

- **Open Canvas → “Configuration center”:** (Alternatively, you can use PowerPoint)

Paper Size: Custom

Width: 90 inch;

Height: 42 inch *(in GG, the maximum poster height or the “roll” size is 42 inch);*

**GSA poster board size is: ~8 ft (width) & 4 ft (height), but we can make a poster slightly smaller.**

- **“Save as”:** PDF

Resolution: ~450 (adjust this up until a maximum of 600). The maximum resolution is determined by computer memory.

- **Proof Read: print the PDF in a local (8”x11”) printer.**

Take a look at it for anything unclear – typos, low-resolution graphics/tables, blank areas, etc. Revise Canvas until this small printed PDF is good. Note that tables or graphics from Excel or Word can be “printed” as PDF. These PDFs can be “placed” into Canvas, resulting in high-resolution images in the Canvas-outputted PDF.

- **Send PDF to [CopyCTR@uwyo.edu](mailto:CopyCTR@uwyo.edu) (the Copy Center in the Student Union Building)**

Email should include: (1) poster PDF; (2) type of paper desired; (3) size of the poster, (4) which grant to charge (ask Ye), (5) the IDR form (ask Genee in accounting). Paper type & size can be found here (please use a paper grade one grade above the cheapest grade): <http://www.gg.uwyo.edu/ggcs/tech/lfpFAQ.html>

**Here is the AGU Poster Guidelines**, which can roughly be used as a guide for general “best-practice” in poster preparation:

Each presenter is provided with a 4-foot-high by 6-foot-wide poster board. Poster boards have a 2.5 cm (1-inch) frame. Dimensions of the useable work area are 1.2 meters high by 1.8 meters wide (4' high x 6' wide; or **47 in by 68 in**)

- The presentation must cover the material as cited in the abstract.
- Place the title of your paper and your paper number prominently at the top of the poster board to allow viewers to identify your paper. Indicate 1) the abstract's presentation number, 2) title, and 3) authors' names.
- Highlight the authors' names, e-mails, and address information in case the viewer is interested in contacting you for more information.
- Prepare all diagrams or charts neatly and legibly beforehand in a size sufficient to be read at a distance of 2 meters. Paragraph and figure caption text should be AT LEAST 24-point font (0.9 cm height) and headers AT LEAST 36 point font (1.2 cm height). Use creativity by using different font sizes and styles, perhaps even color.
- Use different colors and textures/symbols for each line or bar contained in your graph or chart. A serif font (e.g., Times) is often easier for reading main text, and a non-serif font (e.g., Arial or Helvetica) for headers and figure labels.
- Organize the paper on the poster board so it is clear, orderly, and self-explanatory. You have complete freedom in displaying your information in figures, tables, text, photographs, etc.
- Use squares, rectangles, circles, etc., to group similar ideas. Avoid cluttering your poster with too much text. Label different elements as I, II, III; or 1, 2, 3; or A, B, C, making it easier for a viewer to follow your display.
- Include the background of your research followed by results and conclusions. A successful poster presentation depends on how well you convey information to an interested audience.
- Please do not laminate your poster to ensure that it can be recycled.

If for some reason the copy center is not accessible, an alternative service is:

**FedEx Kinko** in Laramie: 307-721-8170; 2124 Grand Ave

Open: Monday to Friday; 7 am to 11 pm.

Needs at least 24 hours lead time (“next day” service)

Print poster at 42 inch height and any width;

Bring the PDF file in a flash drive.

*If you go to Kinko for poster printing, please pay for it yourself. Get the receipt. After you’re back from the conference, get reimbursement as part of the expenses.*