Guidelines for Poster Design Using PowerPoint
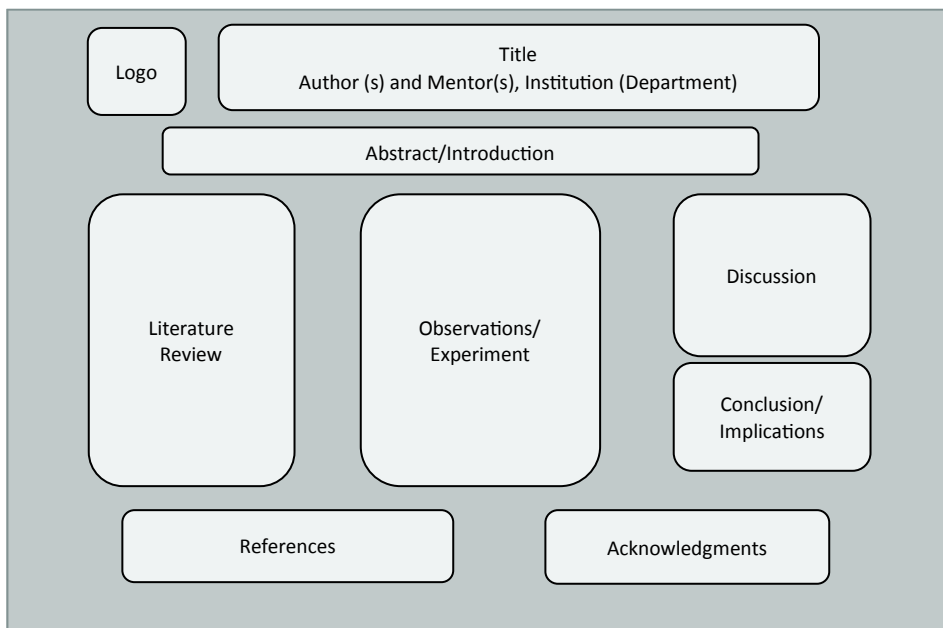
1. Use PowerPoint and select "custom" slide

2. Insert the following specifications:　　　　Size: 48" wide; 36" height　　　　Layout: Blank

   Use only the Textbox tool (no WordArt as it cannot be manipulated)

SAMPLE POSTER FORMAT

Logo	Title Author (s) and Mentor(s), Institution (Department)

Abstract/Introduction

Literature Review	Observations/Experiment	Discussion
		Conclusion/Implications

References	Acknowledgments

3. Select the Textbox tool and create a box; type in title of box to "anchor" the box

4. Use Font: Arial, Tahoma, Calibri, Helvetica (any font that is "sans serif")

5. Use the guidelines for the following text boxes:

   Title: Top of slide

   　　a. Title: Size: 72 point　　　　b. Author(s)/Mentor(s): Size: 54 point　　　　c. Name of Institution: Size: 42-54 point

   Abstract, Literature Review, Observations/Experiment, Discussion, Conclusions): Middle of slide

   　　a. Title of section: Size: 36 to 44 point　　　　b. Text of section: Size: 32 to 40 point

   　Abstract/Introduction: Often in narrative format

   　Literature Review, Observations/Experiment, Discussion, Conclusions: Depending on presentation, bullets are often used to convey information concisely

   References & Acknowledgments: Bottom of slide

   　　a. Title of section: Size: 24 to 36 point　　　　b. Text of section: Size: 18 to 32 point

   　References: Citation style must follow rules designated by discipline, e.g., MLA, APA, etc.

   　Acknowledgments: Cite funding sources and those who supported the work

6. Use a light background (avoid using a dark background and white/light text: it will take a lot of time and ink to print); if using images, be sure they enhance the concept of the presentation. Images must be cited if not original work.

   Special Effects: each text box can be "filled" with color; the text can be in color; the outline of each box can have color and the look of the line can be changed (heavier weight, dashes)