

How to Create a Poster for Presentation

Follow the steps below:

Poster Design

- Your poster may not be a freestanding poster and must be professionally printed.

Preparing Files for Poster Printing

- Create a new, blank presentation in Microsoft PowerPoint
- “New Slide” from the “Home” tab (“Insert” menu on Mac) and select “Blank” layout
- To change the dimensions of this slide to poster size, select “Page Setup” from the “Design” tab (“File” menu on Mac)
- Enter height = 36” and width = 48”
- Design your poster on ONE slide
- Once you have finalized your PowerPoint, **save as a PDF** by clicking Save As, then choose PDF from the drop down menu.

POWERPOINT SETTINGS CRITERIA

- ✓ Orientation: Landscape
- ✓ Dimensions: 36” X 48”
- ✓ Image Settings: We recommend using images with higher resolutions
- ✓ Save file as PDF

*See the next page for poster design ideas

Adapted from UCI Undergraduate Research Symposium Presentation Guidelines
<http://www.urop.uci.edu/symposium/Symposium%20guidelines.pdf>

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| Title of Project Name of student(s), Major Faculty mentor(s), Department | | | |
| Abstract | Methods | Results | Discussion |
| Introduction | Figure | | References |
| | Figure | Figure | Acknowledgments |

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