



Tips for creating notices and posters

If you are creating notices or posters for your work area, you can find standard notice templates on the Public site (search: Printing, Letterhead & Envelopes). There are two different templates available, each in 8½ x 11 and 8½ x 14 formats. Both are printable in colour or black and white.

The templates are not meant to replace permanent signage. They should be used for short-term or temporary notices or posters for either public or staff notices about Capital Health related business. They should not be used to promote social events or fundraising drives, to advertise personal items for sale, etc.

Tips on creating good posters and notices:

- Keep the information brief.
- Don't use clip art; it can distract from your message.
- For headings, use a typeface like Arial or Verdana. For body text, use a typeface such as Times New Roman or Garamond. Using the WordArt function of MS Word can make text difficult to read.
- Please avoid using all caps and exclamation points. These can convey an unfriendly tone.
- Make sure the size of the typeface is large enough to be read from a few feet away.
- Make sure there is good spacing between your lines of text so it's easy to read.
- Set all margins to 0.5" and left align your text. Centre aligned or right-left justified blocks of text are difficult to read.
- Use black for the text colour for notices and posters. Some colours are very hard to read.
- Post your notices at eye level.
- Always put a contact name and phone number at the bottom of your posters and notices where people can get more information.



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