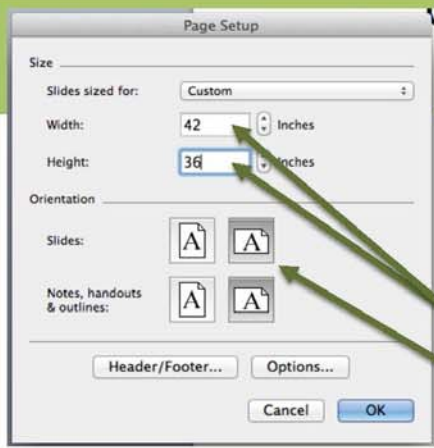


# CREATING A POSTER USING POWERPOINT



## 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

## 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>

## 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                   | 5. Key findings              |
| 2. Author(s)               | 6. Conclusions               |
| 3. Abstract                | 7. References                |
| 4. Question/<br>Hypothesis | 8. Images,<br>charts, graphs |



### ARRANGEMENT

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

## 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>