

Here are some basic guidelines that you should follow to develop and publish a concise, informative, and eye-catching poster:

- 1) Use Microsoft PowerPoint (for proper file conversion, please use a PC):
 - Open a blank PowerPoint file. Go to the 'Design' tab. Select Page Setup (usually the first icon on the left of the tool bar).
 - Change the 'height' value to 36 inches. **THIS IS A MUST – YOUR POSTER WILL NOT PRINT CORRECTLY IF IT HAS A DIFFERENT HEIGHT.**
 - Change the 'width' value to between 40 and 48 inches (width can be variable and can be adjusted as you continue to work on the poster).
- 2) Save your poster file now – use a file name like: “topic_name_poster.pptx”.
- 3) See the diagram on the back of this page for a basic layout. Use some creativity to adjust sections or items to fit the needs of your project.
- 4) To add each section to your poster, insert text boxes and copy figures into the slide. These can then be dragged where you want them. Colors, text sizes, and fonts can be adjusted.
- 5) Leave at least a 1 inch border surrounding all important content. **DO NOT** place any text, figures, or photographs at the edges of the slide, as they will not print. It's okay if the background color or photo goes right to the edge.
- 6) **Font sizes:** Sizes should be large enough to read from about 2-3 feet away from the poster. Do not make the fonts so large that your poster screams at the reader, but avoid very small font too.
- 7) **Colors:** Colors are an important component of a good poster. Look at some of the examples from previous years to determine color combinations that work well together and the ones that do not. Usually contrasting colors work best – dark type on a light background or light type on a dark background. You may want to use colors that indicate a particular 'feel' or 'emotion' – blue for water or brown/green for organic.
- 8) Your poster should attract attention and be eye-catching, but still maintain a scientific tone.
- 9) **Text content:** Poster text should be a simplified version of your full written text. All the components should be there, but they should be vastly simplified.
- 10) The results section should be the largest section in the center of your poster. It should draw your audience's attention. This is the 'meat' of your study and you want to emphasize it.
- 11) Overall, your poster should flow nicely and logically from one section to another. Have fun with it!

As you work on your poster, you will need to constantly change the zoom setting on the computer screen to see your poster at different sizes. Zoom to 100% ('View' tab) to see what sections will look like “in real life” and zoom to 'whole page' to view the entire poster altogether.

Descriptive/Catchy Title
Authors Names
Villanova University

Introduction

Results (text)

Discussion

Graph /Photo/Table

Graph/Photo/Table

Methods

Graph/Photo/Table

Graph/Photo/Table

References

Graph/Photo/Table

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Acknowledgements