

How to Make a Poster
Medical Student Research Office
Thursday, October 10, 2002

A. Two ways to make posters:

1. Individual boards containing each piece of information
2. One big sheet containing all of the information

B. Individual boards:

1. Prepare Introduction, Materials and Methods, Results, Summary, Conclusions, etc. in a word processing program
 - a. Increase font size (~24-30) for Introduction, Summary, and Conclusions so they can be read from a distance of ~3 feet.
 - b. Suggested fonts are Helvetica, Univers, and Avant Garde.
 - c. Use BOLD for titles and section headings
2. Prepare Figures in PowerPoint
 - a. Give each figure a title
 - b. If you have enough room, put in a figure legend
 - c. If you do not have room, print a figure legend separately and put it under the figure on the same poster board
3. Include a copy of your abstract exactly as submitted
4. Use a high quality laser printer to print on 8x11 paper
 - a. Use high quality paper to print pictures of cells, tissue, etc.
 - b. You can make figures in color and use a color printer
5. Mount on poster board using glue, two-sided tape, or whatever you choose
6. Have a 1-2 inch border of poster board
7. Title Board: Include title, authors, institution
 - a. Letters for the title should be ~1 inch high
 - b. The library should have a printer for banners
 - a. If not, print individual sheets and paste together on poster board
8. For Research Day, arrange your poster on the board from left to right so the reader will begin at the top left and finish at the bottom right.

C. One sheet:

1. Prepare using PowerPoint
 - a. File → New → Blank presentation
 - b. Page setup → Custom, 56" wide and 36" height
2. Fonts and size
 - a. Good fonts are Comic Sans and Ariel
 - b. Font sizes (see poster example) but here are some good ones also:
 - 1) Title: 72 BOLD
 - Authors: 54 Italic BOLD
 - Institution: 48 BOLD

- 2) Introduction: Title 44 BOLD
Text 28 BOLD
- 3) Materials/Methods Title 44 BOLD
Subtitle 32 BOLD
Text 20 BOLD
- 4) Figures: Title 36 BOLD
- 5) Figure legend: Title 28 BOLD
Text 20 BOLD

3. Importing text and figures

- a. Text:
 - 1) Hit the text box in PP, type in directly
 - 2) Type in a word processing program and cut/paste into poster
 - b. Figures:
 - 1) Make in another PP file, and save individually as Windows Metafile (this is for PC users, I do not know what the process is for Mac)
 - 2) In tool bar go to: Insert → Picture → From file (go to the file where you figures are saved) → Insert
 - c. For all text and figures, pull from the corners and you can increase/decrease the size appropriately
4. Organize your poster the way you want, but an example is provided for you as an attachment.
5. Save your poster on a zip and bring to the Print Shop
- a. Location: 1st floor Basic Science Building
 - b. Phone number: 241-6956
 - c. Need to fill out a job description form and give a Fund number
 - d. Cost: ~\$80.00 (black and white) and ~\$100.00 (color)
 - e. Ask for it to be returned in a tube