

# Creating a PowerPoint Poster



Office of Educational Programs

# Business, research, industry...

this is the way it's done in the *real* world

## Posters...

- should be easy to store, move, update or modify
- compactly display text, graphics and charts



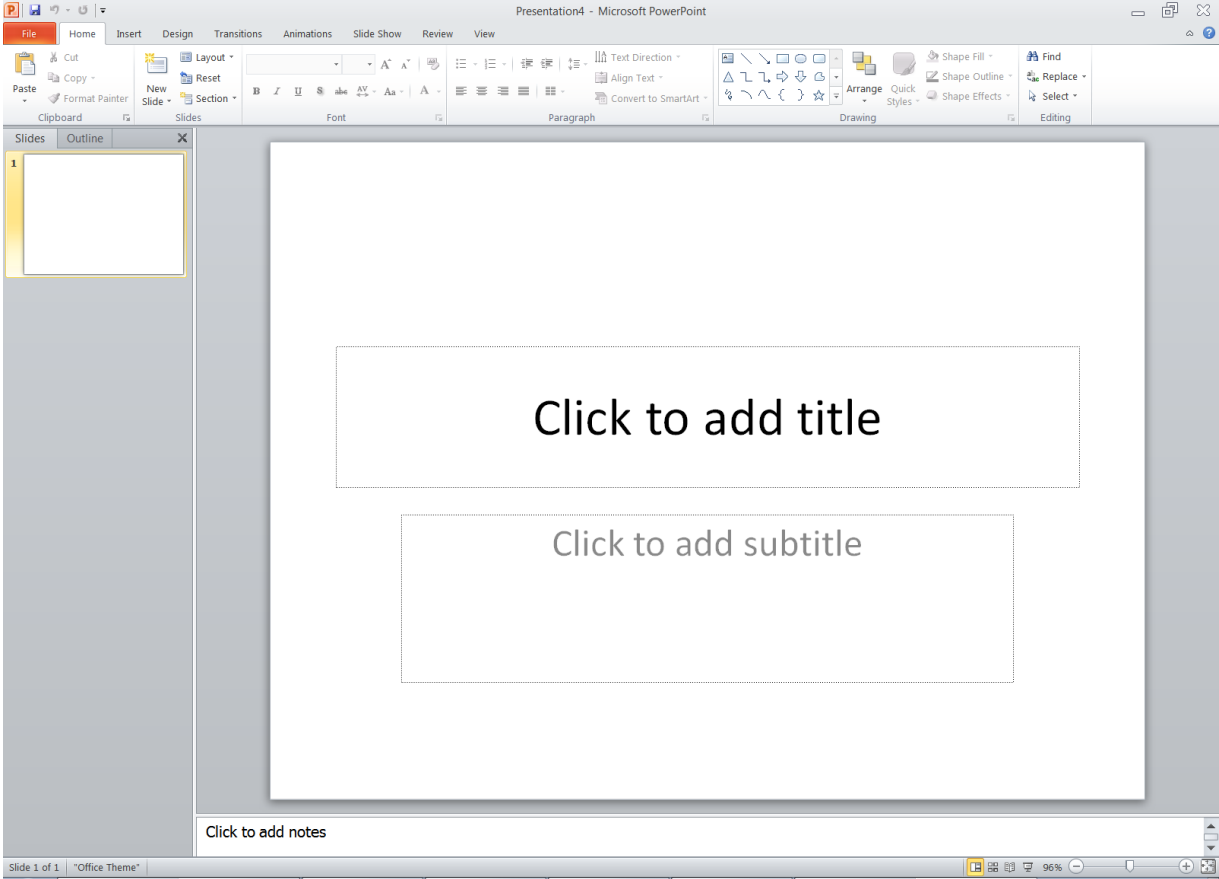
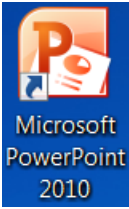
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# Large Format Poster

- provides a brief overview of your work
- initiates discussion
- attracts attention
- enhances discussions with illustrations
- stands alone and displays your project to others

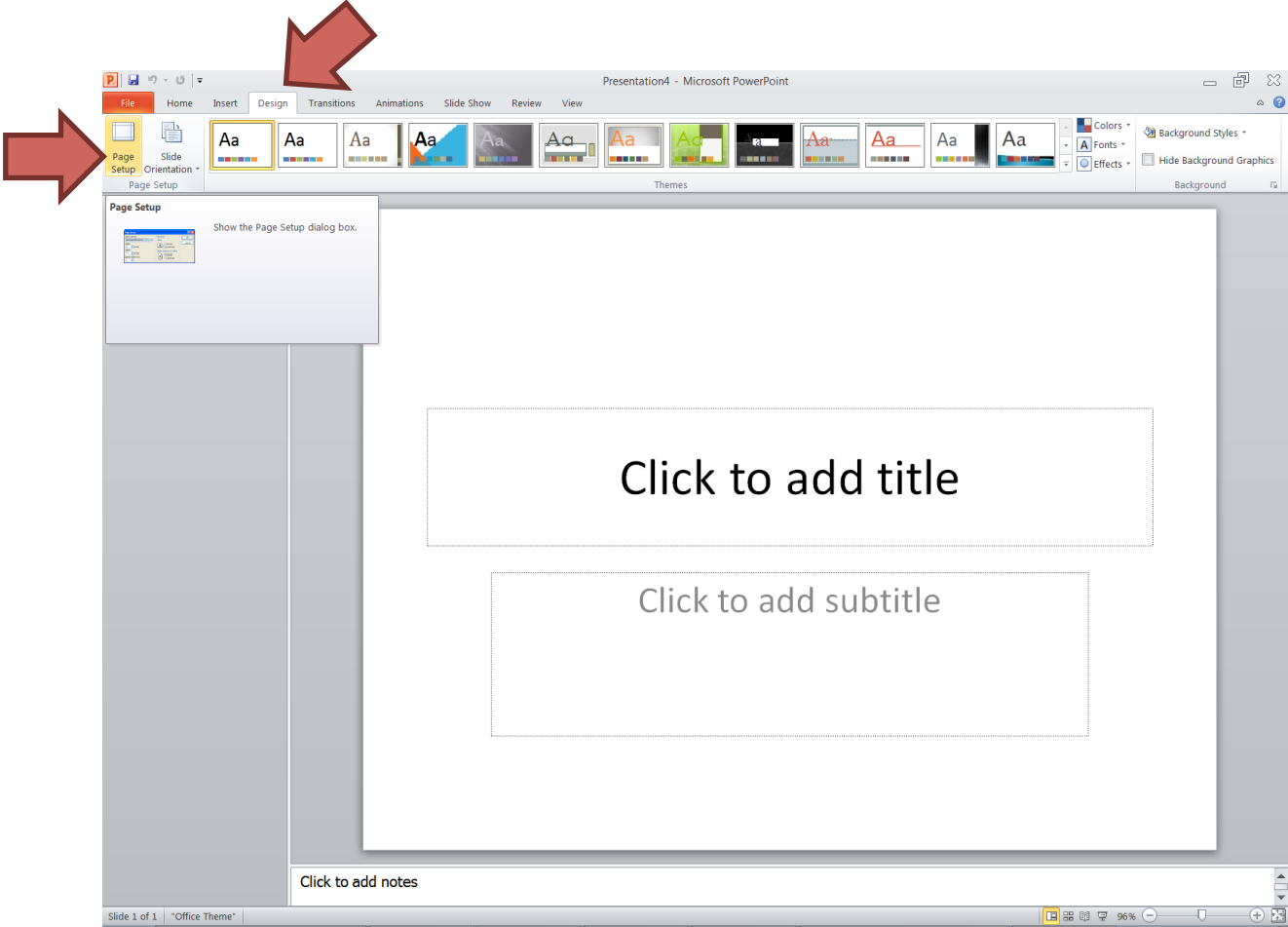


Step 1. Open PowerPoint ->

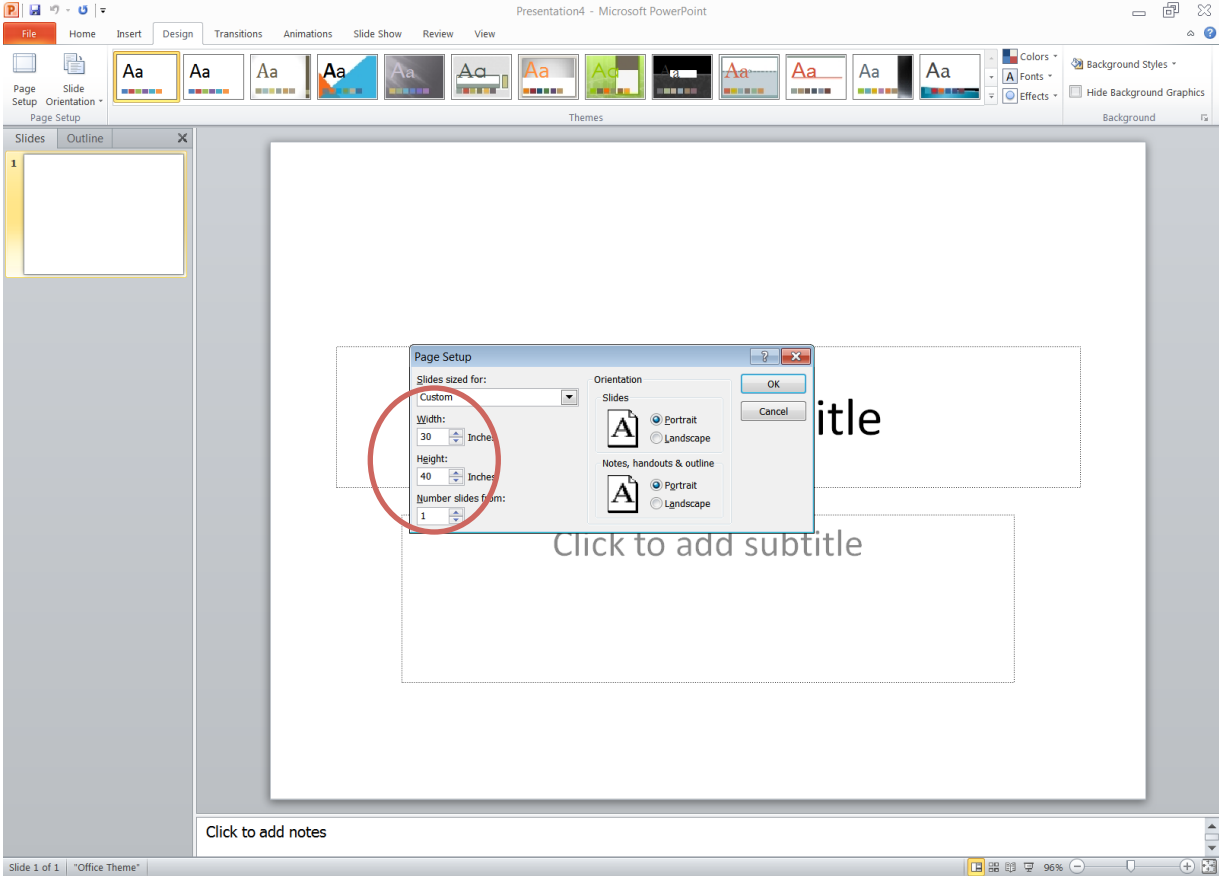


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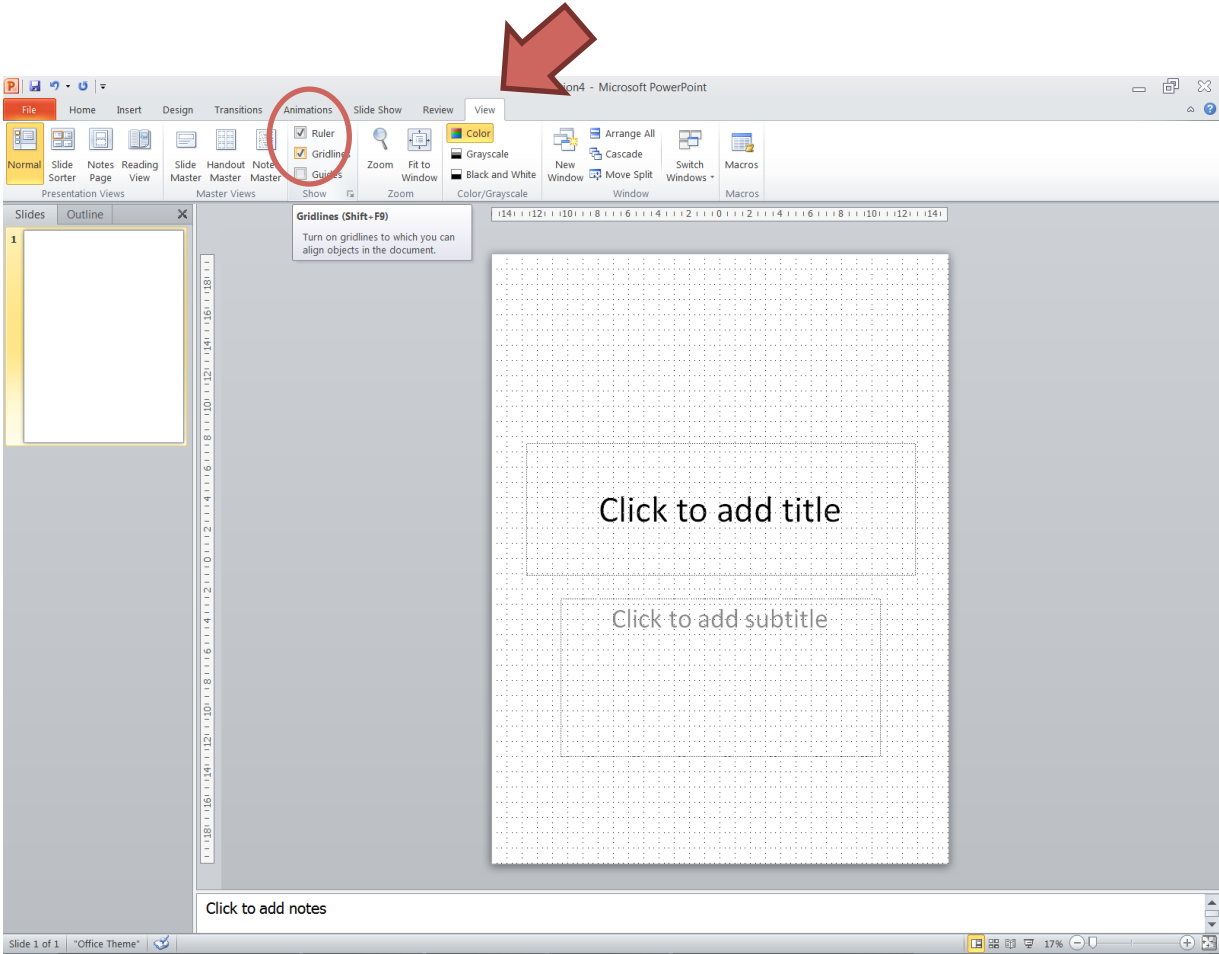
# Step 2. Click on Design > Page Setup



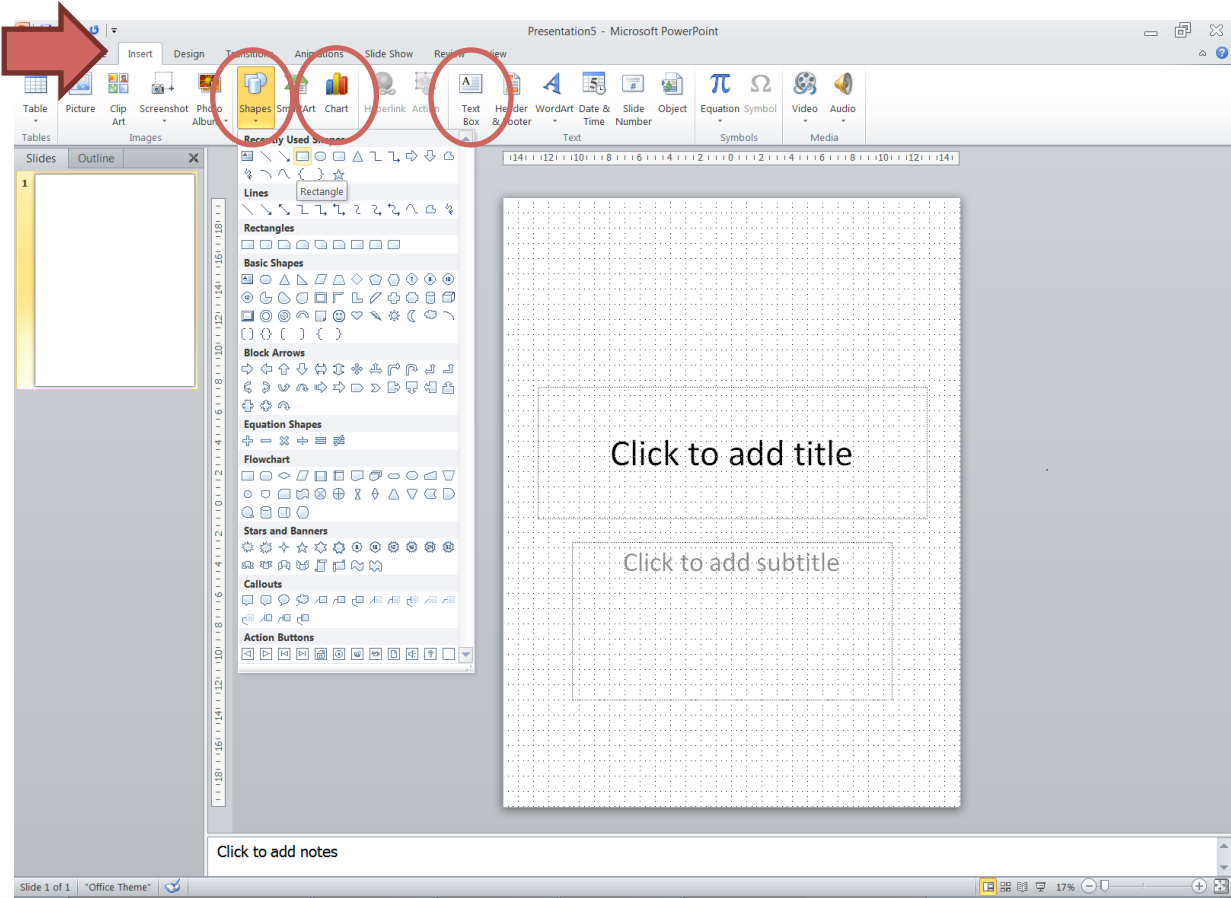
### Step 3. Change the width to 30 inches and the height to 40 inches



# Step 4. Click on View and toggle the Ruler and Gridlines option

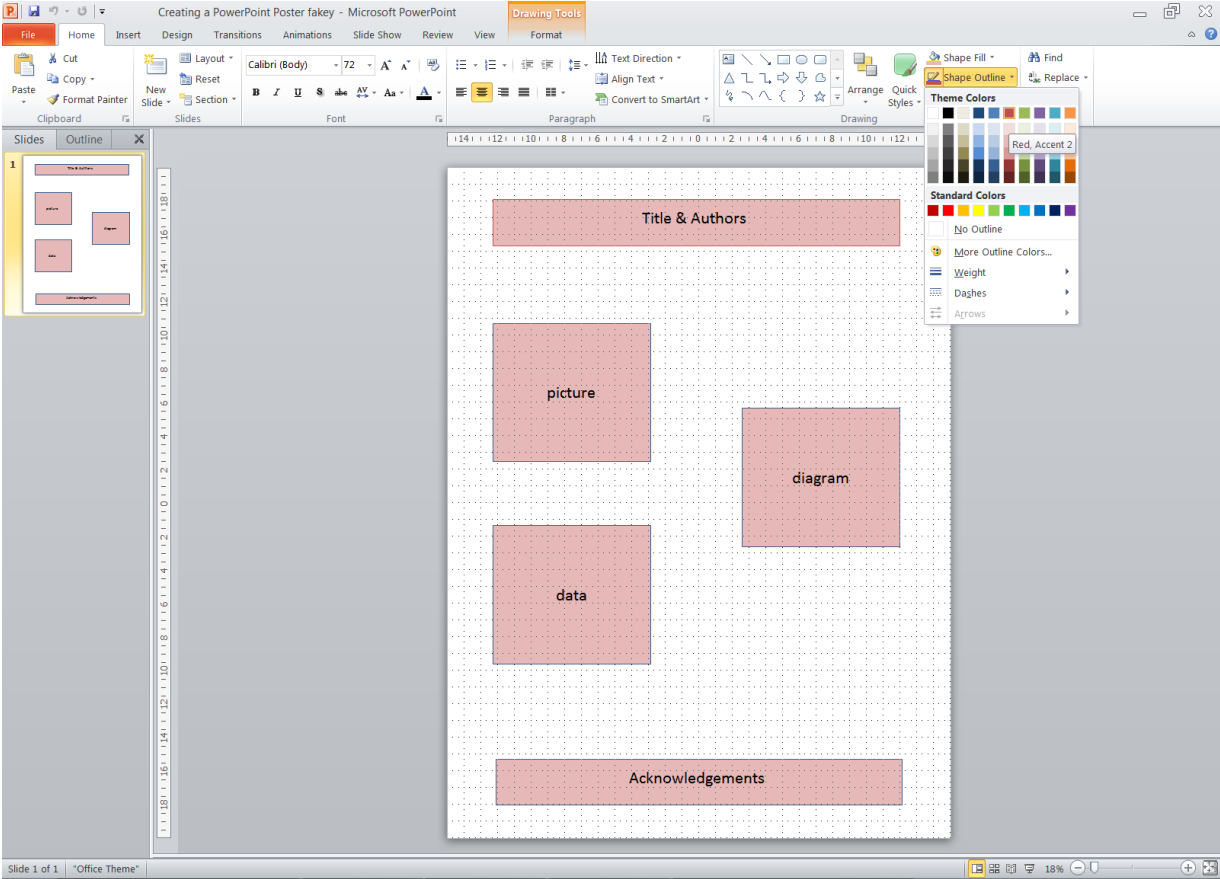


Text, pictures and charts can be added using the “insert” tab. Pictures can be pasted directly from the clipboard or inserted from a file





Step 5. Roughly set up the layout of your poster using shapes and text. Use the gridlines and ruler to help!



## Step 6. Make your poster!



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# Logos

Images and logos can be copied and pasted from the internet, but **do not violate copyright laws!!**

Logos can be found here:

<http://science.energy.gov/about/resources/logos>



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# Create your own graphics!

Embed your creativity in your poster!

Possible graphics tools include:

- photoshop
- microsoft products e.g. paint
- imported graphics (again, be careful of copyright issues)



# Required Poster Elements

- Title, your name, your mentor's name
- Abstract
- Introduction & Hypothesis
- Methods, Materials & Results
- Discussion & Conclusion
- References
- Acknowledgements
- Logos (DOE, BNL, funding program, your affiliation e.g. school or work, etc)



# Style Pointers

- Headings: consider sans serif fonts such as **Arial Black**
- Body: consider a serif font such as Times New Roman or a sans serif font like Arial Narrow
- Don't use too many fonts on a poster! Your goal should make it “easy to read” and not “artful”
- Use **bold** rather than underline for emphasis
- Use 44 point font for titles, 28 point for subtitles and 18 point for body text
- Use a white or light background with unsaturated colors
- Make it easy on the eyes!