

## CREATING A POWERPOINT POSTER

- Choose File > Page Setup
- Choose Slide Size For > Custom
- Page Setup - *standard research poster size*  
48" x 36" or 36" x 24"
- NOTE: MSE PLOTTER CANNOT EXCEED 36" (3 FT.)**
- All files should have at least a ½" margin around entire document
- Use common platform system fonts- **recommended fonts: Arial and/or Times New Roman**  
(When opening file for printing, special fonts not embedded in file may not print correctly)

## WEB RESOURCES

- GT/MSE logos  
[www.mse.gatech.edu/Students\\_students.html#logos](http://www.mse.gatech.edu/Students_students.html#logos) OR  
[www.mse.gatech.edu](http://www.mse.gatech.edu)  
(scroll to bottom of page, click under Resources/Students/MSE Logos)
- Georgia Tech Communications  
Toolbox offers logos and photos  
[www.gatech.edu/comm/toolbox](http://www.gatech.edu/comm/toolbox)  
(Will require your GT ID and password)

## IMPORTING IMAGES/TABLES/GRAPHS

- Save images and photos as tiff or jpeg
- Set resolution to 150 dpi  
\*(dots per inch applies to bitmap pixel based images)
- Insert image go to  
Insert > Picture > From file  
(Avoid copying and pasting images instead of using the "Insert" command)
- AVOID IMAGES DOWNLOADED FROM THE WEB**  
When the only source is the Web (most images 72 dpi) scaling has to be applied with caution. Scaling more than 3 times its original size may cause pixelation (A simple way to preview printing quality is to zoom in at 100% 200% 400% What you see is likely what you'll get at printing.)

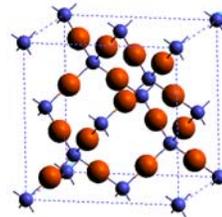


Figure 1: Original image at 100%, enlarged 200% and 400%.

- Importing tables, charts and graphs is easier than importing photos. To import charts and graphs from Excel, Word or other applications, go to
  - EDIT > COPY, copy your chart and come back to PowerPoint. Go to EDIT>PASTE and paste the chart on the poster. You can scale your charts and tables proportionally by holding down the Shift key and dragging in or out one of the corners.

## A FEW RECOMMENDATIONS

- Visually appealing posters** - Concentrate on your main points (too much text will make your text too small and hard to read)
- Color and contrast - make background colors and text in high contrast
- Preset color schemes/templates available **FORMAT>SLIDE DESIGN**
- Files should be set to RGB (red green blue) mode
- NOTE:** Printed colors will be less vivid than those that you see on your computer monitor. As a rule, dark colors will print darker.
- Solid/dark backgrounds make the surface of the poster more susceptible to scratching and paper wrinkling**
- consistency** – use same color scheme, fonts and font sizes throughout your document (recommend two fonts)
- layout/alignment** - choose a strong alignment with or without columns
- Preset layouts available **FORMAT>SLIDE LAYOUT**
- be CREATIVE!**