



Poster Creation Steps in PowerPoint

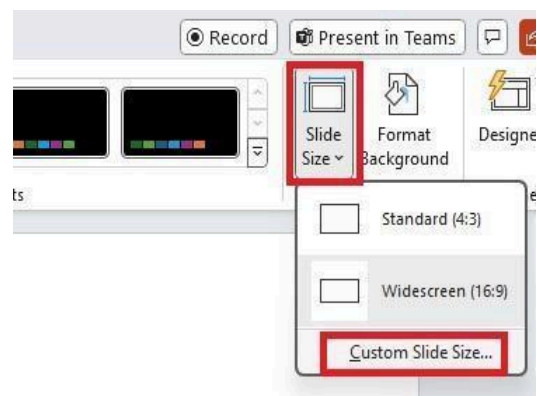
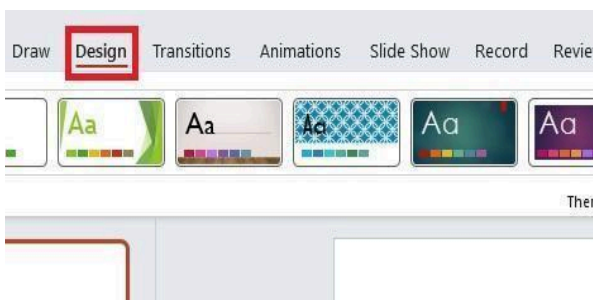
Size

- Poster dimensions should correspond to portrait A0 format (portrait display only)
- Metric - 841mm wide x 1189mm high
- Imperial - 33.1 inches wide x 46.8 inches high

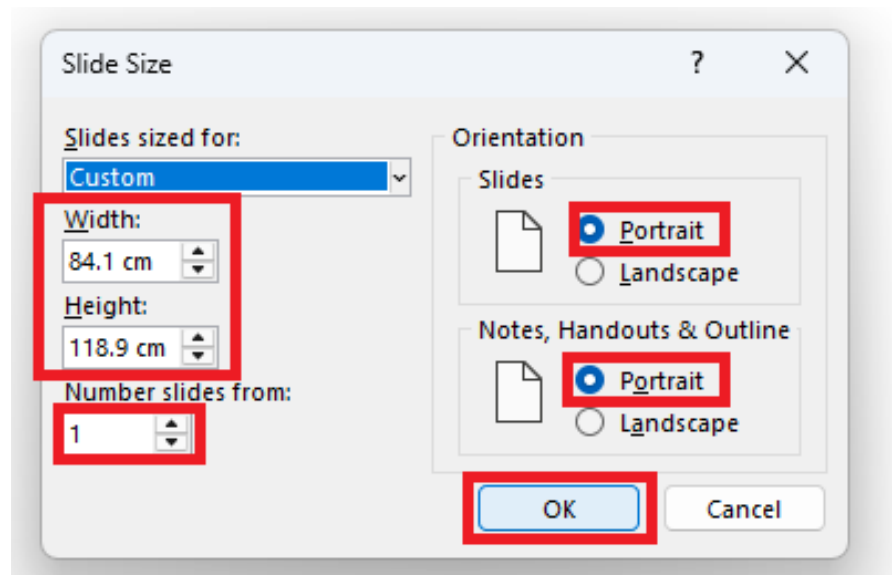
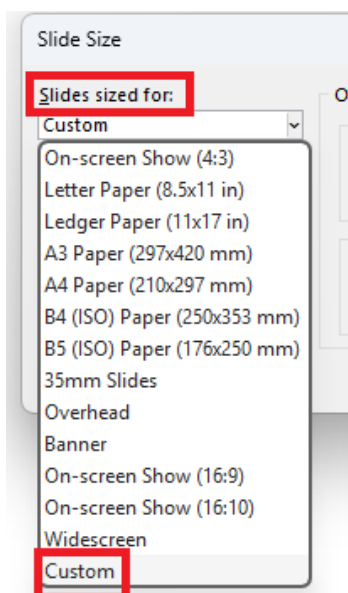
Set Dimensions in PowerPoint

To set the correct dimensions in your PowerPoint settings, please follow the instructions below:

1. Open the PowerPoint
2. Start a new 'blank' presentation
3. Under the tab "Design" of the menu, please choose the option "Slide Size > Custom Slide Size" as shown in images below.



4. Inside the window "Slides size for:" menu, please choose the option "Custom"
5. Define the dimensions mentioned above: 841 mm x 1189 mm or 33.1 inches x 46.8 inches
 - a. chose the orientation of both "Slides" and "Notes, Handouts & Outline" as "Portrait"





Providing you Poster for Print

When providing your poster for print please ensure to follow the below points

Resolution

- Ensure that all images within the poster are 300 PPI (Pixels Per Inch)
 - to do this right click on the image > select Properties from the context menu > go to the Details tab and look for Horizontal / Vertical resolution which is measured in PPI
 - If the image is under 300 PPI please find a higher quality image or reduce the image you have in size until it registers as 300 PPI
- If you are unable to find the PPI and you wish to know if your image is of high enough quality to print zoom to 100% and if the image is blurry or pixilated please reduce the size of the image until it appears sharp and undistorted or find an alternative image.

Margins

- Ensure that you have a margin of 35mm or 1.4 inches around your poster to ensure that no text or images are removed during printing

Fonts / Readability

- Use a font that is easy to read - Arial, Helvetica, Calibri or something visually similar
- Titles should be at least 45-50
- body text - 24-30

Output for printing

For printing save the file as as a PDF to do this go to

- File > Export
 - File Format: PDF
 - Select the option - Best for printing
 - Ensure that you are saving to a local directory and not Microsoft OneDrive

Output for web

For web viewing save the file as a PDF to do this go to

- File > Export
 - File Format: PDF
 - Select the option - Best for electronic distribution and accessibility
 - Ensure that you are saving to a local directory and not Microsoft OneDrive

Check our poster example below



INTERNATIONAL DATA WEEK

13-16 October 2025
Brisbane, Australia

HOSTED BY



OUR PARTNERS



internationaldataweek.org/idw-2025/

IDW 2025 POSTER EXAMPLE