

How to Make a Research Poster Using PowerPoint

1. In PowerPoint, change the dimensions of the slide
 - File → page setup → Height: 36, width: 48 (these dimensions can change based on your group's needs)
 - Change slide orientation to landscape
2. Change the background color and design (optional- a white background with colored pictures and a colorful title banner is acceptable. It should be easy to read)
 - Use slide design and color scheme to change colors
 - Colors should not be too bright and/or distracting. If using a colored background, make text boxes slightly transparent so that they are easy to read.
 - To make text boxes transparent: Right click on box → Format text box → colors and lines → choose fill color → increase transparency
3. To insert text:
 - a. Write all text in a word document so it is easy to proofread. Insert it as text boxes in your PowerPoint slide (Insert → text box). Make sure you have no errors in your text before you insert it.
 - b. Right click on text boxes to change font size and color
 - c. To change the background color of a text box, right click on the box → Format text box (or placeholder) → change background color
4. Choose an appropriate text size and font
 - a. Title size: around 95
 - b. Name size: around 55
 - c. Text size: around 30
 - d. Do not choose a fancy font, Arial and Times New Roman work best
5. Insert Pictures
 - a. Insert → picture from file → find the picture you want from a file → insert
6. To see if everything is lined up correctly
 - a. View → grid and guides → display drawing guides on screen
7. Make a test print (optional but recommended)

File → print → preview → print slides → options → scale to fit paper → check to see if the preview looks like you want it to → print

This allows you to see a mini version of your poster and to catch any errors you might have made.

8. The VERY LAST STEP – compress pictures
Right click on one of the pictures → format picture (or object) → go to picture tab → compress → all pictures in document → apply

This should not change the quality of your pictures, but it will reduce the file size so that it is easier to print.