

POWERPOINT POSTERS

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FORMATTING

- Use ~32 pt. font for text.
- Follow the guidelines for the conference, but in general, use a size between 3' x 4' or 3' x 5'.
- Change the format according to what is most important in your research or design. Put the most important aspects in the most visible place.
- Place your objective, hypothesis, or problem statement in a prominent position.
- Use bullets instead of long passages of text.
- Parallelism is usually important for bullets, too (note the lack of parallelism here).

TIPS FOR THE CONFERENCE

- Practice a one-sentence overview of your project, an answer to the question, "What did you do?"
- Practice explaining the significant results and the implications of the study.
- Remember: many people will not be in your specific field, but they will be interested in the implications.

FIGURES AND TABLES

- If information can be explained in a figure or in text, choose the figure.
- Do not be afraid to use smaller figures in different parts of the document, not just in the results section.
- Take your own photographs whenever possible and keep the resolution high.
- Do not use figures that are too complicated to be read fairly quickly. Remember that people will often look *only* at the figures.
- All figures and tables should be readable from three to five feet away, just like any text.
- Use table and figure captions.
- Be sure that the figure corresponds with its surrounding text.

CONTENT

Include

- Title, names, institutions
- Introduction/background: try to get the reader interested in the topic and explain why it is important.
- Methodology: explain what you did and why you chose those methods.
- Results: use figures and tables to display your results.
- Discussion (may be included with results): explain what the results mean.
- Conclusions: what are the implications of the project for the profession or for knowledge in general? What further work is still needed?
- Literature Cited: only include work that is actually cited in the poster. Follow citing guidelines in your field.

Do not include

- Abstracts: the poster is a summary already.
- Large blocks of text
- Any material that does not support the project: just because the material is interesting does not mean it belongs on the poster.

USEFUL POWER-POINT SHORTCUTS

Save as	F12
Save	Ctrl+S
Print	Ctrl+P
Undo	Ctrl+Z
Redo	Ctrl+Y
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste special	Alt+E, S
Insert text box	Alt+N, X
Insert picture	Alt+N, P
Insert table	Alt+N, T
View slide show	F5
Switch between task panes	Shift+Tab
Copy formatting	Ctrl+Shift+C
Paste formatting	Ctrl+Shift+V