

# **Creating a Poster with Microsoft PowerPoint**

**University of Toronto Mississauga**

**HMALC Library**



Library  
**UNIVERSITY OF TORONTO**  
MISSISSAUGA

**November 2014**

## **FURTHER ASSISTANCE**

If you have questions or need assistance, please contact:

**Andrew Nicholson**

GIS/Data Librarian

U of T Mississauga Library – Rm. 360

Hazel McCallion Academic Learning Centre

905-828-3886

[andrew.nicholson@utoronto.ca](mailto:andrew.nicholson@utoronto.ca)

**Tanya Kenesky**

GIS/Data Technician

U of T Mississauga Library – Rm. 360

Hazel McCallion Academic Learning Centre

905-569-4525

[tanya.kenesky@utoronto.ca](mailto:tanya.kenesky@utoronto.ca)

OR

Drop into the

***AstraZeneca Canada***

**Centre for Information & Technological Literacy**

U of T Mississauga Library – Rm. 360

Hazel McCallion Academic Learning Centre

Between 8am & 5pm

Monday to Friday

# Creating a Scientific Poster in Microsoft PowerPoint 2010

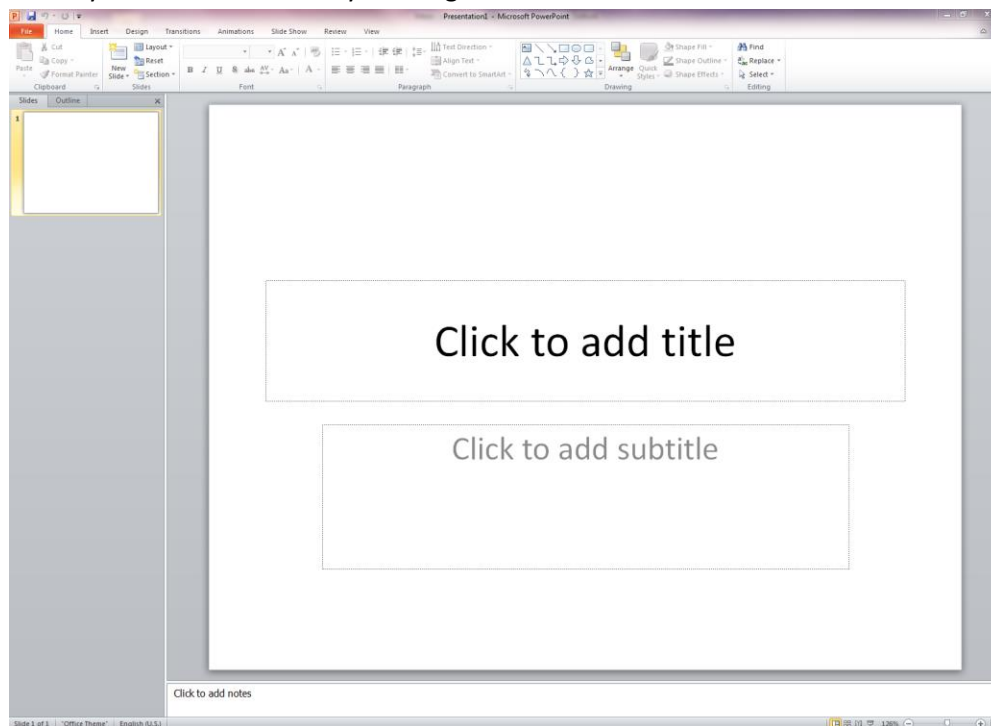
PowerPoint is located throughout the University on any work station.

## Getting Started

- Determine your dimensions
- A great poster is readable, legible and well organized
  - Organization and flow make the poster easy to read
- 2-3 colours, Dark type on light or white background is most effective
- Font Sizes to keep in mind
  - Title 90-100pt
  - Authors 40-50pt
  - Headings 60-70pt
  - Body 20-40pt
  - Captions 20pt
- EDIT EDIT EDIT, make sure there are no spelling mistakes or grammatical errors

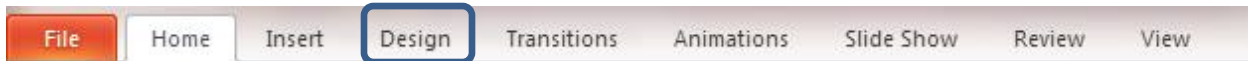
## Setting up your Workspace

When you start PowerPoint you will get a blank slide screen

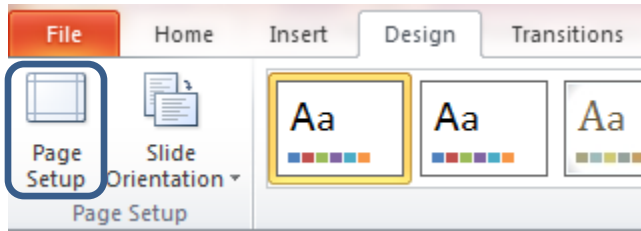


The first thing you want to do is change the size of your slide to your desired poster size.

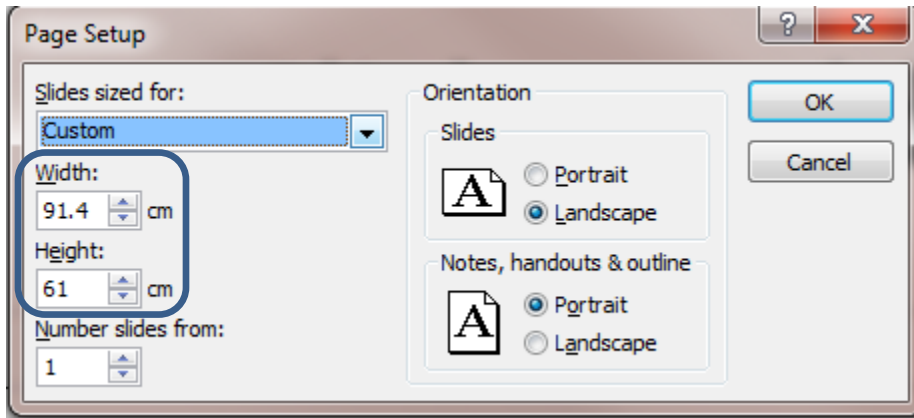
In the ribbon bar at the top



Select *Design*, then *Page Setup*



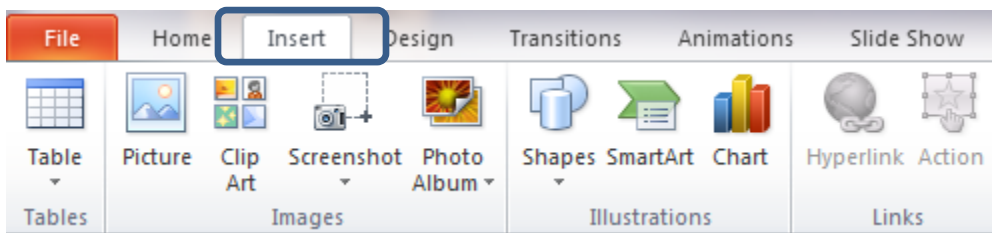
Page Setup allows you to adjust the dimensions of your Poster. Most of the computers in the library will be in metric so if you are asked to create a poster in inches it is a good idea to use a simple converter found online. The poster we are creating is 91.4cm x 61cm or 36" x 24". Select Ok when you are done.



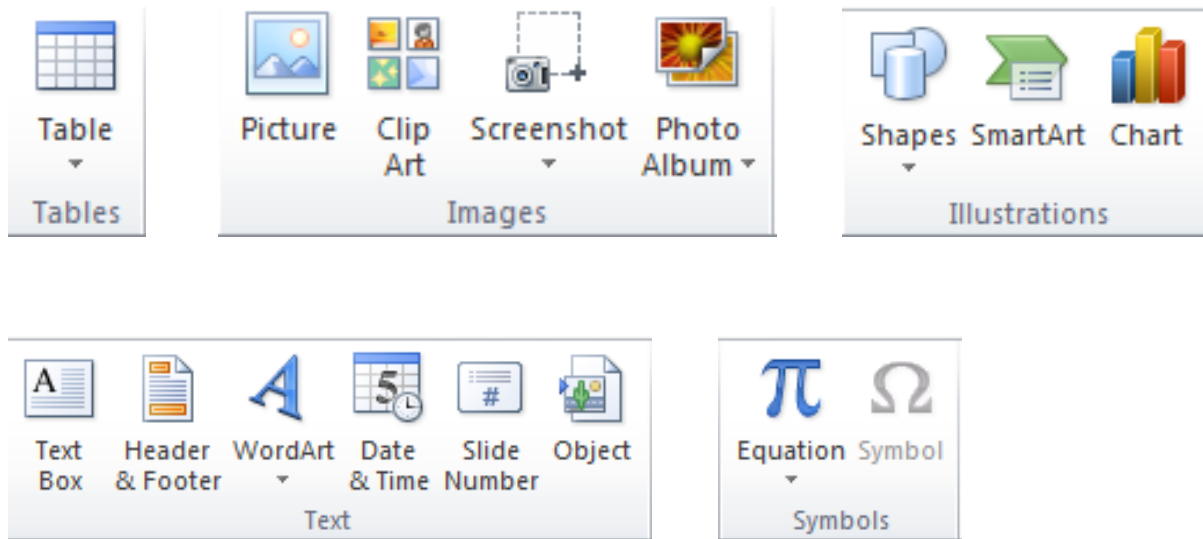
\*\* Please note that the maximum width that one side can be is 60 inches (152.4cm) if you are printing it at the UTM library. Also paper selection at this size is limited. \*\*

## Adding Content

To add content to your poster select the *Insert* Tab from the ribbon bar.

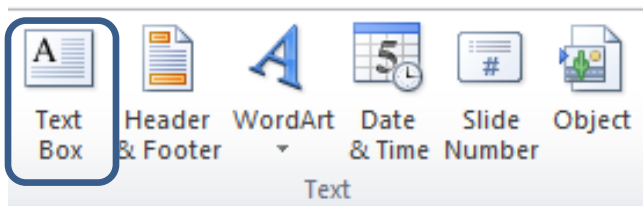


This tab splits your tasks into different categories

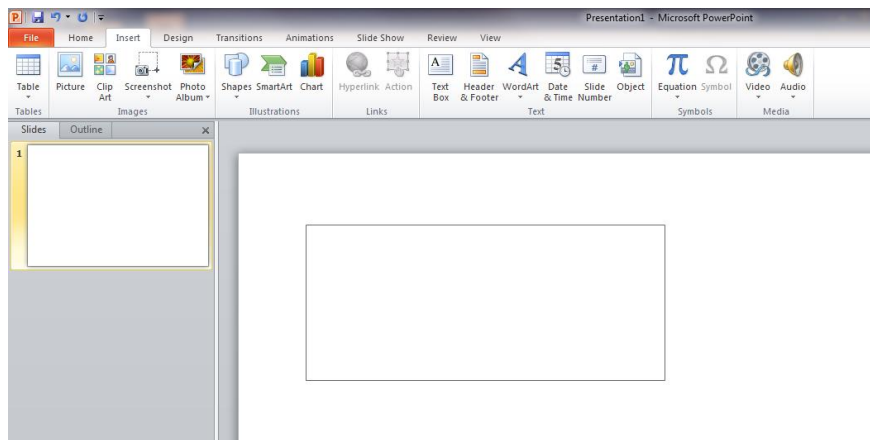


## Adding Text

Select the *Text Box*



The cursor will change and allow you to click and drag to make a box



Once you have drawn the text box you can then write in it.



Titles should be anywhere from 90pt to 100pt. You want to make sure that people can read it from at least 4 to 6 feet away.

### Formatting Text

We suggest you use a sans-serif font such as Arial for your body text. 36 point works well for body text, and 72 point works well for headers.

36 Point Font

Body

Header

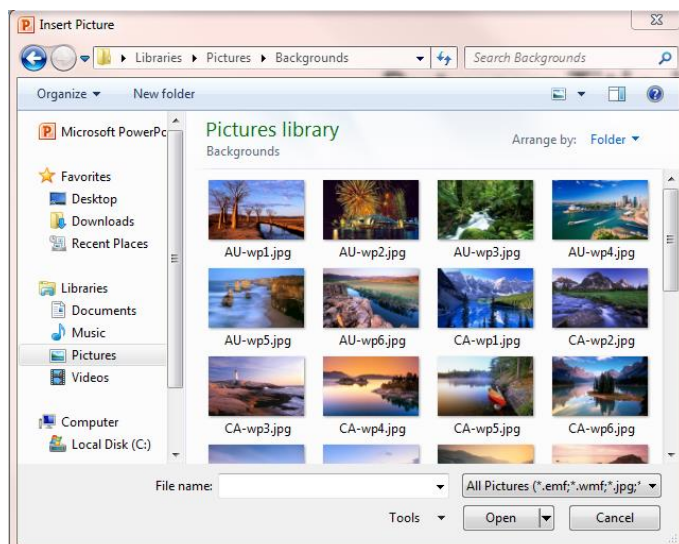
72 Point Font

### Adding a Picture



If you have downloaded a picture that you want to use select the *Picture icon* in the Insert ribbon bar.

This will open up locations for you to import your image from.



When you have selected your image a new ribbon bar will open at the top name *Picture tools: Format*

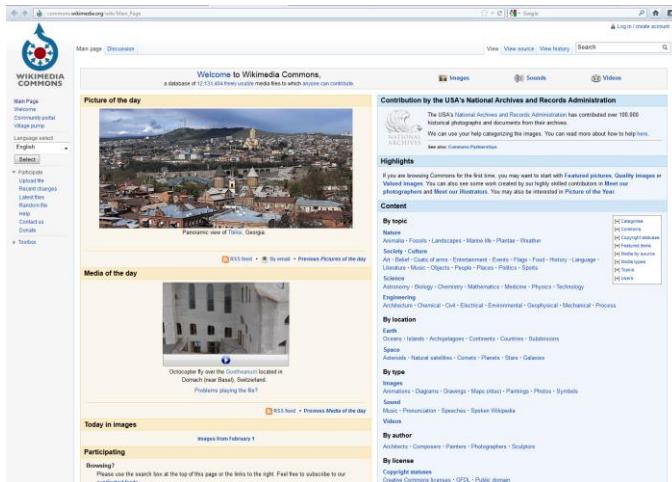
This will allow you to format the picture that you have just imported



Please note when downloading pictures off of the internet that you should be looking for high quality images with at least 300dpi for resolution. That will insure when you blow the image up it will not look pixelated.

## Finding Images on the internet

When finding images on the internet you need to be diligent that they are not copyright material. We suggest trying to find photos from Wikimedia Commons or Flickr: Creative Commons.



"Creative Commons is a non-profit that offers an alternative to full copyright."

[creativecommons.org](http://creativecommons.org)

### Briefly...

**Attribution means:**

You let others copy, distribute, display, and perform your copyrighted work - and derivative works based upon it - but only if they give you credit.

### Noncommercial

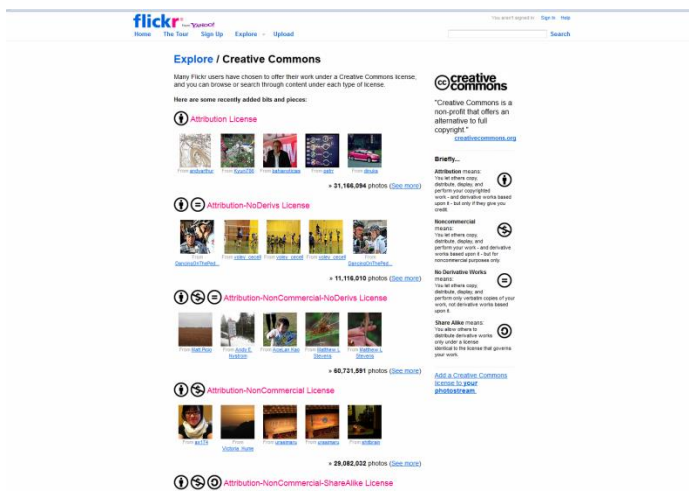
means:  
You let others copy, distribute, display, and perform your work - and derivative works based upon it - but for noncommercial purposes only.

**No Derivative Works**  
means:

You let others copy, distribute, display, and perform only verbatim copies of your work, not derivative works based upon it.

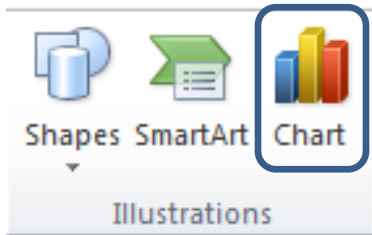
**Share Alike means:**

You allow others to distribute derivative works only under a license identical to the license that governs your work.



<http://www.flickr.com/creativecommons/>

## Inserting a Chart



Select the *Insert chart* icon and Excel will automatically launch if it isn't already.

Here you can input data and just like you would with an Excel chart. You can also import a chart as a picture.

**Here is a text box where you can enter the poster's title, your names, university affiliation, etc... Replace this text with your own. Font size for this should be 90-100 point.**

### Creating Text Boxes

Use text boxes to create columns in which to place your text. Go to the Insert menu and select "Text Box". Then use your cursor to draw a box into which you can place your text.

### Formatting Text

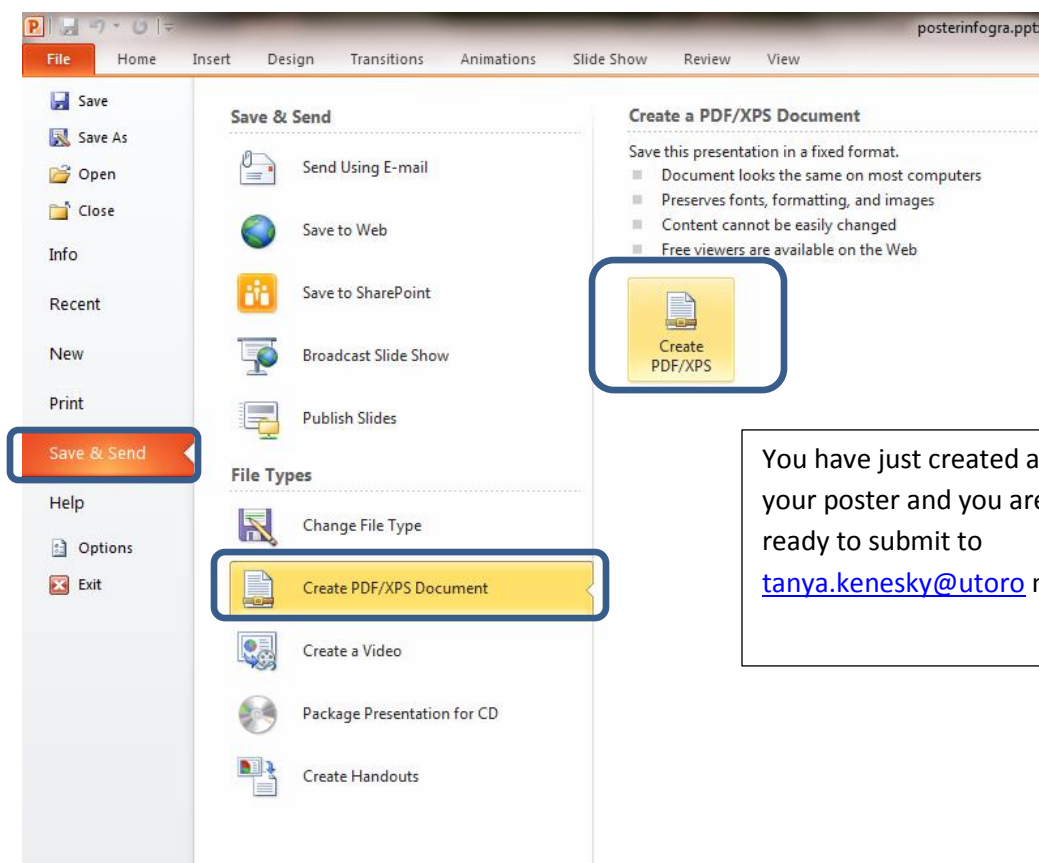
We suggest you use a sans-serif font such as Arial for your body text. 36 point works well for body text, and 72 point works well for headers.

Day	10am	noon	2pm	4pm	6pm
Monday	3.0	2.0	1.0	7.0	5.0
Thursday	4.0	8.0	8.0	12.0	11.0



## Printing to PDF

When you have completed your poster and are satisfied with the result we suggest printing to PDF. This can be done at any workstation in the Library. Simply go to *File, Save & Send*, under File Types select *Create PDF/XPS Document*.



## Printing Options

Paper	Cost estimate for a 36x24 (91.4cm x 61cm) poster	
	Without tax	With Tax
Poster Grade Paper (7.5mil) \$4.25 a square foot	\$25.50	\$28.82

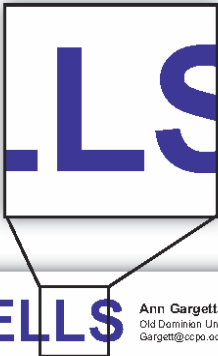
Find more information about our poster printing service at:

<http://library.utm.utoronto.ca/posters>

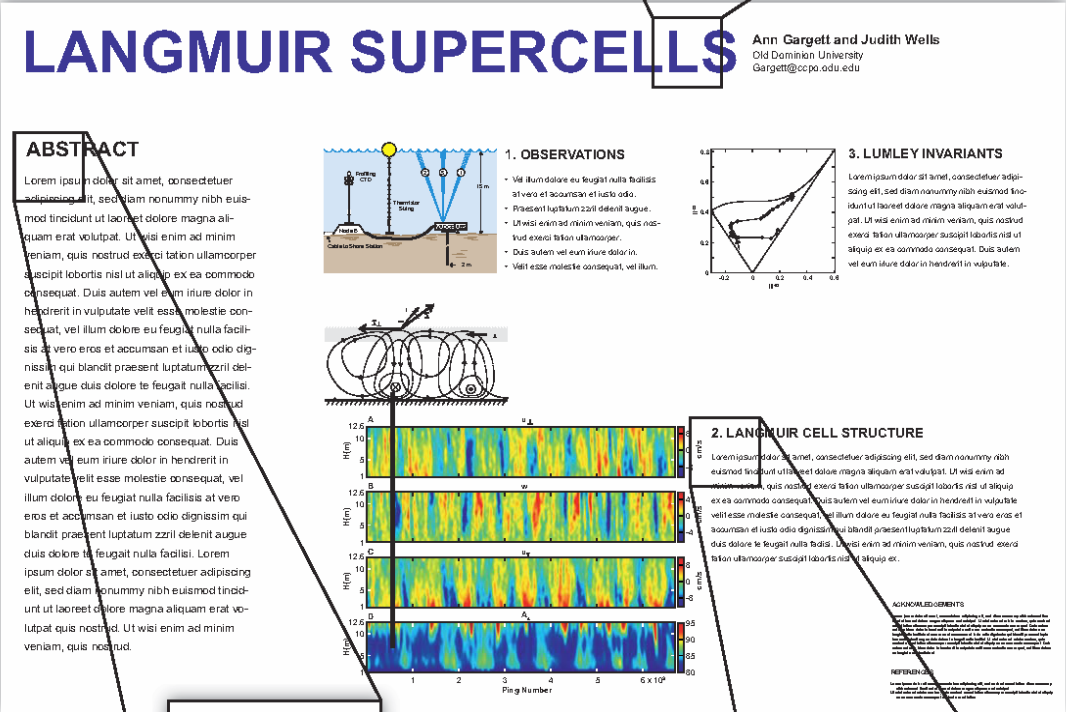
Example of a good Poster

EXAMPLE OF A "GOOD" POSTER

This poster was designed to be 6 feet wide by 4 feet high. Titles and text are deliberately kept to a minimum and the type is sized for easy reading. The flow of content is left to right. Acknowledgements and references are single spaced and concise.



- Poster title is 280 pts (almost 4 inches tall)
- White background provides good contrast



**ABST**  
Lorem ipsur  
adiniscine

- Title is 100 pts
- Text is 55 pts, double-spaced

**2. LANG**  
cm/s  
B  
Lorem ipsum  
euismod tinci  
minim venian

- Title is 65 pts
- Text is 40 pts, double-spaced

## Example of a Bad poster

### EXAMPLE OF A "BAD" POSTER

This poster was designed to be 6 feet wide by 4 feet high. Unfortunately, there is simply too much content. The results are text and graphics set too small to be easily legible. The background photo makes it even harder to read. Unnecessary logos add to the visual confusion.

vatory:  
on in s

- Poster title is too long
- Type is too small
- Was not carefully proof-read (see error in title)

