Did you know you can create posters using PowerPoint?

Microsoft PowerPoint is an accessible and effective tool for creating large scale posters.

You can use the **Design** tab to set up the paper size that you require, and zoom in and out of your work area to help you position poster elements accurately.

**Poster sizes**

Some common poster sizes include **A0**, **A1**, and **A2**.

For reference, the width and height measurements are:

- **A0** 84cm x 118cm
- **A1** 59cm x 84cm
- **A2** 42cm x 59cm

**Not sure where to start?**

1. **Think about your aims**
   - What is the purpose of your poster?
   - Remember, a poster should be a concise and focused visual presentation of your work.

2. **Check assessment or event guidelines**
   - Should your poster be A0 or A1, landscape or portrait?
   - Take advice from your supervisor or the event co-ordinator. Perhaps your School has templates you should use or guidelines you should follow. Check before you start.

3. **Plan your content**
   - Prepare all text, images, and charts in advance.
   - Avoid images saved directly from the web, and keep within 200-300 dpi resolution. JPG, bitmap or TIFF formats are easiest to use.

4. **Be selective and concise**
   - Think about the story you want your poster to tell, what is the key information?
   - Focus on major findings, and aim for 800 words or less.
5. **Decide on the poster elements you will include**
   - If you are creating a research poster, typical components may include a title, author name(s) and institutional or departmental affiliation, abstract or summary, introduction, methods, results, conclusions, references and acknowledgments. Take advice from your supervisor.

6. **Consider your audience**
   - It should be possible to read all poster text from a distance of 1-1.5m. Much will depend on how much space you have, but:
     - **Title** 72pt - 120pt
     - **Body text** 24pt - 48pt
     - **Section headings** at least 50% larger than body text
   - Use sans-serif fonts such as Arial, Tahoma and Verdana at a large size, and be consistent in your styling of headings, captions and body text.

7. **Think about layout**
   - If you are creating a landscape poster, you can include more columns than on a portrait poster. Column widths should be easy to scan.
   - Less is more! Make use of white space to frame your content and provide breathing room. You can use grids and guides to create margins.

8. **And what about spatial organisation?**
   - The flow of your poster narrative should be clear from the layout, you might want to number your headings, or include arrows.
   - Think about balance. Is one side text heavy or image heavy?

9. **Keep colours and visuals simple**
   - Ensure that your text is easy to read against the background. Aim for a high contrast.
   - Use graphs, charts and images where possible to support presented text. Don’t forget to include labels and captions!

10. **Don’t forget your final checks**
    - Use PowerPoint’s spell checker, and if possible ask others to review your poster.
    - If you are printing your poster yourself, send it to the printers well in advance of your deadline.
      - **Medical Illustration** [www.abdn.ac.uk/it/services/media/med-ill](http://www.abdn.ac.uk/it/services/media/med-ill)
      - **UniPrint** [www.abdn.ac.uk/uniprint/print](http://www.abdn.ac.uk/uniprint/print)
    - If you are presenting your poster at a conference or event, remember – you are the expert. Have a quick 2 minute summary ready, but also have a more detailed version prepared.