

Methodist University's Center for Undergraduate Research and Creativity Tutorial: How to Create a Research Poster

Please note that this tutorial is designed to help you create a research poster using Microsoft's PowerPoint software.

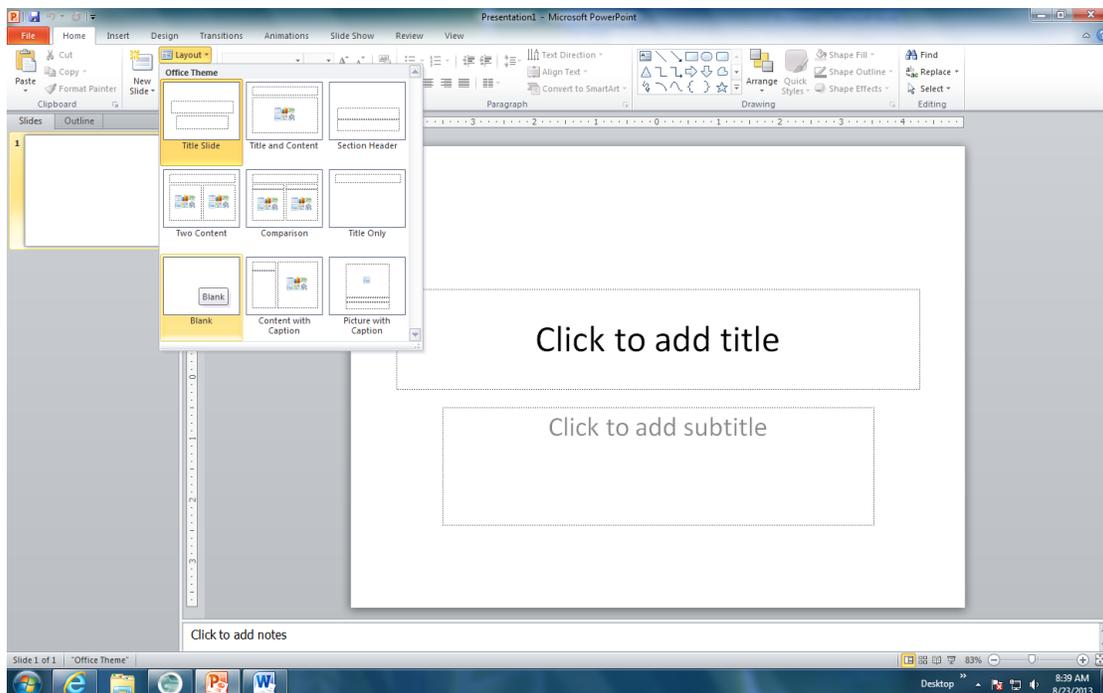
Below is a step-by-step process for creating a basic layout of a research poster. Other design elements (e.g., background color, font style) are up to the discretion of the person(s) designing the poster.

However, a few recommendations:

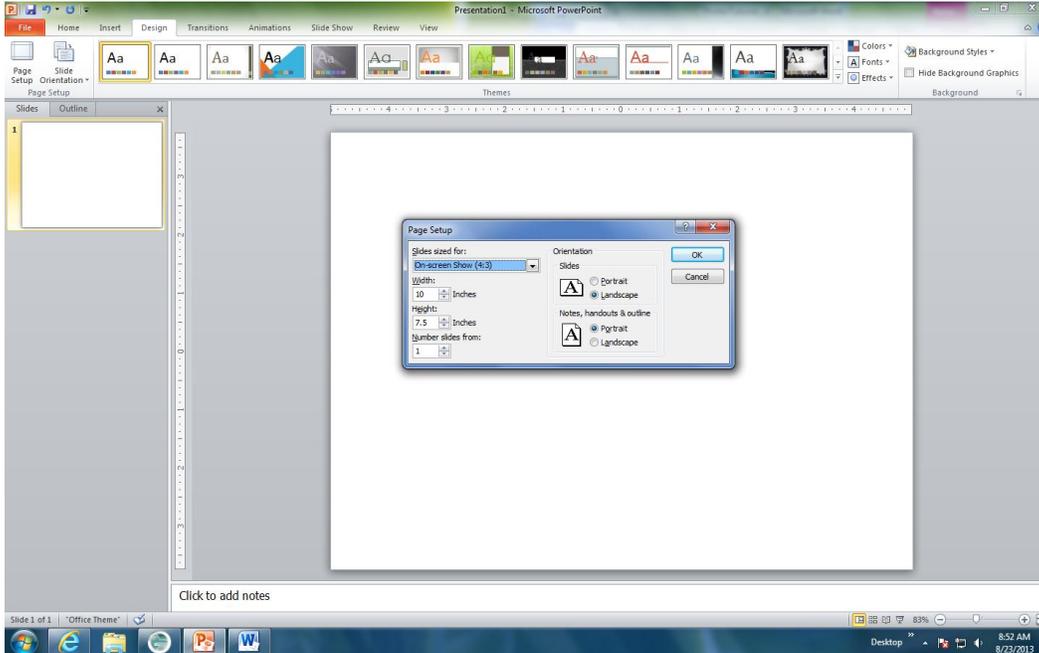
- Typically, a lighter background with dark or black font is the easiest to read.
- Choose a font that is easy to read (e.g., Times New Roman, Arial, Courier New, etc.).
- Make sure to “bold” your font.
- Font size should be large enough to be read from at least **three** feet away.
- Format your images/figures so that when they are printed at full-size they do not become pixelated.
- Avoid blocks of text. Instead use bullet points or single sentences.
- Organize the poster with headings so that your reader can focus on specific points.
- Organize your material so that it flows in a logical manner. Typically, using two or three columns allows the reader's eye to follow you material easier.

Directions for design:

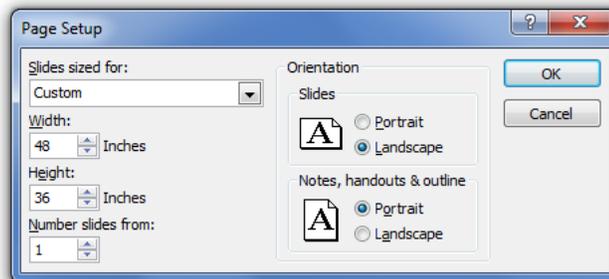
1. Open PowerPoint
2. On the “Home” tab, change the slide layout to “blank”.



3. Click the “Design” tab, and select “Page Setup”.

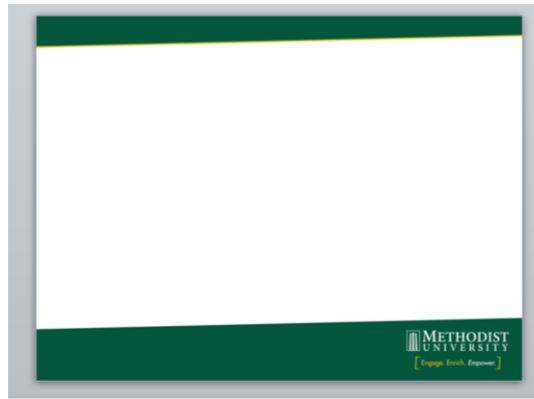


4. Under the “Orientation-Slides” option select a “portrait” or “landscape” layout. If you want your poster to be wider than it is tall (which is a typical poster layout) select “landscape”. If you prefer for your poster to be taller than wide, then select “portrait”.
5. Most conferences/symposia allow posters to be up to 3 feet tall x 4 feet wide. Make sure to adjust your width to 48 inches and your height to 36 inches. **Note: That this is the largest size that the MU print shop can accommodate.**

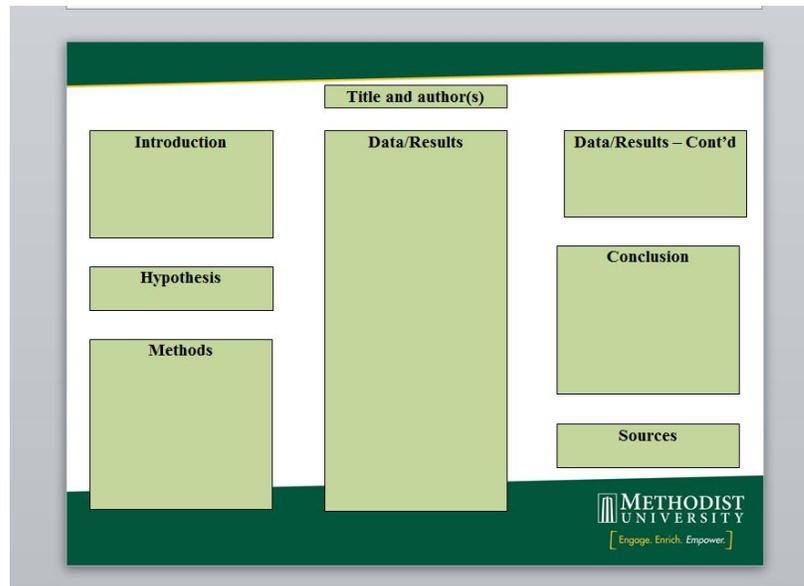


6. Once you click ok, please notice that the zoom of the PowerPoint presentation has been greatly reduced (e.g., about 20%). This is so your entire slide (i.e., poster) is in view.

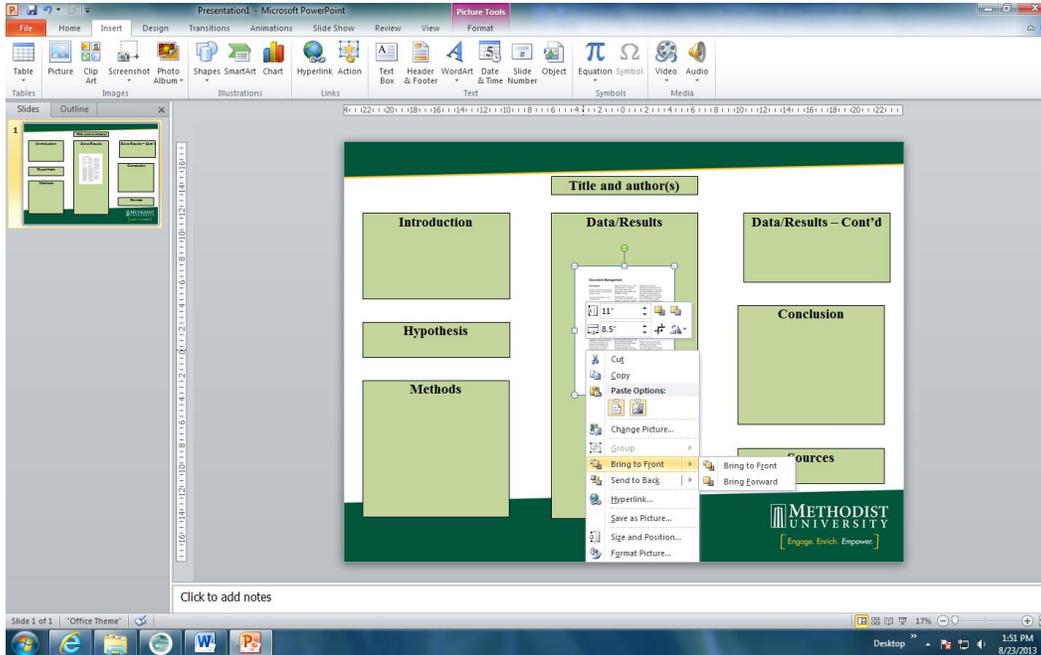
7. Once your slide is to the preferred size, you can select your background. You can select a background of your choice, including a Methodist University-themed background that has been created specifically for use in MU posters.



8. In order to add text to the slide return to the “Home” tab and insert text boxes where you want to add your text. You can format your text boxes as you wish (e.g., adding a border, altering the color of the textbox background, etc.).

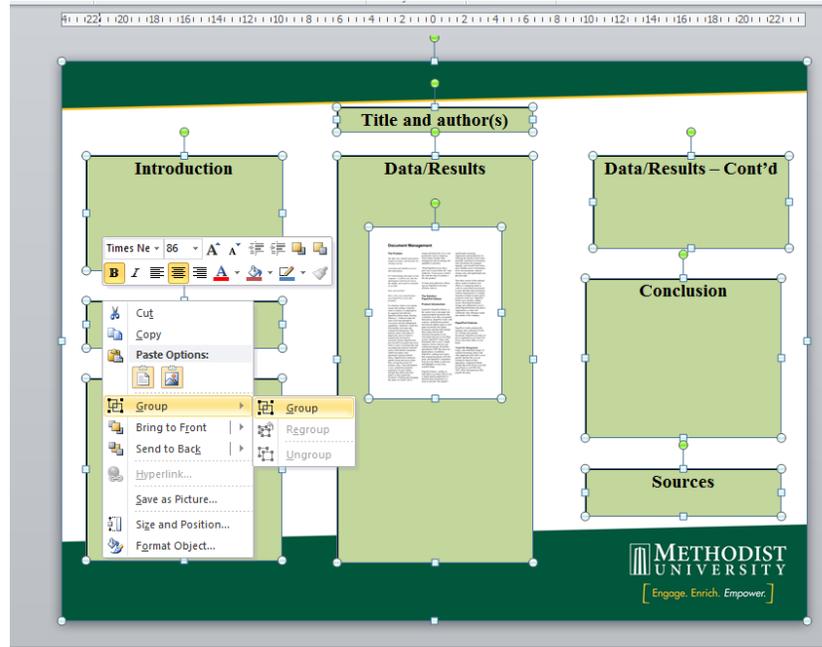


9. You will need to add figures/images separately. You can insert images using the “Insert” tab and selecting “Picture”. Simply, insert the image and place it where you need it. You may need to bring the image to the front so that it is not hidden behind your text boxes and background image.

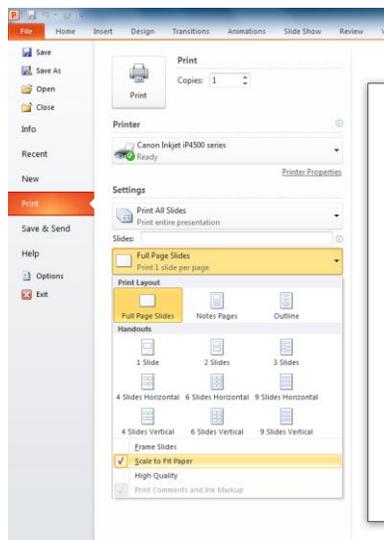


10. Once you have added all of your information (i.e., text and images), adjusted spacing, and completed formatting you will need to review your poster to see how it will look at full size. To accomplish this adjust your zoom to 100%. Then scroll through your entire poster to ensure the font size is correct and that all images are clear.
11. Also, make sure to thoroughly check your spelling, word choices, and sentence structure. **Proofread your work carefully!!** This includes the information found within your textboxes and your images.
12. **Review your poster with your project advisor(s)/mentor(s).**

13. Once you verify that your poster is formatted correctly you will want to “lock” the components in place so that they do not shift when the file is opened on other computers. To accomplish this, enter the following command: “Ctrl +A”. This will select everything on your poster. Right click on one of the highlighted boxes and select the “Group” option and then “group” again.



14. Save your poster. If you want to print it on a standard sheet of paper (8 x 11 in) in order to review it before printing the full size, then go to the “File” tab. Select “Print”, “Full Page Slides”, but make sure to select “Scale to Fit Paper”.



15. Once you are satisfied, send the poster to be printed and laminated.