

Create a Poster with PowerPoint

General Guidelines

March 15, 2016

General points to consider

1. A poster (for a scientific meeting) is usually an abbreviated version of a full paper.
2. It will have a title with authors, and sections including: Introduction, materials and methods, results, discussion (and/or conclusions) and references. The abstract may be on the poster or printed separately.
3. Think carefully about how you want all of these parts to be laid out and displayed. All of the material have to be organized on a single page to be printed. Remember that you cannot include everything here. You will have a chance to explain things in more detail when your posted is displayed at a meeting.



General useful hints

1. For text sections, typically use the following font sizes:
 - Title: 72 – 96
 - Authors/ Institution: 40 – 48
 - Section headings/Figure legends: 32 – 40
 - Written text: 20 – 28
1. Use high contrast colors only
3. Keep following sections to absolute minimum:
 - Materials and methods
 - References
 - Acknowledgements



Mechanics

1. Open PowerPoint. Under the “layout” option, choose the “blank” format option.
2. Open the “Page Setup” dialog box (found in different places depending on version of the program used).
3. Use “Slide sized for” menu. Select Custom (at the bottom of the list). Set the width and height at desired values. For example, 48 and 36 inches, respectively for a poster that will be 4 feet by 3 feet (*Note: orientation can be either landscape or portrait*).
4. Use “Ruler” and “Grid line” functions to help with proper alignments of different sections. You can enlarge or reduce the display to magnify (or shrink) sections to ensure proper alignments.

Mechanics cont.

5. Use the “Insert” “text box” function for each section (Title, introduction, Methods, etc.) of written material, as well as for table headings or figure legends. You may or may not want to retain the visible box outline.
6. For any text prepared using MS Word or other word processing program, copy-paste can be used to bring the material into the appropriate section.
7. Figures or other graphics should generally be brought in using “Insert”, NOT copy-paste.
8. For Poster Preparation and Submission Guidelines, please visit:
<http://www5.pbrc.hawaii.edu/cnsf/posters/guidelines.html>