



**SOAR WILL PRINT ALL POSTERS SUBMITTED BY MAY 5
NO EARLY PRINTING, DUPLICATES, OR REPRINTS**

CREATING YOUR POSTER

- PowerPoint is the standard program for creating SOAR posters. All final posters must be submitted as PDF files. If you use a different program, make sure your poster meets all final requirements.
- Make sure your poster document is set to the required size: 36” H x 56” W. All posters will be sized to these dimensions when printed. Posters will be displayed horizontally. Do not make a vertical poster.
- Design your poster. Remember, the template is here to guide you. If you are using the template to create your poster, it is already set to the required dimensions.
 - When adding images, make sure the resolution of your images is high enough for large-format printing. Be sure to scale images proportional to the original. Do not stretch the image to resize.
 - Ensure any online images you use are approved for reuse to avoid any copyright concerns.
 - Create contrast between your background and content. Generally light colored backgrounds with dark fonts show up the best.
 - Allow a ½ inch border from the edge of your poster. Keep all text and images within the imaginary border of 35.5” and 55.5”. Any text or images beyond the border can get cut off.
- Your poster must have a title, which should be descriptive but short enough to fit on one printed line. 60 characters maximum.
- Include the names of everyone presenting your poster.
- Include references and citations according to your category.
- Proofread your poster VERY carefully. The file you submit will be printed exactly as is—typos, pixelated images, and all. Make sure it is exactly the way you want it to look.
- **SAVE YOUR POSTER AS A PDF FILE.** Include your last name and first initial (or the name of your lead contact) in the file name. (Ex: PotterH.pdf). ONLY PDF FILES WILL BE ACCEPTED.

If you have questions about the content or layout of your poster, speak with your instructor or faculty sponsor. If you have technical questions about PowerPoint or file conversion, contact Librarian Jim Rible at rible@sou.edu or contact SOAR with any other questions at soar@sou.edu or 541-552-6816.