Evidence-based Practice
and
Nursing Research

VANDERBILT **V** UNIVERSITY

MEDICAL CENTER

Step by Step: Scientific Poster Making
Using PowerPoint 2010

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## Chapter 1: Introduction to PowerPoint

PowerPoint is a visual and graphic Microsoft Office suite program that is used for creating presentations and posters. This program uses graphics, text, video, and audio to highlight information in various approaches to display a professional presentation or poster.

It can be helpful to create a PowerPoint presentation to assist in organizing your information prior to starting a poster. Once the presentation is complete you can copy and paste your slides onto your poster. If you use this approach, you should have <u>16</u> slides or less.

Chapter 2: Basics for Scientific Posters

Setting up your slide
1. On the **File** tab.
2. Click **New**.
3. Click **Blank presentation.**
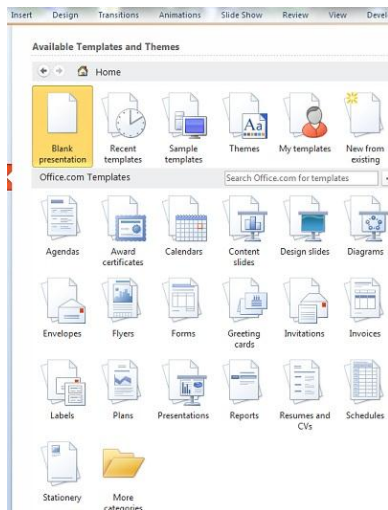
4. Click **Create** in the right hand column
5. The new presentation will appear with one slide showing.
6. Insert 1 new slide by clicking the **Home** tab, then **New Slide ↓**, and selecting **Blank.**
7. Right click on slide number 1, and click **Delete Slide**. This will leave you with one blank slide.
8. Click the **Design** tab.
9. Click **Page Setup**, and the below pop up will appear.
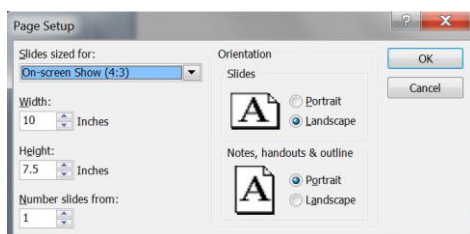
10. Adjust the width and height to **56**" width by **36**" height.
11. Confirm the slide orientation is **Landscape**.
12. Click **OK.**
13. To assure you are lining objects up in your slide turn the gridlines on by clicking **View** tab, and check the **Gridlines** box.
14. Save,

Background

1. Templates for posters can be found by clicking the **Design** tab.

2. The templates can be altered with different colors, gradients, and/or patterns via Colors and Background Styles (right hand side of the Design ribbon). Or by right clicking on the slide and clicking **Format Background**.

Background tips:
- *Templates can also be found on Office.com, MakeSigns.com, and other online sites.*
- *Contrasting colors is important to consider when altering the colors on the slide.*
- *If you have a dark background use white text boxes or white/gray text.*
- *Use eye-catching, tasteful color combinations.*

Text

1. In order to add text to your slide, you must first insert a Text Box.
2. Click **Insert.**
3. Click **Text Box.**
4. Use your cursor to place the text box where you would like on the slide.
5. Type your text in box.
6. To move a text box, select the box, hold and drag.
7. Text box backgrounds can be changed by right clicking the text box, and clicking **Format Shape**. Or by selecting the text box and editing the background with the features in the **Format** tab.
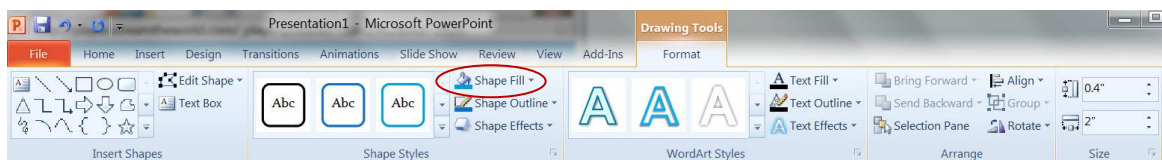
Text tips:
- *The text box will expand as you type.*
- *The text box can be re-sized at any time by dragging one of the white circles that outline the text box.*
- *To copy text from another program or document, first make the text box then copy and paste the text into the text box.*
- *You may need to change the formatting of text that is pasted into the slide from another document.*

- *Make a separate text box for each group of information. This will allow you to move each group of information independently around the slide.*
- *Using bullet points instead of sentences or paragraphs makes the poster easier to read.*
- *Keep your title simple and short, and place it at the top and center of your slide.*
- *To check the spelling in your poster click on the **Review** tab and then the spell check button.*

Font

Here are some guidelines for fonts and font sizes. Note that a 100 point font is about an inch high.

Titles: Use large, bold san-serif fonts that are easy to read. Make the font size between 72-200 points.

Arial	Calibri	**Franklin Gothic Medium**
Myriad Pro	Tahoma	Trebuchet Verdana

Subtitles (authors' names, VUMC, etc.): Use the same font as the title but make the font size smaller than the title. Make the font size between 44-70 points.

Section headers (Introduction, Methods, Results, etc.): Use the same font as your title and subtitle. Make the font size approximately 50% larger than the body text, between 36-72 points. Make sure that all of the section headers are the same font size.

Body text: Choose a serif font that is very readable. Make the font size between 24-48 points. Make sure that the body text is the same font throughout the entire poster.

|	
Book Antigua	Bookman Old Style
Century Garamond	Times New Roman

Font tips:
- *Steer clear of highly stylized fonts (ex. Mistral, Palace Script, Vivaldi)*
- *Use bold fonts to make your heading stand out*
- *Do not use all CAPS for any portion of your poster.*
- *Do not use hard to read fonts (stand back and squint at it).*

Chapter 3: Working Graphics into Your Poster

Graphs

Graphs by importing:
1. For best results, graphs should be created in Excel and then copy and pasted into PowerPoint. Or click the **Insert** tab, click **Object**, and import a graph from its original file by browsing to look for the file.
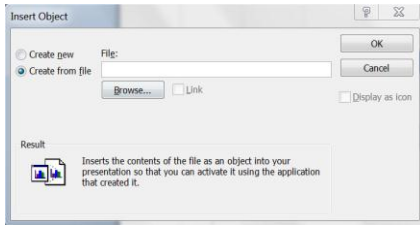
2. Once the graph is on the slide you may want to resize by selecting the graph and dragging one of the corners.

Note: If you change the relative height and width of your graph while resizing in PowerPoint, the text in the graph will appear distorted.

3. If you need to change the proportions of the graph make the edits in Excel before inserting the graph into PowerPoint.
4. Changes to the graph can be made in PowerPoint by double-clicking on the graph.

Graphs made in PowerPoint:

1. Click the **Insert** tab
2. Click **Table ↓**.
3. Select the size table you would like to create by clicking the number of rows and columns you would like to use.

Note: You can add and delete columns and rows in your table as you work on the table.

4. The table will appear on your slide.
5. To edit the look of the table use the **Table Tools** tab that will appear when you are working within the table.
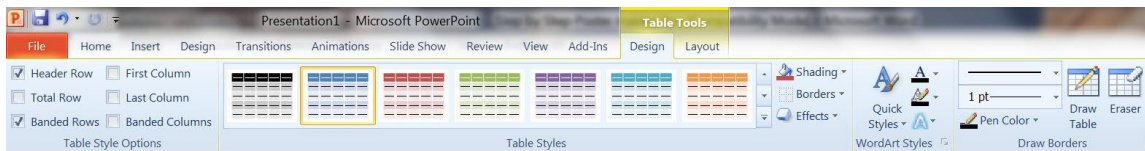
6. Text can be typed directly into the graph.

Image

1. Insert the image you would like to use by clicking the **Insert** tab.
2. Click **Picture.**

3. Select the image file (ex. JPEG, GIF) that you would like to insert.
4. Click **Insert.**
5. Once the image is inserted you can move the image by clicking on the image, holding down the mouse, and moving around. Or you can select the image and move the image around the slide using your arrow keys on your keyboard.

Note: Use the corner handle of the image to resize because the corner handles will keep the original image ratio intact.

Shapes
1. To insert a shape (ex. line, arrow, circle) click on the **Insert** tab.
2. Click the down arrow below **Shapes**, and the shapes box will appear as shown below.
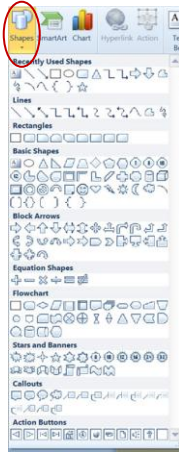
3. Select the shape you would like to insert onto your slide.
4. A "+" will appear on your slide. Use the "+" to create the shape.
5. Once the shape is created you can modify the color, outline, and/or effects by right clicking on the shape and clicking on **Format Shape**. Or by clicking the **Format** tab and using the edit options in this ribbon.
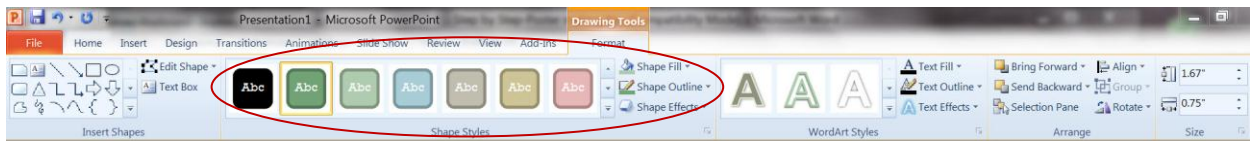
Graphics tips:
- *Start with the highest resolution picture available*
- *Avoid coping and pasting graphics when possible. Copying and pasting generally provides a low-resolution graphic.*
- *Use the correct Vanderbilt logo for external conference. Contact Louis LaPrad at 936-6812 if you have questions about the VUMC logo.*
- *Zoom to in on your slide to 100% to check the quality of the pictures. Sometimes they will not appear clear when enlarged*
- *Use images that help illustrate the messages in your poster*
- *Use charts and graphs to display your data or results*

Chapter 4: Printing

Printing a copy
Even though the poster is designed to be printed at a large scale it is possible to scale down the poster to the size of a letter size sheet of paper (8.5" x 11"). Printing a copy of the poster on a sheet of paper will assist in proofreading, and checking layout.
1. Click **File**.
2. Click **Print**.

3. Make sure the printing settings are set to **Print 1 page per page**.
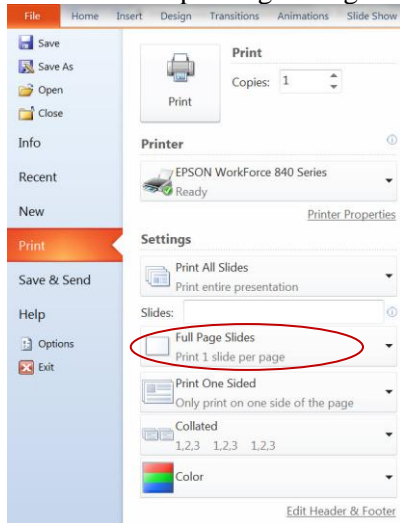
4. **Print**.

Printing poster
There are multiple locations to have a scientific poster printed. Contact the vendor you would like to use and they will direct you on your next steps for printing.

Internal printing option:
> BRET (Biomedical Research Education & Training)
> Karen Perry
> Telephone: 322-3835
> Email: karen.perry@vanderbilt.edu
>> Price: $85 (poster tube included)

External printing options:
1. MakeSigns.com
   http://www.makesigns.com/SciPosters_Home.aspx
   > Price: $50.54 + shipping

2. FedEx Office
   2308 West End Avenue
   Nashville, TN
   Telephone: 327-2120
   > Price: $126 ($9/sq. ft.)

Printing tips:
- *We recommend printing your poster on glossy paper.*