

# How to use the Cochrane A0 poster templates

## Introduction

This document explains how to use the Cochrane branded A0 poster templates in PowerPoint.

They have been saved with the correct colour, fonts, themes and styles, please only use the options provided. These styles match the Cochrane Brand Guidelines.

We have created portrait and landscape templates as well as templates for Cochrane review posters and more basic poster designs. The 4 example posters in each template deck, show you how you can layout your poster. Feel free to copy/move/remove/edit each block so it works for you.

## How to add your logo (including second or third logos)

1. Select the Themes tab.
2. Choose Edit master – Slide master.
3. On the first master slide, select the Cochrane logo in the top left and delete it.
4. Then choose the Home tab – Insert – Picture – [select the CMYK .png file of your landscape logo]
5. When the image appears, resize the logo to your needs, leaving enough white space around it. (see [Cochrane.org/brand](http://Cochrane.org/brand) – Brand Guidelines)
6. Realign the image so that it appears top left, in line with the text box.
7. Copy the newly updated logo, go through the rest of the masterslides and check that your logo now appears. If not, delete the old logo and paste in your logo.

You can repeat these steps for the second and third logos if needed. Be careful of logo size and make sure there is white space between each logo.

## How to start making your presentation

1. Open either the landscape or portrait template and Save as a .ppt or .pptx to your own folder.
2. When you open the slide deck you will see a selection of example posters. The first two options are for Cochrane review posters and the last two options are for other poster content. Select the poster slide you would like to use and delete the rest.
3. The rest of the example posters, give you templates for content, images and graphs. Keep or delete the slides you would like to use. Don't worry if you deleted a slide that you would actually like to use. You can always copy the specific slide from the original template.

## How to edit the graph slides

If using the example graph/chart slides that come with the template:

1. To edit the graph/chart, select it and right click.
2. Select Edit data.
3. An Excel Spreadsheet will pop up given you the option to edit the chart.

If you are wanting to use graphs/charts from a particular Cochrane review:

1. **Copy** and/or **save as** the chart from the original review as an image file.
2. **Paste** the image in the poster, where you would like it to appear.