Title of the Research Study

Logo

PEOPLE WHO DID THE STUDY

UNIVERSITIES AND/OR HOSPITALS THEY ARE AFFILIATED WITH

Logo

Introduction

We hope you find this template useful! This one is set up to yield a 36x60" (3x5') vertical poster when we print it at 200%.

We've put in the headings we usually see in these posters, you can copy and paste and change to your heart's content! We suggest you use black text against a light background so that it is easy to read. Background color can be changed in the design tab, background drop down menu.

The boxes around the text will automatically fit the text you type, and if you click on the text box, you can use the little handles that appear to stretch or squeeze the text boxes to whatever size you want. If you need just a little more room for your type, change the line spacing to a multiple of .90 or even .85 in home >paragraph >line spacing. The type in this poster's text boxes should be at least 12 point, and will become 24 point when we print at 200%.

The dotted lines through the center of the piece will not print, they are for alignment. You can move them around by clicking and holding them, and a little box will tell you where they are on the page. Use them to get your pictures or text boxes aligned together.

You can add a guideline by holding the control key down as you move one. It can also help to turn on Snap to Guides by right clicking the background and going to Grid and Guides. That will make images and text boxes "magnetically" snap to the guidelines.

How to bring things in from Excel® and Word®

Excel- select the chart, then copy (ctl+C), and paste (ctl+V) into PowerPoint®. The chart can then be stretched to fit or edited as required. ***Watch out*** for scientific symbols used in imported charts, which PowerPoint will not recognize as a used font and may print improperly if we don't have the font installed on our system. It is best to use the Symbol font for scientific characters, we always have that installed.

Word- select the text to be brought into PowerPoint, copy, then paste the text into a new or existing text block. This text is editable. You can change the size, color, etc. in home >font. We suggest you not put shadows on smaller text. Stick with Arial and Times New Roman fonts so your collaborators will have them.

Tables that come in funny can often be fixed by doing paste >special >enhanced metafile.

Photos

We need images to be 72 to 100 dpi in their final size, a rough rule of thumb that a 500 kb jpg (2 megapixel) image file can go up to 12x16" on your poster. Do insert >from file to import them.

Preview: To see your in poster in actual size, go to view-zoom-200%. It's important to walk through your poster viewing it at full size to be sure it's going to look OK.

Feedback: If you have comments about how this template worked for you, email to sales@megaprint.com. We listen! Call us at 800-590-7850 if we can help in any way.

Methods

Xxxx