ePoster

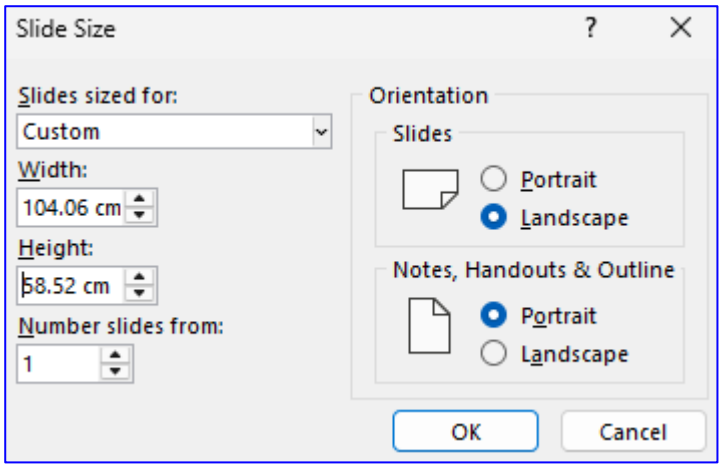
Using PowerPoint

An ePoster is a digital version of a traditional academic poster used to communicate information visually, often for seminars, conferences, or assessment tasks. Unlike printed posters, ePosters are designed for electronic distribution and are commonly submitted or shared as PDF files.

Because ePosters are often displayed on large screens, it is important to consider slide size, resolution, and readability. While a range of software can be used to create ePosters, **Microsoft PowerPoint** is a popular choice because it is widely available, easy to use, and supports the large slide dimensions typically required for poster design.

Slide size

Before you begin designing your ePoster, set the slide size in PowerPoint. Changing the slide size later can affect the poster's layout and formatting. Larger slide dimensions also improve readability when the poster is displayed on large screens or viewed at high zoom levels.



To set a custom slide size, go to **Design > Slide Size > Custom Slide Size**. ePosters are typically created in **16:9 widescreen format** using **landscape orientation**. A common size is **40.97 × 23.04 inches** (104.06 × 58.52 cm).

Design

Choose a simple, professional design for your ePoster. You can use a PowerPoint template, a reputable online template, or create your own. To set a background, select **Design > Background Styles > Format Background**. Solid-colour backgrounds are often the most effective because they improve readability.

Use **Insert** to add text boxes, shapes, images, graphs, and diagrams. When designing your ePoster, focus on:

- **Readability**: clear fonts, appropriate font sizes, and good colour contrast
- **Layout**: logical organisation of information and adequate white space
- **Visuals**: relevant images, graphs, and diagrams that support your message
- **Consistency**: a consistent use of colours, fonts, and formatting throughout the ePoster.

Colour scheme

To create a professional-looking ePoster, limit your colour scheme to two or three colours. Ensure there is sufficient contrast between text and background colours to maximise readability. To check whether your colour choices meet accessibility guidelines, use the WebAIM Contrast Checker: https://webaim.org/resources/contrastchecker

Font size and text display

Font size should be large enough to read easily while allowing sufficient space for content. For an ePoster of the size recommended in this helpsheet, a **minimum body text size of 28 pt** is recommended, with headings displayed in larger fonts. PowerPoint will often adjust font sizes appropriately for the selected slide size, but always check that the final text remains clear and legible.

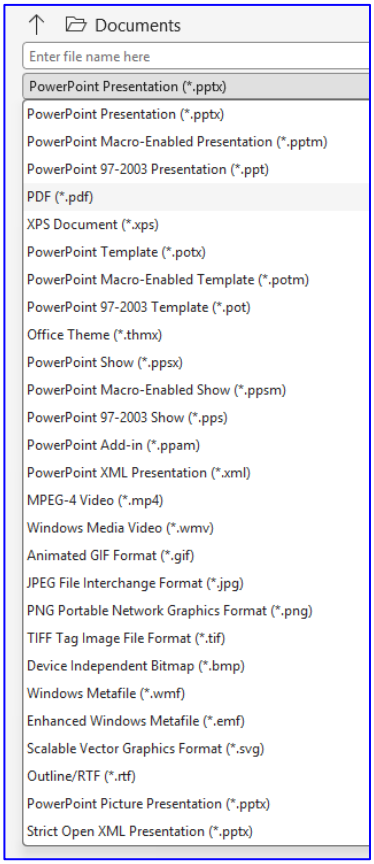
Graphs and images

Use high-quality, high-resolution graphs and images in your ePoster. Low-resolution visuals may appear blurry or pixelated when viewed at full size or displayed on a large screen. To check image quality, zoom in on your ePoster or display it on a large monitor and ensure all visuals remain clear and readable.

Saving your ePoster

Save your ePoster as both a **PowerPoint (.pptx)** file and a **PDF (.pdf)** file. Keeping the PowerPoint version allows you to make changes later, while the PDF version is usually the preferred format for submission and display.

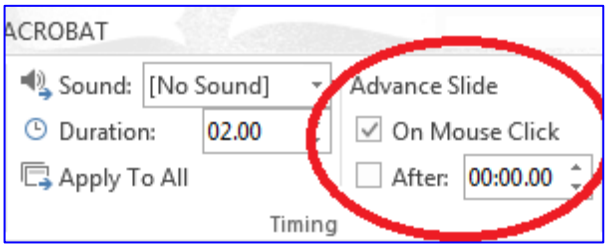
To save your ePoster as a PDF, select **File > Save As**, choose a location and filename, then select **PDF** from the *Save as type* menu and click **Save**. Follow the instructions from your teaching staff for submitting the file.



ePosters with multiple slides

Some ePosters use multiple slides rather than a single slide. Before choosing this format, check with your teaching staff that it meets the assessment requirements. In most cases, an ePoster should contain no more than two or three slides, with the key information presented on the first slide.

If presenting directly from PowerPoint, use the **Transitions** tab to control how slides advance, either on mouse click or automatically after a set time. Multiple-slide ePosters can also be saved as a PDF, allowing readers to navigate through the slides manually.



Related helpsheets

- Layout and Appearance
- Time Management
- Groupwork: Presentations

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