

RESEARCH SERVICES OFFICE – LIMR

HELPFUL TIPS

CREATING POSTERS

Software to use	PowerPoint – Due to the availability, familiarity and ease in troubleshooting
Templates available	LIMR’s Research Services office has templates for various sized posters. To have one emailed to you, please contact Sandy Alyanakian at alyanakians@mlhs.org . or Terri Olshefski at olshefskit@mlhs.org . <i>Please send your PowerPoint file to the Research Services office at least two weeks in advance.</i>
Poster size	If you are creating your poster from scratch (rather than from a template): <ul style="list-style-type: none">• Click the Design tab → Slide size.• Select: Custom.• In the Width field, enter desired width up to 56 inches.• In the Height field, select 24, 36 or 42 inches. (Due to the paper we have available, you can select only from those three height dimensions.)• Under Orientation: Select landscape. <p>*Consider the size of the available conference boards and the amount of information to be included on the poster when determining the size of the poster. It is imperative that you designate the final size of the poster BEFORE you begin adding text or images to your PowerPoint slide. Text and images will then be correctly sized to the poster dimensions.</p>
Margins	<ul style="list-style-type: none">• Click the View tab and select Ruler. This will help you to see your boundaries.• Allow at least a 0.5” margin on all sides. If items are placed too close to the edge, they will be cut off when printed.• Drag the guides to mark off the margins. If you want to have a guide on all four sides, point your mouse to the guide and while holding down the Ctrl key, drag the guide to the new location. (<i>This is a shortcut for copying in PowerPoint.</i>)
Layout	It will be easier to transfer sections to the poster page if they are created as separate slides in PowerPoint*. <ul style="list-style-type: none">• Create the individual slides with the page size you want them to be in the poster. Doing this will allow you to cut and paste the slide into the desired position on the poster page and cut down on distorting the images because of dragging them to adjust the size.• If you need to change the poster size after placing some of your slides, select all and then cut. Change the poster size and then paste everything back. If this is not done, your figures and textboxes will change in size and may be distorted. <p><i>*See Also: Creating PowerPoint Slides</i></p>
Inserting figures	Scanned images should be sized equal or larger to the desired output size. Problems sometimes arise when the image is enlarged beyond its original size. <ul style="list-style-type: none">• Figures in JPEG or TIF format print best.• Click the Insert tab, click Picture then browse to the picture and double-click on the picture.• Multiple-object figures should be grouped. To group objects: Hold down the shift and Ctrl keys together, and using your mouse, select the items you want to group. Under Format, select Group.

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Creating PowerPoint slides Inserting text

Typing text in PowerPoint – Select *Insert* and then *textbox* or click on the *textbox icon*. Drag your mouse to size the textbox, click inside the box and begin typing.

- We recommend the following minimum font sizes for poster elements:
 - Headline: 80
 - Authors' names and affiliations: 44
 - Section headlines: 44
 - Body text: 28–32
 - Reference list: 18

To modify the appearance of the text, select the desired text and make the changes; if the changes are to be applied to all text within a text box, click on the textbox border, and then select the features you want to apply.

Note: You can make formatting changes, such as line and paragraph spacing, setting tabs, etc.

Inserting text from another file – To use an entire file:

- Use the *Insert Object* option.
- Once the dialog box appears, select the program used to create the file from the *Object Type* list.
- Click on *Create from File* option.
- Browse to locate your file and click OK.

To modify the text in PowerPoint, double click on the box, make your changes, and then click outside the box.

Inserting partial text from another file:

- Create a textbox in PowerPoint.
- Click inside the box.
- Open the program and file containing the desired text.
- Select, copy and paste into the PowerPoint textbox.

If you want to compile text from different files, simply insert it into the same textbox. Modify text as you would if you created the text in PowerPoint.

Autoshapes – To use one of PowerPoint's Autoshapes and insert text inside:

- Under *Insert, Shape*, select the shape you want.
- Once it appears on your slide, drag it into place and resize.
- Select *Edit* from the menu bar.
- Select *Text Object* or click on the Autoshape.
- Right click. Select *Edit Text*.

The default alignment is Center. However, horizontal and vertical alignment, along with internal margins, tabs, etc. can be adjusted.

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<p>Creating PowerPoint slides Inserting figures</p>	<p><u>Copy and Paste</u> – Open file containing the figure. Copy and paste into slide</p> <p><u>Insert Figure</u> – Select <i>Insert, Picture</i>, and then <i>From File</i>. Select your file.</p> <p><u>Sizing</u> – For best results, remember to keep the image close to the original size. <i>It's better to start large and go small.</i></p> <p><i>* It will be easier to make any changes on the PowerPoint slide before copying to your poster.</i></p>
<p>Printing and invoices</p>	<p>The LIMR Research Services office can print your poster. Please note that there is a charge to your department for that service. The printing rates are available from the Research Services office.</p> <p><i>Please send your PowerPoint file to the Research Services office at least two weeks in advance.</i> Tell us the size you want your printed poster to be.</p> <p>The editors will copyedit your poster for grammar, punctuation and syntax. If changes are made to the file, your poster will be emailed back to you for review. When you send the final file, please also include the following information in your email:</p> <ul style="list-style-type: none">• Your name• Department• Business Unit• Cost center to which your poster printing should be billed <p>Tell us if you will pick up your poster in the LIMR Research Services office (ground floor of LIMR). Please note that when you pick up your poster you will be asked to sign an invoice for it.</p> <p>You also can request that your poster be shipped to you via Interoffice Mail. In that case, please tell us your MLH site and your office number. Please sign the accompanying invoice, scan it and email it back to the LIMR Research Services office at alyanakians@mlhs.org or olshefskit@mlhs.org. Or you can send it back via Interoffice Mail to “LIMR, Research Services” or fax it to 484.476.2205. Poster carrying cases are available for an extra charge. Ask the Research Services office for more information.</p>

Have any questions? Call us

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