

Creating a Poster with Microsoft PowerPoint

University of Toronto Mississauga
HMALC Library



Library

UNIVERSITY OF TORONTO

MISSISSAUGA

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Creating a Scientific Poster in Microsoft PowerPoint 2010

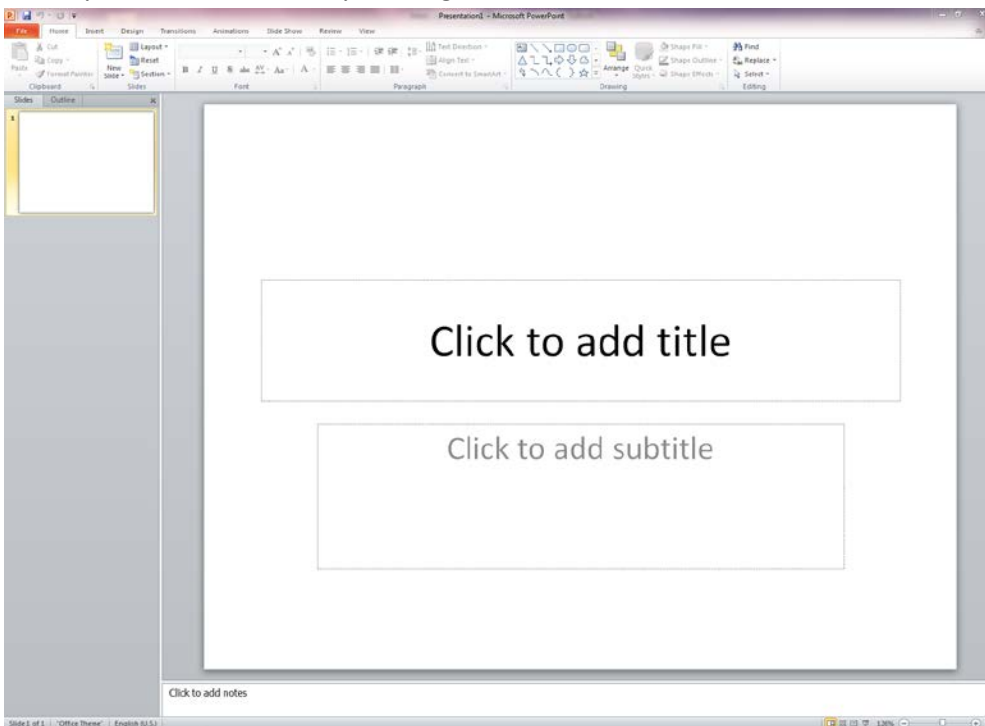
PowerPoint is located throughout the University on any work station.

Getting Started

- Determine your dimensions
- A great poster is readable, legible and well organized
 - Organization and flow make the poster easy to read
- 2-3 colours, Dark type on light or white background is most effective
- Font Sizes to keep in mind
 - Title 90-100pt
 - Authors 40-50pt
 - Headings 60-70pt
 - Body 20-40pt
 - Captions 20pt
- EDIT EDIT EDIT, make sure there are no spelling mistakes or grammatical errors

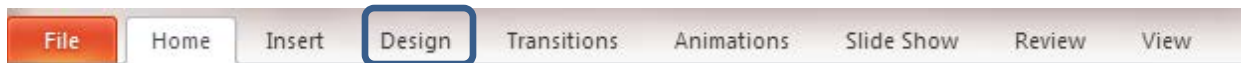
Setting up your Workspace

When you start PowerPoint you will get a blank slide screen

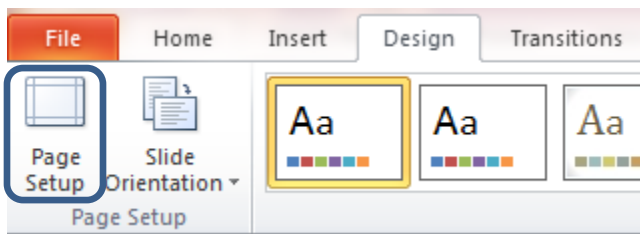


The first thing you want to do is change the size of your slide to your desired poster size.

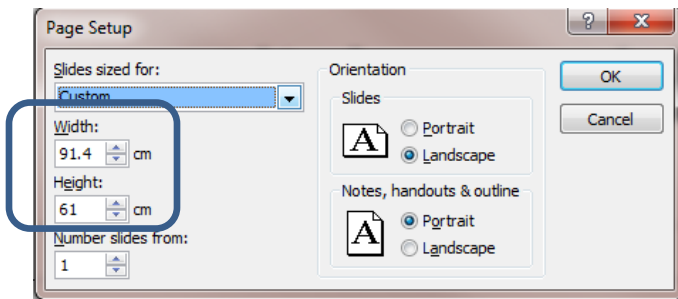
In the ribbon bar at the top



Select *Design*, then *Page Setup*



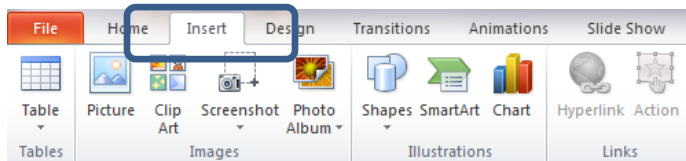
Page Setup allows you to adjust the dimensions of your Poster. Most of the computers in the library will be in metric so if you are asked to create a poster in inches it is a good idea to use a simple converter found online. The poster we are creating is 91.4cm x 61cm or 36" x 24". Select Ok when you are done.



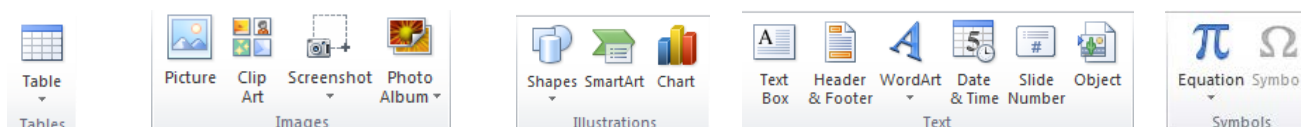
**** Please note that the maximum width that one side can be is 60 inches (152.4cm) if you are printing it at the UTM library. Also paper selection at this size is limited. ****

Adding Content

To add content to your poster select the *Insert* Tab from the ribbon bar.

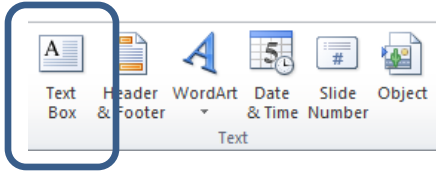


This tab splits your tasks into different categories

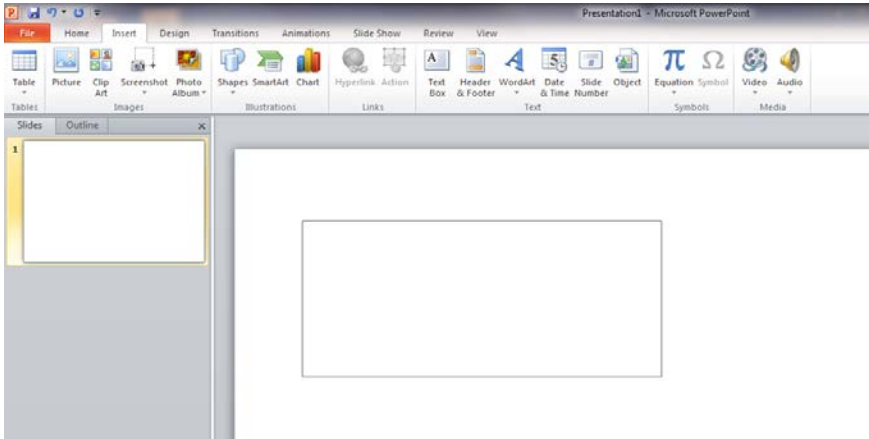


Adding Text

Select the *Text Box*



The cursor will change and allow you to click and drag to make a box



Once you have drawn the text box you can then write in it.



Titles should be anywhere from 90pt to 100pt. You want to make sure that people can read it from at least 4 to 6 feet away.

Formatting Text

We suggest you use a sans-serif font such as Arial for your body text. 36 point works well for body text, and 72 point works well for headers.

36 Point Font

Body

Header

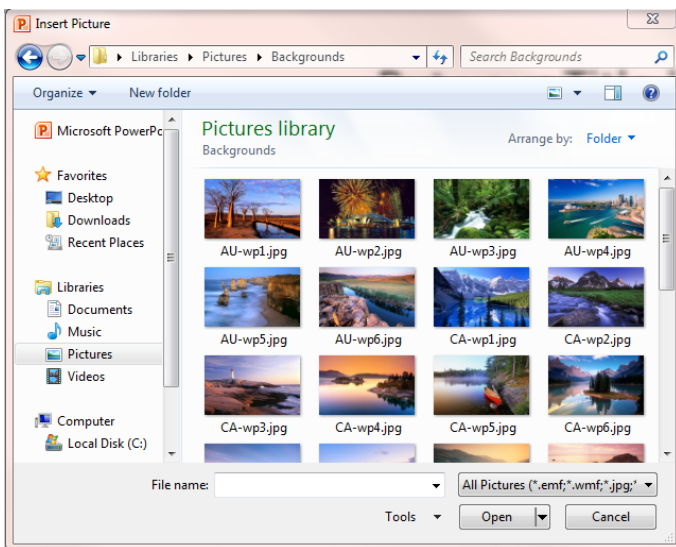
72 Point Font

Adding a Picture



If you have downloaded a picture that you want to use select the *Picture icon* in the Insert ribbon bar.

This will open up locations for you to import your image from.



When you have selected your image a new ribbon bar will open at the top name *Picture tools: Format*

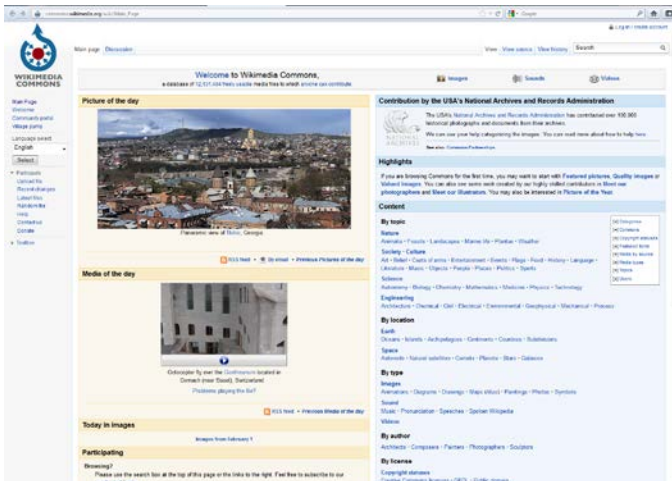
This will allow you to format the picture that you have just imported



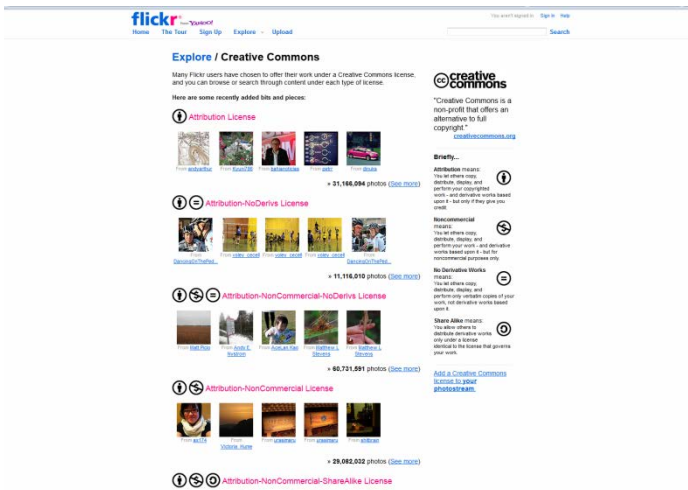
Please note when downloading pictures off of the internet that you should be looking for high quality images with at least 300dpi for resolution. That will insure when you blow the image up it will not look pixelated.

Finding Images on the internet

When finding images on the internet you need to be diligent that they are not copyright material. We suggest trying to find photos from Wikimedia Commons or Flickr: Creative Commons.

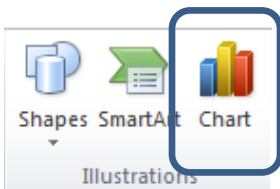


http://commons.wikimedia.org/wiki/Main_Page



<http://www.flickr.com/creativecommons/>

Inserting a Chart



Select the *Insert chart* icon and Excel will automatically launch if it isn't already.



"Creative Commons is a non-profit that offers an alternative to full copyright."

creativecommons.org

Briefly...

Attribution means:

You let others copy, distribute, display, and perform your copyrighted work - and derivative works based upon it - but only if they give you credit.



Noncommercial means:

You let others copy, distribute, display, and perform your work - and derivative works based upon it - but for noncommercial purposes only.



No Derivative Works means:

You let others copy, distribute, display, and perform only verbatim copies of your work, not derivative works based upon it.

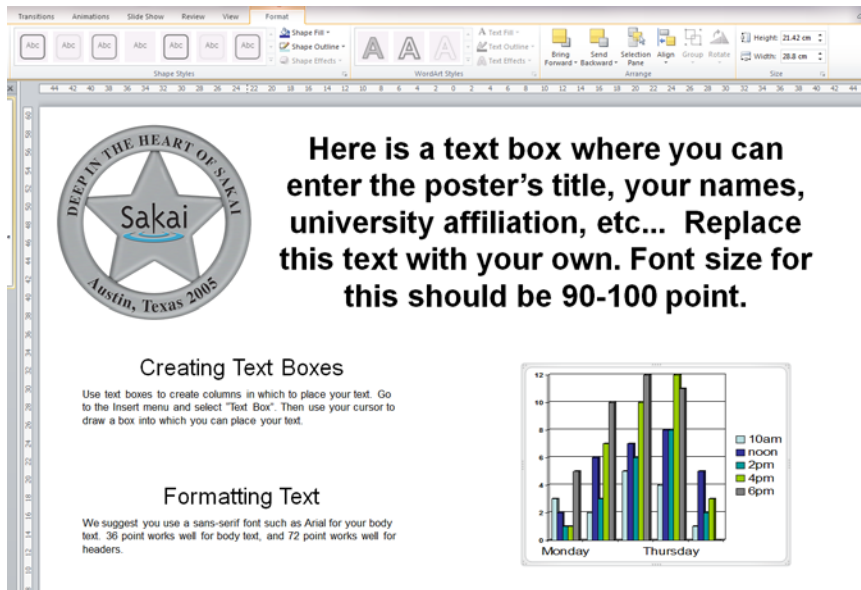


Share Alike means:

You allow others to distribute derivative works only under a license identical to the license that governs your work.

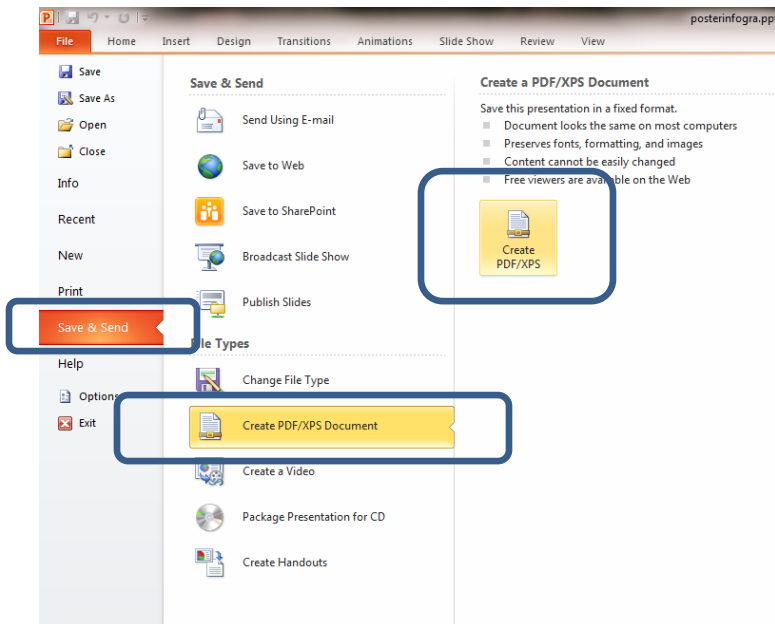


Here you can input data and just like you would with an Excel chart. You can also import a chart as a picture.



Printing to PDF

When you have completed your poster and are satisfied with the result we suggest printing to PDF. This can be done at any workstation in the Library. Simply go to *File, Save & Send*, under File Types select *Create PDF/XPS Document*.



You have just created a PDF of your poster and it is now ready to be submitted for printing.

Example of a good Poster

(Provided by the Oceanography Society) from Bern Dibner Library of Science and Technology NYU Poly

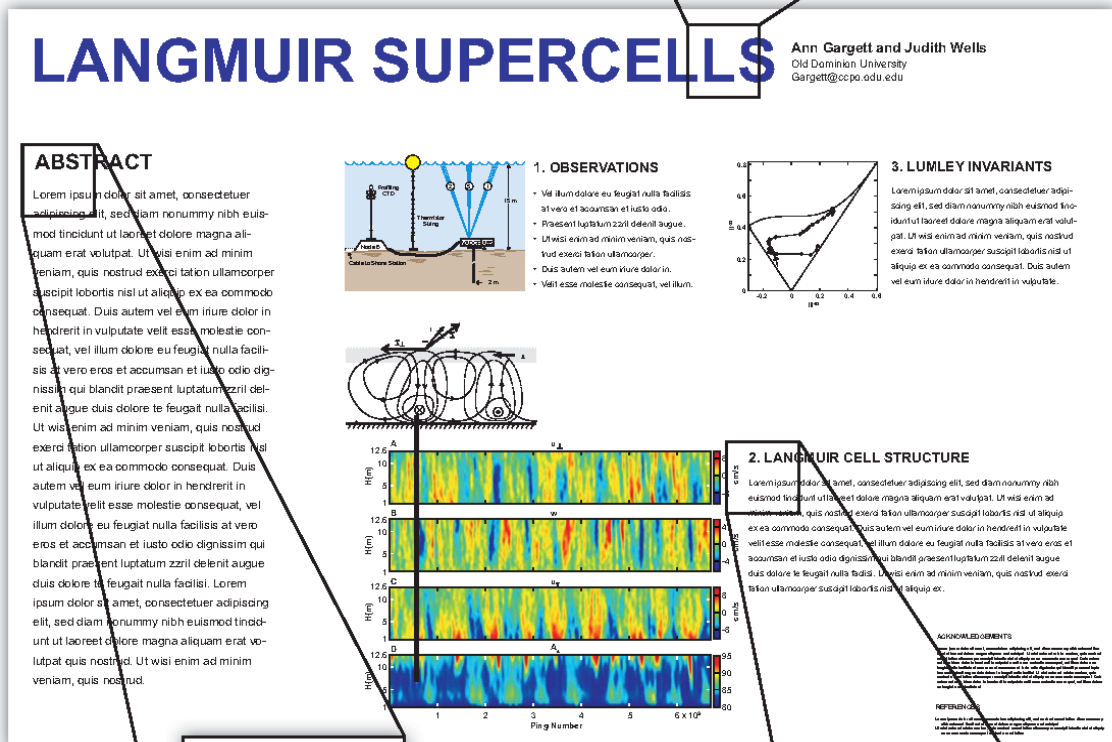
<http://poly.libguides.com/content.php?pid=174875&sid=1471879>

EXAMPLE OF A "GOOD" POSTER

This poster was designed to be 6 feet wide by 4 feet high. Titles and text are deliberately kept to a minimum and the type is sized for easy reading. The flow of content is left to right. Acknowledgements and references are single spaced and concise.



- Poster title is 280 pts (almost 4 inches tall)
- White background provides good contrast



ABST

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- Title is 100 pts
- Text is 55 pts, double-spaced

2. LANG

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 minim venian

- Title is 65 pts
- Text is 40 pts, double-spaced

Example of a Bad poster

(Provided by the Oceanography Society) from Bern Dibner Library of Science and Technology NYU Poly

<http://poly.libguides.com/content.php?pid=174875&sid=1471879>

EXAMPLE OF A "BAD" POSTER

This poster was designed to be 6 feet wide by 4 feet high. Unfortunately, there is simply too much content. The results are text and graphics set too small to be easily legible. The background photo makes it even harder to read. Unnecessary logos add to the visual confusion.

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- Poster title is too long
- Type is too small
- Was not carefully proof-read (see error in title)

Langmuir Supercells at the LEO-15 Ocean Observatory: an important mechanism for resuspension and transport of sediment and bioactive material on in shallow shelf seas

ABSTRACT

Langmuir supercells at the LEO-15 Ocean Observatory are an important mechanism for resuspension and transport of sediment and bioactive material on in shallow shelf seas. The results of this study are presented here. The study was conducted at the LEO-15 Ocean Observatory, which is located in the Atlantic Ocean off the coast of Virginia. The study was conducted in the summer of 2008. The results of this study are presented here. The study was conducted at the LEO-15 Ocean Observatory, which is located in the Atlantic Ocean off the coast of Virginia. The study was conducted in the summer of 2008. The results of this study are presented here.

ACKNOWLEDGEMENTS

The authors would like to thank the following people for their assistance in this project: [names]

REFERENCES

[list of references]

Author names are too small

First names should be given

The full address is not necessary

E-mail address should be given for contact info

A poor-quality or low-resolution graphic makes the poster unprofessional