NATIONAL CONFERENCE ON ALTERNATIVES TO ANIMAL EXPERIMENTS (NCAAE-2018)
JAMIA HAMDARD, NEW DELHI
November 27, 2018

Instructions for Poster Preparation

General guidelines

1. The Organizing Committee will arrange poster panels of size which will fit the poster in **portrait orientation** ☐) with size of 36 inches (width) x 48 inches (height). **Please do not make poster in landscape orientation** and also do not increase size of the poster, as poster panel can only fit a poster of 36 (width) x 48 (height) inches only. We want to achieve symmetry. If you do not wish to use the template, please ensure that poster size and orientation are as suggested above.

2. This template is fully editable. It is created at various percentages of the final printed size. It will generate at <u>100%</u> a poster of 36 x 48 inch size. Viewing the poster on the screen at the above (<u>underlined</u>) magnification ("view" menu...then "zoom") will give you a feeling for the final appearance even though you will only be able to see a fraction of the entire poster. You can change the background of the poster/boxes as per your desire. Our suggestion is simple background. Your focus should be to highlight your work (science).

3. Use bullets and telegraphic language as much as possible for information.

4. Text sizes and fonts may be freely changed, as can sizes, colors and shapes of text and figure boxes. Click to select the box and then drag to reposition. Once the boxes are selected, they can be resized and reshaped by clicking and dragging the selection handles. Any text within will automatically reformat to fit the box. The text size will not change.

5. Pictures within boxes however will be distorted when resizing unless they are resized from the corner selection points while holding the shift key down. After filling the boxes with your data, remove the "xx". Text boxes will adjust to fit the new size. The surrounding lines may be kept or changed in size, type or color. They can be deleted by selecting "no line" in the "format" colors and lines menu. If you intend to fill the boxes with a color, make it light so that the dark colored text is not overpowered.

6. Text size should be no smaller than ¼ inch or 24 point at the final magnification. It will be clearly visible from a distance of 1 meter or so.

Importing data from other programs

Excel- select the chart, then "edit...copy", and then "edit...paste" into your poster. The chart can be resized as needed. The chart can be "ungrouped" for editing once it is in PowerPoint.

Word or existing PowerPoint slide file- select the text to be brought into poster, choose "edit...copy", then "edit...paste" the text into a new or existing text box on your poster. Then you may edit your text at will.

Pictures and fonts:

Scans-Images need to be greater than 85 dpi in their <u>final printed size</u>, in order to avoid visible pixelation. (See the scanning table in our website "poster creation" page).

Picture files-Select "Insert...picture...from file" from your PowerPoint menu. This will paste the picture file into your poster. Resize as needed. Use only "JPEG" or "Tiff" files for your poster inserts.

Fonts- Please use the fonts which are common in WORD programme (i.e. Arial, Times New Roman, etc.). Our suggestion is for Arial.

For any query, feel free to contact: ncaae2018@gmail.com