorelDraw.
- Layout/Page Setup/Page Size/Landscape (or Portrait)
- Paper/Custom/Width/Height in inches/OK

2. Layers Setup

- Use the layer manager to separate different objects onto different layers.
- Layout/Layer Manager/Right Click to create new layers
- Rename the layer, then select layer to add objects onto that layer
- Order of layers is in precedence of display – objects on higher layer will obliterate lower layer objects
- Can toggle View, Print, and Editable attributes for layers

3. Frame Setup

- Create a page frame or border, and light background colour if appropriate.
- Rectangle tool/Click and drag rectangle
- Outline Tool/Outline Pen/Set colour/Set width in mm
- Fill Tool/Fill colour or use colour palette bars

4. Title Text

- Create your centred title in CorelDraw
- Text Tool/Select font/Size/Place marker/Enter Text
- Centre text before or after entering text
- Select colour
- Use two lines in necessary
- Create Subtitle if required

5. Poster Text

- Create your paragraph text in Word or in CorelDraw
- Create your poster text in Word
- Import text into Paragraph text 'boxes' that are shapes that could be edited. (see Fitting text inside objects in CorelDraw help)
- Or Cut the text, then paste into the CorelDraw drawing as is
- Or Enter the text directly into CorelDraw using Paragraph text
- Select font and text size

6. Images and Charts/Graphs/Spreadsheets

- Import images, graphics (spreadsheets, charts etc.), maps into layout.
- File/Import/Browse to select file/Paste Special
- Size objects by clicking object and dragging 'handles'
- Design layout for esthetics, readability, and content.

7. Output (typically printed by Geomatics lab manager or Instructor)

- Produce draft on letter size paper (8.5" x 11" portrait or landscape) and check for colour issues, font size and style, legibility etc.
- If you have access to Adobe Acrobat or equivalent, save your poster in PDF format (highly recommended!) in order to avoid compatibility issues – just make sure you **define the page size** in Adobe Acrobat as the **actual page size** of your poster (if the sizing option is available).
- Submit file to GIS lab manager or instructor for processing. Please name the file "Student name Course number poster" eg Jane Doe GEOG2020 Poster.PPT. Fill out the Poster Printing Work Request Form and submit it with your file.
- The poster will be printed on glossy photo paper using the Canon imagePROGRAF 8300s for \$20 and takes approximately 5 minutes to print.
- You can also submit your poster for printing to Graphics Services in Robertson Hall by filling out their Poster Printing Work Request Form

PowerPoint

Should you wish to use PowerPoint, visit the many sites for tips and suggestions by searching PowerPoint Poster Creation in Google. Below are some example sites. Note that there may be version incompatibilities with PPT files (PowerPoint 2003, 2007, 2010 etc), so save in PowerPoint 2010 format and create a PDF (recommended), WMF or EMF file on the same machine that created the PPT file, if possible. You can submit a file for printing by e-mail, as long as it is saved in PowerPoint 2010 format or PDF format, which will cause the least amount of issues for printing. PDF files should be able to be printed directly by the GIS Lab Manager to the Canon imagePROGRAF 8300s without any issues, on one sheet of paper, as long as the page size is defined, being a maximum of 42"W x 36"H (Landscape) or 36"W x 42"H (Portrait). Ensure that you define the Page Size (the size of your finished poster) before you start. That option is under Design/Page Setup, and take note of the units used (probably cm, so 2.54 cm per inch). Larger sizes are typically scaled to fit these dimensions, but if you require a custom size that does not fit these dimensions, additional costs may be incurred.

Font Issues

Note that submitting a PowerPoint PPT or CorelDraw CDR file to be printed may result in a font substitution, as the computer performing the printing (the Geomatics Lab manager's computer) may not have the same fonts as the machine that created the poster file. In those cases, either stick to well used standard fonts, or copy the font file(s) and submit with the PPT or CDR file, should you absolutely require 'exotic' fonts!. Converting the file into a PDF format should avoid these issues.

Hyperlinks

If you are including hyperlinks to web pages in your poster, make sure to use 'Remove Hyperlink' option, as the text colour in the hyperlink may not match the colour of the surrounding text. By removing the hyperlink, the web page link becomes just text, which you can adjust as other text items in your poster.

Open Office

You can use Open Office, a free open source office suite to create your poster, but save the result in a format that can be imported into CorelDraw, such as PowerPoint 2003, 2007 or 2010 PPT, EMF or PNG, or PDF format (recommended) if available.

Imported Photos or Images

Try to use as high a resolution photo or image as you can, at least 300DPI (dots per inch) for the best quality. Typical screen captures or images from the Web may be 72 DPI, and may be fine for screen displays, but become pixelated (blocky) when printed at 600DPI.

Logos

Should you decide that a Carleton University logo would enhance your poster, download the logo from The Department of University Communications at

<http://newsroom.carleton.ca/resources-and-publications/>

where they have many high quality versions to choose from (see example below). You can download the file and import it into your poster. Note that some of these logos are transparent, and some have a white background. Should you wish your poster background to show through, choose a colour transparent logo. Do not just right click and save a low quality GIF or TIF of the logo from any website, as it will be of poor resolution and blocky. A high resolution version of the Department's logo will be available on the GIS lab server, in the Courses directory, for your convenience, should you require it. Other departments may post logos on their course website.



**Department of Geography &
Environmental Studies**

Example Posters Online

Example poster creation sites, found by searching **PowerPoint Poster Creation** in Google, are listed below (note that the Internet is dynamic, so some sites may not be available):

<http://www.scientificphoto.com/Poster%20Creation.htm>

http://posters4research.com/design_help.php

<http://www.liv.ac.uk/media/livacuk/computingservices/printing/making-an-impact-with-your-poster.pdf>

<http://www.spfldcol.edu/homepage/dept.nsf/BC81220B343BE6788525738E005FDA74/F0BB3C96C5ED8A898525754700505502>

A great site with links to other sites, but has specific PowerPoint pointers!

<http://www.treeringsociety.org/AmeriDendro2008/How-to-create-High-Res-PDF.pdf>

<http://gradschool.unc.edu/student/postertips.html>

A great site with links to other sites

http://www.posterpresentations.com/html/free_poster_templates.html

<http://www.posterpresentations.com/html/helpdesk.html>

Free poster templates and poster creation guidelines

Search 'How to create posters using PowerPoint' for many ideas and websites concerning the creation of posters using any version of PowerPoint.

Poster Printing Submission Instructions

1. Completely fill out the Poster Printing Work Requisition form (located in bin outside Steve's office) and submit it to Steve Prashker (slide it under his office door if he is away!). PLEASE PRINT LEGIBLY.
2. Make sure your poster file is named with your identification credentials, such as 'Your name' Course # Poster eg. Jane Doe Geog 4904 Poster.PDF (Note: the filename extension will vary depending on the software file format).
3. E-mail the poster file to steve.prashker@carleton.ca or submit it on a memory stick or CD-R to A239 Loeb. Note that there are file size limitations (about 10Mb) for e-mail submissions.
4. Payment is due upon submission if in person, or when picked up if e-mailed.
5. Check your e-mail, as you will be notified if there is an issue with printing.

Please Note: Poster printing submissions cannot be guaranteed to be printed if submitted the day before the poster is required. Sufficient time is required for processing and for the inkjet poster printer to produce top quality output. Also, it takes careful planning, editing and layout skills to properly craft an interesting and engaging poster, so give yourself enough time for this endeavour. Submit the poster file at least one week before it is required. Your cooperation is appreciated!

Feel free to contact Steve Prashker, GIS Lab Manager at steve.prashker@carleton.ca, or visit A239 Loeb, if you need any assistance. Good luck with your poster!