The 57th Japanese Occupational Therapy Congress & Expo Steps for Creating Poster Data

Follow the steps below to prepare your poster presentation data. PDF files should be a maximum of **5MB**.

- 1. Open the template "PosterTemplate_OT57-e.pptx" that can be downloaded from the "Information for Oral/Poster Presenters" on the Congress website.
- 2. Enter the following information.
 - 1 \cdots Enter the abstract title, your affiliation and your name.
 - 2 ··· Enter the content of your poster presentation here.
 - (3) … This is the template for disclosure of any conflicts of interest (COI). Use this template for disclosing COI.

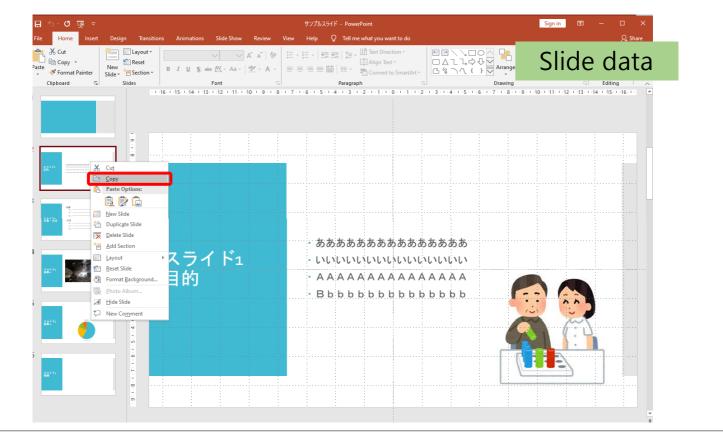
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3. Create poster (2): Creating slides and pasting it in the poster as an image

①Create slides as usual in PowerPoint.

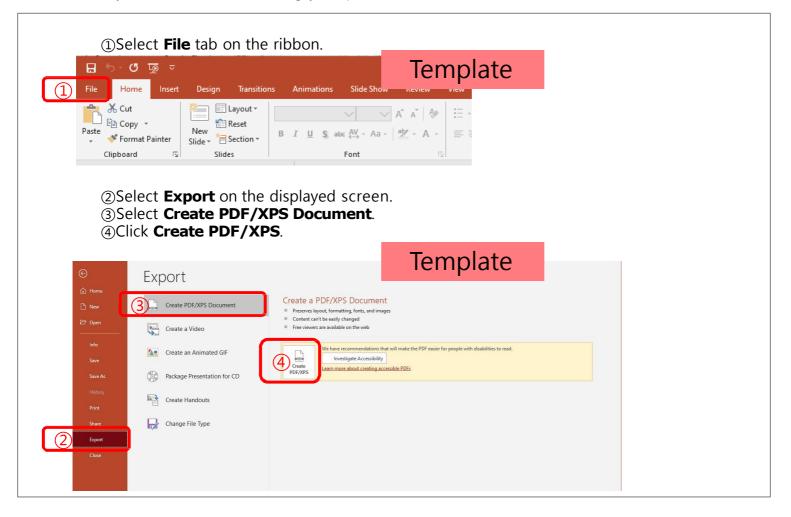
②Point your cursor at and right-click on the page where you want to paste and select **Copy**.

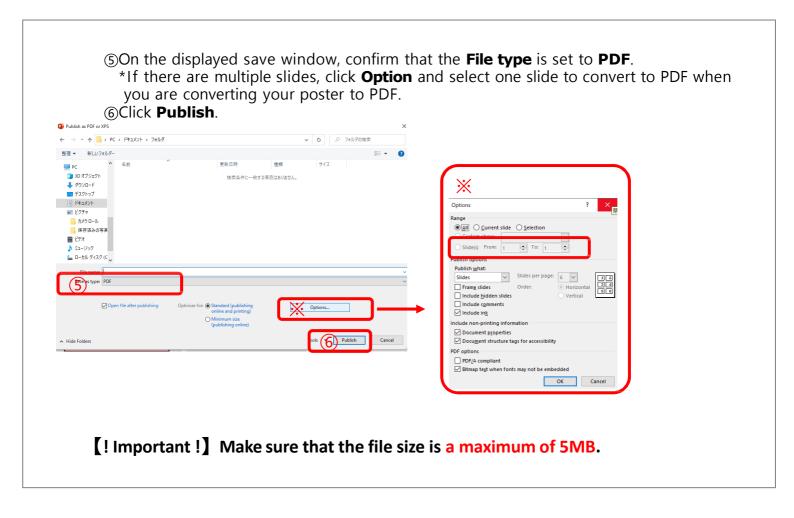


③Open the template and click **Paste Special** under **Paste** in the Clipboard group on the **Home** tab in the ribbon at the top of the page. Select **Picture (PNG)** from the list of formats displayed.

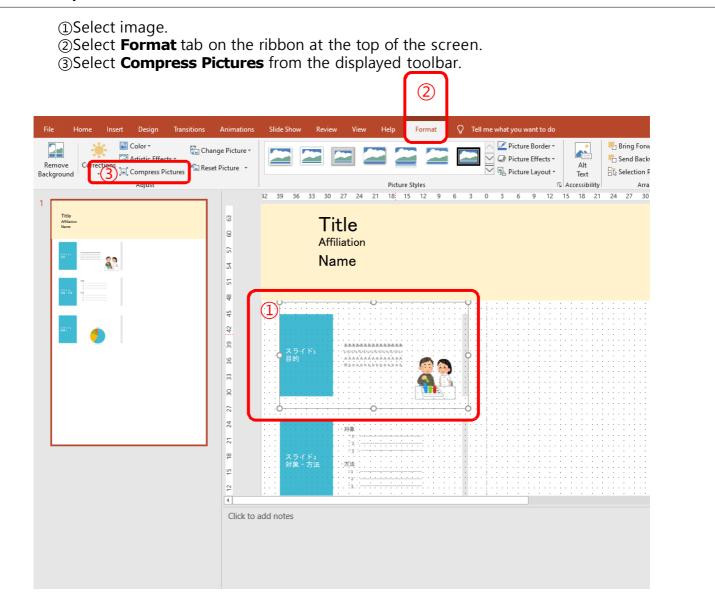
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| Click to a | : d notes | |

4. After you have finished creating your poster data, save the data as a PDF file.





*If the file is **5MB** or larger, compress and adjust the resolution of the images on the poster.



④Remove the checkmark from the checkbox, Apply only to this picture, on the Compress Pictures window.

Select **Print (220 ppi)** as the image resolution.Click **OK**.

| Compress Pictures | ? | × | | | | |
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| Compression options: | | | | | | |
| (4) Apply only to this picture | | | | | | |
| Delete cropped areas of pictures | | | | | | |
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| High <u>fidelity</u>: preserves quality of the original picture | | | | | | |
| <u>H</u>D (330 ppi): good quality for high-definition | ı (HD) di | splays | | | | |
| <u>Print (220 ppi): excellent quality on most print</u> | ers and | screens | | | | |
| Web (150 ppi): good for web pages and projection | ectors | | | | | |
| <u>E</u> -mail (96 ppi): minimize document size for sharing | | | | | | |
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