

## DOWNLOAD TEMPLATES

As an alternative to your own poster template you can also download one from the list below - at no cost:

- Select the preferred template
- Right click on the picture and "save target as"
- Edit the poster and adjust the page setup size as needed then...
- Upload it on the corresponding site of your poster



### PowerPoint Tips:

**Set your PowerPoint slide size** – It is important to set up your slide to a size that is proportional to the printed size of the poster. In PowerPoint, go to Page Setup and select Custom. Fill in the proper Width and Height. In some cases you may have to fill in half-size (for example, enter 72" x 36" as 36" x 18").

**One slide only please!** – Your Poster will be created from a single PowerPoint slide. Please submit only one slide per poster.

**Fonts** – Choose two fonts at most, nothing cursive. Stick to sans-serif fonts for legibility: Arial and Helvetica are recommended. If you wish to use a serif font, we recommend Times New Roman (Windows) or Times (Macintosh).

**Excel Charts** – You can paste Excel charts into PowerPoint: from Excel, select your chart and Copy, then in PowerPoint, Paste the chart where you want it to appear. For detailed instructions see: [https://support.office.com/en-us/article/Pictures-charts-and-tables-42b7df04-002d-48a8-9262-ad2f9ab408cd?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Charts\\_and\\_pictures](https://support.office.com/en-us/article/Pictures-charts-and-tables-42b7df04-002d-48a8-9262-ad2f9ab408cd?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Charts_and_pictures)

**Word Text** – select the text you want to bring into PowerPoint, in Word select the text and Copy and in PowerPoint Paste the text into a text box.

**Image Files** – To add image file, select "Insert">"Picture". Images should be good quality and appear clear and sharp on your screen. Since they will be enlarged for printing, we recommend that images are set to a resolution of 300 dpi. For detailed instructions on adding images see: [https://support.office.com/en-us/article/Pictures-charts-and-tables-42b7df04-002d-48a8-9262-ad2f9ab408cd?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Charts\\_and\\_pictures](https://support.office.com/en-us/article/Pictures-charts-and-tables-42b7df04-002d-48a8-9262-ad2f9ab408cd?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Charts_and_pictures)

**Backgrounds** – For legibility and viewing ease, we suggest that you keep your backgrounds simple and avoid using dark colors.