Professional Template for a 80(width) x 100(height) cm² poster presentation

Your name and the names of the people who have contributed to this presentation go here.

The names and addresses of the associated institutions go here.

About this template

This template was designed to produce a 80 x 100 cm² poster.

By using this template poster will look professional, easy to read and save you valuable time from figuring out proper placement of titles, subtitles and text body.

For poster design beginners we have included many helpful tips you can find on the poster template itself.

Poster Basics – Poster Layout

To start using this template you first need to delete most of the contents of this page. Keep the poster title and one of the blue section headers.

The cleared template should now look like in (Figure 1).
After you decide how many sections you need for your poster (Introduction, Methods, Results, References, etc.), use the "copy" and "paste" commands to create as many copies of the orange section headers as needed.

Move the header copies approximately to where you think they need to be on the poster, so you can get a better sense of the overall poster layout. It will help you organize your content. (See Figure 2)

You can now start adding your text. To add text use the **text** tool to draw a text box starting from the left edge of a column to the right edge and start typing in your text. You can also paste the text you may have already copied from another source. (See Figure 3)

Repeat the process throughout the poster as needed.

Figure 1   Figure 2   Figure 3
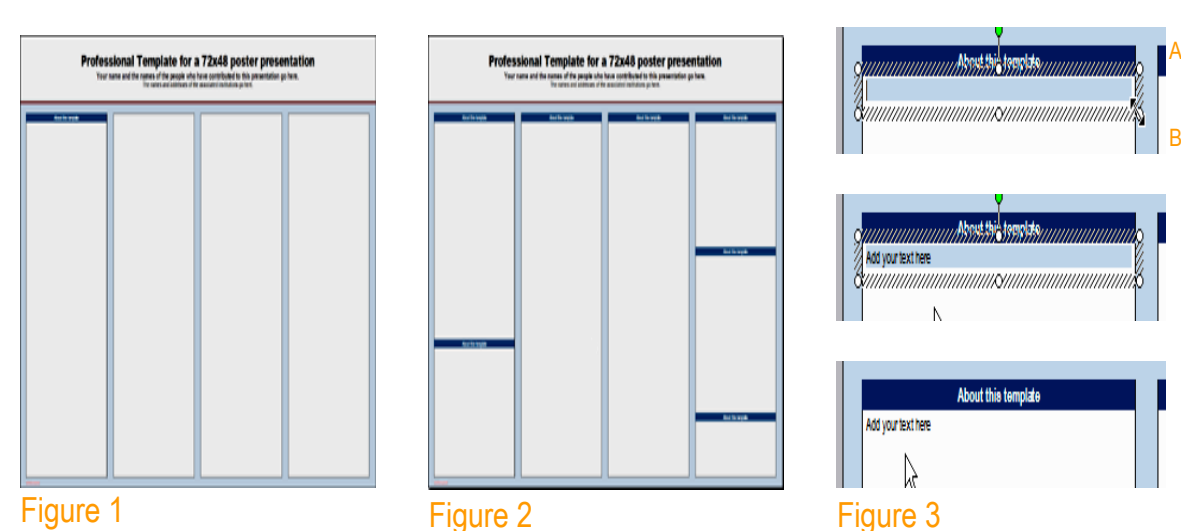
Text Sizes

For this template we use Times new romans fonts families at several recommended text sizes. (Figure 4) gives a visual reference of what different font sizes look like when printed at 100% and at 200%.
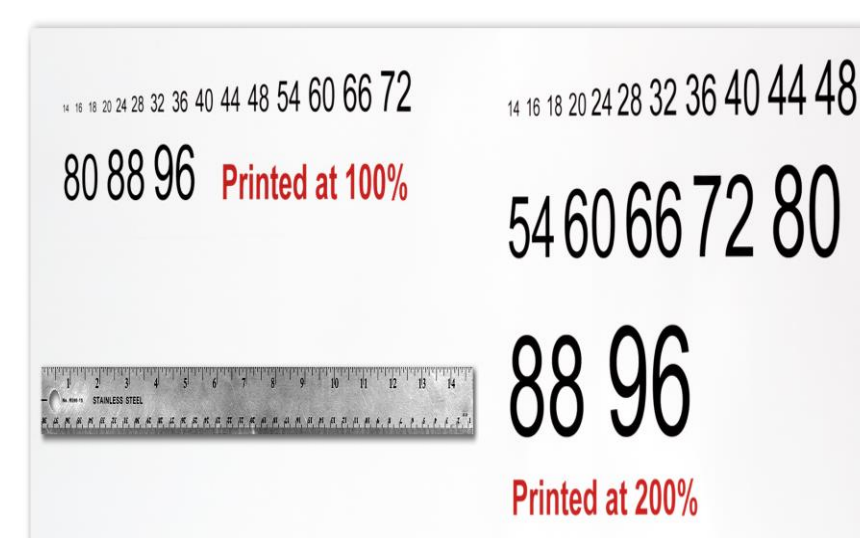
Figure 4

Changing the poster's column layout

Depending on how you layout your poster, you may want to change the column layout configuration. For your convenience, we have included alternate master layouts.

To select a different layout go to FORMAT>SLIDE LAYOUT

The slide layout pane will open. From there you can select an alternate layout.

Changing the overall poster size

To select a different poster size go to FILE>PAGE SETUP

The Page Setup dialog box will open. Change the width and height to the desired settings.

After the poster is resized select VIEW>MASTER> SLIDE MASTER. Adjust the upper blue bar and the white rule so that it spans the entire poster width.

Importing Photographs

It is highly recommended to use the largest images you have access to for your poster. Avoid images downloaded from the web and avoid copying and pasting images instead of using the "Insert" command. To insert an image to your poster go to INSERT>PICTURE>FROM FILE (Figure 7).
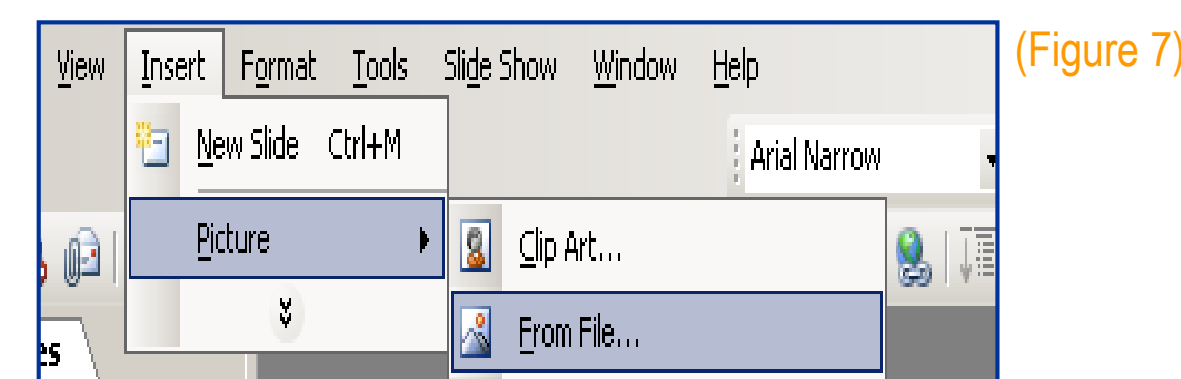
(Figure 7)

When the only source of a needed photo or graphic is the Web, scaling has to be applied with caution. Scaling an image more than three times its original size may introduce pixelization artifacts. Refer to (Figure 10) as an example. A simple way to preview the printing quality of an image is to zoom in at 100% or 200%, depending on the final size of the poster. What you'll see is likely what you'll get at printing time.
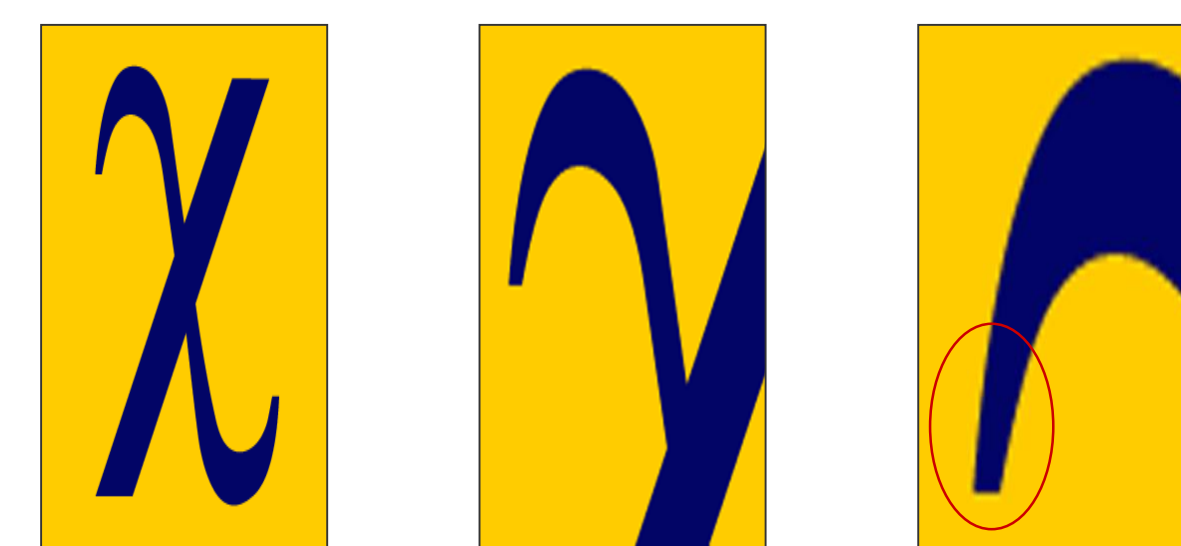
Figure 10: Original image at 100%, enlarged 200% and 400%.

Importing Tables & Graphs

Importing tables, charts and graphs is easier than importing photos. To import charts and graphs from Excel, Word or other applications, go to EDIT>COPY, copy your chart and come back to PowerPoint. Go to EDIT>PASTE and paste the chart on the poster. You can scale your charts and tables proportionally by holding down the Shift key and dragging in or out one of the corners.

TABLE ONE		
1998	1999	2000
2001	2002	2003
2004	2005	2006

Labeling your headers

The orange headers are used to identify and separate the main topics of your presentation. The most commonly used headers in poster presentations are:

Introduction, Summary or Abstract
Materials and Methods
Results
Conclusion