

## 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:

**One slide only please!** – Your Poster will be created from a single PowerPoint slide. Please submit only one-page PDF file 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.