

Tips on How to Construct a Quality Poster

Use the following tips in conjunction with the 'Poster Template' to ensure you create a high-quality visual of your research.

1) Write the content in Microsoft Word and get it completely clean **BEFORE** entering anything into the Powerpoint poster format.

2) Make sure the Powerpoint slide dimensions are set to 3ft (36") x 4 ft (48") You can find this under "slide size" on the "Design" tab in Powerpoint.

3) Take care to ensure your font size is large enough to read. 36+ is recommended if possible. If you go smaller, you need to be careful that it is easily readable when viewed at 100%. For your poster title it is recommended 80+.

4) A simple poster design has a title and names across the top, the body of the material down the right and left sides of the poster and something visual in the center. You can create these areas by clicking on "insert text box" (located under the "Insert" tab). Create one large box (not multiple boxes for each paragraph – one box is easy to line up properly – multiple boxes are messy) for each side to insert your Word document content (once it is clean) into. Create the banner across the top using the same method. Use "insert picture" into the center to enter the visuals. See the example below.

5) Use the "View" - "Ruler" and "Gridlines" and "Guides" features to make lining things up easier. You can use the 'Arrange' option in the tool bar to help position and align figures and text boxes. Use the gridline boxes to ensure that columns are symmetrical and that the distances between objects, figures, and text boxes are symmetrical (see example poster below)

THIS IS WHERE YOUR TITLE WILL GO.

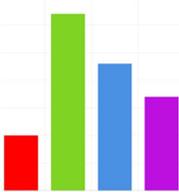
(Underneath your title is where you will list your group members in the format below)

K. Brazendale, M. Rovito, J. Garcia, C. Odahowski



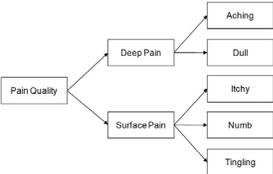
BACKGROUND

- This is where you provide background information or literature review. Build a case for the significance of your proposed research.
- Bullet points often work well when writing this section



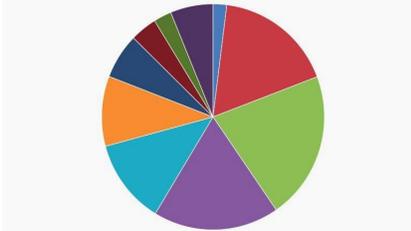
MAKE SURE YOU HAVE A LEGEND OR A TITLE FOR EACH FIGURE OR DIAGRAM YOU USE

- This is also a great place for a table, figure or chart.



METHODS

- How you propose to conduct your study goes here.
- Sometimes a diagram or flow chart can enhance the explanation of your methods. If your methods involve special equipment, a survey, photos of things that participants need to look at, etc., you might want to include samples here. Consider how well the items will contribute to your "story". Be sure to include figure legends or titles for tables.
- Bullet points often work well when writing this section

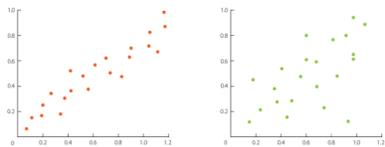


- Sometimes using images of your instruments or measurement tools can help illustrate your proposal



EXPECTED/HYPOTHESIZED FINDINGS

- Put your expected/hypothesized results.



LIMITATIONS

- Outline the main limitations of your proposal.

IMPLICATIONS

- Discuss implications of findings for clinical practice and/or public health. Identify research gaps that need to be filled by additional research and how the findings from this study can advance the knowledge-base in your area of investigation.

KEY REFERENCES

- Put 2 or 3 **KEY** references here.

6) Be sure to check the following:

- a. When you view your poster at 100% do all the photos, logos and images have enough DPI to look clean and clear? Photos, logos and images of poor quality often look good when small, but look terrible when blown up to 100%. If you have an image you want to use, save it to your desktop. Right click on it and go to "Properties". Click on the "Details" tab. Scroll down to where you see horizontal and vertical resolution. If it less than 200 DPI the image will probably not look good at 100% nor will it print well. Use images with the largest dimensions and DPI you can find.
- b. When you look at your poster using "Fit to screen" (small), does the poster look balanced? Are there white spaces you can fill? Are visuals balanced? Are the columns balanced? Does the poster have good symmetry?
- c. Is your font clean? Use bold, underline, OR italics – usually more than one looks too messy and never use all three! Keep things simple. Do not use ALL CAPS.
- d. Are all of your fonts the same size as other fonts that serve the same purpose? All headings should be the same font, font size, and use same features (ex. bold). All paragraph fonts, font sizes, and features should be the same. When cutting and pasting it is easy to accidentally mix up your fonts. Check each one of them.
- e. Does your title stand out? Remember, it should be larger than the rest of the font sizes on the poster.
- f. Did you include the names of everyone in your group under the title presented in the correct format? (First initial and Last name – e.g., '**K. Brazendale**')
- g. Did you include key references? Additionally, you cannot take photos/charts from the internet and claim them as your own. Statistics used in the poster should be referenced.