



CERSER

CENTER OF EXCELLENCE IN REMOTE SENSING EDUCATION AND RESEARCH
Elizabeth City State University <http://cerser.ecsu.edu>

PowerPoint Poster Tips

1. Start by defining your document size. (36" Tall x 42" Wide) or your printer's size (24"x48" ECSU).
 - a. Design Tab> Page Setup
2. Keep the page background white. Do not use gradients or colors as it makes the poster harder to read.
3. Insert text boxes by selecting the Insert Tab>Text Box Button, then click and drag
 - a. Font Rules
 - i. All text should be readable from six feet away
 - ii. The smallest font size should be 18
 - iii. Use 1-3 fonts per page, no more
 - iv. Avoid script fonts as they are hard to read
 - v. Use standard fonts as much as possible as the next computer may not have the font you need.
Standard fonts include: Times New Roman, Arial, Helvetica, Verdana, Georgia, etc...
These fonts can be styled using bold, italicized, and caps.
4. Use color schemes for graphics to make your poster appealing.
 - a. Color Scheme Sites:
 - i. <http://colorschemedesigner.com/>
 - ii. <http://www.colorcombos.com/>
5. Use clip art sparingly. Photos, charts, and graphs convey more information.
 - a. http://nia.ecsu.edu/_common_grfx/commongrfx.htm
 - b. When resizing images or graphics use a corner handle and not a side handle.
 - c. When resizing charts and graphs hold the "shift" key down to keep proportions equal.
 - d. DO NOT use "Picture Styles" on your graphics as they do not always print out.
6. Examples: http://nia.ecsu.edu/_common_grfx/_poster_examples/poster.html
7. MOST OF ALL... SAVE OFTEN, CRY LESS!!!!