

Tips for Poster Making Using Power Point

- Review the poster presentation criteria from the organization where you will be displaying your poster for content, size recommendations and display method (e.g., upright poster board or table display).
- Key points to remember:
 - If representing LLU, use LLUSN Template
 - Posters should be easy to view and read from 5 foot distance
 - Fonts should be large enough for ease of reading
 - Poster content should be presented in logical format: Title, Author(s), Purpose/Aims, Background/Significance, Method (Design, Sample, Findings), Conclusions, Implications. Acknowledgements (funding source, mentor, etc).
 - Use bulleted points
 - Use complementary colors
 - Avoid crowding content (empty space is good).
 - Models or pictures can enhance poster as long as they fit the topic.
 - Ask for peer review before printing
 - Check spelling, formatting, etc before printing
- To make a poster using ppt:
 - Contact printing source for specific instructions that will be compatible with their equipment. Also determine what size finished poster they can produce. If you intend to use a picture, be sure to ask what format (jpeg, etc) they want you to use. Some reproduce better than others.
 - The following instructions work for printers that can take PPT
 - Select PPT template (e.g. LLUSN Template with Red Banner at top).
 - In PPT open template
 - Under file icon, select "Page Setup", under "slides sized for" select "Custom." Then enter width and height in the designated boxes. It usually works best to make the dimensions ½ of the final size. For example, if you want to make a 48 inch height and 60 inch wide poster, then use 30" for width and 24" height in the respective boxes.
 - Select Landscape
 - Develop your poster using simple/clear fonts (Arial, Tahoma, etc) that are large enough to be seen at distance (i.e., 88 or 96 for title). You can check how your font will look by clicking (View, Zoom, 200%) to see actual size on the screen.
 - Proof poster on your screen (you cannot print because the size is so large).
- Take file to printer (e.g., LLU Perinatology Center or other source for printing) and make sure they know the dimensions you have set and the desired size of finished poster.