**Undergraduate Research Fair**

**York University**

**Creating Posters with PowerPoint**

Requirements: Dimensions: Your poster *must* be **24” by 36”** (landscape or portrait).

Posters due: Before **Wednesday, Feb 28, 12 pm**Email the poster PDF to **ugfair@yorku.ca**

Filename:*YourLastName*\_POSTER\_2018

*Note: You may use any software you wish to design your poster.*

1. Open PowerPoint.
2. Go to **Design** 🡪 **Page Setup,** and set your slide to **Landscape** or **Portrait**, as desired.  
   Set **Width** and **Height**: 24” x 36” or **60.96 cm x 91.44 cm** (Ensure the measurements are exact.)
3. **SAVE NOW** your ppt file at that size. Name the file: ***YourLastName\_POSTER\_2018***
4. Go to **View** and check 🡪 **Ruler / Gridlines / Guides**. (Click on “Show” to change the units.)
5. To add more “Guides”: Put cursor on existing guideline and click **Ctrl** + **drag**
6. Leave a 1” border (**2.54 cm**) around your poster to allow for printer error corrections.
7. Go to **Insert** 🡪 **Text Box** to add poster content.   
   Use *Text Boxes* to add textual information to your poster. You can move and adjust the boxes to achieve the desired design.
8. Use **Insert** 🡪 **Picture** or 🡪 **Chart** to import visual information or graphs.
9. **\*\*Important:** **Check the** **quality of your images** **by** **zooming in** as much as possiblein PowerPoint and looking for pixilation; adjust the quality of the images, as needed. This is critical, as high-quality images make for a high-quality poster. (For detailed ppt design features, click )
10. If you are scanning a picture to insert, scan at a minimum of 300 dpi.
11. Guidelines for font size:

🡪 Poster title: 70­+ pt (bold)

🡪 Section headings: 40­–50 pt (bold)

🡪 Body text: 24–34 pt

🡪 Supplemental information (e.g., contact info, references): 16–20 pt

1. Suggested number of colours per poster: two to four  
    Tip: Use high contrast to distinguish background from text

e.g., a lighter background with darker text (avoid patterns)

1. Label all graphs, charts, and images. Indicate the source.
2. When you’ve finished designing the poster and fixing any pixilation issues, **Save.**
3. Go to **File** and, under **Printer**, change the printer option to **Adobe PDF.**

**\*\*Important:** You may have toadjust the size of the PDF document …

Click on **Printer Properties**, choose **Adobe PDF.** Under **Adobe PDF page size,** click **ADD.**

Enter width **609.6** and height **914.4.** Name the page **Fair Poster**.

*rev Feb 15, 2018*