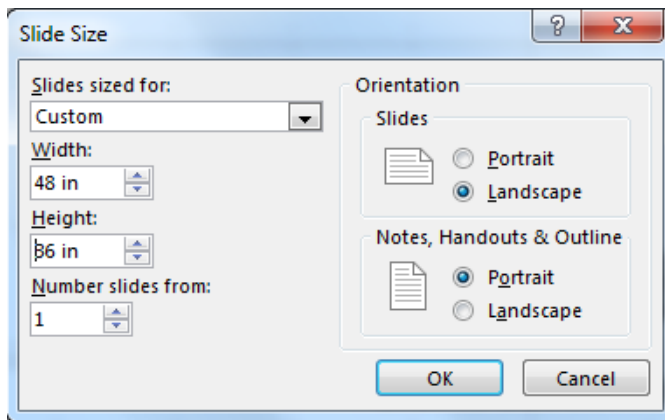


# Poster-making 101 for 1 PowerPoint slide

## Essential information for preparing a poster for the poster printer

1. **Poster size:** You will be creating a single large slide in PowerPoint.
2. Before adding any content to your slide, go to the **Design** ribbon and click **Page Setup** to **change the height and width**.
3. Required dimensions: 36" x 48"

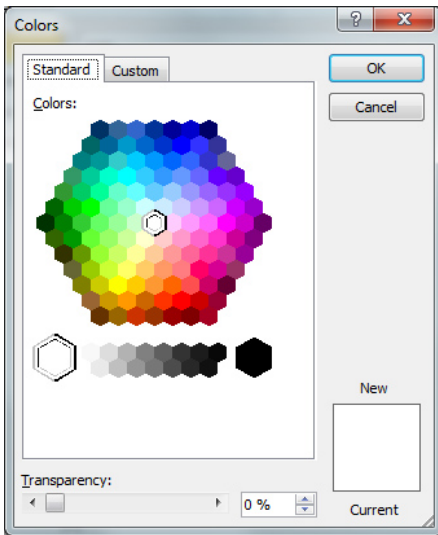


Once you have the proper size, you may begin adding content to your poster. You may do this by inserting textboxes, images, graphs, etc. If you change the page size after you already have content, you will distort all of the objects on the page.

4. **Margins:** It is essential to leave at least a **1 inch margin** around the edges of the poster. The easiest way to see whether your margins are correct is to use the Grid and Guidelines features. Go to the *View* ribbon and check out the three checkboxes to turn on the Ruler, Grid, and/or Guidelines features.

The Grid will superimpose a grid with one inch squares on your slide. You can turn the grid off again by unchecking the appropriate box. The Guidelines can help you judge the horizontal and vertical center of your poster. These can be dragged to other locations using the mouse. Holding *Ctrl* while dragging will create a copy of an existing guideline instead of moving it. *Important:* The Grid and Guidelines features have inexplicably been left out of some version of PowerPoint for Mac.

5. **No dark backgrounds:** It is *absolutely essential* that the background of your slide uses light colors. Most of the preset Design Templates in Powerpoint are created for on-screen presentation and are way too dark to print. To use a different color background from the default white, right-click on your slide (but not on any objects such as an image or textbox) and choose *Background....* On the Fill tab in the color dropbox, select *More Colors....* You will see the following window:



White is the center of the wheel. The best colors to use are the ones immediately around the white center. If you stray too far away from the center (i.e. more than two shades), your background will be too dark to print.

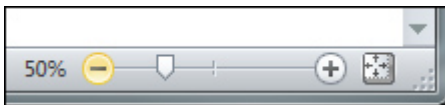
### **NAME:**

In one corner of your poster, include the following:

1. Your name
2. Your mentor's name
3. The college's name

### **ZOOM:**

Use the zoom slider in lower right corner of PowerPoint to view your poster at different resolutions. Use the "Fit slide to current window" button to see the entire poster.



### **FONTS**

Here are some suggestions for types of fonts and sizes. For reference, a 100 point font is about an inch high.

- For the **title**, consider using a large, bold san-serif font, such as *Arial Black*, *Franklin Gothic Heavy*, *Tahoma*, *Trebuchet*, or *Verdana*. Make the font size between **72-120 points**.

**Arial Black, Franklin Gothic Heavy,**  
Tahoma, Trebuchet, Verdana

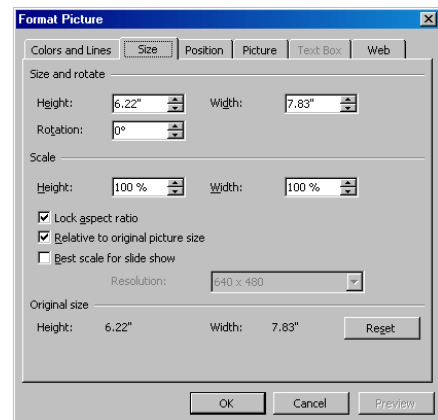
- For the **subtitles** (authors' names, school name, etc.), use the same font as your title but make the font size smaller than the title. A font size between **48-80 points** usually works best.
- For the **section headers** (Abstract, Introduction, Results, etc.), use the same font as your title and subtitle. Make the font size approximately 50% larger than the body text, between **36-72 points**. Make sure that all section headers are the same font size.
- For the **body text**, choose a serif type that is very readable, like *Garamond*, *Book Antiqua* or *Bookman Old Style*. Make the font size between **24-48 points**. Make sure that the body text is the same font throughout the entire posters.

Garamond, Book Antiqua, Bookman Old Style

- DON'T USE ALL CAPS for any portion of your poster. It is harder to read and it looks like you are shouting.

## **FORMATTING AND REARRANGING OBJECTS**

- To **format a text box**, right-click anywhere inside it, then select *Format Text Box* from the pop-up menu. To select a background color with which to fill your object, click the *Colors and Lines* tab. Then in the *Fill* area, click the arrow to the right of the *Color* entry box. You may select from the colors that initially appear or click on *More Colors* for a wider range of options.
- To **create a border** around a text-box, right-click anywhere inside it, then select *Format Text Box* from the pop-up menu. In the dialog box that appears, select options in the *Lines* area to choose your preferred line color, type of dash, style, and weight. (The default weight of .75 points is usually much too small for posters. Try 3-6 points for a border.)
- To **move an object**, first select it by clicking inside it. For text boxes, a second click on the border with diagonal lines will yield the border of find dots that is appropriate for repositioning. For object other than text boxes, a single click creates a solid border that is appropriate for repositioning. Then, position the cursor over a border location other than a white square (handle) under the cursor becomes a four-headed arrow. Click and hold the left mouse button. Move the cursor to drag the object to a new location.
- **Grouping objects together:** To facilitate rearrangement of objects on your poster, it may be advantageous to group some of them into a single object so they can be moved as a unit, retaining their relative position to each other. To group objects, select one by right-clicking on it. When a border with the white squares appears, hold down the Shift key, then select the next object. Click *Draw* on the Drawing toolbar, then select *Group* from the pop-up menu. To confirm that objects are grouped, check that the objects are surrounded by a single set of white boxes, rather than individual sets of handles for each object. To reverse the grouping procedure, click any object in the group. Click *Draw* on the Drawing toolbar, then select *Ungroup* from the pop-up menu.
- **Resizing images of any kind:** The best way to resize an image is to select it and then drag the corner handle. If you **hold down the Shift key while resizing it**, the height-width ratio will be maintained so that the image isn't distorted. To check whether an image is distorted or not, right click on it and choose *Format Picture....* Change to the *Size* tab. If the height and width percentages under *Scale* are not equal, the image is distorted. This dialog is so useful for resizing an image to an exact size so that you can align multiple images.



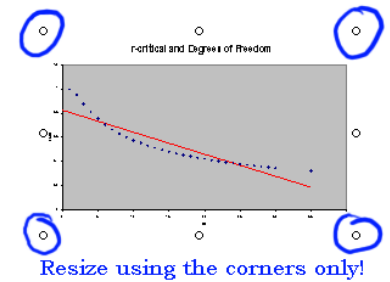
## **WORKING WITH GRAPHS**

For best results, **graphs should be created in Excel** and then copied and pasted into Powerpoint. To do this, select your graph in Excel. Right-click on it and choose *Copy*. Then return to Powerpoint and choose *Edit: Paste*. (The shortcut keys ctrl-C and ctrl-V work, too!)

You will probably want to resize your graph in Powerpoint. Select the graph and drag one of the **corner handles** (not the ones on the sides, top or bottom). If you change the relative height and width of your graph while resizing in Powerpoint, all text in the graph will be distorted. If you want to change the proportions of your graph, do it in Excel before inserting it in Powerpoint. If you have already imported your graph, simply delete the graph in Powerpoint, change the proportions in Excel, and copy and paste the revised graph back into Powerpoint.

Once a graph is imported, you can still make changes to it by **double-clicking on the graph**. This will give you almost all of the options that you have in Excel for changing the text and look of the graph.

Sometimes you may want to add **additional information to a graph** besides the basic axis labels, legend, etc. The best approach is to create the the basic graph in Excel, copy and paste it into PowerPoint, and then **use PowerPoint to add additional lines, labels, etc.**

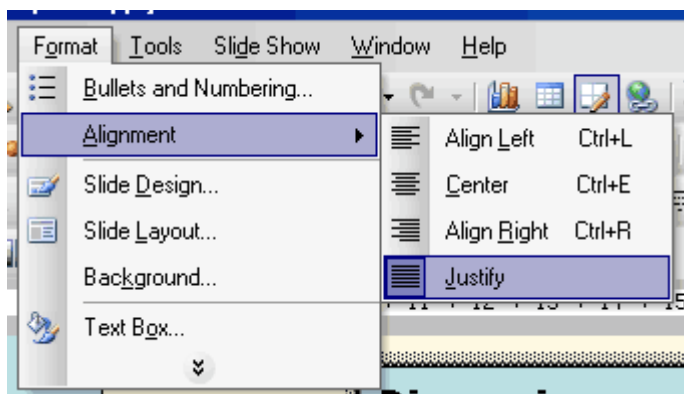


## **TIPS FOR TITLES**

The title is the first thing that your reader will look at (and hopefully not the only thing!) Your title should be interesting, easy to understand, and encourage the reader to check out your poster in more detail.

## **FULL JUSTIFY**

If you have blocks of text, a quick way to give your poster a cleaner look is to do a **full justify** on the text. The default *left justify* will make the left margin of your text even, whereas a *full justify* makes both sides even. Highlight the text you'd like to change and go to *Format: Alignment: Justify*.



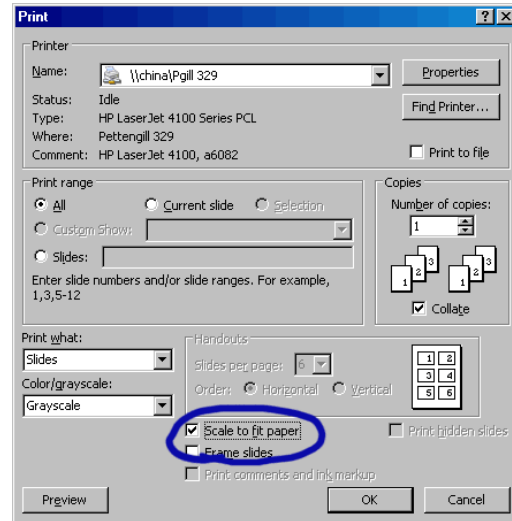
**Discussion**

Previous research has suggested that hostility and depression may predict both initial coronary events and recurrence in men and women. The present study suggests that depression predicts mortality in a sample of women followed over twelve years after controlling for traditional risk factors, and that defensive depression, the experience of being high in social desirability and depressed, may be an additional risk factor in women. In contrast to previous research, trait anxiety is negatively associated with outcomes, perhaps because anxious women are more likely to seek treatment for symptoms or to request coronary catheterization early. Additional prospective studies on psychosocial factors and heart disease in women are warranted.

## **PRINT A MINI-POSTER**

Even though your PowerPoint slide is designed to print at a very large scale, it is possible to print the whole thing on a letter-sized piece of paper. It will be to proofread, check layout issues, and share drafts others when it is on paper instead of just in PowerPoint. easier with

- Go to *File: Print*
- Make sure that the *Scale to Fit Paper* option is checked.
- Now select your favorite printer and click *OK*.



## ***Think About Your Audience***

During a typical poster presentation, you will be expected to stand near your poster to talk to people attending the poster session. There are at least three different types of people that will visit your poster.

## **THE SKIMMER**

The Skimmer is a person who comes by and reads the basics about your project. They will certainly read your title along with any other text that is written in a prominent font. They will look at your pictures, tables, and graphs and possibly the accompanying captions. Then they will move on.

## **THE READER**

The Reader is somebody who has an intrinsic interest in your topic or discipline. They will spend more time with your poster and read most or all of the text.

## **THE CHATTER**

The Chatter can be the most aggravating or the most interesting type of person that you will encounter. They will walk up and (sometimes without even reading your title) ask "What did you study?" You will be expected to explain the basics of your project multiple times during a poster session.