

Professional Template for a 36 inch high x 48 inch wide Poster Presentation

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Your name and the names of the people who have contributed to this presentation go here.
The names and addresses of the associated institutions go here.

Poster Basics – Poster Layout

To start using this template you first need to delete most of the contents of this page. Keep the poster title and one of the blue section headers.

The cleared template should now look like [Figure 1](#). After you decide how many sections you need for your poster (Introduction, Methods, Results, References, etc.), use the “copy” and “paste” commands to create as many copies of the blue section headers as needed.

Move the header copies approximately to where you think they need to be on the poster, so you can get a better sense of the overall poster layout. It will help you organize your content. See [Figure 2](#).

You can now start adding your text. To add text use the **text** tool to draw a text box starting from the left edge of a column to the right edge and start typing in your text. You can also paste the text you may have already copied from another source. See [Figure 3](#).

Repeat the process throughout the poster as needed.

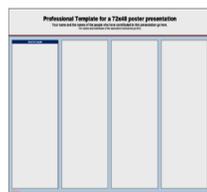


Figure 1



Figure 2

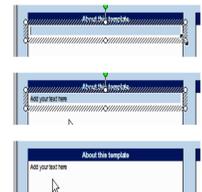


Figure 3

Text Sizes

For this template we use the Arial font family at several recommended text sizes. You can use any typeface you like and at any size but try to stay close to the suggested limits.

[Figure 4](#) gives a visual reference of what different font sizes look like when printed at 100% and at 200%.

Due to a page size limitation in PowerPoint and unless your poster is going to be less than 56” in length, all the work done on this template is at half the size of the final poster. For example, if you choose a 21 point font for this poster, the actual printed size will appear as 42 points.

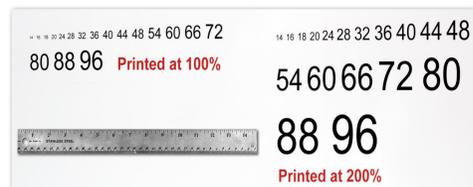


Figure 4

Changing the poster’s column layout

Depending on how you layout your poster, you may want to change the column layout configuration.

For your convenience, we have included alternate master layouts. To select a different layout go to **FORMAT>SLIDE DESIGN** ([Figure 5](#)). The slide design pane will open. From there you can select an alternate layout ([Figure 6](#)).

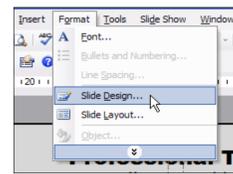


Figure 5

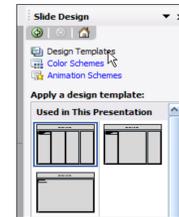


Figure 6

Customizing the template color schemes

For those who wish to further personalize their poster presentation, we have included a number of printer-tested alternative color schemes for this poster template.

If you want to change the default colors and use your own color scheme, go to **FORMAT>SLIDE DESIGN** ([Figure 7](#)). The **SLIDE DESIGN** pane will open. Select **COLOR SCHEMES** ([Figure 8](#)). There, you can try different color schemes until you find the one you like.

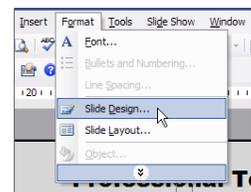


Figure 7

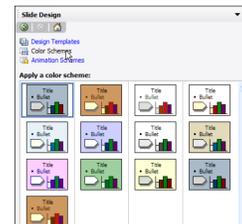
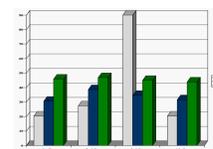


Figure 8

Importing Tables & Graphs

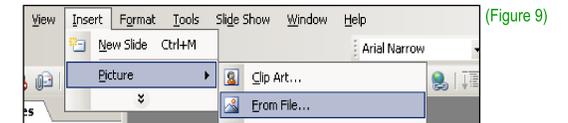
Importing tables, charts and graphs is easier than importing photos. To import charts and graphs from Excel, Word or other applications, go to **EDIT>COPY**, copy your chart and come back to PowerPoint. Go to **EDIT>PASTE** and paste the chart on the poster. You can scale your charts and tables proportionally by holding down the Shift key and dragging in or out one of the corners.

TABLE ONE		
1998	1999	2000
2001	2002	2003
2004	2005	2006



Importing Photographs

It is highly recommended to use the largest images you have access to for your poster. Avoid images downloaded from the web and avoid copying and pasting images instead of using the “Insert” command. To insert an image to your poster go to **INSERT>PICTURE>FROM FILE** ([Figure 9](#)).



(Figure 9)

When the only source of a needed photo or graphic is the Web, scaling has to be applied with caution. Scaling an image more than three times its original size may introduce pixelization artifacts. Refer to [figure 10](#) as an example. A simple way to preview the printing quality of an image is to zoom in at 100% or 200%, depending on the final size of the poster. What you’ll see is likely what you’ll get at printing time.



Figure 10: Original image at 100%, enlarged 200% and 400%.

Labeling your headers

The blue headers are used to identify and separate the main topics of your presentation. We recommend the following headers:

Background
Methods
Results
Discussion/Conclusion

Contact Information