**Using the RIGHT Template**

Check with the conference you are attending to see what their size requirements are, then select the proper template. These templates can be enlarged as needed, but the ratio of width to height cannot be changed.

Tips for Title/Headers Bar Color

How to change the poster title and headers background color:

Right click on the bar and select “Format Shape”. When the pop-up window comes up, select your color under “Fill” and then “Color” menu. For more effects select Fill Effects under the Color option.

**Inserting your text**

Copy and paste your text content here, adjusting the font size to fit. Using “Paste Special” will give you the option to bring in your formatted text or bring it as unformatted text which will apply to bring in your formatted text or bring it.

Take care with fonts. We suggest “Arial” as a sans-serif font, or “Times New Roman” (not “Time New Roman”) for a serif font. Use the “Symbol” font for Greek characters.

Copy and paste your Excel chart. The chart can be sized to fit as required. If you need to edits parts of the chart, we recommend you edit the original chart in Excel, then re-paste the new chart.

**Tips for Excel Charts**

Copy and paste your Excel chart. The chart can be sized to fit as required. If you need to edits parts of the chart, we recommend you edit the original chart in Excel, then re-paste the new chart.

**Tips for inserting graphs or images**

Note: Skip the following procedure if your graphs were created in PowerPoint®, Illustrator or Excel.

Avoid capturing your images, charts and graphs from low resolution sources such as Web/Intranet Net articles or older PowerPoint presentations designed and sized for “on-screen display”. These captured files will most likely be poor quality when enlarged to poster size. Low resolution images, when printed, will appear grainy, pixelated or fuzzy.

Image checking procedure: After you insert the image (72 dpi screen resolution) and resize to fit, right click on it and select “Format Picture”.) When the pop-up window comes up, click on “size” and check the scale. The image will print better if its width and height scale is at 25% or lower.

If the scale of the image is higher than 25%, try to replace it with a larger size (more dpi, e.g. 300dpi) image if possible. (Note: This should not be done by manually stretching the image to a larger size as that will make the image print poorly.)

If the resolution of the image is 300 dpi or higher (400 or 600 dpi), then check to make sure its scale is not higher than 100%.

To resize an image – Click on the image, hold the Shift key down and drag the bottom right corner to resize the image in proportion.

**Conclusions**

Copy and paste your text content here, adjusting the font size to fit.

**References**

Copy and paste your text content here, adjusting the font size to fit.

2) Porta et al. Pain Digest Pain 1998;8:346-352