

Presentations

PowerPoint How and Why:

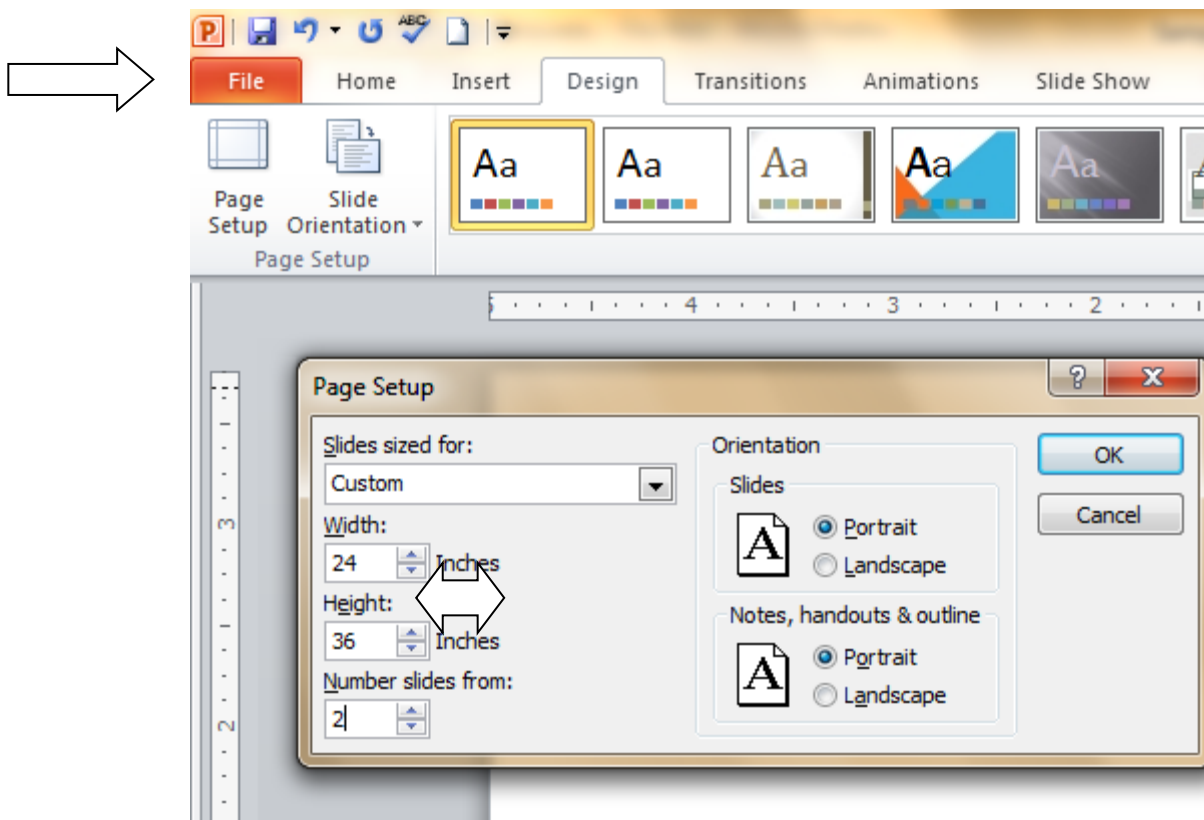
We recommend you use PowerPoint to create your poster. PowerPoint is a Microsoft program and is pretty easy to use if you are familiar with other Microsoft applications. If you are completely unfamiliar with it, you may wish to complete a tutorial available on the Microsoft website: <http://office.microsoft.com/en-us/powerpoint-help/#> or visit Oxy's Center for Digital Liberal Arts (cdla@oxy.edu).

Creating the poster:

The large format printer uses a continuous roll of 24" paper. Because SRP posters are required to be 4' x 3', your document will, by necessity, be split in half. (NOTE: the 4'x3' size is new for 2016. Sorry! This renders old templates obsolete. In the past, our posters were 4'x4' and we recommended you split in half horizontally. Now that we are requiring 4'x3', it makes more sense to split vertically. If you split horizontally, we waste a foot and a half of paper with each poster.)

To set up your slides in PowerPoint:

Go to File/Page Setup and set orientation to portrait, with the size as: width is 24" and height as 36".



When presenting at an outside conference, be sure to follow that organization's guidelines! But for the Oxy conference, consider something like this:



Title of the Poster Goes Here (or can be split between 2 slides)

Student Name, Professor Name, Occidental College

1 Introduction

Posters are visual representations of information. A research poster should clearly communicate your research data through the use of images, graphs, and text. Posters should be designed to support the presentation of your research both as a foundation for face-to-face discussions and as a stand-alone resource.

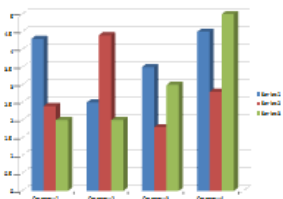
2 Sketch it out

Before you begin your poster, sketch your ideas on paper:

- How many columns?
- How many rows?
- Consider images and graphs as you sketch your design
- Think about the sequence of your materials (you are telling a story—poster should have a logical flow)
- Good layouts have 35% empty space and 35 % graphics

Insert photos and graphs, and text. Think about it as though you are telling your story from top to bottom, from the left slide, and continuing on the right – again from top to bottom. Finishing up with acknowledgements.

Make it interesting! Attract people to your poster with photos and graphs!



Posters should not explain everything, but should lead people to ask questions based on what they see.

Important text (section headings, title) should be readable from about 10 feet away!

Feel free to insert a personal photo to make it more interesting!



Conclusion:

Future Research Questions:

Bibliography:

Consider adding conclusions or continuing questions!

Don't forget to acknowledge support!

Acknowledgements: We are deeply grateful for the financial support of the Fletcher-Jones Chemistry and Biochemistry Research Endowment and the John Stauffer Summer Research in Chemistry and Biochemistry Endowment as well as the URC for sponsoring this work.

OR



If you have a really long title, you But, be careful to overlap any color and break

Student Name, Professor Name,

may want to spread it out! the title where the pages come together

Occidental College, Los Angeles, CA

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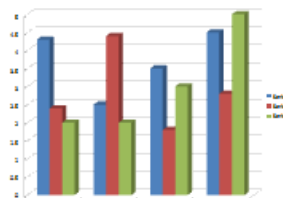
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We've also included a template you can use, please see attached.

PowerPoint presentations are often very colorful and the templates allow you to choose some interesting background designs. However, for a poster, **we only allow you to use an all white background**. A little color is fine – we don't want to stifle your creative impulses! But please don't get carried away because color printing is more time consuming and will limit the number of posters we can handle. In addition, graphics and photos will look better against a white background.

Leave a margin of at least one inch on all four sides of your poster except for where you are trying to bleed color or a graph across two slides. But even then, **remember: As with most other printers, this one is incapable of printing to the very edge. If you plan to split your title across**

two slides, you will still have to overlap or cut the inside margin of each slide to join the title (despite what you see on the preview screen).

We are not PowerPoint experts here in the URC! But Oxy offers help through the Center for Digital Liberal Arts (cdla@oxy.edu). Please contact them if you need help working with PowerPoint.

To insert and format a chart:

PowerPoint will create charts and tables for you, which we recommend that you do. We've discovered that if they are pasted in they can get pixilated – trust us!

Go to insert menu and choose chart. It will open a standard set of options –select the type of chart you would like to make. Enter your data as appropriate into the data table provided. You may have to rearrange your data to fit the form that the program expects. You can paste in data from another source, such as Excel, but you may have to reformat the data depending upon the type of chart you are trying to create – for example, your data might be in rows and you need to have columns. Usually right clicking on the part you need to edit will allow you to do so.

To insert a data table:

Go to insert menu and choose table and then select your table size.

To insert a picture/clip art:

Click on the insert menu and then on picture and choose the file that holds the picture you will be inserting. There are also clip art images you can use. You can resize a picture by dragging a corner or side of it – remember, in order to keep the proportions correct, you must drag the corner, not the side of the picture.

To insert text:

Click on the insert menu and then on the text box. The cursor then looks like a sword. Choose where you want the upper left corner of the box to be and then click and drag. The box will only be one line big until you put your text into it and it will expand to meet the size of your text. Alternatively, you can paste in text from Word. You can also change the size, font, color, etc of your text by selecting the text you want to edit and going to the format menu, then click on font.

Keep in mind that this is a large scale poster so use a type font larger than 28 for your text.

28 Arial

28 Times New Roman

Your title should be **96-120** font size.

When you are ready to print:

Proofread very carefully before you bring the completed poster to print -- if you discover an error after you've printed your poster, you will be charged to reprint.

Please e-mail your poster to urc@oxy.edu (not your personal e-mail) or bring on a flash drive before your appointment.

If you have any questions or need help setting up your poster please stop before your printing appointment. Good luck! We look forward to seeing everyone's finished work.