

# The 56th 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 attachment, "PosterTemplate\_OT56-e.pptx".  
The template can also be downloaded from the "Information for Oral/Poster Presenters" on the Congress website.
2. Enter the following information.

- ① ... 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.

The screenshot shows a PowerPoint slide titled "Template". The slide is divided into three main sections, each marked with a red circle and number:

- ①: A yellow header box containing the text "Title" and "Name".
- ②: A large white rectangular area for the poster content.
- ③: A red-bordered box containing a "Please include a written statement regarding COI in the presentation." section. This section includes a form with the following fields:
  - Name of Author: [ ]
  - Company: [ ]
  - Address: [ ]
  - Phone: [ ]
  - E-mail: [ ]
  - Website: [ ]
  - Research: [ ]
  - Consulting: [ ]
  - Sponsorship: [ ]
  - Other: [ ]

The slide is numbered "1" in the top left corner. The status bar at the bottom indicates "Slide 1 of 1", "English (United States)", "Accessibility: Investigate", "Notes", "Comments", and a zoom level of "10%".

### 3. Create poster (1): Writing directly in the template

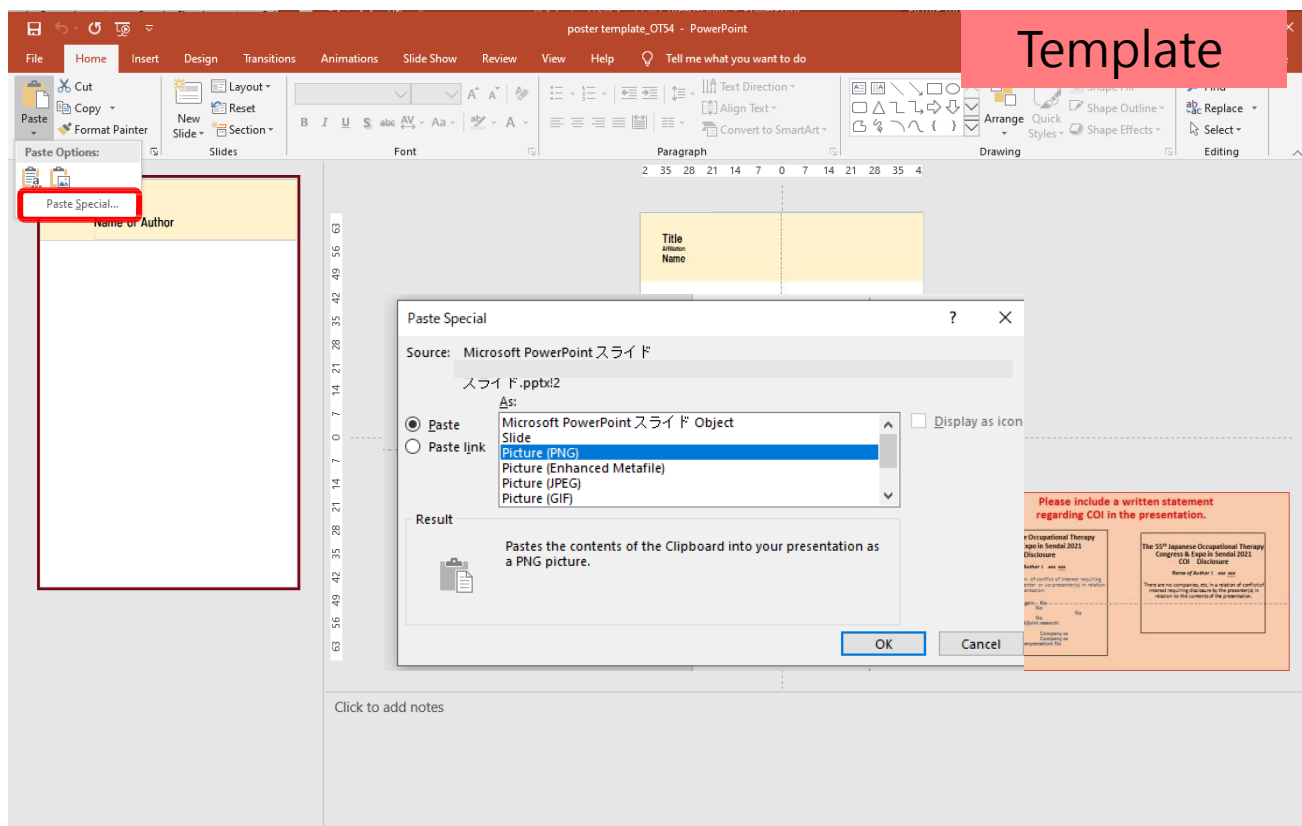
Create your poster using the sample slide as reference.  
Pay attention to image resolution when inserting images.  
Copy and paste images in **PNG format**.

#### 【Copy & paste images】

Open the template with the slide you want to paste already copied.

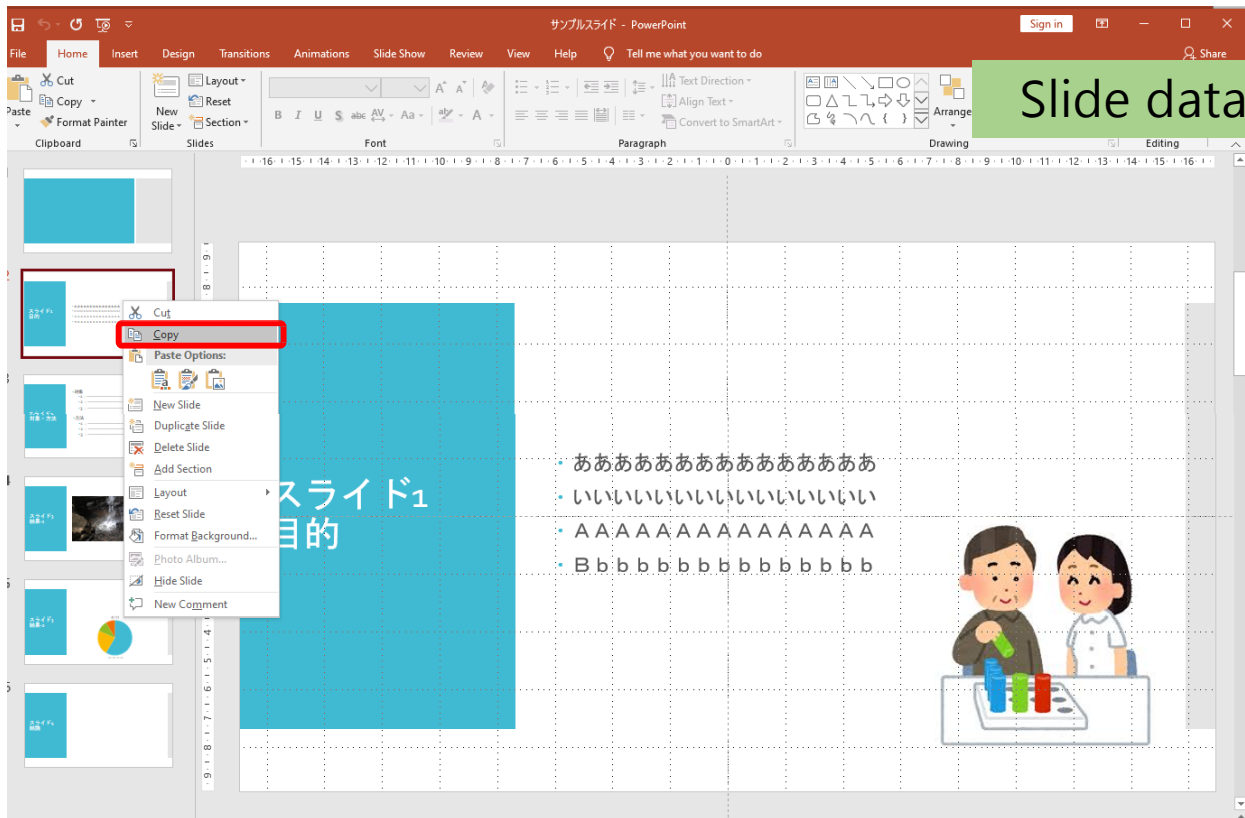
Click **Paste Special** under **Paste** in the Clipboard group on the **Home** tab in the ribbon at the top of the screen.

Select **Picture (PNG)** from the list of formats displayed.

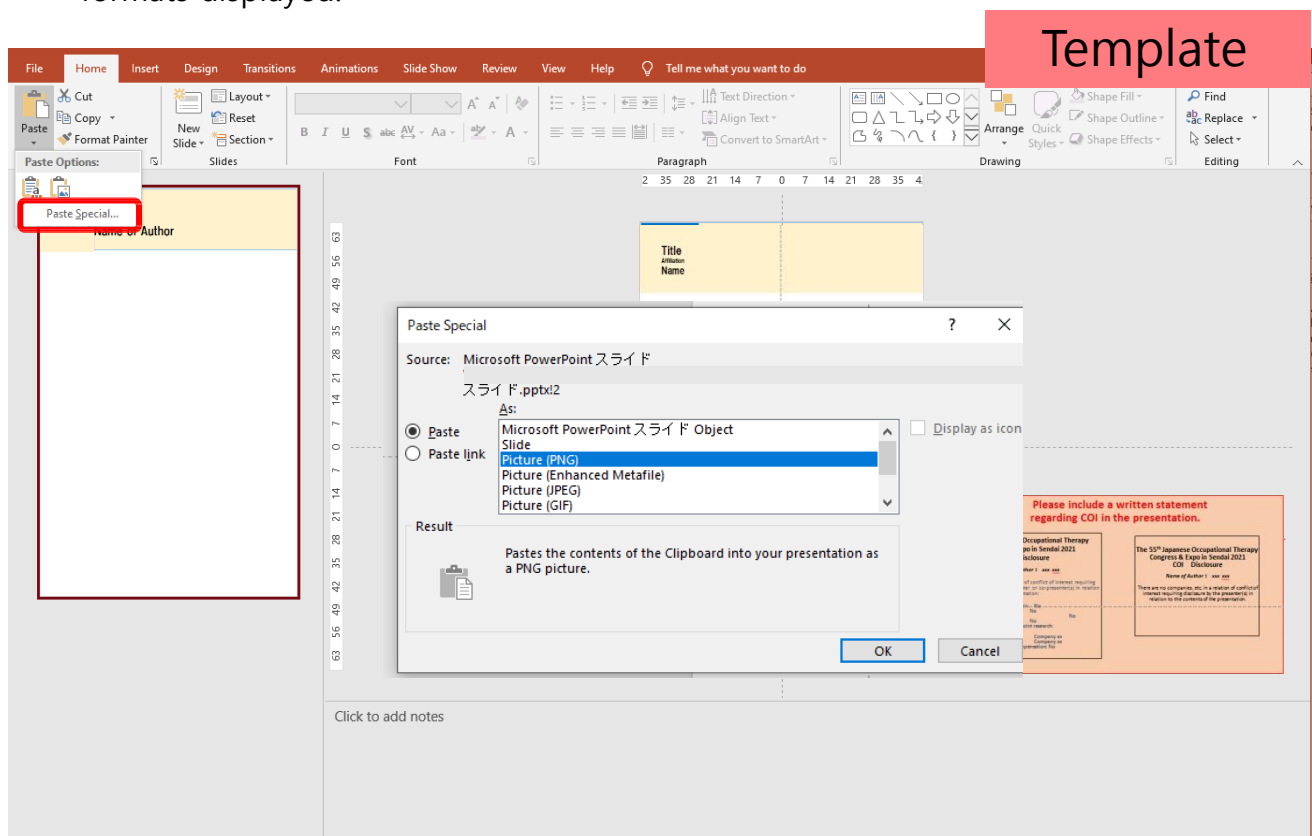


### 3. Create poster (2): Creating slides and pasting it in the poster as an image

- ① Create slides as usual in PowerPoint.
- ② Point your cursor at and right-click on the page where you want to paste and select **Copy**.

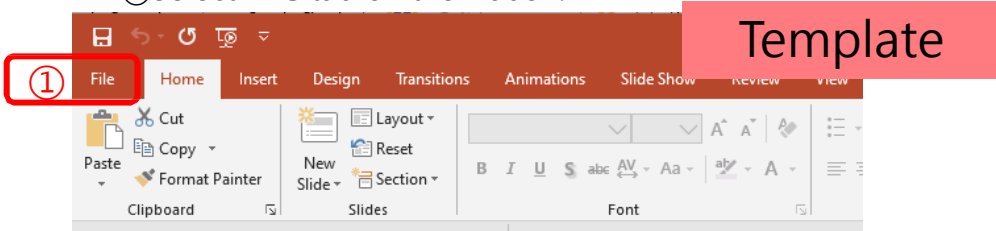


- ③ Open the template and click **Paste Special** under **Paste** in the Clipboard group on the **Home** tab in the ribbon at the top of the page. Select **Picture (PNG)** from the list of formats displayed.



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

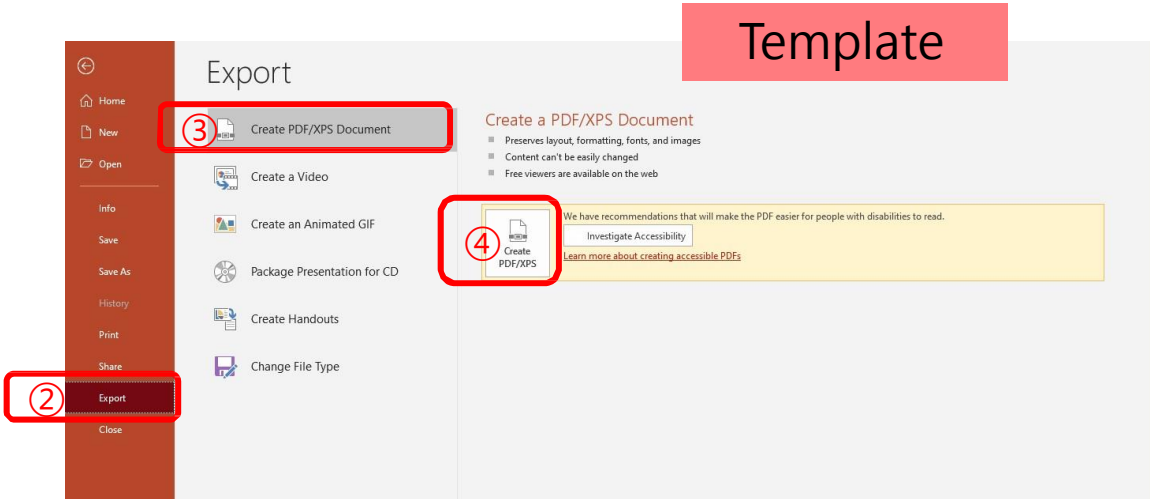
① Select **File** tab on the ribbon.



② Select **Export** on the displayed screen.

③ Select **Create PDF/XPS Document**.

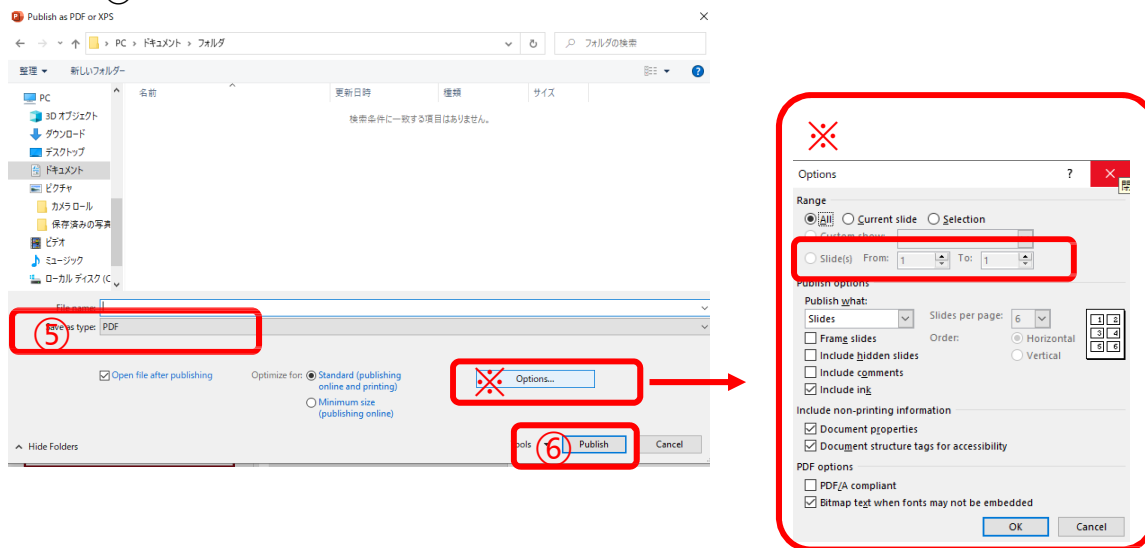
④ Click **Create PDF/XPS**.



⑤ On the displayed save window, confirm that the **File type** is set to **PDF**.

\*If there are multiple slides, click **Option** and select one slide to convert to PDF when you are converting your poster to PDF.

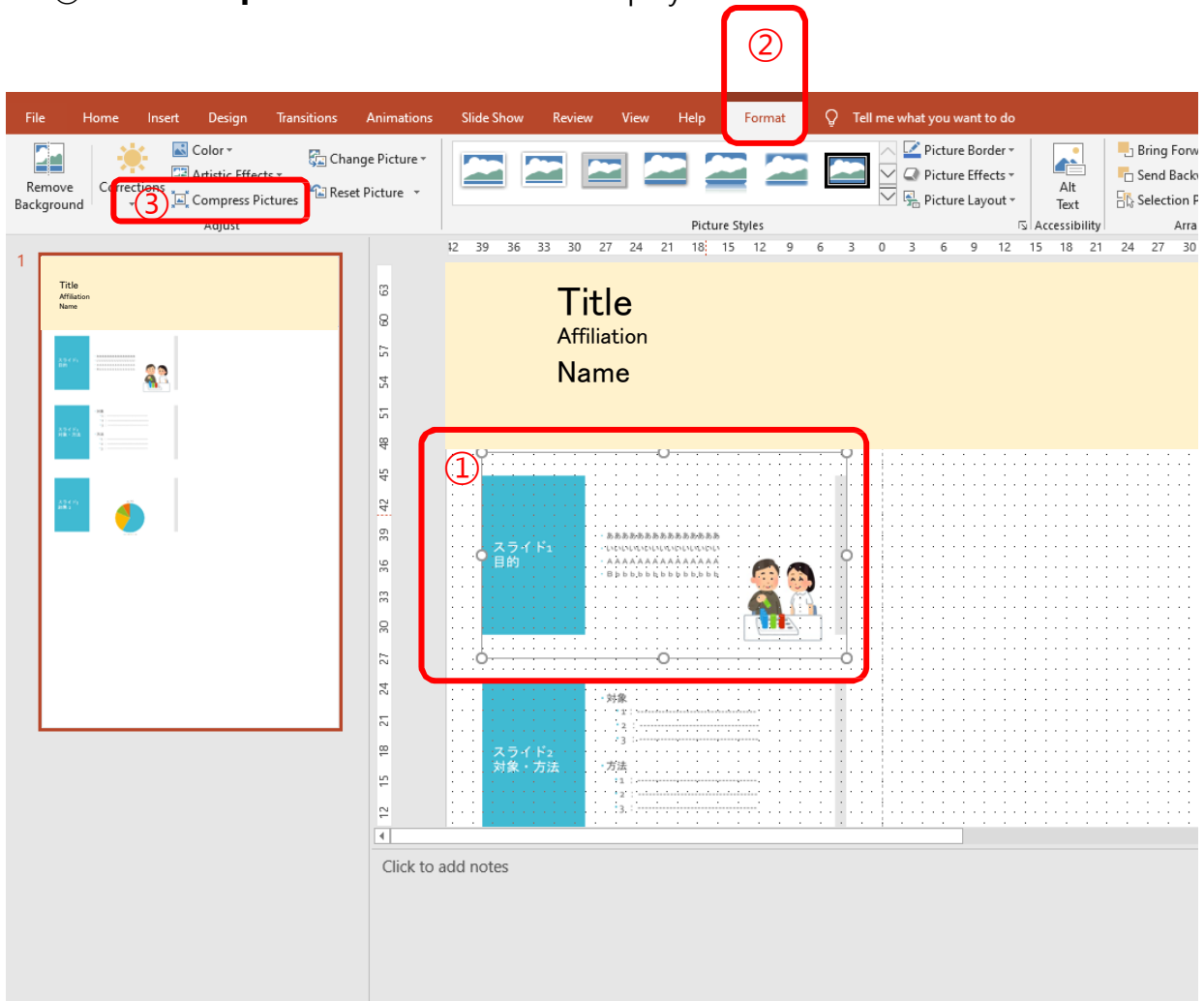
⑥ Click **Publish**.



**【! Important !】 Make sure that the file size is a maximum of 5MB.**

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

- ① Select image.
- ② Select **Format** tab on the ribbon at the top of the screen.
- ③ Select **Compress Pictures** from the displayed toolbar.



- ④ Remove the checkmark from the checkbox, **Apply only to this picture**, on the **Compress Pictures** window.
- ⑤ Select **Print (220 ppi)** as the image resolution.
- ⑥ Click **OK**.

