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.

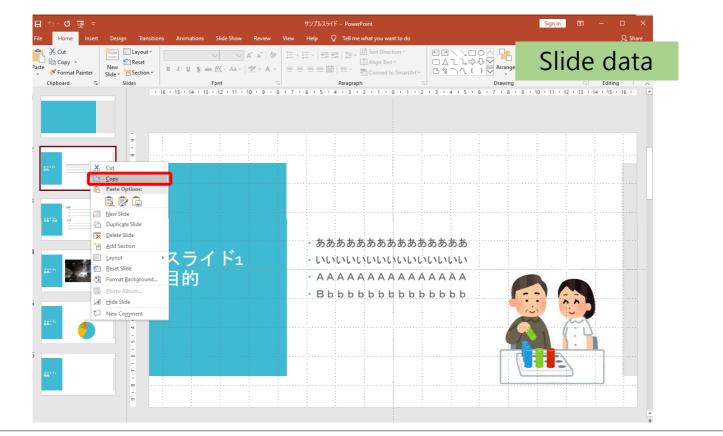
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3. Create poster (2): Creating slides and pasting it in the poster as an image

①Create slides as usual in PowerPoint.

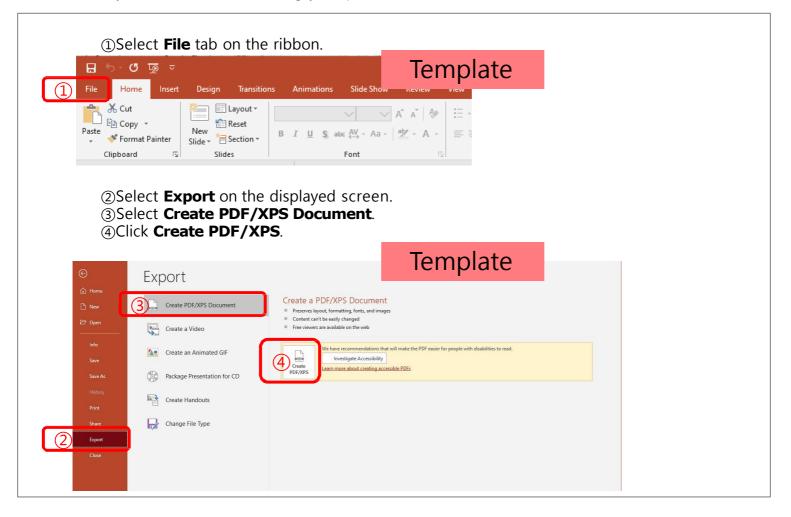
②Point your cursor at and right-click on the page where you want to paste and select **Copy**.

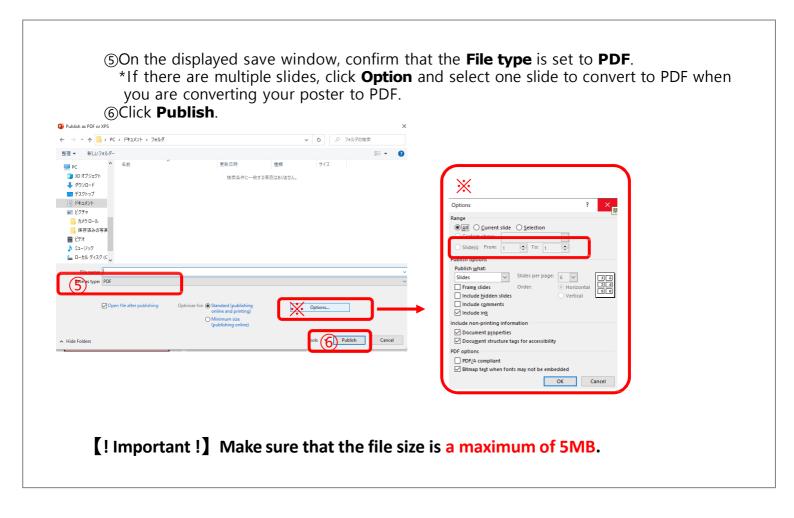


③Open the template and click **Paste Special** under **Paste** in the Clipboard group on the **Home** tab in the ribbon at the top of the page. Select **Picture (PNG)** from the list of formats displayed.

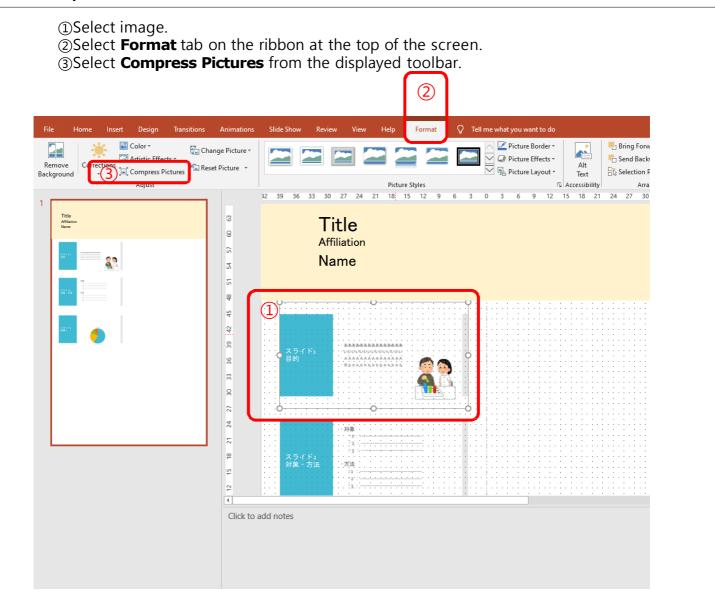
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Click to a	: d notes	

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	?	×				
Compression options:						
(4) Apply only to this picture						
Delete cropped areas of pictures						
Resolution:						
 High <u>fidelity</u>: preserves quality of the original picture 						
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