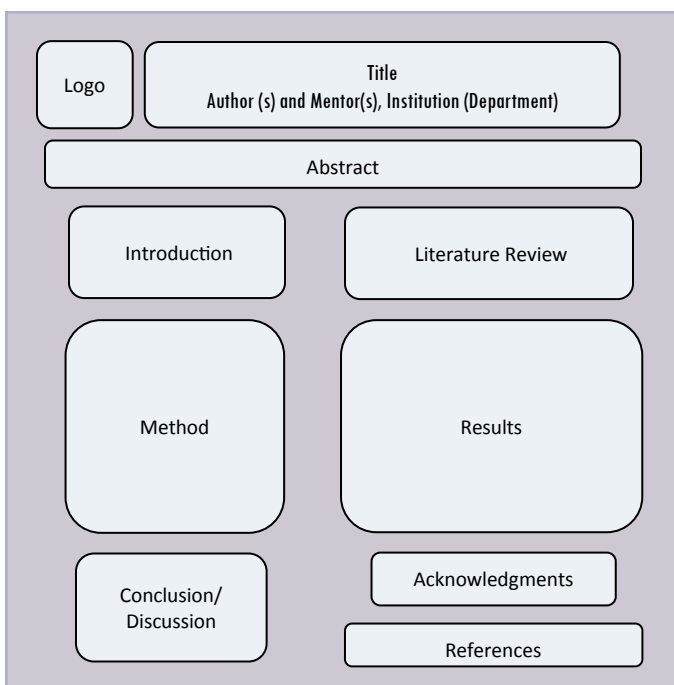


Guidelines for Poster Design Using PowerPoint

New York City College of Technology, CUNY

1. Use PowerPoint and select “custom” slide
2. Insert the following specifications: Size: 34 inches wide; 42 inches height Layout: Blank
Use only the Textbox tool (no WordArt as it cannot be manipulated)

SAMPLE POSTER FORMAT



3. Select the Textbox tool and create a box; type in title of box to “anchor” the box
4. Use Font: Arial, Tahoma, Calibri, Helvetica (any font that is “sans serif”)
5. Use the guidelines for the following text boxes:

Title: Top of slide

- a. Title: Size: 72 point b. Author(s)/Mentor(s): Size: 54 point c. Name of Institution: Size: 42-54 point

Abstract, Literature Review, Observations/Experiment, Discussion, Conclusions: Middle of slide

- a. Title of section: Size: 36 to 44 point b. Text of section: Size: 32 to 40 point

Abstract—what was done & learned?; Introduction: narrative format—background: why is this work is important?

Literature Review, Observations/Experiment, Discussion, Conclusions: Depending on presentation, bullets are often used to convey information concisely

References & Acknowledgments: Bottom of slide

- a. Title of section: Size: 24 to 36 point b. Text of section: Size: 18 to 32 point

References: Citation style must follow rules designated by discipline, e.g., MLA, APA, etc.

Acknowledgments: Cite funding sources and those who supported the work

6. Use a light background (avoid using a dark background and white/light text: it will take a lot of time and ink to print); if using images, be sure they enhance the concept of the presentation. Images must be cited if not original work.
Special Effects: each text box can be “filled” with color; the text can be in color; the outline of each box can have color and the look of the line can be changed (heavier weight, dashes)

Guidelines prepared by Pamela Brown, AE Dreyfuss, and Janet Liou-Mark (Updated—October 2014)

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