Place Your Title Here

Poster Author(s) Here

**College Department or Affiliations Here*

Getting Started

Your poster will be created on **one** page in an InDesign file.

The Pixel Lab needs a file that's set to your custom page size for proper printing. Therefore, the very first thing you should do is make sure your page size is the size you want your poster to be printed.

This poster is A0. If your poster needs to be a different size either download one of the other templates or change this file's document size.

Here's how to change the size:

- Click the **File** tab at the top of the program.
- Click **Document Setup**.
- Fill in the correct **Width** and **Height** for your poster.
- Make sure **Facing Pages** is unselected.
- Click **OK**.

(If you change the document size unlock the Background layer and scale the wqwheader and footer, so it will fit your new document. Do NOT stretch or distort the Nebraska N or UNL logo.)

Design Tips

To prevent cropping when printing, be sure there is nothing important, such as text, within 1" of the edges of the poster.

A gradient color fill in the background, especially black, will print poorly.

The colors that you see on your computer monitor will not reproduce exactly the same on a printed poster, as monitor color settings vary. Inform us of any important colors.

In the swatches panel are the official colors of the University. Feel free to use these colors throughout your poster, but try to keep scarlet/red the most prominent color.

25%   **50%**   **75%**
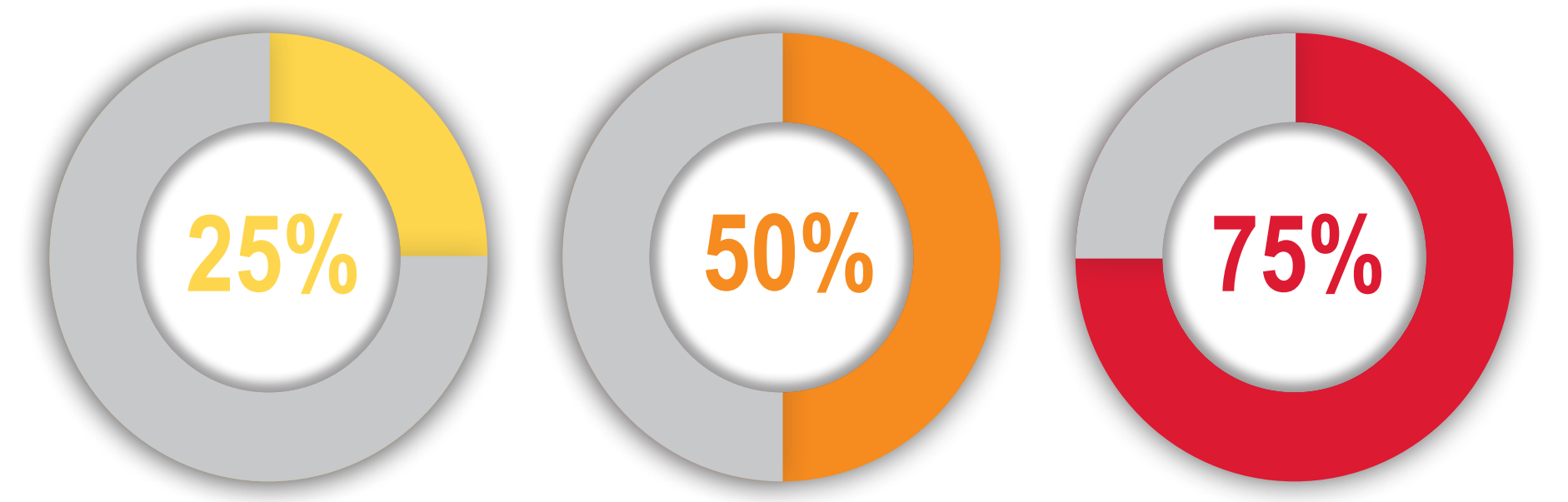
GENERAL FONT SIZES

SECTION	FONT SIZE
Main Title	72-120 pt
Subtitle/Authors	48-80 pt
Section Headers	36-72 pt
Body Text	24-48 pt

Acknowledgments and sources can be listed at a smaller size than the main copy if neccessary.

Graphics

Follow these helpful pointers for your graphics...

- Images copied from the web are low resolution (72 dpi) images and are not good quality for print. You can check the dpi of an image in the Links Window.
- Images must be at least 150 dpi to print well.
- All graphics and images should be placed directly into InDesign using File > Place. The preferred image format for all inserted images is **JPEG**. **TIF** files will also work. *(Pro tip: tif files have transparent backgrounds and jpg files do not.)* Avoid png and gif files. Other file types that will work include eps, svg, and pdf.
- Do not scale images larger than 110%. They will lose quality and become pixelated.
- To scale an image and retain its proportion, hold down the shift key on your keyboard, click on one of the corners of the image, and drag.
- If you have graphs or charts from Excel that need to be included in your poster, copy in Excel and paste into InDesign.

Text

Follow these helpful pointers for your text...

- Use standard fonts that can be found on Windows and Mac. These include:
    - Arial
    - Tahoma
    - Times New Roman
    - Trebuchet
    - Verdana
- The title should span the width of the poster and the content should be broken into three to four columns.
- Adjust the font size depending on the amount of text in your poster and the style of font you choose. For readability, do not make your font size smaller than 18 points.
- For consistency, make all the headers the same font size and all the body text the same font size. *(Pro tip: Paragraph and Character Styles are set up within this InDesign file if you choose to use them.)*
- If your text is in a different file (e.g. in a Word document), copy and paste it into a text box in InDesign.
- To continue using the red bullets on this poster, select the bullet, copy it, and paste it within the text box in front of the item that requires a bullet. Make sure your tabs are set up or use the **Body Copy: Colored Bullet Points** Paragraph Style and hit Tab.

Submitting Posters

The Pixel Lab requires that you export your InDesign file as a PDF before you submit it to print.

Here's how to export your file:

- Click the **File** tab.
- Click **Export**.
- Enter a name for the file in the **Save As** box, if you haven't already.
- Select a file destination on your computer or flash drive.
- Under the **File Format** type box, select **PDF (Print)**.
- Click **Save**.

Once you've converted your poster you can submit it to print.

Here's how to submit your file:

- Send your PDF poster file **via email** to *pixel-lab@unl.edu* along with all of your information (dimensions, material, quantity, etc.).
- For larger PDF files, **upload to our website** at *pixel-lab.unl.edu*, and send us an email that includes all of your information (dimensions, material, quantity, etc.).
- Bring your PDF file **in person** on a flash drive to the Pixel Lab in 123 Henzlik Hall, located on the north side of Vine street between 14th and 16th streets.

QUESTIONS?

If you have questions, we're here to help!

Stop by, give us a call, or send us an email. We're happy to help if you have questions about design, Microsoft Office, or Adobe programs.