

Guideline for creating posters using PowerPoint 2016

These guidelines are intended to assist you to create your poster using Microsoft PowerPoint 2016. Conference posters are typically larger in size (A0 or A1) and containing a mixture of text, graphs and images. Your poster should be size A1 which is 84.1cm X 59.4cm

Best Practice: Before you start your poster have a good idea of the overall design, especially key elements and the message conveyed.

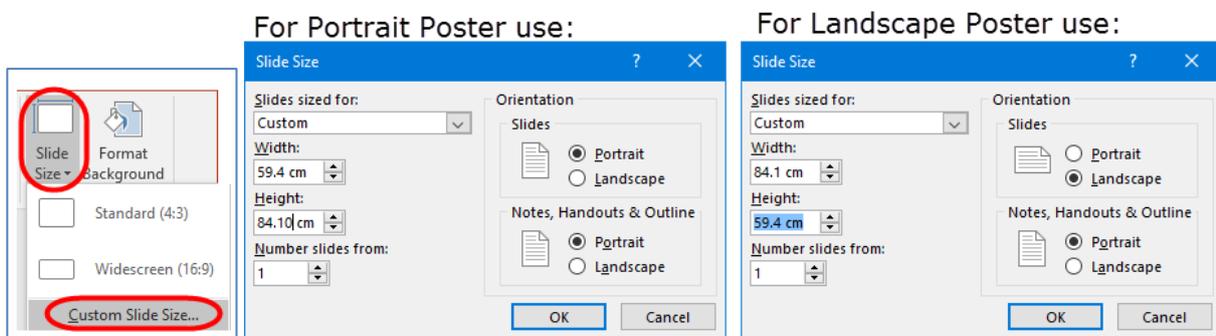


TIP: Sketch out on a piece of paper beforehand. This may help with the placement of key elements of text and images. Think about the use of white space and colour as this can assist in making your poster easy to read.

Page Size and Orientation

The first step is to Open a single blank PowerPoint slide and set the page size to A1. To do this:

1. Click on the **Design** tab and
2. Click on the **Slide Size** icon and
3. Select **Custom Slide Size** form the drop down list. Type in the appropriate width and height.



Background Colour

If you want to use a background colour for your poster, use the **Format Background** option on the **Design** tab then choose the appropriate background style. Remember the background colour is not the highlight of your poster.

Text Boxes

Use text boxes for key elements of a poster. PowerPoint has a range of option for how to creation, population and presentation your text.

To insert text boxes, click on the **Insert** tab and click on the **Text Box** icon in the **Text** group. If you need to modify, resize or re-position a text box, you must first select it. Click on border of the text box to display the selection handles. Resize the textbox as needed.

Images

A poster without images, diagrams or graphs is unlikely to catch anyone's attention and present as dull. Images can enhance your text and visually emphasize your key points.

Use of University Logo

If using the UNE logo contact Marketing and Public relation who can supply a good quality version of the logo for inclusion in your poster.

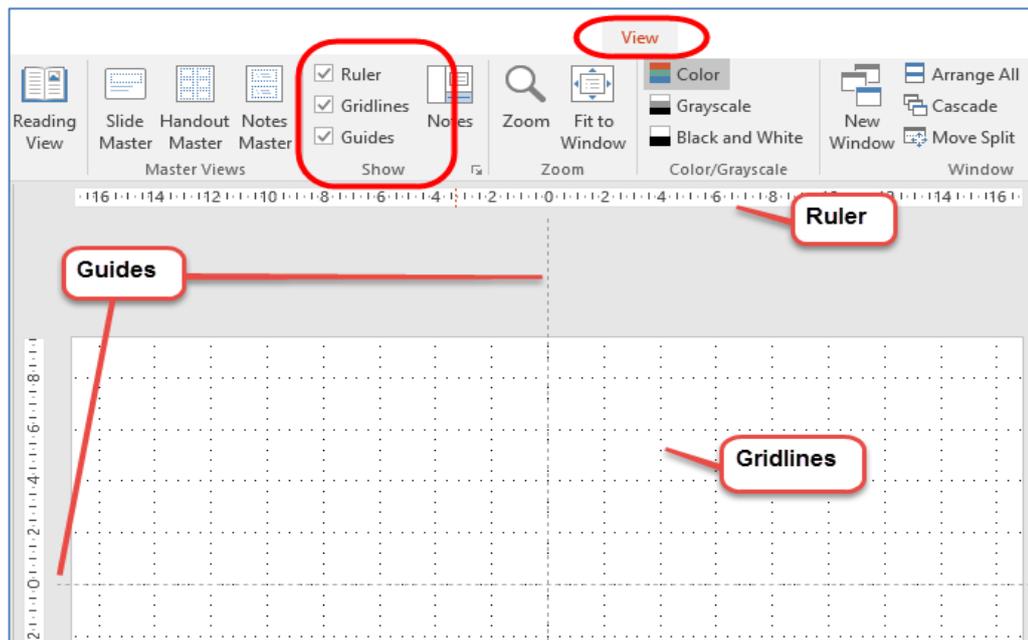
Resolution

It is recommended that you use the highest resolution possible for your images, **150 dpi or higher**. Do not use download graphics from the web, as they are only 72 dpi and generally will not reproduce well enough for your poster.

Guides and Gridlines

PowerPoint has some useful tools to assist with Placement of items such as Text Boxes, Images and Graphs.

- The **Guides** tool displays two Guides -- one horizontal and one vertical and intersect at the center of the slide. Dividing the slide into 4 sections. (*Guides are not visible when you print.*)
- **Gridlines** are square that appear and allow you to align shapes and other objects in your PowerPoint slide to distinguish between cell boundaries. They enable you to line up text boxes and images across the whole poster (*Squares are not visible when you print.*)



Font, Point Size and Line Spacing

Remember that the poster will need to be read from 1 meter away, you need to ensure that the font point size is large for this.

As an example, for an A1 poster it is recommended:

- normal text minimum 20-point
- sub-headings between 40 to 50 points
- main title should be 70 -80 points

Recommended fonts Arial, Times New Roman, Verdana, Garamond or Palatino with Arial and Verdana best for headings. For consistency use the same font throughout, use bold, italic, upper case and bullets for emphasis.

Increasing the line spacing as this can also help to make text more readable. Use line spacing to help make text fit in a text box or the space you want it to.

Final Printing

Your file must be sent to Printing as a PDF. To do this

1. Click on the **File** tab, then
2. Click on **Save As**,
3. Click on the **Save as type** down arrow and in the drop-down menu
4. Click on the **PDF** option.