CREATING CONFERENCE POSTERS

STEPS FOR WINDOWS

Step 1: Gridlines

Click the View tab. Open the arrow beside Show.

Format like this:

Draw 2 lines on your slide to create columns:

Insert tab -> Shapes
You should now have something like this:

Step 2: Set up your poster

Click the Design tab

Format as follows:

- Landscape
- 48 (width) x 36 (height) in inches OR 121.92 (width) x 91.44 (height) in centimetres
Step 3: Set your layout to a blank slide

Home tab -> Layout -> Blank

Step 4: Title and title box

(a) Add a text box across the top (Insert tab -> Text box)
(b) In 100 point (your choice of font), create a title
(c) Add your name & affiliation, slightly smaller, underneath the title
(d) Change the weight of the line around the box
   - Click on the box
   - Click Format tab
   - Open Shape Outline menu and choose the weight
(e) Change the shape of your text box if you want
   - Click on the box
   - Click Format tab
   - Open Edit Shape menu and select your shape (rounded box?)

Step 5: Create some boxes

Using your columns as guidelines, create text boxes with headings (48 point font) for the following sections: Background, Methodology, Results (largest section), Discussion, References, and Acknowledgements
**Adjust the text box margins**

You may want to do this after you have added some text. This will help you ensure that your text is not squished into the box outlines.

1. Right click on the shape you want to adjust
2. Click Format Shape

**Format Shape**

- **Shape Options**
  - Text Options

- **Text Box**
  - Vertical alignment: Middle
  - Text direction: Horizontal
  - Do not Autofit
  - Shrink text on overflow
  - Resize shape to fit text
  - Left margin: 0.7"
  - Right margin: 0.1"
  - Top margin: 0.3"
  - Bottom margin: 0.6"
  - Wrap text in shape
  - Columns...

3. Click Text Options
4. Click that thing
5. Use the arrows to adjust your margins
Step 6: Add colour from Adobe

Once you have found a colour in Adobe that you would like to add to PowerPoint:

(a) Select the item you want to colourize

(b) From the Home tab, open the option to change the item colour (if the item is font, click the font button. If the item is a Shape, click Shape Outline or Shape Fill).

(c) Click “More colours” and “Custom.”

(d) Enter the RGB values