

Introduction

This template was designed to produce a 1189mm x 841mm (A0 size) poster in portrait orientation. Do not change the orientation – if you do, your poster will not fit on our poster boards.

Making use of this template will ensure that your poster will look professional, easy to read and save you valuable time in the layout of your presentation.

For poster design beginners we have included many useful tips you can find on the poster template itself.

Altering The Column Layout

Depending on your content and how you wish to layout your poster, you may want to change the column layout of your poster. This can be achieved quite simply by selecting one of the three master themes we have included. To select a different layout go to the **DESIGN** tab (Figure 2). Then you can easily select an alternate column layout from the options available.

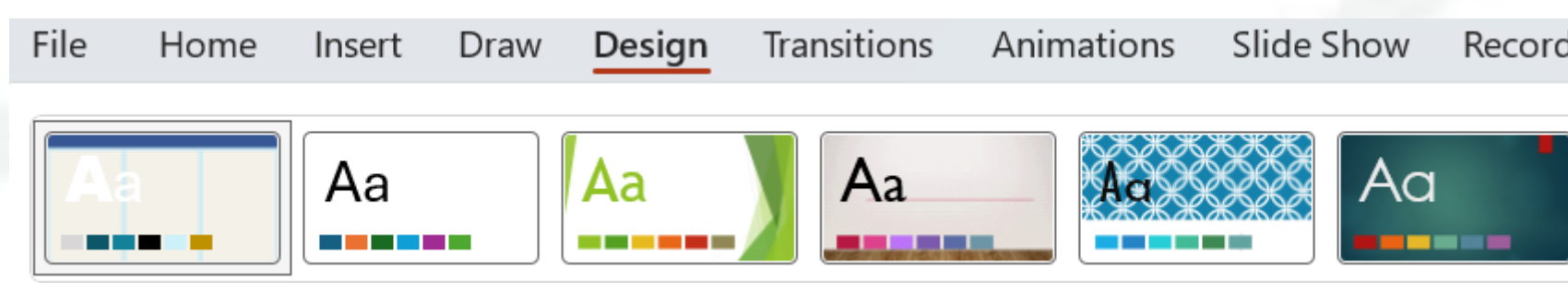
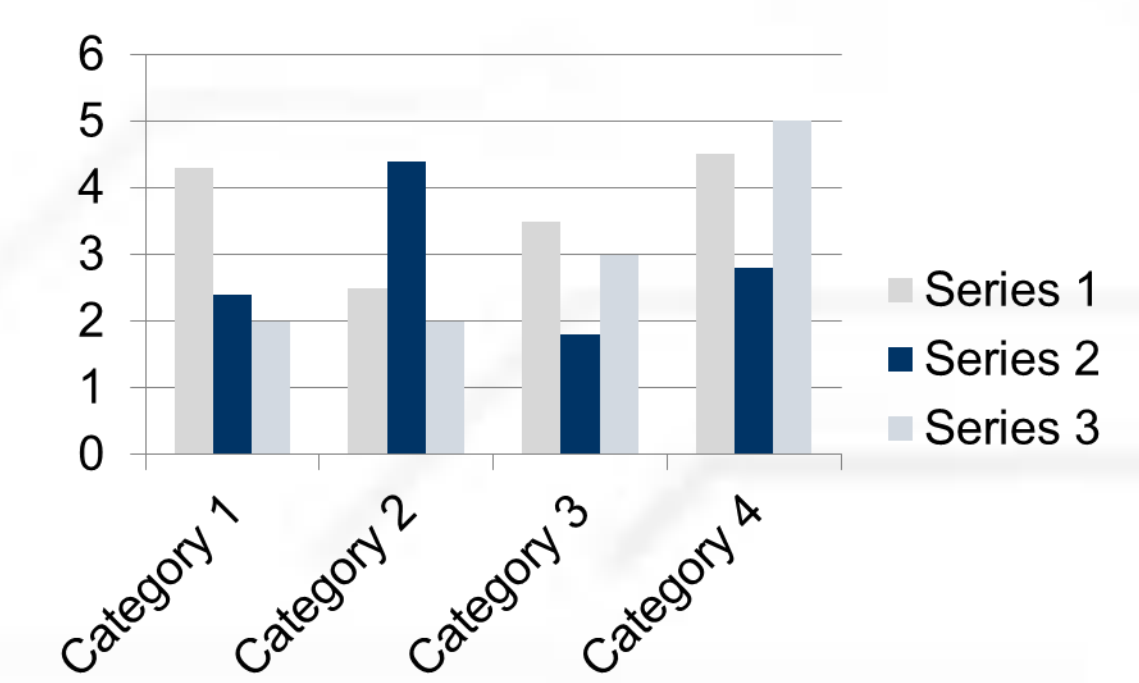


Figure 2

Importing Tables & Graphs

Importing tables, charts and graphs is easier than importing photos. To import charts and graphs from Excel, Word or other applications, select **EDIT>COPY**, to copy your chart and then come back to PowerPoint. From PowerPoint, select **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.

TABLE SAMPLE		
1998	1999	2000
2001	2002	2003
2004	2005	2006



Changing The Template Colour Schemes

If you wish to further customize your poster presentation, this can be done by selecting a preset colour scheme from the colours option under the **DESIGN** tab. If you would like to change the default colors and use your own color scheme, go to the **DESIGN** tab (Figure 2). Then click on the **COLORS** drop-down menu on the right (Figure 3). There, you can try different colour schemes until you find the one you like.

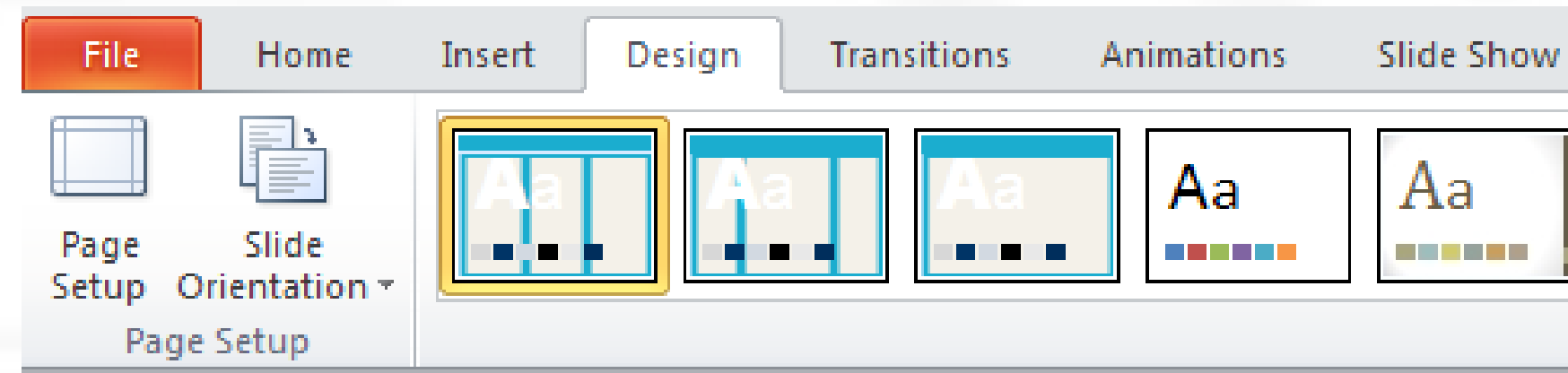


Figure 2

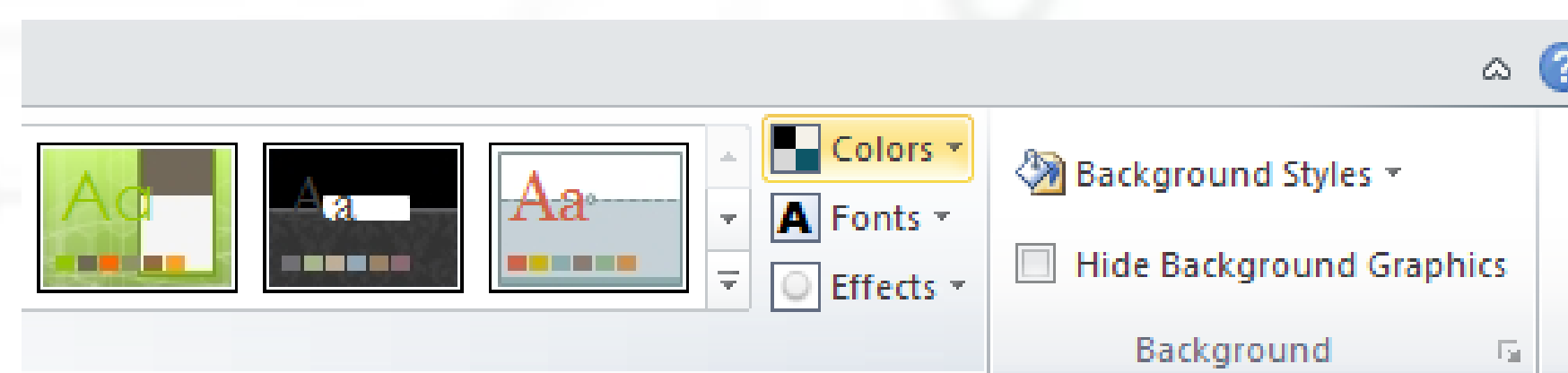


Figure 3

Poster Basics – Poster Layout

To start using this template you first need to delete most of the contents of this page. Keep the poster title and rename the various green section headers to match the headings in your poster (Introduction, Methods, Results, References, etc.). If you need more, then use the “copy” and “paste” commands to create as many copies of the green section headers as needed.

Move the headers roughly to where you think they need to be on the poster, so you can get a better idea of the overall poster layout. This will help you organize your content.

When adding text, it is easiest to use the existing text boxes in this template. You can type directly onto this template or copy the text from another source.

Repeat the process throughout the poster as needed.

Importing Photographs

It is highly recommended to use the largest images you have access to for your poster. Avoid images downloaded from the web and avoid copying and pasting images instead of using the “Insert” command. To insert an image to your poster go to the **INSERT** tab and then click on **PICTURE** (Figure 4).

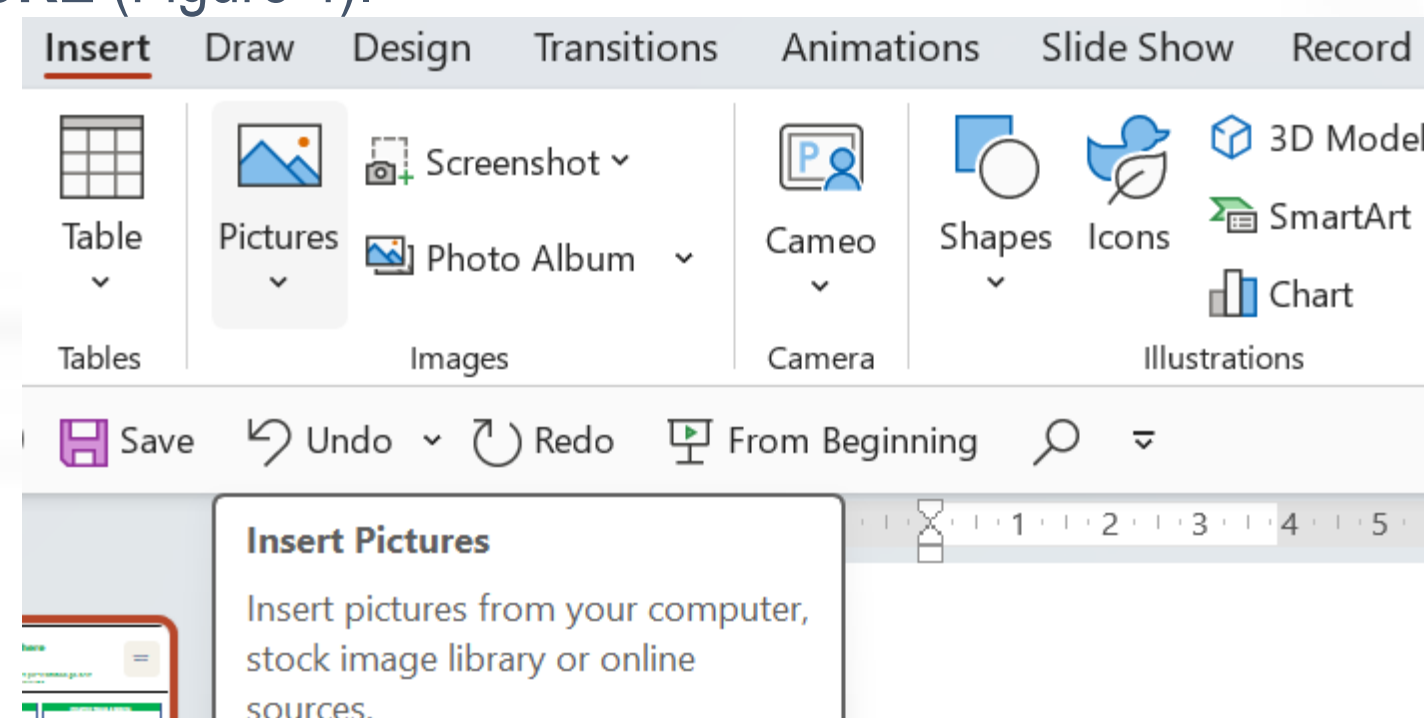


Figure 4

When the only source of a needed photo or graphic is the Web, scaling must be applied with caution. Scaling an image more than three times its original size may introduce pixilation artifacts. Refer to Figure 5 as an example. A simple way to preview the printing quality of an image is to zoom in at 100% or 200%, depending on the final size of the poster. What you’ ll see is likely what you’ ll get at printing time.



Figure 5: Original image at 100%, enlarged 200% and 400%.

Labeling Your Headers

The green header bars are used to identify and separate the main topics of your presentation. The most commonly used headers in poster presentations are:

Introduction, Summary or Abstract	Conclusion
Materials and Methods	References
Results	Acknowledgements

Conclusion

A conclusion might go here.

Acknowledgements

Acknowledgements might go here.

Text Sizes

For this poster template the Arial font family is used at several recommended text sizes. You can use any typeface you like and at any size but try to stay close to the suggested limits.

Figure 1 gives a visual reference of what different font sizes look like when printed at 100% and at 200%.

Due to a page size limitation in PowerPoint and unless your poster is going to be less than 56” in length, all the work done on this template is at half the size of the final poster. For example, if you choose a 21 point font for this poster, the actual printed size will appear as 42 points.

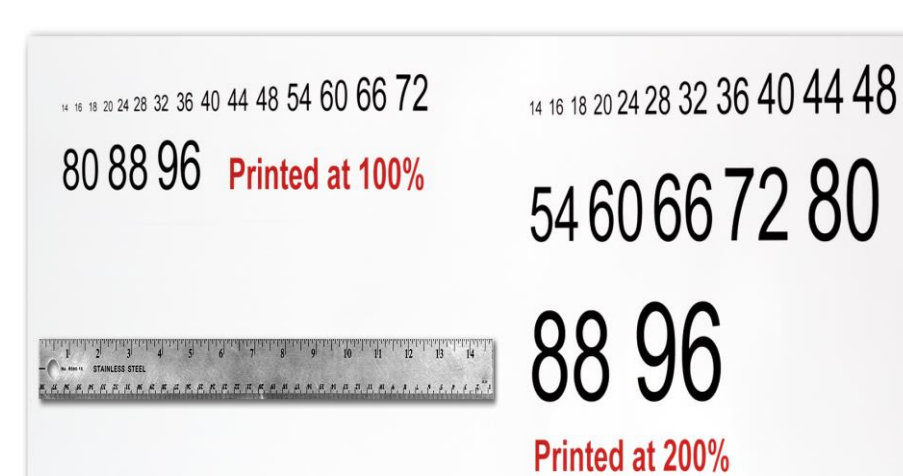


Figure 1

Contact Information

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