Guidelines for Poster Design Using PowerPoint

New York City College of Technology

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

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)