FURTHER ASSISTANCE

If you have questions or need assistance, please contact:

Andrew Nicholson  
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Hazel McCallion Academic Learning Centre  
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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.

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**36 Point Font**

**Body**

**Header**

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**72 Point Font**

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**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.

http://commons.wikimedia.org/wiki/Main_Page

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.
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

<table>
<thead>
<tr>
<th>Paper</th>
<th>Cost estimate for a 36x24 (91.4cm x 61cm) poster</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Without tax</td>
</tr>
<tr>
<td>Poster Grade Paper (7.5mil)</td>
<td>$4.25/foot</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

LANGMUIR SUPERCELLS

ABSTRACT
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec euismod magna auctor nunc, ut posuere orci.

1. OBSERVATIONS
- White text in large font bold
- Graphs and images
- Tables and data

2. LANGMUIR CELL STRUCTURE
- White text in large font
- Diagrams and images
- Tables and data

3. LUMLEY INVARIANTS
- White text in large font
- Graphs and images
- Tables and data

Poster title is 240 pts (almost 6 inches tall)
White background provides good contrast

(Provided by the Oceanography Society) from Bern Dibner Library of Science and Technology NYU Poly
Example of a Bad poster

(Provided by the Oceanography Society) from Bern Dibner Library of Science and Technology NYU Poly