

Student Research Day

Poster Printing by Yale Printing & Publishing Services, 344 Winchester Ave., New Haven, CT

Yale Printing & Publishing Services

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ypps.yale.edu

What to bring us:

- Student Research Day is on **Tuesday, May 7, 2019**.
- Please submit your poster for printing to YPPS by **Wednesday, April 17, 2019**.
- Please lay out your one-piece poster* for us to print on our large-format printer, making the dimensions 45x36 in the Page Setup of your computer program. Follow the guidelines on the reverse side for font sizes, etc.. Powerpoint works well for this; a template is available through <https://medicine.yale.edu/education/research/studentday.aspx> or e-mail from **Kelly Jo Carlson** (kellyjo.carlson@yale.edu). Illustrator, InDesign, and Canvas may also be used. You may upload your file using our online order form at ypps.yale.edu/posterupload. You will receive a confirmation email upon successful upload of your poster.
- The best type of file to bring us for printing is a **PDF file**. A PDF file generated from the program you made the poster in (such as Powerpoint or Illustrator) will lock everything into place as a high-resolution bitmapped image, but it should be viewed thoroughly on your monitor before bringing it to us to be sure nothing has disappeared or shifted from the original poster file. PDF files can be made directly from most applications. Otherwise, Adobe Acrobat can be used to create them. Acrobat is available free on the ITS web site at www.yale.edu/its/software/. Be sure to embed fonts when making a PDF file. Also, make sure it is optimized for print (or high-resolution). NOTE: We are unable to make changes to a PDF file. If, after viewing a small proof, you decide changes must be made on your poster you will have to make the changes on your original poster file and submit a revised PDF to us for final printing.
- Be sure to mention that your poster is for **Student Research Day** when you send it or drop it off to be printed. We'll know how to bill it.
- We'll arrange to have all of the SRD posters we've printed delivered to The Anlyan Center at 8:00 AM on the exhibition day (May 7th).

Tips for laying out your poster:

- Good typeface choices are Helvetica or Arial, Times, Palatino, and Century Schoolbook. Use one typeface for the whole poster, and use different sizes and font styles (i.e. roman, bold, italic, all caps) sparingly. Avoid underlining.
- When formatting tables, manually set the tab stops. Never use character spacing when laying out a table.
- If your poster includes a logo(s), Yale must be represented by the word mark "Yale" not the shield. Yale School of Medicine (the proper way to reference the Medical School), is represented by the full color shield. Follow the link below to get the logo(s). We will review for quality and replace as needed, before sending your poster to print. When sizing a logo please start from the corner, click and hold the Shift key to maintain proper proportion.



ypps.yale.edu/download-graphic-files

Find your download (use .eps when available) save the compressed folder to your desktop and extract all.

- See example on reverse side for further information, or contact **Jason England** at jason.england@yale.edu for further guidance.

**Please Note: We no longer supply "blue boards" for mounting posters that are not produced electronically. All posters should be laid out on the computer to be printed as one piece.*

Typical Poster Layout

(Powerpoint template available online at <https://medicine.yae.edu/education/research/studentday.aspx> or by email to kellyjo.carlson@yale.edu)

Page Setup size 45x36
in Powerpoint or other
program

No abstract

Body text 28 pt

Subtitles 40 pt

Concise text throughout poster, no unnecessary detail for conventional methods

This Is the Title of Some Very Interesting Research Which Everyone Will Want to Read About and Then Discuss with You

J. Q. Doe and H. Z. Smith, M.D., Department of Great Research

Introduction

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Methods

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Results

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Conclusion

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Single (auto) line spacing