

# Guide to Preparing a Poster Presentation for Celebration of Student Achievement

**1. Use PowerPoint.** Under “Page Setup” choose Slides sized for “Custom” and enter 36 inches maximum (HEIGHT) x 54 inches maximum (WIDTH). The 36 inch height is required for our printer in the media center (ITS) in the library. On this one “slide” you can make text boxes, regular boxes, import pictures or graphics, and import figures (graphs).

## **2. Suggested sections :**

Titles, authors, institutional address.

Abstract

Introduction

Methods

Results – includes figures (and perhaps tables if appropriate), any statistics, and text that is attached to each figure to communicate the result.

Discussion

FOR ALL SECTIONS TRY TO MINIMIZE THE AMOUNT OF TEXT YOU USE. BULLETED LISTS ARE GREAT.

## **3. Suggested design elements:**

- Only use design elements that help to communicate about the study – do not choose anything fancy just because it is a cool thing that PowerPoint can do.
- Keep it crisp, simple, and organized; minimize the number of different boxes you use.
- Choose a nice color for the background.
- Surround each section with a box with a bold, dark outline and make the background of the boxes white or a very light color, or use some other technique that makes the sections of the poster distinct. Every element on the slide has formatting options in PowerPoint, for color, line thickness, etc. Just right-click the element to get to the formatting option.
- Make the internal margins for text boxes 0.3 inches.
- Suggested font sizes (for Times New Roman; if you use a different font then use size that is similar to these upon printing):
  - Title – 88, bold
  - Names and address – 72
  - Abstract heading – 54, bold
  - Abstract text – 24
  - All other headings – 72. bold
  - Regular text – 32
  - Caption text – 28
- Align all elements. Under “View,” choose “Grids and Guides,” choose “Display grid on screen.” You may want to choose “Snap objects to other objects” to help you align, or you may do it by eye with the grid to help you.
- Keep margin widths in between the boxes equal.

**4. Printing.** Use the large format printer in ITS in the basement of the library (8-8 Mon-Thurs, 9-4:30 Fri. closed Sat and Sun). Make CERTAIN that your poster file is perfect before you get there – check all spelling, be happy with colors, etc.

**TO AVOID PRINTING ISSUES:** For images and graphs please save all as individual .jpg's or .png's and then insert them into Power Point.