Quick TIPS! on Creating a Poster Session in Powerpoint

EVERYTHING needs to be on ONE PAGE, not separate slides!

There is one limitation - Powerpoint will only allow a maximum page size of 56 inches.

If your final size needed is larger than 56 inches we recommend creating your poster 1/2 size, and we can print it for you at 200%. For EXAMPLE:
- 4’ x 8’ make the page size - 24” x 48”
- 3’ x 6’ make the page size - 18” x 36”
- 4’ x 6’ make the page size - 24” x 36”
- 3’ x 8’ make the page size - 18” x 48”

But, if the final poster size you need is LESS than 56 inches, make the page size EXACTLY what you need: 3’ x 4’ make the page size - 36” x 48”.

To Change the Page Setup

Select the “Design” tab
Click on “Page Setup”
Enter in your sizes in the “width” and “height” spaces

Now you can start adding your items into the poster.

DO NOT - “copy” and “paste” graphics from other programs! Use the “insert > picture” function!

Change the font size to as large as you can to make it all fit. (the minimum size to use would be 24 point - if you are making the poster 1/2 size - minimum would be 12 point)

Add as much color as you wish to help make the poster attractive.

The final print will look pretty much the same as what you see on the page you created.

For Poster Templates visit:
www.med.wayne.edu/biomedcom/download/ppt_download.htm
Posters will be printed at the size you created it, or 200% depending on your request. We will not be held responsible for posters printed at incorrect sizes. For an additional $50/hour, we can make corrections upon request.

- If your poster is larger than 56 inches you need to create the poster at half size. We will print it at 200%. This will ensure the poster is printed at the correct dimensions (see reverse of this page to help you estimate that page setup is correct).

- Leave a 1/4 inch margin on all sides of your poster to avoid text or images from being clipped.

- Keep images in the poster at a relatively small file size. The original image should have a resolution of 300dpi at a size of 5x7. Large files can at times cause problems due to linking or failure to embed. If you must use large files, make sure you also include them on your disk.

- When charts are inserted into posters from other software programs, try ungrouping them. Often text in the charts will move or don’t print at all. We recommend using the charting program included in Powerpoint to avoid these problems.

- Please try to have your posters in for printing several days before you leave for your conferences. This way, if there are difficulties, there is plenty of time to correct the problem and/or we may be able to help you solve it, instead of stressing at crunch time. =D

- To avoid damage when taking your posters in and out of tubes, do not tap the tubes on the floor. Doing so can cause the edges of your paper to crumple. If you are having trouble getting the poster in and out of the tube, grab the inside edge and twist in the direction it is rolled. This will loosen it and allow it to slide out easily. When re-inserted, it is best to make sure your poster is rolled snuggly before putting it in the tube.

If you have questions regarding creating your poster, please call Mary Myrand (577-1484)

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