

## COSA and MUSE Poster Creation Guide

### Use PowerPoint:

Under “Design ” choose slide size then “Custom” and enter 36 inches (HEIGHT) x 48 or 54 inches (WIDTH) or other dimensions as suggested. The maximum height available is 36 inches for the printers in ITS, lower level of the library. On this one “slide” you can make text boxes, regular boxes, import pictures or graphics, and import figures (graphs). For images and graphs, be sure to save them all as individual jpg’s or png’s, then insert them into PowerPoint to avoid any printing issues.

### Suggested sections:

- Titles, authors, institutional address.
- Abstract
- Introduction
- Methods
- Results – includes figures (and perhaps tables if appropriate), any statistics, and text that is attached to each figure to communicate the result.
- Discussion

For all sections, try to minimize the amount of text you use. Bulleted list are great.

### Suggested design elements:

- Only use design elements that help to communicate about the study – do not choose anything fancy just because it is a cool thing that PowerPoint can do.
- Keep it crisp, simple, and organized; minimize the number of different boxes you use.
- Choose a nice color for the background.
- Surround each section with a box with a bold, dark outline and make the background of the boxes white or a very light color, or use some other technique that makes the sections of the poster distinct. Every element on the slide has formatting options in PowerPoint, for color, line thickness, etc. Just right-click the element to get to the formatting option.
- Make the internal margins for text boxes 0.3 inches.

- Suggested font sizes (for Times New Roman; if you use a different font then use a size that is similar to these upon printing):
  - Title – 88, bold
  - Names and address – 72
  - Abstract heading – 54, bold
  - Abstract text – 24
  - All other headings – 72, bold
  - Regular text – 32
  - Caption text – 28
- Align all elements. Under “View,” choose “Grids and Guides,” and choose “Display grid on screen.” You may want to choose “Snap objects to other objects” to help you align, or you may do it by eye with the grid to help you.
- Keep margin widths in between the boxes equal.

### **Printing:**

- To use the large format printers in the lower level of the library, room 4, complete the online request form attaching your .pptx or .pdf file.
- Make CERTAIN that your poster file is ready to print – check the spelling, poster size and zoom in to make sure no text is getting cut off. ALL prints will be converted to pdf for printing.
- Plan as far ahead as possible for printing to ensure getting your poster on time for your presentation