



Poster Sessions Technology

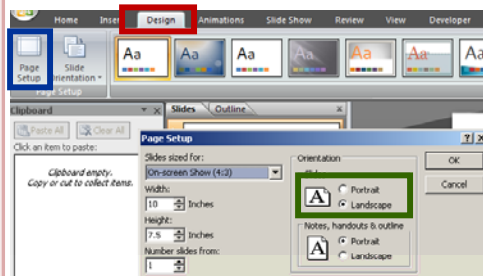
Presented By: Terence Peak



Poster Sessions

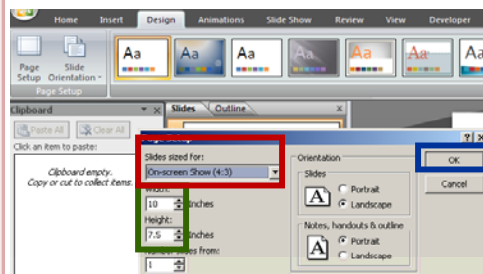
- ❶ Posters for presentations are created from one or two are large slides in PowerPoint.
- ❷ The best size distribution is 24" wide by 36" tall, Portrait, as the widest printer at the Media Center is 24" wide.
- ❸ Make sure that you start with a BLANK background
- ❹ When the poster is complete, add a light colored background design.

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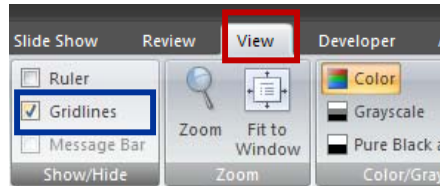
- ➊ Open a **New presentation**
- ➋ Click the **Design Tab**
- ➌ Choose **Page Setup**
- ➍ Change the orientation to **Portrait**

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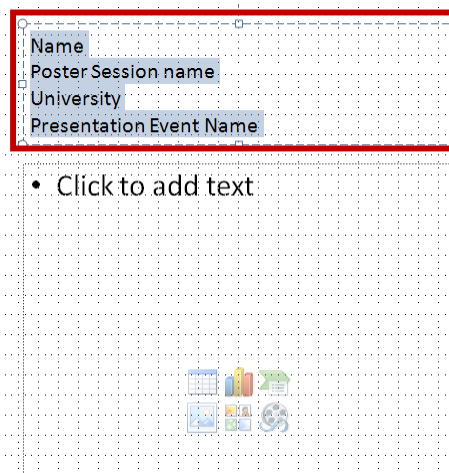
- ➎ In **Page Setup** locate **Slides sized for** and choose **Custom**
- ➏ Change the sizing to **24" wide and 36" high**
- ➐ Click **OK**

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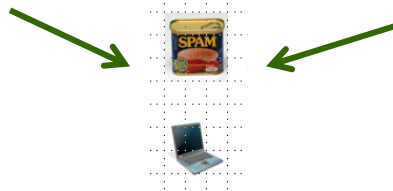
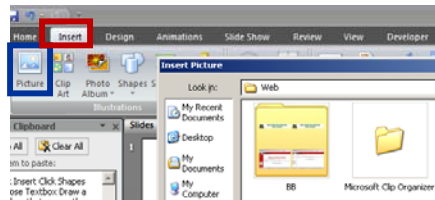
- ④ Click **View**
- ④ Check the **Gridlines** box
- ④ Be sure that there is a border of gridlines around the slide before adding any images or textboxes

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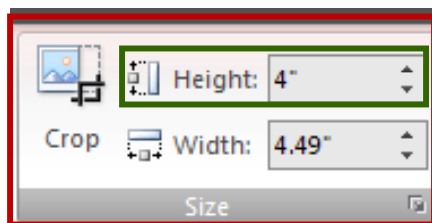
- ④ In the section **Click to add title** add this information:
 - ④ **Name**
 - ④ **Poster Session name**
 - ④ **University**
 - ④ **Event Name**
- ④ Font size should be **80**
- ④ Font style should be **san-serif (i.e. Arial, Verdana, or Tahoma)**

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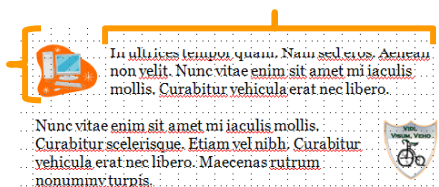
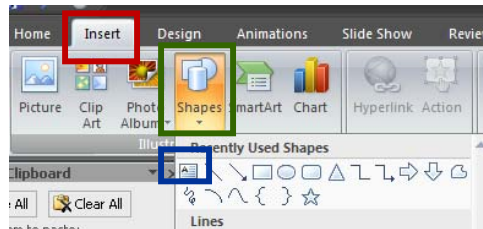
- 1. Click the **Insert** tab
- 2. Click **Picture**
- 3. Locate an image and insert it into the poster, using the gridlines as a guide to **align the image**

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- 1. Double-click the **image**
- 2. Locate the **Format** tab, and choose the **size group**
- 3. Resize the image to **4\"H** (or a size appropriate to the text box).

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- 1 Click the **Insert** tab
- 2 Click **Shapes**
- 3 Choose **Textbox**
- 4 Draw a textbox that covers the **length of the slide next to the image and as tall as the image**
- 5 Add text that describes the image
- 6 If there is no image, use the entire width of the poster

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- 7 Font size in the text boxes should be **60 - 72**
- 8 For the body text (in the text box), use a **Serif font**, such as **Georgia**, or **Times New Roman**
- 9 Repeat the process to add additional images and text as needed


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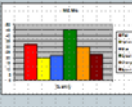
Name
Poster Session name
University
Event Name

 In ultrices tempor quam. Nam sed eros. Aenean non velit. Nunc vitae enim sit amet mi iaculis mollis. Curabitur vehicula erat nec libero.

Nunc vitae enim sit amet mi iaculis mollis. Curabitur scelerisque. Etiam vel nibh. Curabitur vehicula erat nec libero. Maecenas rutrum nonummy turpis.

 Aliquam erat volutpat. Maecenas ut nisi ac erat condimentum ultrices. Cras eget leo. Donec bibendum diam sit amet risus.

 Aliquam erat volutpat. Maecenas ut nisi ac erat condimentum ultrices. Cras eget leo. Donec bibendum diam sit amet risus.

 In ultrices tempor quam. Nam sed eros. Aenean non velit. Nunc vitae enim sit amet mi iaculis mollis. Curabitur scelerisque. Etiam vel nibh. Curabitur vehicula erat nec libero. Maecenas rutrum nonummy turpis.

- ➊ After text and images have been added, click the **Design Tab** and choose a design with a white or very light colored background
- ➋ You may have to adjust text colors and size to fit the parameters of the poster background.
- ➌ When complete, bring the poster to the Media Center for printing