

# Academic Poster

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## CTLT: DIGITAL ARTS PROJECTS

### LEVEL OF DIFFICULTY: Very Easy

Making an academic poster is a great method to express information in a viewable, creative, and professional way. You'll design your poster in PowerPoint and then print it out!

### TIMELINE:

It does require some basic set up in PowerPoint to get the size correct, but after that, if you are familiar with PowerPoint, it is pretty easy to put together a poster. Many people schedule an appointment to go over key skills to make the process easier and faster, and to learn some basic poster design skills. Overall, once you know what information you want to put on your poster and what size it needs to be printed, the project can take **one to two weeks total complete**.

### The Breakdown of How Your Time is Spent:

- **1 hour, Appointment to learn Poster Creation and Design Skills:** Having someone help you start the process and go over key skills is much easier and faster than looking at a manual or having to go back because it wasn't set up properly. A 30 minute to one hour appointment will give you the skills to make a fabulous project. Email [CTLT@goucher.edu](mailto:CTLT@goucher.edu) with a list of days, dates and times that you are available to schedule an appointment with a Digital Arts Specialist.
- **5 to 24 hours, Creation of the project:** Once you have the skills, use Power Point to create a poster. Some people only spend a few hours for a good project and others spend longer to get it how they want it. Depending on your expectations, the project can take 5 to 24 hours of computer time.
- **20 minutes to 1.5 hours, Printing:** If you are planning to print a small version of your poster (less than 11"x17"), you don't need to factor in extra time. However, if you want to use the poster printer, you will need to review the poster printing guidelines and schedule an appointment using the binder at the CTLT desk. It should take about an hour and a half to set up and print, and you need to stay with your poster during that time.

### EQUIPMENT:

- **A Computer with Microsoft PowerPoint**
  - All the library computers have PowerPoint installed.
- **Use of the Poster Printer in the CTLT**

### WHERE TO GET HELP:

- **Have a problem with your project or need some quick tips?** Swing by the library and ask a technical support specialist for some help (the Purple or Green Shirts) during library hours between 9am and 11pm on weekdays.
- **Schedule an appointment with a specialist:** Digital Arts Specialists are available to help with any part of the process. From learning how to set up your file to important tips or guidelines so you have a quality project, request an appointment by emailing [CTLT@goucher.edu](mailto:CTLT@goucher.edu).