

## Creating Posters with PowerPoint

These are basic instructions for creating a basic, professional-looking, 36-inch by 56-inch poster by using PowerPoint. The entire poster is created on one slide. Once the slide is created, it can be e-mailed to Learning Resources to have the actual poster printed. It is smart to give LR at least a week to complete the poster.

The poster should give a brief overview of your work, initiate discussion, attract attention, give you something useful to point to as you discuss your work, and let people know of your particular expertise.

Posters often include the following:

- the title,
- your name and institutional affiliation,
- an abstract,
- a summary of your findings,
- selected references and acknowledgements, if appropriate.

It is also useful to include charts, graphs, tables or images.

Before creating your poster it is helpful to sketch out the format of the poster. Try to maintain consistent spacing between each element. Next, assemble all materials – graphics, text documents, charts, web files, etc. – in a handy place, such as your desktop or a flashdrive. For most of the text it is usually preferable to copy and paste it into your poster because the text will be very small once it is placed on the PowerPoint slide.

With versions of PowerPoint older than 2007, once you have opened PowerPoint, go to File, then Page Setup. Under Slides Sized For, choose Custom. Then set the width to 56 inches and the height to 36 inches. If necessary, change the slide Orientation from Portrait to Landscape. For a poster, a lighter background and darker text is most effective. Go to Format, then Background for options.

With PowerPoint 2007, once you have opened it, click Layout and then choose Blank slide. Next, under the Design tab, select Page Setup. Then set the width to 56 inches and the height to 36 inches and click OK. Under the View tab select Ruler because this function helps you to visualize the poster and to line up the elements.

Use different font sizes for the parts of the poster:

- Title: 96. You might also use Word Art for the title.
- Name and affiliation: approximately 72-80
- Section titles: approximately 60-66
- Text: 32-36
- References/acknowledgements: 24 or smaller

Always use fonts that are easy to read. Use the Zoom function to help you with this. It might also be helpful to print a small version of the poster to see how it looks.

### Helpful Links:

<http://www.swarthmore.edu/NatSci/cpurrrin1/posteradvice.htm> (Advice and a four-column template. I highly recommend this site.)

<http://www1.wfubmc.edu/creative/Creative+University/Tip+Sheets/PowerPoint+Posters.htm> (Specific to older versions of PowerPoint, but it contains many useful hints)

[http://www.posterpresentations.com/html/free\\_poster\\_templates.html](http://www.posterpresentations.com/html/free_poster_templates.html) (Many poster templates that will be more helpful situations other than UWG because Learning Resources posters are all 36 inches high.)