

How to Create a Research Poster

Quick Guidelines:

- **Size:** Normally posters are 48”x36”, but they can also be smaller than that.
- **Software:** Use Microsoft PowerPoint to create your poster. Use the templates from the workshop to help format your poster.
- **Printing:** Make sure your PowerPoint slide is sized correctly and saved as a PDF before you submit for printing. Allow AT LEAST one week for printing.

Overall Instructions:

1. Use Microsoft PowerPoint to create your poster.
2. Create your first slide on PowerPoint as a “final poster” slide. This is where you will add all the sections of your poster, eventually creating your whole poster draft. Utilize the provided templates from the workshop.
3. Add additional slides to the PowerPoint to create each section of your poster. Creating the sections separately allows for easy editing.
4. Save all alternate versions of your sections and figures, in case you need to go back to other versions.
5. Once you create all of your sections in separate slides, copy and paste them to your first slide (the “final poster” slide).
6. After you proofread your final poster slide (and get feedback from others!), resize and save as a PDF for printing purposes (See “Instructions for Resizing your Poster and Exporting as a PDF”).

Instructions for Choosing a Color Theme:

- a. Using a Mac:
 1. Go to the “Themes” tab in the upper left corner.
 2. Click on “Colors” under theme options in the upper right. Select the color scheme you wish to use.
 - a. You can also create your own theme if you don’t like any of the available themes.
 3. Keeping the same color scheme on your poster will give it a clean professional look.

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b. Using a PC:

1. Go to the “Design” tab at the top.
2. You should see boxes at the top for “Themes” and “Variants”. Select a color scheme from the “Variants” box.
 - a. You can also create your own theme if you don’t like any of the available themes.
3. Keeping the same color scheme on your poster will give it a clean professional look.

Instructions for Grouping Figures and Text Boxes:

- a. You may want to group certain items together so you can move them together, or change the colors together. You can use the “Grouping” feature to do this.
 1. Select all the items you want to group.
 2. Right click, making sure all the items are still selected.
 3. Select “Grouping” and click “Group”.
 4. You can ungroup items later if you wish using the same methods.
 - a. To ungroup, select the grouped items, right-click, select “Grouping” and click “Ungroup”.

Instructions for Copying and Pasting as a PDF:

a. Using a Mac:

1. Drag your mouse to select the figures and text you want to copy.
2. With everything highlighted, right-click and select “Copy”.
3. Go to the slide where you want to paste the contents. Right-click and select “Paste Special”.
4. Select “PDF” and click “OK”.
5. Now the picture will stay in focus regardless of the size of the poster.

b. Using a PC:

1. Drag your mouse to select the figures and text you want to copy.
2. With everything highlighted, right-click and select “Copy”.
3. Go to the slide where you want to paste the contents. At the top toolbar, click the “Home” tab. At the far left, click on the “Paste” button, and click “Paste Special”.

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4. Select “Picture (Enhanced Metafile)” and click “OK”.
5. Now the picture will stay in focus regardless of the size of the poster.

Instructions for Resizing your Poster and Exporting as a PDF:

a. Using a Mac:

1. Once your “final poster” slide (first slide) is COMPLETELY finished, open a new PowerPoint document.
2. Copy the first slide, and paste normally (not as a PDF) into the new PowerPoint file.
3. Go to the “Themes” tab in the upper left corner.
4. In the top left corner, click “Page Setup”, and select “Page Setup” from the drop-down menu.
5. Enter the size you want your poster to be (normally 48”x36”). Click “OK”.
6. Go to “File” and select “Save As”.
7. There should be a drop-down bar labeled “Format”. It will be on PowerPoint Presentation (.pptx). Click on the drop-down bar and select “PDF”. Save.
- 8. This is the PDF file that you will send to the printer!** Only send your poster to the printer if you followed the above steps to resize and save as a PDF.

b. Using a PC:

1. Once your “final poster” slide (first slide) is COMPLETELY finished, open a new PowerPoint document.
2. Copy the first slide, and paste normally (not as an enhanced metafile) into the new PowerPoint file.
3. Go to the “Design” tab at the top.
4. In the upper right corner, click on “Slide Size”, and choose “Custom Slide Size” from the drop-down menu.
5. Enter the size you want your poster to be (normally 48”x36”). Click “OK”.
6. Go to “File” and select “Save As”.
7. There should be a drop-down bar labeled “Save As Type”. It will be on PowerPoint Presentation (.pptx). Click on the drop-down bar and select “PDF”. Save.
- 8. This is the PDF file that you will send to the printer!** Only send your poster to the printer if you followed the above steps to resize and save as a PDF.