

How to Create a Research Poster

Quick Guidelines:

- **Size:** Posters should not exceed 48" x 36".
- **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. Resize the slide to be 48" x 36" or smaller. (*See "Instructions for Resizing Your Poster"*)
3. Add all your information to the poster, eventually creating your whole poster draft. Utilize the provided templates from the workshop. (*See "Instructions for Choosing a Color Theme" and "Instructions for Grouping Figures and Text Boxes"*)
4. If you are copying and pasting a picture to your poster, copy and paste it as an enhanced metafile so it does not appear blurry on your large poster (*See "Copying and Pasting as an Enhanced Metafile"*).
5. After you finish proofread your final poster slide (and get feedback from others!), save as a PDF for printing purposes (*See "Instructions for Exporting as a PDF"*).

Center for Undergraduate Research and Creative Engagement:

How to make a Research Poster

Instructions for Choosing a Color Theme:

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:

1. 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.
 - a. Select all the items you want to group.
 - b. Right click, making sure all the items are still selected.
 - c. Select “Group” and click “Group”.
2. You can ungroup items later if you wish using the same methods.
 - a. To ungroup, select the grouped items, right-click, select “Group” and click “Ungroup”.

Instructions for Copying and Pasting as an Enhanced Metafile:

1. Right click and select “Copy”.
2. Go to where you want to paste the contents. At the top toolbar, click the “Home” tab. At the far left, click on the arrow at the bottom of the “Paste” button, and click “Paste Special”.
3. Select “Picture (Enhanced Metafile)” and click “OK”.
4. Now the picture will stay in focus regardless of the size of the poster.

Instructions for Resizing your Poster

1. Go to the “Design” tab at the top.
2. In the upper right corner, click on “Slide Size”, and choose “Custom Slide Size” from the drop-down menu.
3. Enter the size you want your poster to be (48”x36” or smaller). Click “OK”.

Instructions for Exporting as a PDF:

1. Go to “File” and select “Save As”. Click where you want to save your document. A window should then pop-up where you can type “File Name” and choose “Save as type”.
2. The “Save as type” will be on PowerPoint Presentation (.pptx). Click on the drop-down bar and select “PDF”. Save.
3. **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 save as a PDF.