

Tips and Techniques for Creating Effective Posters in PowerPoint™

- Message
- Planning
- Layout
- Content
- Color and Style
- Peer Editing
- Resources

www.med.wayne.edu/biomedcom/

<https://www.ncsu.edu/project/posters/>

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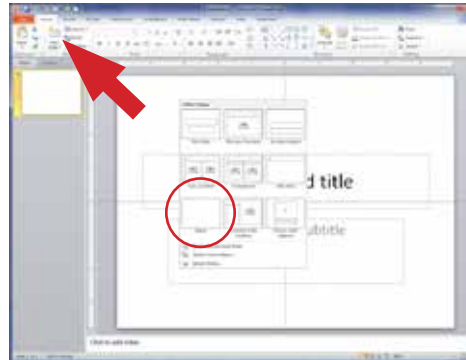
Everything needs to be on one page!

You cannot just take several different slides and make them print all on one page. If you have a slide presentation that you would like to modify and create a poster, you can copy and paste the items from each slide into one page, just follow all the same steps here. You can start from scratch or use the templates available on our web site www.med.wayne.edu/biomedcom in the support and downloads.

If you use a template skip to
STEP THREE

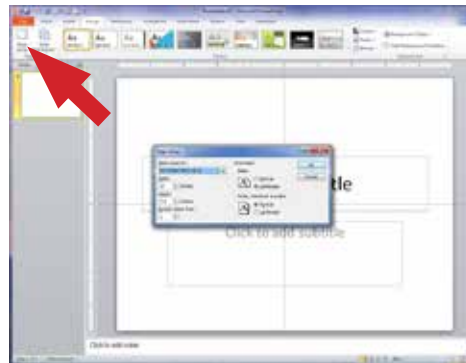
STEP 1:

Start with a "New Slide"
Select the blank page icon from
the task panel.



STEP 2:

Change the "Page Setup"
Select the "Design" tab, then select
"Page Setup" and enter the size in
inches to the corresponding width
and height you need. Click "OK"
and the window will adjust to the
correct size.



Note: There are limitations to consider:

- Powerpoint will only allow a maximum page size of 56"

Therefore if you are going to make a poster larger than 56 in length,
we recommend making your poster 1/2 size:

Example: a 3' x 6' poster make the height 18" and the width 36"
a 3' x 8' poster make the height 18" and the width 48"

When you bring your poster in to print, we will print it at 200% to fit
the correct size of your poster. Save your new Powerpoint file.

STEP 3:

Save your new Powerpoint file.

Step 4:

Inserting Text

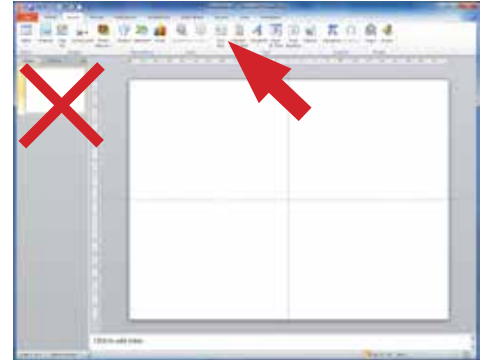
If you have text in Microsoft Word or any other word processing document, open that document up. Highlight the text you want to and copy it to the clipboard.

Go into your main section of the Powerpoint window. **Eliminate the outline** on the left side so you have a bigger window to work on your poster.

Select the insert text box icon. Touch the pasteboard and the text box will open. Paste the text from the clipboard into this.

Continue to add all your text; Abstract, Introduction, Methods, Results . . . etc., moving around and approximately mapping where you want them to be.

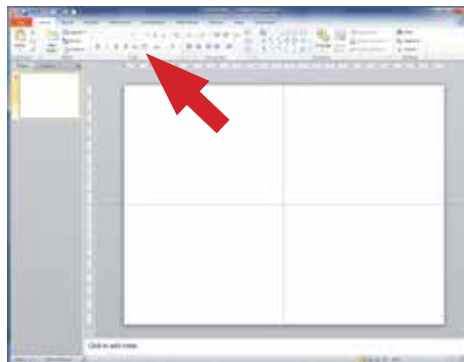
Layout your text in columns or sections. Remember to leave room for pictures and/or graphs or charts.



STEP 5:

Change the size and/or color of the text

Chose the "Home" tab. Highlight or select the text that you want to change. Select the font, and the size that you would like.

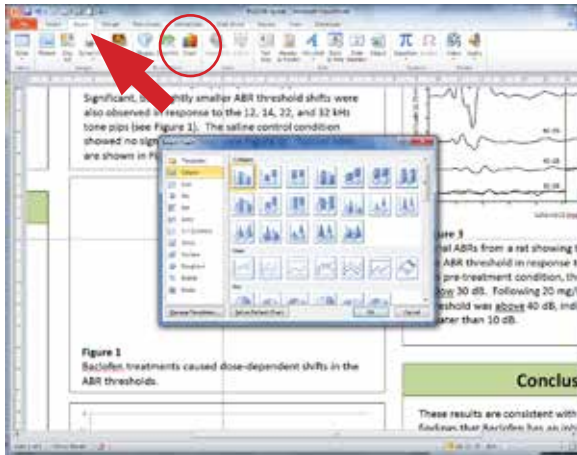


Note: Your size of font for the body of your text can change just by how much information you have in your poster. The recommended height of the font as a final size should be no smaller than 24 pt. For Headings usually 36 pt or 48 pt is good. And for the Title make it as large as you can to fit in the top section of the poster. If you are using a 1/2 size template, remember to use 1/2 the size of the font too. For 24pt use 12, for 36pt use 18 . . . etc.

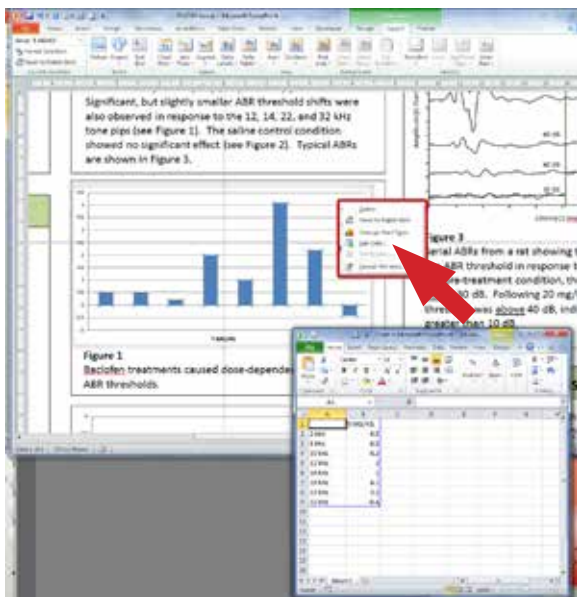
Step 6:

Inserting Graphs

You can create a graph using the charting software in Powerpoint. In the "task panel" select one of the styles that has a graph icon in it. Double click on the chart placeholder. You can modify all of the data. You can double click on sections of the graph and change colors and thicknesses of lines.



You can also click on the letters and change the characteristics of the fonts. Each item you select something and **right click** on it you will launch another window to give you options to change the look of that particular item.



Step 7:

Inserting Smart ART

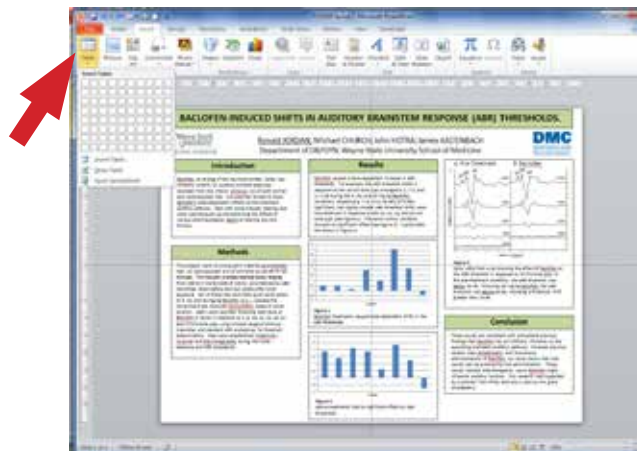
Select the "Insert" tab, select the "SmartArt" button. Choose from one of the icons listed that best suits your needs. "Heirarchy" creates organizational charts. Enter in your text. Using the right click button on the mouse allows you to add shapes below, before, after, etc. . .



Step 8:

Inserting Tables

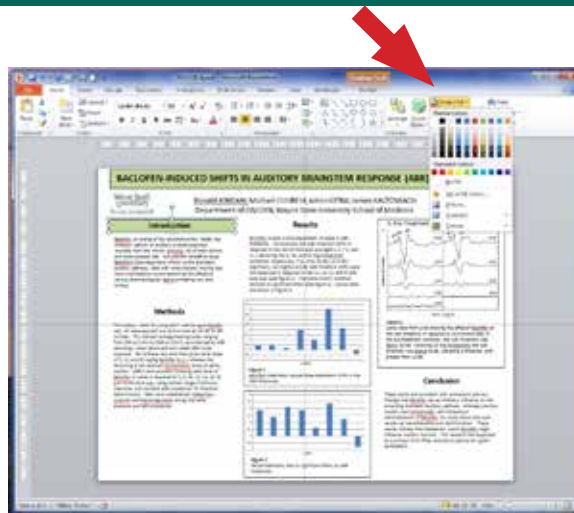
Select the "Insert" tab, select the "Table" button. Highlight the correct amount of squares to create your table. Enter the text into each cell as needed. Select the "Design" tab under "table tools" and you can adjust the look of your table.



Step 9:

Adding color bars

Select the "Home" tab. Select the "Shapes" button. Draw your shape on the window. While the box or shape is still selected. Choose from the "Shape Fill, Shape Outline, or Shape Effects and modify your shape.



STEP 10:

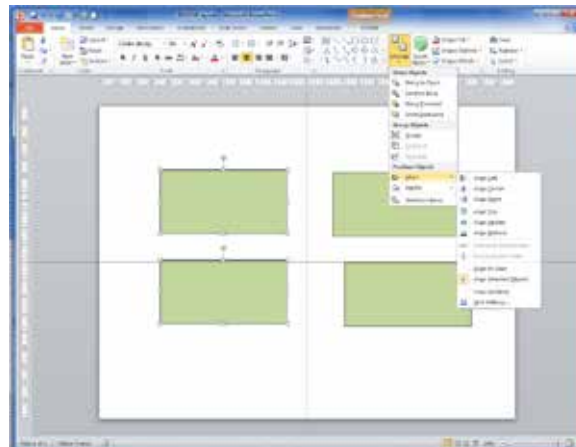
Layering of objects

To move the box behind the text, select the item, do a "right click on the mouse" and select the "Arrange" button and move your object to the front or back depending on what you need.

Step 11:

Aligning items

Select your items. Select the "Arrange" tab. Select the "Align" button. Choose which method you want to align.



Have You Saved Your File Lately?

Step 12:

Inserting Pictures and Images

DO NOT COPY AND PASTE IMAGES FROM OTHER PROGRAMS!!!! It is only taking a screen capture of that image. It is better to aim to get the best image possible for your presentation. You stand a 50/50 chance of that image NOT showing up.

Use a "Tiff" or "JPEG" file from Photoshop or any other photo/graphics program you may be using.

Use the "Insert Picture" function from the menu. Browse for that file, and place it into your slide.

Try NOT to use "HUGE" files. If you have several pictures it will make your file enormous. AIM for 3"x4" at 300 ppi(dpi) when you save them.

You *can* modify the image (somewhat) once you insert it into Powerpoint. Just right click on the image and bring up the editing menu. Play around with the setting. See what is best for your monitor. However, the printing devices that print the posters are best when you leave the file as it was originally saved. Adjusting the file for the needs of your monitor does not mean it will look right when it is printed on the machines.

Step 13:

Final Touches

Some departments add logos to their posters.

You can find a variety of Wayne State University logos on the design services page of our website: www.med.wayne.edu/biomedcom

WAYNE STATE
UNIVERSITY
SCHOOL OF MEDICINE

