

Creating Large Format Posters Using PowerPoint

The ideal poster is designed to...

- Tell a story
- Provide a brief overview of your work
- Initiate discussion
- Stand alone when you're not there to provide an explanation

Before you begin working in PowerPoint, sketch out your poster on paper. Determine what three to four key points you want the poster to express. Decide on the size, background and layout of your poster. Posters can be created with as few or as many descriptive sections as you want. Remember that simple is usually better.

Examples of possible combinations of Heading/Sections:

Combination 1	Combination 2	Combination 3	Combination 4
Author/Title/Affiliation	Author/Title/Affiliation	Author/Title/Affiliation	Author/Title/Affiliation
Objectives	Objectives	Abstract	Background Information
Data Sources/Settings	Methods	Methods	Research Question
Study Design	Results	Descriptive Issues	Methods
Data Collection	Conclusions	Statistical Analysis	Conclusions
Principle Finding	Funding Sources	Conclusions	Future Research
Conclusions		Relevance	Questions
Funding Sources		Funding Source	Funding Sources

The flow of your poster should be from top left to the bottom right. The movement of the eye over the poster should be natural (down columns or along rows). Use arrows, pointing hands, numbers or letters to clarify the sequence or flow of the poster. Some presenters will number the sections in sequence to guide the reader through the poster.

Poster Setup

You will be making just **ONE** slide in PowerPoint. The title should be approximately the entire width of the poster with the main text broken into multiple columns, usually three or four depending on the size of the poster. You may also want to use section headings (see table above) within the columns at the start of each section.

From the **File** menu select **Page Setup**. Under Slides Sized For: choose Custom. Set the page size to the same size that you want the poster to be. For example, if you want your poster to be 36" X 48", then set the page size in PowerPoint to **35" X 48"**. Do this first before you begin creating the poster!!

Failure to do so may result in a poster that is not printable, or not printed in the size you need.