



BIOTECHNOLOGY SOCIETY OF NEPAL (BSN)

Ranibari-29, Ranidevi Marg, Kathmandu, Nepal

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3. Few Tips for Preparation of a Poster in Powerpoint

Guidelines for beginners:

When reading a newspaper, you always have text organized in columns. This is because it's easier to read an article when the lines contain few characters. The paragraph you are reading now is a bad example! Its length should be reduced by a third at least.

To make your poster readable, start by making a grid: mentally divide your page into 3 columns for example. Then divide the space in 3 or 4 horizontal areas. You have now sectors in which you can emphasize the different steps of your work. The rest is personal. Be yourself, express yourself. A quick look to the posters hanging in the corridors can give you a start.

The Major important thing is to define the page set up. **Please remember if you forget this step, the document could be deformed (superimposition etc.)**

Size

Please do not exceed the dimension (90.44cm X116.2cm) in portrait form.

Using different programs

Avoid using Photoshop, Illustrator, Indesign like computer softwares to create a poster because Powerpoint or MS Word programs is adequate for our purpose. If you find it easier to use those programs, please finalize in a PDF format.

Colour

Avoid using colored backgrounds to minimize usage of a lot of ink and reduce the computation time while printing.

Picture

Don't import high resolution pictures because the resolution of the large format printer is only 600 dpi. In case of high resolution pictures, the computation time for printing will increase strongly. There will be finally no difference.

Texts and other constructions:

In general, you should introduce texts and other objects (arrows, lines) directly from PowerPoint. Importing text from Word looks fine but will be truncated during the printing. Stay as much as you can in Powerpoint except for molecule drawings and graphs etc.

Importing Equations from word:

To avoid alignment problems in a poster, equations are better inserted as pictures from a word, excel or any other programs.

Importing Graphs: Enlarge the graph to the maximum before copying it, which will enhance the resolution.

Keeping it simple

Use the features of Powerpoint (such as arrows, lines, boxes) as much as possible except for pictures of molecules or graphs.

Finishing your work in Mac or Windows programs, it is always recommended to save it in a .pdf form before printing to avoid common problems such as layouts, policies etc.

Note: This are very general tips we have collected which might could be useful in avoiding avoid time waste.

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