Kapiʻolani Community College STEM Program
Poster Making

- Acceptable file formats
  - o .ppt (Microsoft PowerPoint, 1997-2003)
  - o .pptx (Microsoft PowerPoint, 2007-2010)
  - o .pdf
  - o .jpg (the above three formats are preferable, but .jpg is acceptable in certain circumstances)

- For posters made as part of a **course assignment** or for **undergraduate research projects**:
  - o Maximum poster print size = 36" wide by 24" high
    - ▪ Minimum size 24" wide by 16" high
    - ▪ One side of the poster (either the width or the height) must always be 24"
  - o When designing the poster on a computer:
    - ▪ Set the page size to 18" wide by 12" high (**half the size of the actual print size**, the print size will be set to 200% when printing)
    - ▪ Designing the poster in half size makes printing much easier and faster (due to the smaller file size)
  - o Backgrounds
    - ▪ No photos are allowed to be used as background images for an entire poster
      - • Photo backgrounds use too much ink and are too difficult to print
    - ▪ No dark, solid backgrounds are allowed (for the same reason as photo backgrounds)
    - ▪ Light colors or backgrounds that are primarily white are preferable

- For posters for a **conference**:
  - o Maximum poster print size = 48" wide by 36" high
    - ▪ Minimum size 24" wide by 16" high
    - ▪ One side of the poster (either the width or the height) must always be either 24" or 36"
  - o When designing the poster on a computer:
    - ▪ Set the page size to 24" wide by 18" high (**half the size of the actual print size**, the print size will be set to 200% when printing)
    - ▪ Designing the poster in half size makes printing much easier and faster (due to the smaller file size)
  - o Backgrounds
    - ▪ No photos are allowed to be used as background images for an entire poster
      - • Photo backgrounds use too much ink and are too difficult to print
    - ▪ No dark, solid backgrounds are allowed (for the same reason as photo backgrounds)
    - ▪ Light colors or backgrounds that are primarily white are preferable