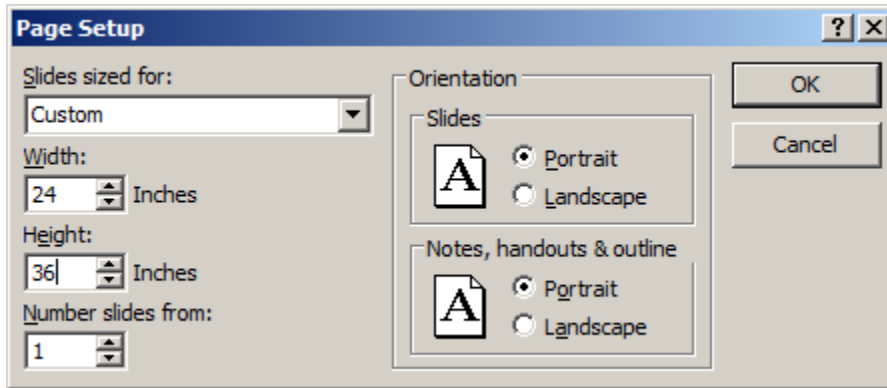


RESEARCH POSTER HELPFUL HINTS

Download Template

Download the correct template size from the [CIS website](#).

Open PowerPoint template, click design tab, click Page Setup, check to make sure the Width and Height is the correct measurement of what you want the poster to be. **Presentation must have correct measurement setup to be printed by Center for Instructional Services.**



*If you are designing a poster that is larger than the PowerPoint limitations, you will need to set up the poster at half the size. Example: You want a 40"x60" poster. You will need the width to be 20, height 30.

Design Poster

Recommended fonts are Arial, Geneva, and Times New Roman

Font size suggestions:

Title: 54pt bold

Headings: 40-48 pt

General Text: 24 pt

Captions: 20 pt

Adding Text:

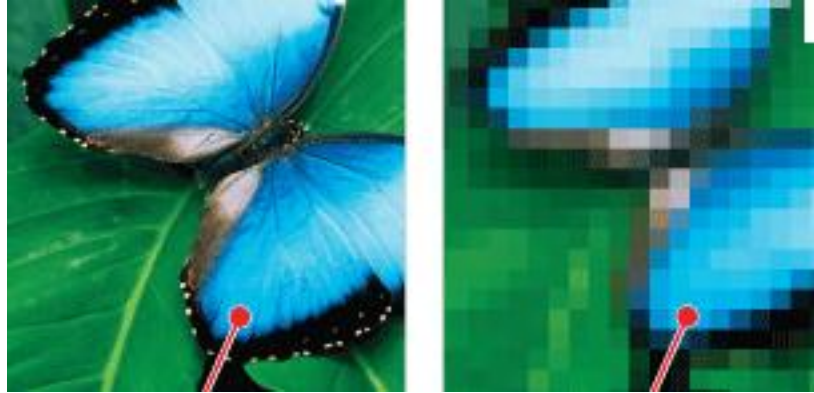
Click on the Text Box tool or selecting Text Box under the Insert menu. (PowerPoint is very flexible in how its tools are arranged. The down side of that is that your tools may be in a different place than they are described here. The Text Box tool is often found near the bottom center – it looks like a mini page with an "A" in the upper-left part of it.)

You can change the color of the text, the edge, and the fill as well as other things under the Format menu/Text Box.

Adding Images:

If you have a file that is in one of several standard graphic formats (like JPEG, GIF, PICT, etc.), use the Insert menu/Picture/From-file and select your file. The image will appear on your document with handles. To resize image put cursor on corner, hold Shift and drag photo to size desired. *If you do not hold shift, this can cause the image to be distorted.

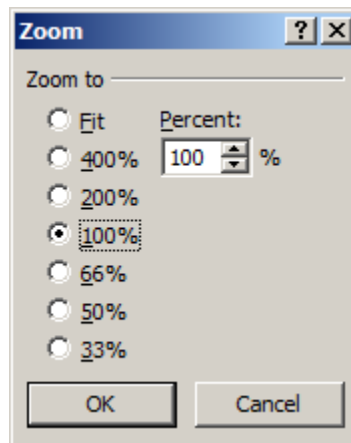
Photos need to be high resolution photos of 150dpi or higher.



High Resolution = No Blur

Low Resolution = Blur

When you insert your image to the PowerPoint, you can check to see if the image will be high quality by checking the poster at 100%. Go to the View tab, click Zoom.



This is what the poster will look like when printed. If the photo is blurry, pixelated or distorted at 100%, it **WILL** be that way once printed. If it is not high quality you need a new graphic.

Background:

You can select a background under the Format menu/Background. If you want a picture background, just use Insert/Picture and place it behind everything else. Be careful of using too big of an image – large files can become cumbersome to work with.

TCU Logos:

TCU logos are available on the template that you download. The images are placed on the outside edges of the document. You just click on the logo you want and drag onto the presentation. Please use the logos provided as they are in the correct format and brand identity with TCU.

**The university seal is not a logo and should only appear on official University documents.*