CREATING A POSTER USING POWERPOINT

FIRST THING’S FIRST: POSTER DIMENSIONS

To avoid re-doing work (re-sizing, blurry images, etc.), change the dimensions of the Powerpoint slide to 42 inches by 36 inches.

How to:
1. Go File > Page Setup
2. Type 36 and 42 (in inches)
3. Select portrait or landscape
4. Click OK

CREATING A POSTER: A FEW GUIDELINES TO FOLLOW

Avoid:
- Using special Windows fonts/graphics or gradients
- Images that are less than 100 dpi

Font Size:
- Title—72 points
- Author list—48 points
- Text & figure label—20-24 points

Elements to Include:
1. Title
2. Author(s)
3. Abstract
4. Question/Hypothesis
5. Key findings
6. Conclusions
7. References
8. Images, charts, graphs

Arrangement:
Arrange your poster in a logical way. It takes time. Play around with it.

CHECKLIST

- Powerpoint page sized to 42 inches by 36 inches?
- All elements are included (title, author, etc.)?
- Does your poster read in a logical way?
- Spellchecked?
- References written in one citation style?
- Proofread? By multiple people?
- Gotten feedback?

EXAMPLES?

Google “research poster example” for inspiration and to find one where the layout appeals to you and recreate it with your own information.

Find a template and good examples: http://bit.ly/1FrTt53

PRINTING

The Symposium will pay for the cost of printing one 42”x36” Matte Finish Heavyweight Coated Poster at the Architecture & Allied Arts (AAA) Output room: http://bit.ly/1tC1jxE

1. Save the Powerpoint as a PDF (Save As > Format: PDF)
2. Connect to AAA PRINT server
3. Copy your file to AAA PRINT server
4. Go to the Output Room in Lawrence hall to pick it up (bring your ID)

More info: http://bit.ly/1vGRh37

NEED HELP GETTING STARTED? NEED FEEDBACK?

Schedule a 1-1 appointment with us to talk about your poster or to get feedback: http://bit.ly/12qd6MU

More information and ways to get help: http://undergradsymposium.uoregon.edu