

Creating Your Poster Exhibit

3-Step Poster Process

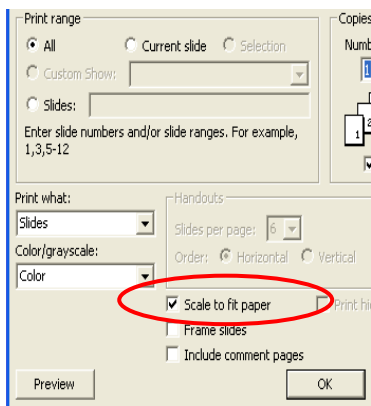
TRI-FOLD

1. Identify Best Practices/Case Study Main Points

- Highlight the areas you want your poster to exhibit and organize successes, future goals, etc. by filling out the [Best Practices Worksheet](#) from the Showcase website. You can use the completed [Student First Year Experience](#) Best Practices form as an example.

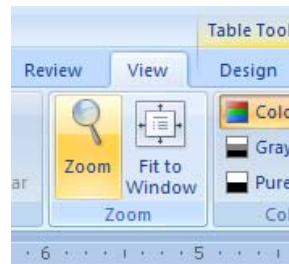
2. Create Your Poster Using the Tri-Fold Template

- [Tri-fold PowerPoint Template](#) To Edit: Right-click and choose “Edit Slides” from the menu.
- Use Best Practices/Case Study information from the worksheet as a guideline to fill in the poster.
- Format background and line colors, bullet points, and fonts, and add meaningful graphics or charts to create a unique and interesting poster. **Do not format the width of the three existing textboxes within the template. They are sized to fit proportionally onto the sections of the tri-fold displays when printed and cut.**

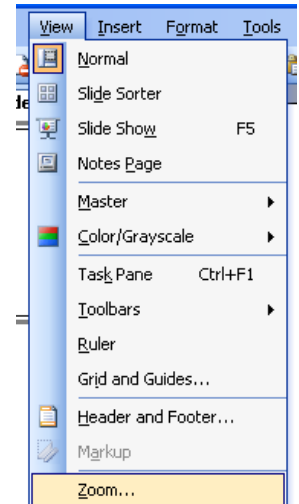


• The template is formatted to the size of the finished poster, therefore, if you try to print the slide on 8.5” x 11” paper, you will need to select “scale to fit paper” on the print screen before sending the document to print.

• If you want to see how big fonts and pictures will appear once printed in poster size, go to the “View” menu, select “Zoom” and switch to 100%.



View Menu & Zoom in PowerPoint 2007



View Menu & Zoom in PowerPoint 2003

- At this point, look at the quality of any pictures you’ve added. If the picture is grainy or distorted at 100%, choose a photo with a higher resolution. 750 x 500 pixels or about 200k is a good *minimum* size. The higher the resolution (the more pixels), the better quality the picture will be printed in a large format.

3. Print and Complete Your Poster

A. Printing at the College Library Media Center

- Copy the saved file onto a USB memory stick/thumb drive, flash card, or CD and *bring* it to the **College Library New Media Center** (Phone: 608-263-9889). You cannot e-mail the document to the lab for printing, as they function on a first come, first serve basis. The InfoLab still accepts student and department print cards, but they are **now able to accept credit cards** and **ProCards** as well.
 - To order a department print card, fill out the [authorization form](#) with your UDDS account number and fax to 265-2754, or drop off the form at the Memorial Library, room 360.
- Price: \$3.00 per square foot
- **Ask them to make the finished size of the poster 34” x 44”.**

If you have any questions or concerns, please contact the Office of Quality Improvement by phone, at 608-262-6843 or by e-mail at showcase@oqi.wisc.edu

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- The total price for printing the poster should be about \$36.00.
- **Printing time can vary depending on the workload of the lab. At a minimum, printing will take one hour, but could take up to a few days.**
- The template is formatted to fit onto a tri-fold display in three separate pieces. Ask the staff at the College Library Media Center about how to use the self-serve cutting table; they will show you how to quickly cut the poster into three pieces using their cutting table that is specially designed for large scale items.

B. Ordering Supplies

- The 36" x 48" Tri-fold Displays can be found online at www.officedepot.com or www.staples.com. ****Note: Since MDS has switched from Office Depot back to Staples via Corporate Express, the tri-fold displays are no longer sold individually, only in cartons of 12. The Office Depot and Staples websites and prices are for two commercial vendors that carry the foam displays and offer free shipping for local in-store pickup.*
 - Tri-Fold Foam Display - Office Depot Item #: 848712, \$14.99 + \$9.95 shipping if not picked up in store
 - Tri-Fold Foam Display - Staples Item #: 607283, \$13.99 + \$9.95 shipping if not picked up in store

C. Assembling the Final Product

- You can cut and paste the poster directly onto purchased foam core using 3M Spray Mount, \$8.45/can on the MDS Staples/Corporate Express (Item #MMM6065). The spray adhesive will not bleed through, stain, or wrinkle the paper like glues might. **If overspray gets on the poster, do not use water to remove it; water will remove the printed ink from the glossy surface of the poster.**
- The 3M Spray Mount is not immediately permanent and therefore you should be able to reposition the pieces if needed after you first put them in place.

Printing of Tri-fold Poster	\$36.00
Office Depot Tri-Fold Display	\$13.49
<i>Optional Shipping</i>	<i>\$9.95</i>
3M Spray Mount	\$8.45
ESTIMATED TOTAL	\$67.89

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