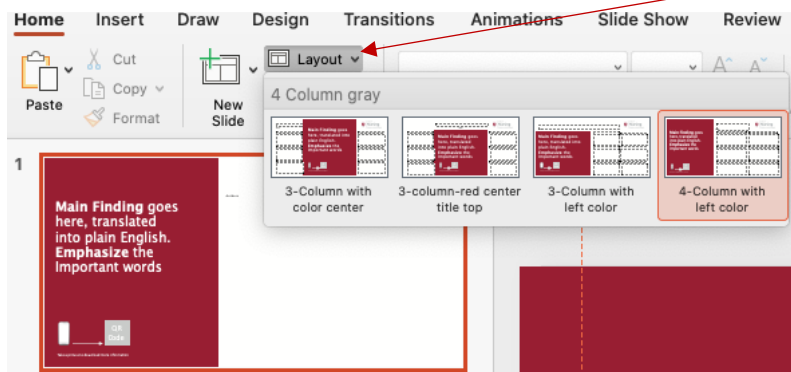
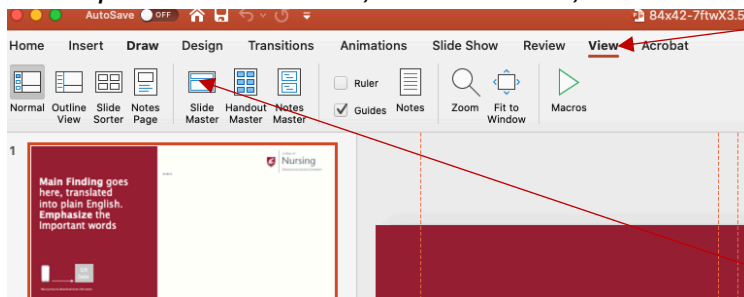


WIN Poster Instructions – Template size is 7 ft w X 3.5 ft h

1. Please review the Poster Template Guidelines:
<https://nursing.wsu.edu/research/poster-template-guidelines/>
2. Download the WIN Poster PPT Template
at: <https://nursing.wsu.edu/research/poster-templates/>
3. Open the template. Please note there are multiple layouts to choose from. To select your layout, click Layout from the ribbon. Multiple layouts will display for you to choose from.



4. Once you choose a layout, you can add content.
5. To remove the “*Main Finding goes here, translated into plain English. Emphasize the Important word*” text, Click on View, located in the top ribbon.

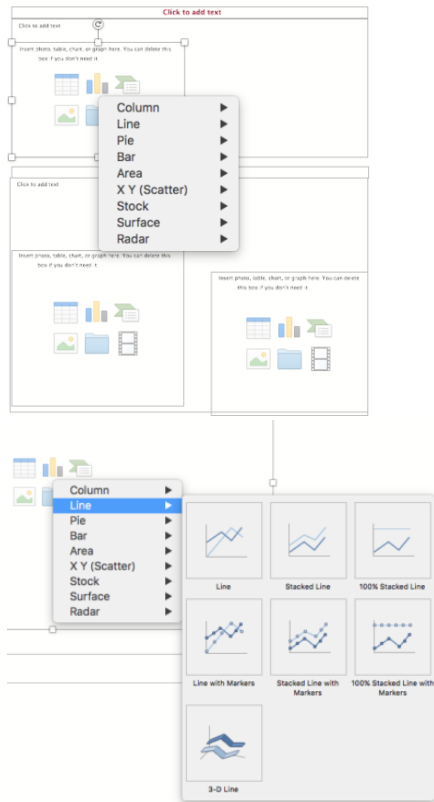


6. Then Click Slide Master, located in the ribbon. This will bring up a Master, editable view of all layouts. **Please only change the “Main Finding goes here...” text. Do not make any additional changes in this view.**
7. Once you have added your main findings, click Close Master located in the ribbon. This will bring you back to the single layout view you chose for your poster.
8. Enter your content including you Summary/Introduction, Methods, Results, etc. Keep is short, only including the most important information that can be easily read/digested at a glance. You will provide additional content on a separate document that you will link to your **QR code** (instructions to follow below).
9. Use images, graphs and visual elements. Refer to the instructions below for how to add that content

Graphs, Charts, Tables, Images and Text

To add a Chart or graph:

1. Click on the Chart or icon in the content box you want to add it to and make your selection.



2. Once you make your selection, Excel will open within PowerPoint and you can enter your data. If you have the data in another Excel file, please copy/paste it into the new Excel file.

To add a Table:

You can copy/paste an existing table, or create a new one within the template by clicking the table icon and selecting the number of columns and rows. If copy/pasting, please make sure your font size is at least 14pt.

To add an Image:

Click on the image icon where you want to add an image. Then navigate to the file you want to add then click Insert. Make whatever adjustments, crops that you need to make.

To add Text:

Click inside the content box and begin typing your text. If you copy/paste your text, please make sure your type adheres to the [Poster Template Guidelines](#).

Create QR Code

There are a number of free QR Code sites you can use. You only need to create a QR Code and place it on your poster if you will be linking to a paper, website, or additional information related to your poster. Here are a couple options:

- [QR Code Monkey](#) – this site requires your QR Code links to a URL (Sarah Schaub can assist with creating a web-linked PDF of your additional content).
- [QR Code Generator](#) – this site allows linking to a PDF but only during the free trial

If you need assistance, please contact Sarah Schaub at sarah.schaub@wsu.edu.