

Constructing a Scientific Poster Using MS PowerPoint 2003

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Download Scientific Poster Template

- Go to RI-INBRE Website, www.uri.edu/inbre, and select from the menu, Centralized Research Core Facility.
- Select Scientific Poster Template from the dropdown menu.
- Download the selected PowerPoint Poster Template and Save to the Desktop.
- Open the PowerPoint Poster Template from the Desktop.

Use Microsoft PowerPoint Software

Microsoft PowerPoint 2003 is the program tool used in the construction and design of this scientific poster template. Generally, any version of PowerPoint can be used. However, the instructions contained in this three page information sheet are largely based on the 2003 version of MS PowerPoint.

Examine the Components to the Scientific Poster Template

Scientific Poster Template	Template Components
	<p data-bbox="1084 911 1240 936">Title Textbox</p> <ul style="list-style-type: none">• <i>Title</i>• <i>Subtitle Information</i> <p data-bbox="1003 1066 1321 1092">Section Headings Textboxes</p> <ul style="list-style-type: none">• <i>Abstract</i>• <i>Introduction</i>• <i>Research Methods</i>• <i>Results</i>• <i>Conclusions</i>• <i>References</i>• <i>Acknowledgements</i>

Note the Pre-set Template Features

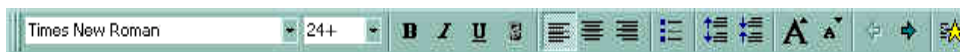
- Poster Template Dimensions are set to the maximum: 48" x 40" Landscape.
- Title and Subtitle Information Textbox contains the appropriate pre-set font size and style.
- Recommended Section Heading Textboxes are incorporated into the poster with the pre-set font size and style.
- Poster Printing Service Acknowledgement has also been included and is located at the bottom right.
- RI-INBRE and URI Logos have been added. If required, a different institutional logo can be inserted.

Add Grids and Guides to the Background

- Go to View on the menu bar, and select Grid and Guides from the dropdown list.
- In the Grid and Guides window, check only Snap objects to grid.
- Go to Grid settings, and select Spacing to be: 1 inch.
- Check both the Display grid on screen and the Display drawing guides on screen.
- Click OK to finish and close window.
- Use Grid and Guides to align graphics, photo images, textboxes and other objects.


□ Type in Your Title and Subtitle Information

- Highlight the Title Text on the poster template and type in your own title.
- Change the Font Size, Color and Style, if desired, using the Formatting Toolbar below.



- Title font size should be 80-100 points (Bold).
- Next highlight the Subtitle Information Text and type in your subtitle information.
- Subtitle Information should include: Author(s), Department(s), Institution(s), and Institution's Address.
- Use the Formatting Toolbar again to change the sub-title information Font Size, Color and Style.
- Subtitle Information font size should be 50-70 points (Bold).
- The recommended Font Styles for scientific posters are: Arial, Verdana, Tahoma, or Times New Roman.
- Always remember to go to File and Save updated changes.

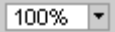
□ Add Information Content Textboxes

- Poster Sections requiring written text, such as the Abstract, Introduction, etc., can be added via a textbox.
- Use the textbox spaces given to input the required text. OR
- Go to the Insert menu and select the Text Box icon  from the dropdown menu and insert a new textbox.
- Use the cursor to click and drag the textbox onto the background slide under the section heading of interest.

Type the text directly into the textbox or **Insert** the text copied from a word document. Use the formatting toolbar to make additional changes.

- Written Text entered under a section may contain a font size of 25– 35 points (either Bold or Standard Type).
- Use the textbox “handlebars” and “crosshair” to adjust the size, shape and / or to re-locate the textbox.
- Select the textbox and then use the Ctrl key + D to duplicate. Duplicate as many textboxes as required.
- Click and drag the duplicate textbox to the desired section on the poster background.
- Highlight the text, delete it, and begin typing new text for the specific section or insert new text from MS Word.

□ Review Textbox Contents Up-close for Additions or Corrections

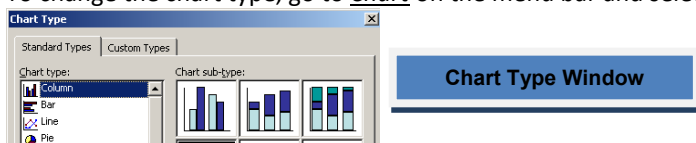
- Click on the textbox that you want to view up close.
- Use Zoom box feature,  , to enlarge the textbox and its contents.
- Select between 25 – 66% to view text up-close for additions and/or corrections.
- To view the entire poster layout, select the zoom box Fit mode or use Slide Presentation Screen icon.

□ Graphic Poster Elements

Graphics can be constructed using many different software programs. However, using the Microsoft programs (MS-Word, PowerPoint, Excel, etc.) make the process of constructing graphic elements a little easier. Use any of the graphic elements listed to incorporate into your poster: graphs, charts, logos, illustrations, diagrams, photos, or drawings.

□ Construct a Chart or Graph

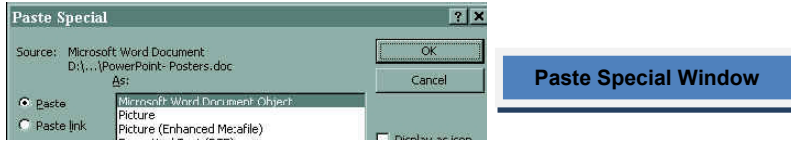
- Use the Microsoft Word or Excel program software to construct the desired type of chart, table, or graph.
- The PowerPoint program software can also be used to construct charts, tables, and graphs on the poster template.
- If you are using PowerPoint, go to Insert on the menu bar and select Chart from the dropdown list.
- The Microsoft Graph program is activated and displays a default column graph and an associated datasheet.
- To change the chart type, go to Chart on the menu bar and select the Chart Type from the dropdown list.



- Select either Standard Types or Custom Types using the tab. Choose chart type: pie, bar, line, or combination.
- Enter your own data on the datasheet and type row and column headings.

□ **Insert a Chart, Graph, or Table**

- Copy the chart, table, or graph from whatever software program used to construct it.
- Go to Edit on the menu bar, and select Paste Special.



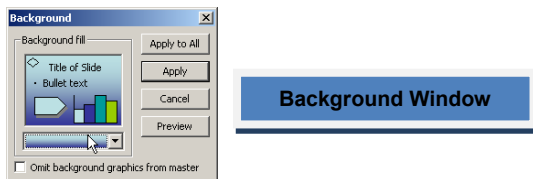
- In the Paste Special window, select Picture (Enhanced Metafile).
- Click the OK button to import the graphic file, which can be re-sized.
- Note that the imported graphic data files cannot be manipulated or changed.

□ **Insert an Picture**

- All pictures for the poster should be filed in the My Picture folder.
- Use only sharp digital picture images.
- Go to Insert on the menu bar and select Picture, and then click From File.
- The Insert Picture window appears, select from the dropdown: My Picture folder.
- Click to select the desired picture from this folder.
- Now click on Insert at the bottom of the window to send the image to the poster slide.
- To adjust the size of the image, use only the corner handles in order to avoid distorting the image.
- Place the picture in the desired area of the poster using the crosshair and mouse.

□ **Change the Background Color**

- For background color, use the white as given in the template or change to a soft pastel color.
- Changes to background color are made at the end of the design process.
- Go to the Format menu, and select Background for the Background window.



- Note that dark color backgrounds, section headings, and informational textboxes are unacceptable.
- Select from the arrow's drop down menu an appropriate color.
- Select OK, and then click Apply.

□ **Save Final Changes to the Poster Slide**

- With all changes finalized, Save As. Enter primary author's name, department and the date in the File name box.
- In the Save As window, use Embed True Type option to ensure that the selected poster fonts are printed.
- Go to Tools on the toolbar and select from the dropdown list by first clicking on the Save Options.
- In the Save Options window, check to select Embed True Type Fonts.
- Select one of the Embed options listed and Click OK, then click Save.
- **You have completed all the required elements in a Scientific Poster for an informative presentation.**