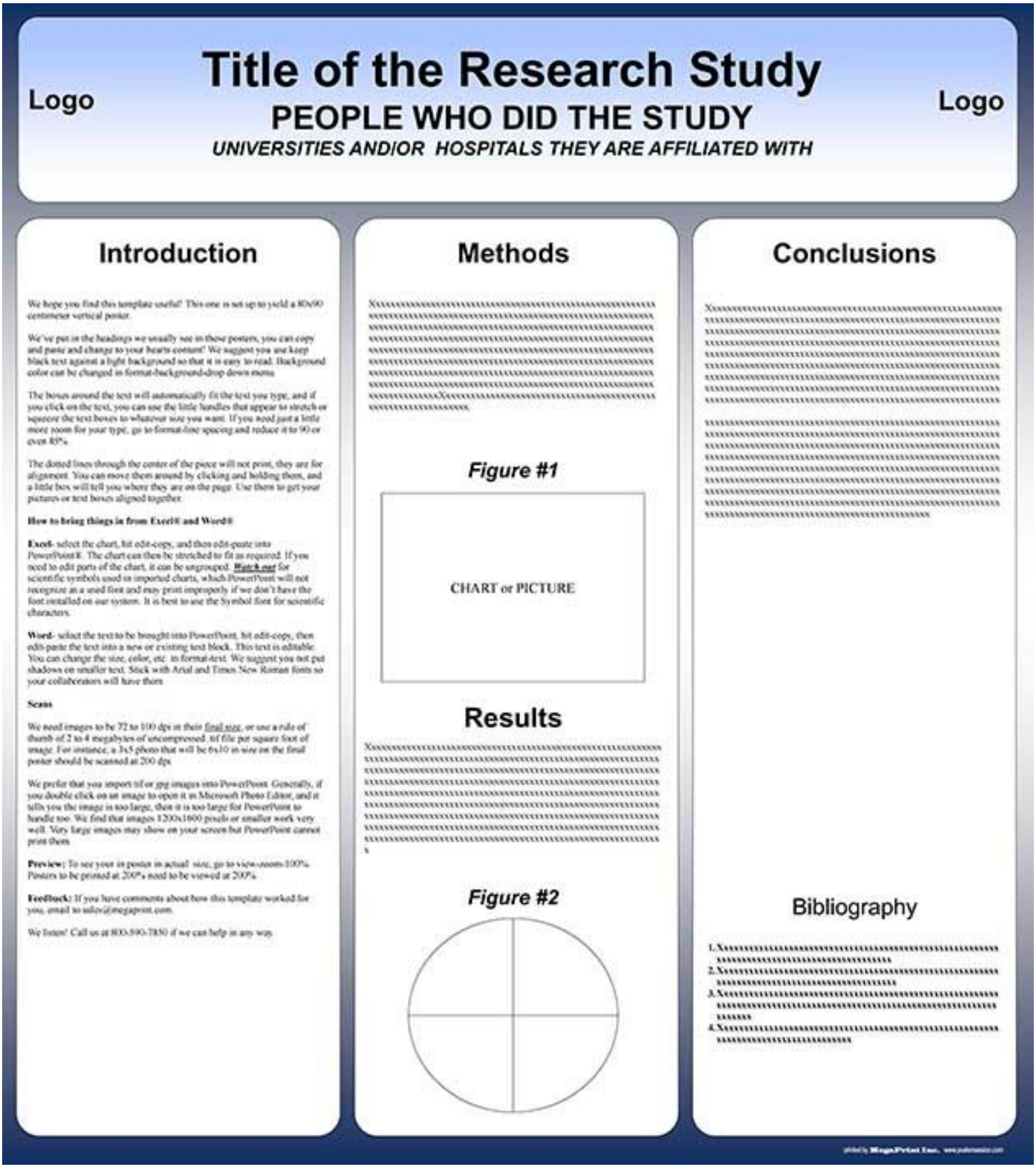
Logo
Title of the Research Study
PEOPLE WHO DID THE STUDY
UNIVERSITIES AND/OR HOSPITALS THEY ARE AFFILIATED WITH
Logo
Introduction
We hope you find this template useful! This one is set up to yield a 80x90 centimeter vertical poster.
We've put in the headings we usually see in these posters, you can copy and paste and change to your hearts content! We suggest you use keep black text against a light background so that it is easy to read. Background color can be changed in format-background-drop down menu.
The boxes around the text will automatically fit the text you type, and if you click on the text, you can use the little handles that appear to stretch or squeeze the text boxes to whatever size you want. If you need just a little more room for your type, go to format-line spacing and reduce it to 90 or even 85%.
The dotted lines through the center of the piece will not print, they are for alignment. You can move them around by clicking and holding them, and a little box will tell you where they are on the page. Use them to get your pictures or text boxes aligned together.
How to bring things in from Excel® and Word®
Excel- select the chart, hit edit-copy, and then edit-paste into PowerPoint®. The chart can then be stretched to fit as required. If you need to edit parts of the chart, it can be ungrouped. Watch out for scientific symbols used in imported charts, which PowerPoint will not recognize as a used font and may print improperly if we don't have the font installed on our system. It is best to use the Symbol font for scientific characters.
Word- select the text to be brought into PowerPoint, hit edit-copy, then edit-paste the text into a new or existing text block. This text is editable. You can change the size, color, etc. in format-text. We suggest you not put shadows on smaller text. Stick with Arial and Times New Roman fonts so your collaborators will have them.
Scans
We need images to be 72 to 100 dpi at their final size, or use a rule of thumb of 2 to 4 megabytes of uncompressed .tif file per square foot of image. For instance, a 3x5 photo that will be 6x10 in size on the final poster should be scanned at 200 dpi.
We prefer that you import tif or jpg images into PowerPoint. Generally, if you double click on an image to open it in Microsoft Photo Editor, and it tells you the image is too large, then it is too large for PowerPoint to handle too. We find that images 1200x1600 pixels or smaller work very well. Very large images may show on your screen but PowerPoint cannot print them.
Preview: To see your in poster in actual size, go to view-zoom-100%. Posters to be printed at 200% need to be viewed at 200%.
Feedback: If you have comments about how this template worked for you, email to sales@megaprint.com.
We listen! Call us at 800-590-7850 if we can help in any way.
Methods
Figure #1
CHART or PICTURE
Results
Figure #2
Conclusions
Bibliography
1.
2.
3.
4.

3’

2’