

# Tips for Making a Powerpoint Poster

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# Essential Sections

- **Author(s) Information:** name, affiliation (e.g., department of mathematics and statistics, CSULB), contact information (e.g., email address)
- **Introduction/Background:** briefly define the problem and goal, give a succinct and relevant overview of the background literature
- **Methods:** discuss the method used in the study
- **Results:** present meaningful results that reflect the goal
- **Conclusions/Summary/Discussions:** summarize the study, elaborate what you learn from the experience
- **Acknowledgements:** give credits to all of the resources you used

# Characteristics

- **Organized** – include all sections at appropriate places
- **Rehearsed** – adjust flow to fit personal preference
- **Visual appeal** – effective figures are worth a thousand words
- **Relevance to audience** – people with similar background can understand
- **Enthusiasm** – be excited about what you learned

# How to make one

1. **Start PowerPoint:** Make a New presentation — a blank one. When asked for a Layout, choose a blank one — one without anything — even a title.
2. Choose the **size** of your poster (under **File -> page setup**): I recommend that you select a poster approximately 48-60" wide (across) and exactly 36" in height (top to bottom). This applies for your individual poster even though you will print it out much smaller than this to check for errors; doing this will allow you to have the flexibility to print your file as a large poster if your group chooses it.

# How to make one

## 3. Add **text** – Make a text box by

- Click on the Text Box tool or selecting Text Box under the **Insert** menu. (PowerPoint is very flexible in how its tools are arranged. The down side of that is that your tools may be in a different place than they are described here. The Text Box tool is often found near the bottom center – it looks like a mini page with an "A" in the upper-left part of it.)
- Click or click-and-drag where you want the text to be. After this second step, you should see the rectangular shape of the Text Box. You can re-size it at any time by dragging one of the little square "handles". The box will also grow automatically as you type (if it needs to).

# How to make one

## 4. Adding **images**: The two ways to add images are with **Insert/Picture** and with **Copy and Paste**:

- **Insert/Picture**: This is the most common way of adding graphics to a PowerPoint document. If you have a file that is in one of several standard graphic formats (like JPEG, GIF, PICT, etc.), use the Insert menu/Picture/From-file and select your file. The image will appear on your document with handles. Use one of the corner handles to re-size it. (The corner handles will keep the same aspect ratio; the side handles will not.) Click and drag in the middle of the graphic to move it. You can do many other things to an image (including brightness, cropping, and resetting it to how it was originally brought in) under Format/Picture.
- **Copy and Paste**: Use this if you have something like an Excel graph you want to add to your document. Generally avoid this method if you can – Copy and Paste will often only give you a low-resolution copy of a graphic.

# How to make one

- **Background:** **Format -> Background** then click on the down arrow for more options. Select **fill effects** and then the tab for **picture**. Click on **select picture** and find the picture you want from your hard drive. You will probably want to fade or lighten the image prior to using it as background or you may risk the picture competing with your text.
- **Lines, Boxes, Arrows:** There are many other things that PowerPoint can do. Next to the Text Box tool are tools to make ovals, boxes, lines, arrows, etc. When you have made one of these, you can change it (when it is selected) with the Format menu/Colors and Lines.
- **Zoom:** You can control the zoom amount by clicking on the zoom choice box (if visible), or using the View menu/Zoom.

# Printing

❖ For checking purposes (not for display):

**File -> Print** Select **all** to print (default setting), but SELECT the box that says **scale to fit**. You will end up with a small poster (8.5" X 11" or 8.5" x 14" if you use legal paper). To get maximum benefit from the use of color you should use a color printer, although a black & white printer will also show some gray variations that demonstrate where color is used in the document.

❖ For display purposes: your choices are

- **CNSM SAS** – least expensive, templates available on-line:  
<http://www.cnsml.csulb.edu/centers/sas/computerlab/poster.asp>
- **The university print shop** – second least expensive –  
<http://daf.csulb.edu/offices/financial/procurement/printshop/posters.html>
- **FedEx Kinkos** – really expensive – <http://fedex.kinkos.com/fpfk/index.php>

Final Note: printing on a glossy paper might enhance the visual effect



## Further readings

- <http://www.writing.engr.psu.edu/posters.html>
- [http://www.tltc.ttu.edu/posters/How\\_to\\_Make\\_a\\_Poster\\_Using\\_PowerPoint.pdf](http://www.tltc.ttu.edu/posters/How_to_Make_a_Poster_Using_PowerPoint.pdf)
- <http://www.jyi.org/SCC/Article.php?articleNum=106>
- <http://www.swarthmore.edu/NatSci/cpurrin1/posteradvice.htm>
- [http://techspeaking.denison.edu/Technically\\_Speaking/Home.html](http://techspeaking.denison.edu/Technically_Speaking/Home.html) (tips for oral presentation)