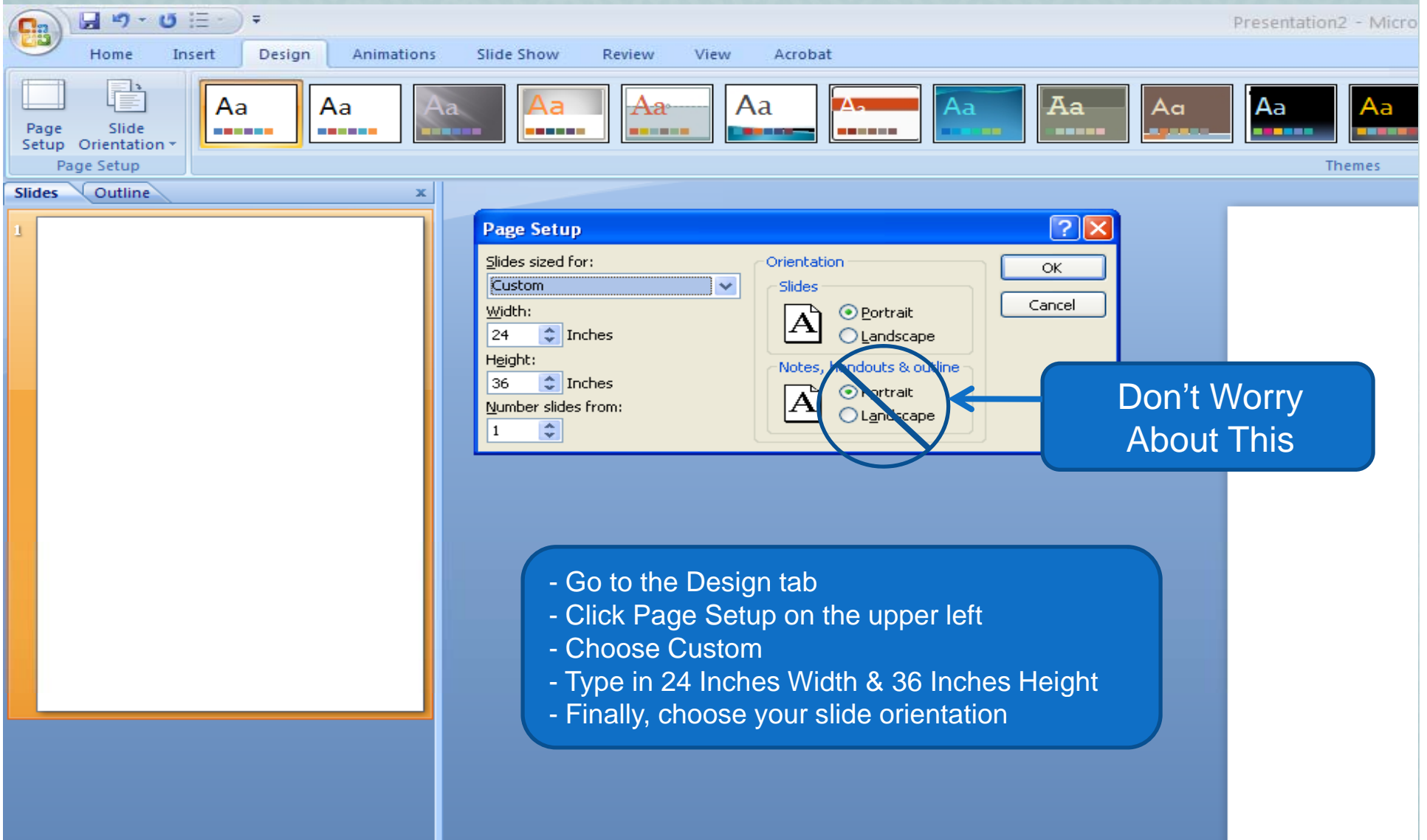


How to set up a poster slide

1. Create a new PowerPoint file – Choose “Blank Presentation”
2. Page Setup – Choose Page Setup as shown below



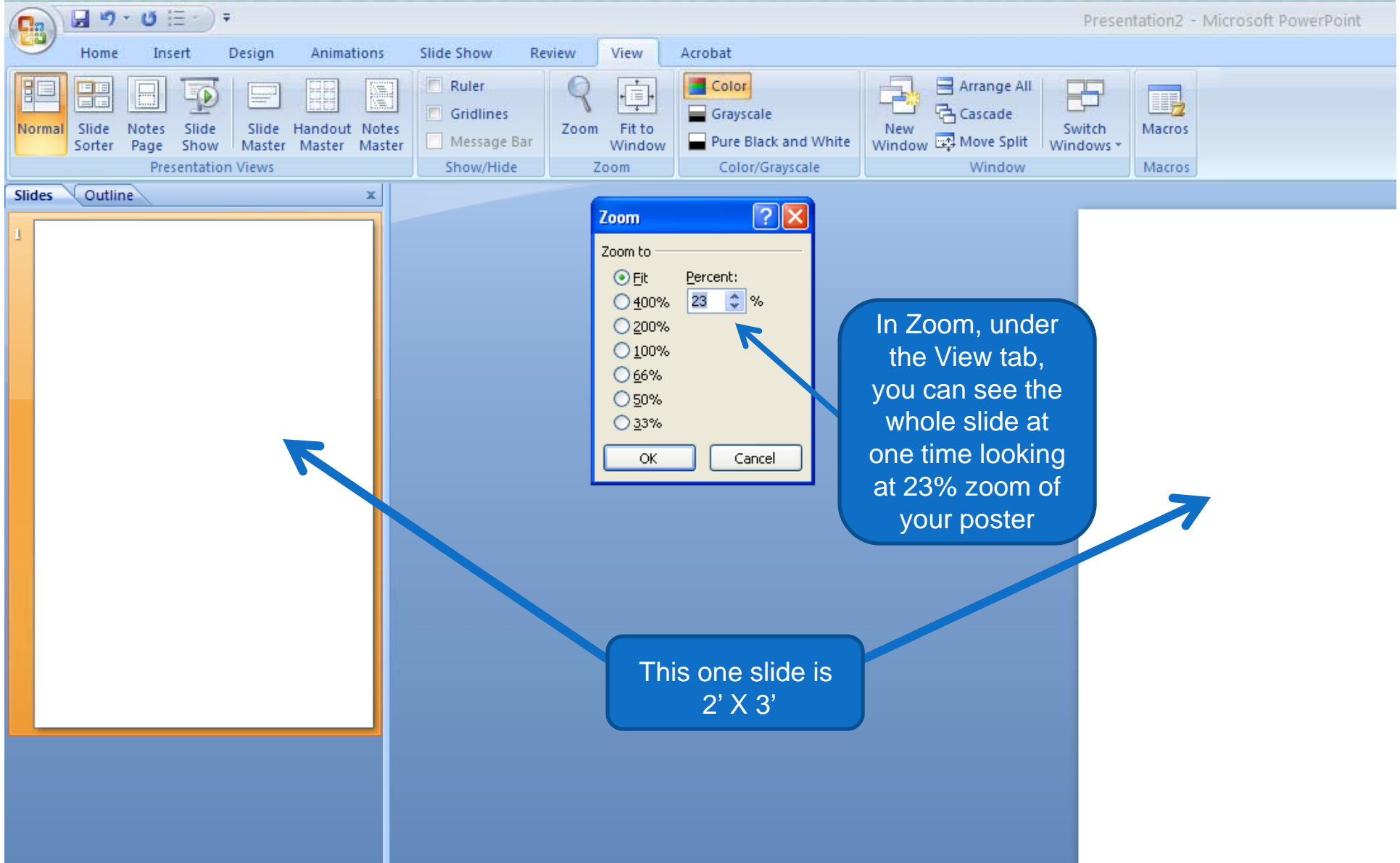
The screenshot shows the Microsoft PowerPoint 2010 interface. The 'Design' tab is selected in the ribbon. The 'Page Setup' button is highlighted in the 'Page Setup Orientation' group. The 'Page Setup' dialog box is open, showing the following settings:

- Slides sized for: Custom
- Width: 24 Inches
- Height: 36 Inches
- Number slides from: 1
- Orientation: Portrait (selected) for Slides and Notes, Handouts & outline.

A blue callout box with the text "Don't Worry About This" points to the 'Portrait' radio button in the 'Notes, Handouts & outline' section of the dialog box.

- Go to the Design tab
- Click Page Setup on the upper left
- Choose Custom
- Type in 24 Inches Width & 36 Inches Height
- Finally, choose your slide orientation

How to set up a poster slide



The screenshot shows the Microsoft PowerPoint interface with the View tab selected. The Zoom dialog box is open, showing the 'Zoom to' section with 'Fit' selected and 'Percent' set to 23%. A blue callout box points to the 23% value, stating: "In Zoom, under the View tab, you can see the whole slide at one time looking at 23% zoom of your poster". Another blue callout box points to the slide thumbnail in the Slides pane, stating: "This one slide is 2' X 3'".

Zoom

Zoom to

Fit Percent: 23 %

400%

200%

100%

66%

50%

33%

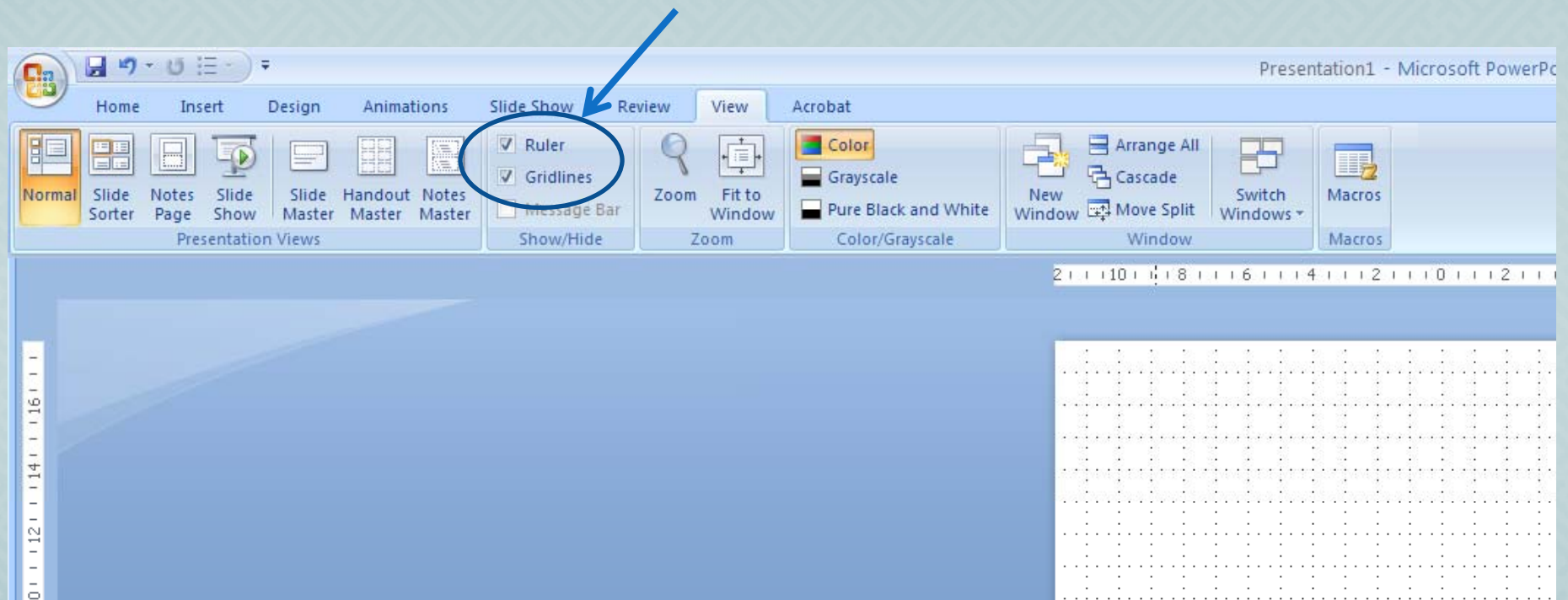
OK Cancel

In Zoom, under the View tab, you can see the whole slide at one time looking at 23% zoom of your poster

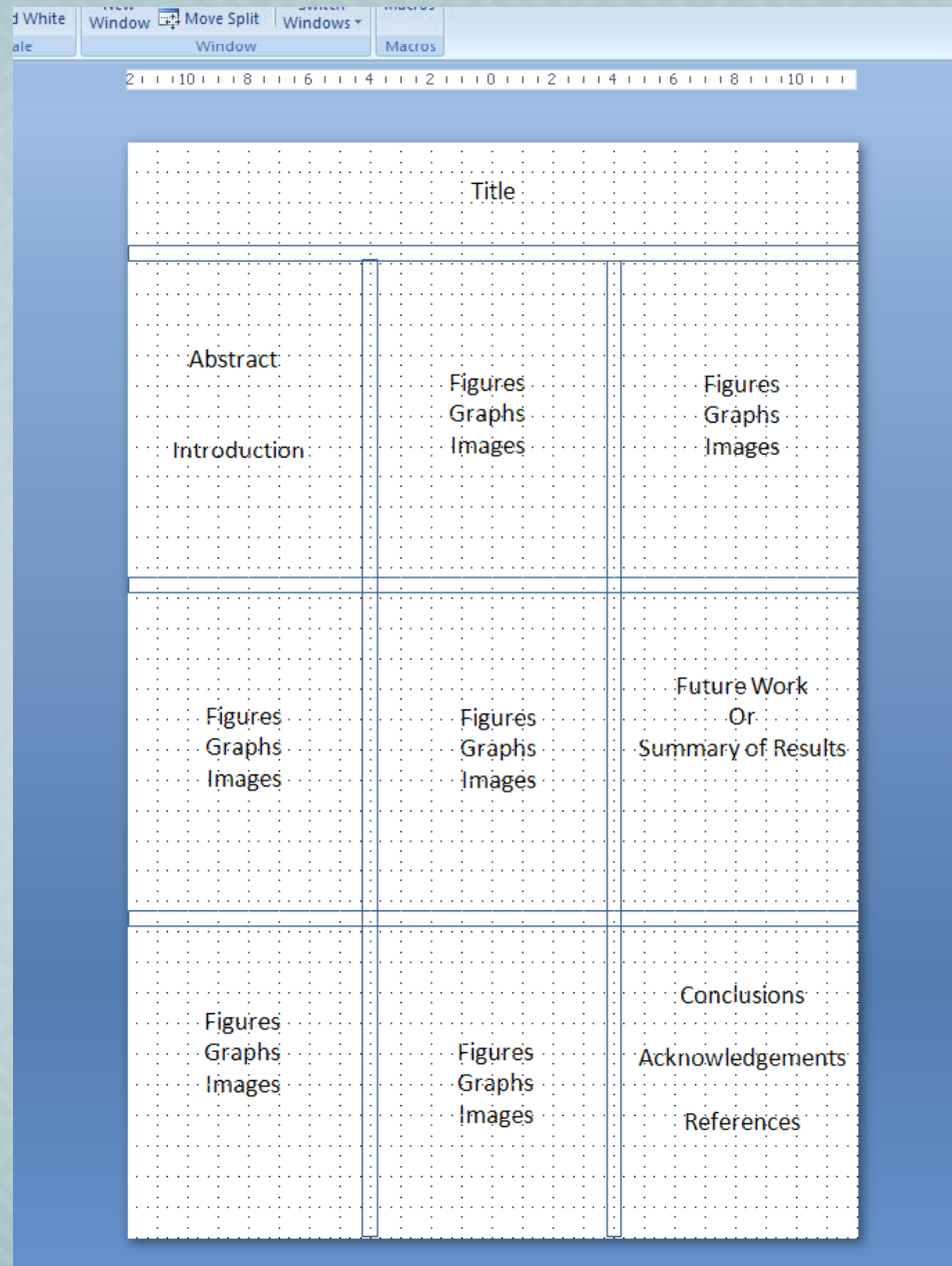
This one slide is 2' X 3'

How to set up a poster slide

Since you will be moving pictures and images around it is a good idea to select Ruler and Gridlines on the View tab when designing your poster, as shown below.



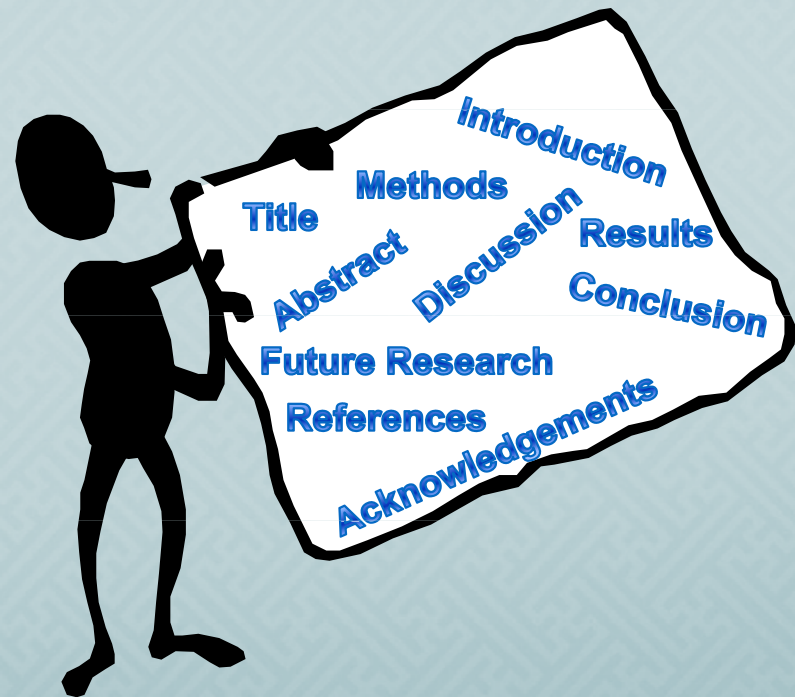
How to set up a poster slide



Anatomy of a Presentation

Your poster should contain the following components:

- ❖ Title
- ❖ Abstract
- ❖ Introduction: Background/Objectives/Context
- ❖ Methods
- ❖ Results/Findings
- ❖ Discussion/Significance
- ❖ Conclusion
- ❖ Future Research
- ❖ Acknowledgements
- ❖ References



Visual Structure of your poster



1. Font

- Use **Times New Roman** as your font - it's easy to see
- Text font size should be about 30 point (need to see it from 2 feet away)
- See handout for more font size recommendations

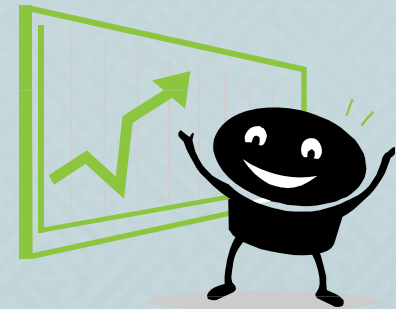
2. Text & Figures

- Don't use too much text or figures
- About 5-7 figures is good
- Everything should not be written out on your poster – it's just a guide

Visual Structure of your poster

3. Figures & Figure Legends

- A figure/image is always better than text
- You should be able to see the figure clearly 2 feet away
- Be sure to have a:
 - citation for each figure
 - legend for each graph
 - title for each table



4. References & Acknowledgements

- These can be about 16-18 point font to save space

Title: Descriptive and to the point.

Abstract: 200 – 250 words entailing:

- What you did
- Why you did it
- What did you find
- What is the significance

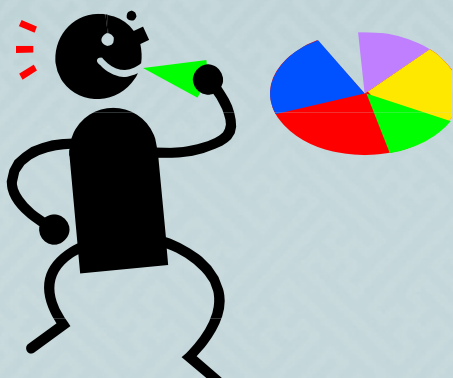
Objectives: State the goals of your research project, what you intended to accomplish.

Methods: Present the methodology used.
Use graphics to illustrate your ideas and concepts when possible.

i.e. Flow charts, tables and photos

Results/Findings: Present analyzed data in graphic form when possible.

Illustrate significant results, final products and trends that one can accurately draw conclusions from, using:



- graphs
- legends
- flow charts
- Illustrations
- tables
- text
- arrows
- labels

to clearly illustrate your results.

Conclusion:

Summarize the points you made in your results and state conclusions you can draw from them.

Give a hypothesis for unusual results.

Future Research:

State any new directions your findings have led you to explore.

State questions that have arisen for further research.

Acknowledgements:

You should include your Faculty Mentor's name, any grad students that helped you and anyone else who was of help.

Also add:

US Department of Education Ronald E. McNair Post-Baccalaureate Achievement Program as part of the Federal TRiO Program

References:

List all references cited in your poster using the proper citation format for your field of study.



Tips on delivering an effective Presentation



Preparation

- Do the required research
- Know the literature, background information
- Know why you did the study
- Know why you used the methods you used
- Know how you analyzed your data and the significance of the analysis

Present Clear and Simple Slides

- **Bold Lettering**
- Less text, more graphics
- Avoid clutter, use simple graphics

Now you are ready to go make an
awesome poster

