# Poster Preparation Guidelines

# 2026

OU Health | College of Dentistry
The UNIVERSITY of OKLAHOMA

**Courtesy of the AADOCR-Oklahoma Section and the Student Research Group-Oklahoma Chapter**

IADR
AADR

# Initial Preparation

- **Check instructions for poster formatting as specified for your meeting/presentation**
  - **If presenting at 2 or more meetings, use the <u>smallest</u> maximum size permissible for all**
  - **Poster size effects resolution and impact**
- **Gather data, text and pictures to be used in your poster and place them in one folder for convenient access during poster creation**
- **<u>Scanners are available in the Bird Library</u> for the scanning of slides, x-rays and photos**

# Using the Template

- **Download the poster template file named "Poster Template.pptx" from the Scientific Day web site on the OUCOD home page**

- **Double-click the file name, or open PowerPoint software in the Virtual Desktop Infrastructure (VDI) and select the template file**

- **Use the pre-designed template to simplify poster preparation**

# Poster Dimensions

- **Under the "File" menu, choose "Page Setup" and change the dimensions to your desired poster size**
- **Change the "slides are sized for" option to Custom**
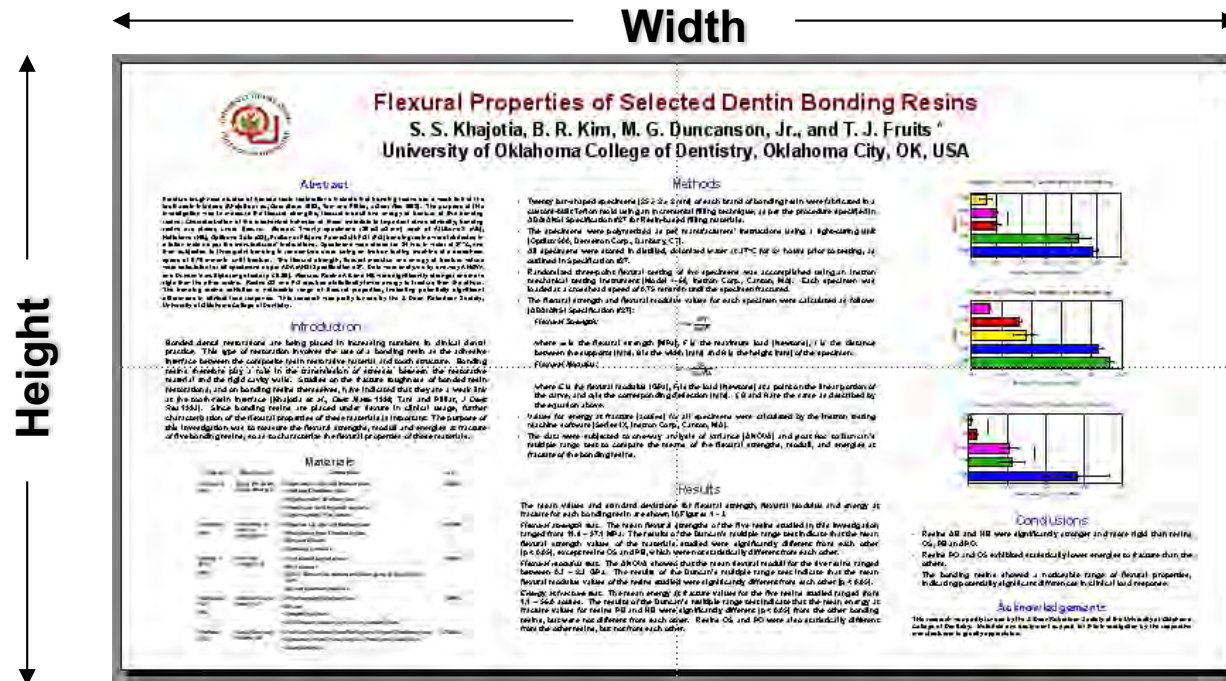
**Width**

**Height**

**The maximum size we can accommodate is 36" high and 66" wide**

- The <u>maximum height</u> that can be printed by the College's 36 inch printer is <u>35.5</u> inches – that dimension **cannot** be increased

- PowerPoint® limits the <u>width</u> of a poster setup to <u>56</u> inches, but your poster can be made wider by changing the height and width to <u>half</u> the size desired

- Remember to **inform** Dental Informatics staff to print the poster at <u>double</u> the size or else the half-size poster will get printed

# Saving the file

- Select "Save" from the "File" menu

- Save the document in the format "Year LastName.pptx", where LastName is the last name of all presenters separated by spaces

  - E.g., file name "2025 Doe Buck.pptx" if the presenters' last names are Doe and Buck

- Save the file every few minutes so as not to lose any changes made! The shortcut to save a file is pressing the "⌘" & "S" keys on a Mac or "Control" & "S" keys on a PC

# Text boxes

- **Text boxes have already been added to the poster template – their format can be changed to fit your needs**

- **To insert additional text boxes, choose "Text Box" under the "Insert" menu or click the icon on the toolbar, then click & drag the box to the desired size**

- **Make the format of text boxes consistent**
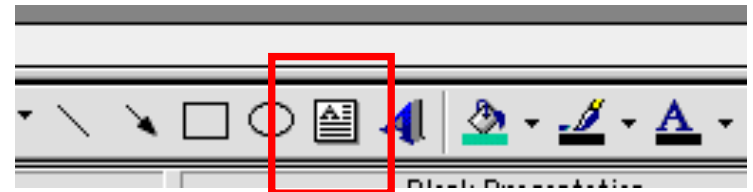
- **Text can be entered into a text box or it can be copied from a Word® document and pasted into your poster's text boxes:**

  - **Select text to be copied in your document and choose "Copy" from the "Edit" menu**

  - **Return to your PowerPoint file and place the cursor in the text box where the text is to be pasted**

  - **Under the "Edit" menu, choose "Paste"**

# Fonts

- **Format the text in the box:**

  - **Use common cross-platform fonts such as Arial, Geneva, Times, Helvetica, *etc.***

  - **Avoid using fonts that may only reside in your version of the software (Bell MT, *etc.*)**

- **Minimum <u>final</u> font sizes recommended are:**

  - **30 for text in text boxes**

  - **50 for headings on text boxes**

  - **74 for author and college names, *etc.***

  - **90 for poster title**

# Scanning Images

- **Measure the actual image size and estimate the size of the image desired on the poster:**
  - If a large picture is to be used in a smaller size, scan at **300 dpi** resolution and **100% scaling**
  - If a small picture is to be used in a larger size, scan at **600 dpi** resolution and **≥ 150% scaling**
  - Line drawings should be created at **≥ 300 dpi** in EPS or other **vector graphics** formats.

# Scanning Images

- **Check the file size after scanning, it should ideally be 1-2 MB. To check the file size:**

  - **on a PC, locate the file and right-click on the file name, then choose Properties**

  - **on a Mac, click the file name once and press the "⌘" and "I" keys (or "Get Info")**

- **Images downloaded from a website do NOT reproduce well on a poster because they are designed for fast viewing on the website**

# Images

- Select "Picture" under the "Insert" menu and then choose "From File"
- Select the file name and choose "Insert"
- Adjust the size of the picture by using the "size adjustment handles" located at the corners of the picture (just click and drag, then release)
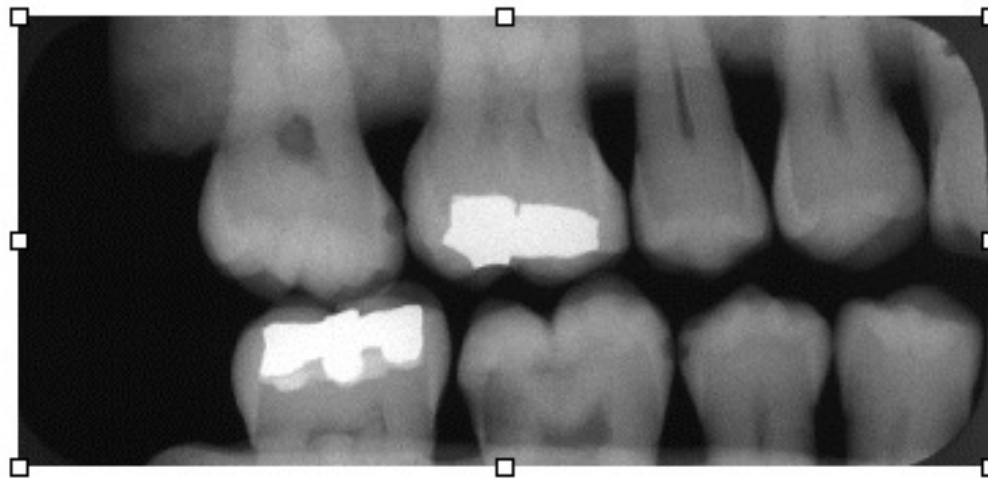
- To resize your picture while keeping the same relative proportions, hold down the Alt (Option) key while dragging the handles

- To move the picture to another location on the poster, hold the mouse button down when the pointer becomes a four-way arrow, and move the picture

- For small adjustments in position, use the arrow keys after clicking once on the picture
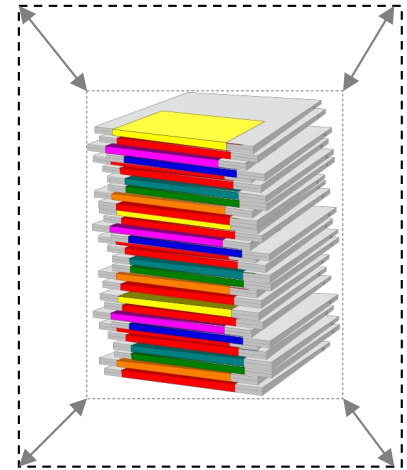
# Table

- Click the "Insert Table" icon, then drag to select the number of rows and columns



- This opens a Word® table inside the PowerPoint® file – enter the data in the cells and format the table

- To return to PowerPoint®, click "Update" and then "Close & Return" on the "File" menu

- Tables in an existing Word® document can be copied and pasted into PowerPoint®, just like text

# Chart

- **Click "Insert Chart" and follow the instructions provided by the Chart Wizard**
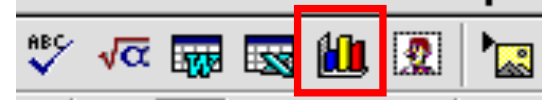
- **To create graphs with more formatting choices (color, axis, font, chart type, error bars, *etc.*), use Microsoft Excel® instead. Import the graph into PowerPoint® (Insert > Object > From file) to avoid printing problems - do not copy and paste**

- **Charts can also be imported from several other currently available plotting/graphing programs**

- **Don't create a title for the chart in Excel since it has been known to cause incomplete printing**

# Background and Colors

- **Theme colors are set using the "Format" menu**

- **Posters with dark backgrounds will NOT be printed**

- **Choose "Fill Effects" to add textures, gradients, or light-colored background shading, or choose "More colors" to create a custom background color for your poster**

# Alignment

- **Select the text boxes, images, graphs and tables whose edges or centers are to be aligned using the "Select All" option or by pressing the "Shift" key and clicking on the items to be aligned**

- **Click the "Draw" button on the Drawing Toolbar, choose "Align or Distribute", and then select the method of alignment**
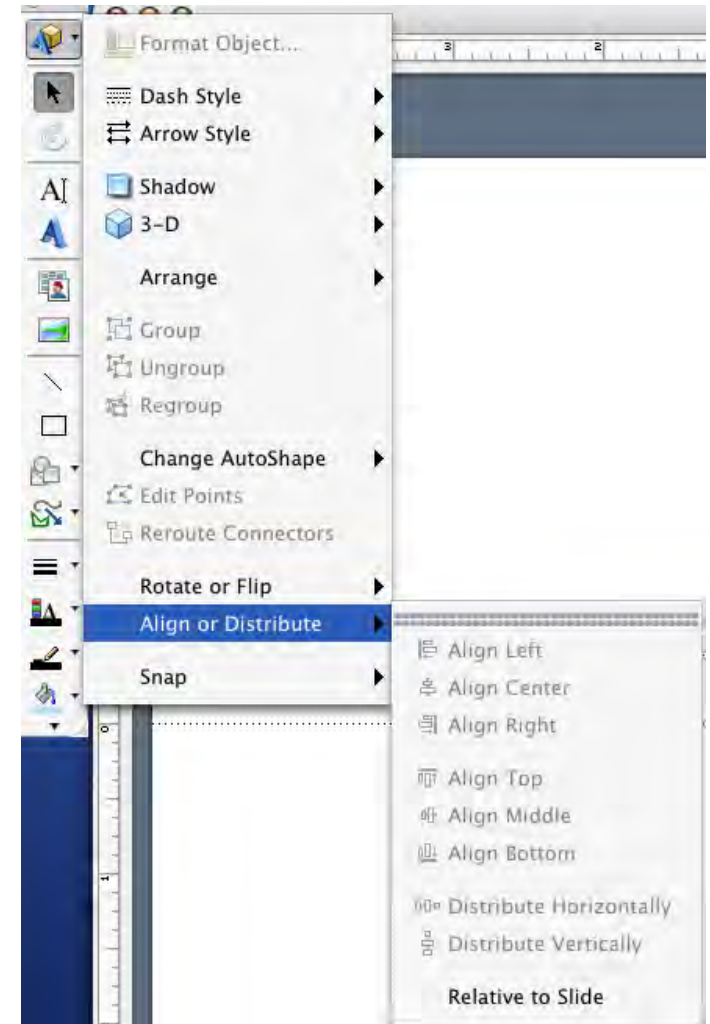
# Data Backup

- After you have the colors worked out and the document is to your satisfaction, remember to make a **backup** copy of the file on your OneDrive for your peace of mind (and ours!)

- USB drives cannot be used for file storage and

- Backup of data and files is your responsibility

# Final Approval

- **Get the poster critiqued and approved by your research mentor, and make all changes necessary**

- **Posters will only be printed <u>once</u>, so make sure that all corrections have been made before sending the poster for printing**
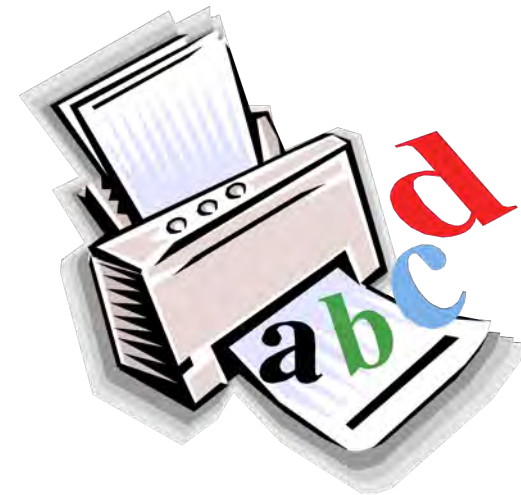
# PC-to-Mac Conversion

- **If you have prepared your poster using an Mac computer, it is recommended that you check the poster using a Windows computer to determine whether the text, images and other objects inserted are compatible because it will be printed using a Windows computer**

- **Use common image formats that are cross-platform, such as JPG, PNG, and GIF**

# Printing

- <u>Faculty mentors</u> must reserve a date to print Scientific Day posters
- Dates are available on a first come-first served basis
- Mentors will upload the file to the Scientific Day site no later than noon on the business day before their selected printing date
- The mentor will be responsible for printing the poster elsewhere if the file is not sent on time
- Mentors are not required to be present during printing
- Posters will be delivered to mentors' offices the business day after they are printed

# Questions?

**Please direct questions regarding poster printing to Dental Informatics**

- **Submit ticket in the Dentistry Support Portal: [College of Dentistry - Client Portal Home](#)**
  - **Category = Informatics**
  - **Service = General Request**
- **Call Informatics at (405) 271-3694, option 2**