



TEXAS WOMAN'S
UNIVERSITY™

CREATING A RESEARCH POSTER

STUDENT GUIDE

Procedure for Poster Submission

View deadlines and symposium instructions for poster presentations here:

twu.edu/research/student-creative-arts-and-research-symposium

IMPORTANT:

Only one print per presentation is funded by Office of Research and Sponsored Programs. Proof your poster carefully.

POSTER PRINTING

Denton Campus - Center for Faculty Excellence (CFE):

Submit your [poster print request at twu.edu/cfe/poster-printing-and-design](http://twu.edu/cfe/poster-printing-and-design).

You will receive an email notification when your poster is ready.

Denton poster pick up: Monday - Friday, 8am - 4:30pm in Stoddard Hall 306, Denton Campus.

Dallas Campus - Tomeka Nolen, IT Solutions

Submit your print request [here](#). Contact Tomeka Nolen via email at tnolen@twu.edu

For more information, visit [Student Research & Creative Arts Symposium](#) website or contact your instructor or Tracy Lindsay, 940.898.3377 or tlindsay@twu.edu in the Office of Research and Sponsored Programs.

CREATING YOUR POSTER

Visit twu.edu/cfe/poster-printing-and-design to download poster templates.

The presentation will open in Google Slides.

To download for **PowerPoint**, select File > Download .pptx. To use **Google Slides**, choose File > Make a Copy. You can then delete the yellow textbox to begin creating your poster.

The standard sizes for TWU poster sessions is **44x56**.

Think of this slide as the sheet of paper that will be your poster, and arrange all the elements as you would like them to appear on the final print.

You can design your poster any way you like (keep the TWU branded banner and use maroon headings). The template gives you a good starting point. Text boxes and columns in the template can be moved how you would like them.

The screenshot shows the 'Printing & Design Services' page for Denton Campus. It includes a navigation menu with 'Design/Print Requests' and 'Research Poster Printing'. The main content area is titled 'Denton Campus Poster Printing' and includes a note: '(Not on Denton Campus? See Dallas / Houston Printing Information)'. Below this are two buttons: 'Design/Print Requests' and 'Research Poster Printing'. The 'Poster Printing Process' section is highlighted with a maroon header and contains a sub-section '1. Creating Your Poster (Poster Template Downloads)'. This section instructs users to 'Download a PowerPoint template from below to get started.' and notes that 'Template will open in Google Slides. Do not request access to edit.' It provides two options: 'To use Google Slides, choose File > Make a Copy to use Google Slides' and 'To use PowerPoint, choose File > Download > Powerpoint'. Below this is a box for 'New "Better Research Poster" Templates' with three size options: '56W x 44H (TWU STANDARD)', '48W x 36H (Small Landscape)', and '36W x 48H (Small Vertical)'. A button 'Read about #BetterPoster Movement' is also present. At the bottom, there is a 'Standard (TWU Symposium)' section with the size '56W x 44H | 50W x 44H'.

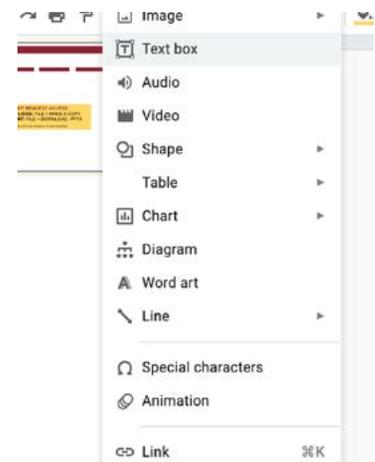
The screenshot shows a slide from the poster template. It features a maroon header with the text 'the important words.' Below this is a yellow box containing the instruction: 'DO NOT REQUEST ACCESS. GOOGLE SLIDES: FILE > MAKE A COPY POWERPOINT: FILE > DOWNLOAD .PPTX'. Underneath the yellow box, it says 'THEN, DELETE THIS TEXTBOX TO GET STARTED'. At the bottom of the slide, there is a QR code.

Add Content

Click **Insert > Text Box**.

Now click and drag the mouse over the area you would like insert text into. This will create a dashed box that you type into. Click outside the box when you are finished entering text.

Font Size: keep your text size as large as possible for your amount of content but recommended font sizes are 24 pt. for your Body and 36 pt. for your Headlines.



To Resize Images

Select the picture you'd like to resize by clicking on it in PowerPoint. Using your mouse, click and drag a corner handle, while holding shift, so that it constrains proportions.

Best practices for using photos on your poster:

Images saved from the web are generally too low resolution for printing. Printing requires a high resolution image, preferably 300dpi or more. Images should never be enlarged more than their original size. This will result in pixilation and blurriness. For best results, choose large photos that are high resolution.

Look for free royalty-free stock photos here:

thestocks.im | pexels.com | unsplash.com |
stocksnap.io | freeimages.com

QR Codes

You can create free QR Codes at QRCode-Monkey.com

Be sure to put in the entire url including *https://*

Replace any existing QR codes on the template with your new code.

Searching the web for images may result in using **copyrighted images** without permission or low quality images.

If you do use Google search, it is best to set search filters:

1- Enter your search term and go to the Images tab

2- Click the Tools button

3- Set Size to Large

4- Set Usage Rights to "non-commercial reuse"

Linked  **LEARNING**

For more PowerPoint help, check out LinkedInLearning.com courses such as: [PowerPoint Essential Training](#)

(Other versions are also available.)