

Five Quick Steps for Building a PowerPoint Poster

Revised: 9/28/2007

Step 1

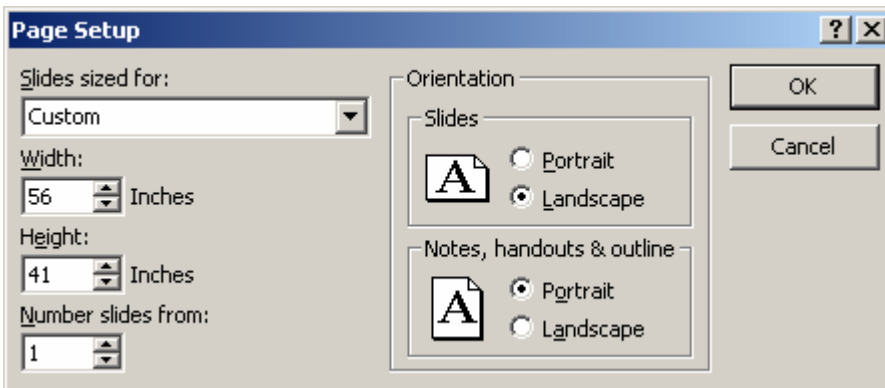
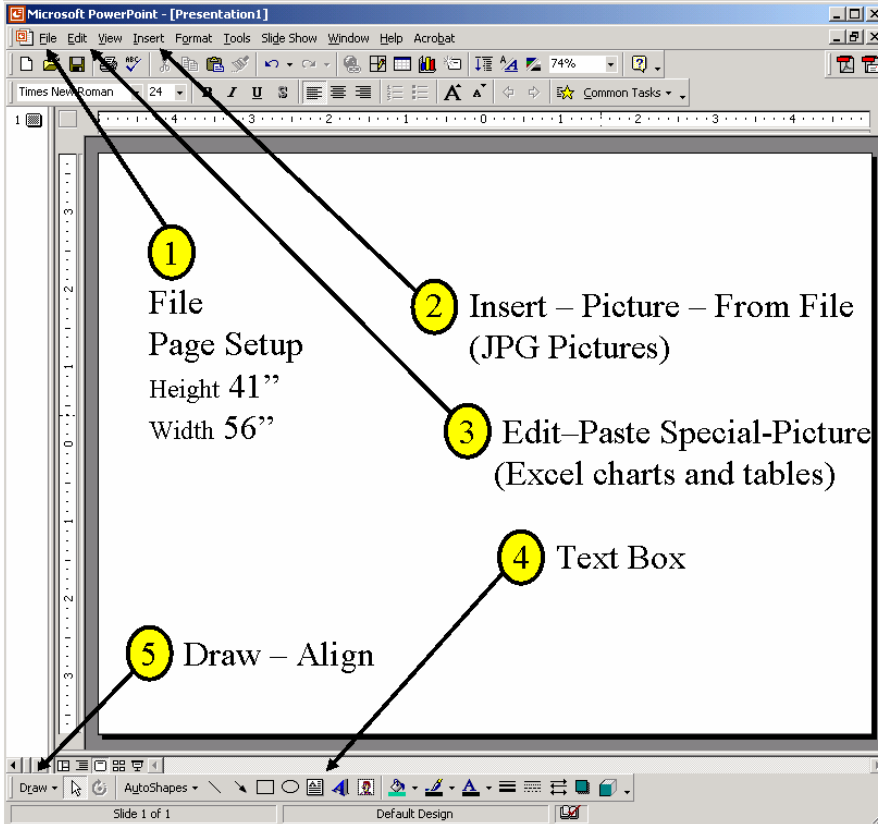
Start a new PowerPoint file and check the page size.

Click: File--Page Setup -- height and width

Follow the guidelines of the conference for poster height and width. The maximum height for the printer is 41 inches.

For Excellence in Research, use 41"wide x 28"high

The following example is for a poster 56" wide and 41"high



Save your file as "YourName.ppt"

Save the PowerPoint file along with all other pictures (JPG) and Excel files, in the same folder on your desktop.

Step 2

Insert pictures into the PowerPoint poster by using the pull-down menu:

Insert - Picture - From File

You will get the best results if your original pictures have the following PhotoShop properties:

Resolution: 300 DPI

Type: JPG, BASELINE (see Figure. 2 below).

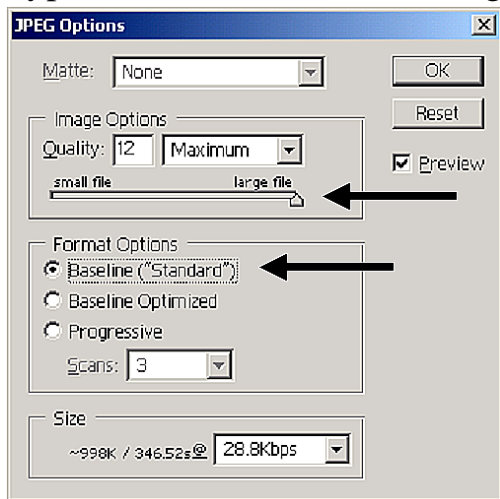


Figure 2. From Adobe PhotoShop

Step 3

To Insert a chart or table from Excel:

Copy the chart from Excel, then click the PowerPoint pull-down menu:

Edit – Paste Special – Picture.

Step 4

Include the following items in your Poster:

Title, author(s) and academic affiliation

Abstract

Introduction (rationale for conducting the research and definition of terms)

Materials and Methods (if possible, use schematic representations)

Results (tables and figures)

Discussion

Acknowledgements

ACKNOWLEDGEMENTS (please select only the ones that are applicable to your poster)

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Step 5

Align text, pictures, and select background color schemes and templates.

You might want to use the following font sizes:

Title (font 80)

Subject Headings (font 50)

Body of the text (font 30)

Note:

For best results, use a light textured background and dark text. It is best to avoid lengthy text sections, since the speaker will be explaining the charts and figures during the presentation of the poster.

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