

How to Make a Poster using PowerPoint -2003

Thorpe Center the Ames Library
309-556-1700 <http://www.iwu.edu/library>

Start PowerPoint: Make a New presentation –a blank one. When asked for a Layout, choose a blank slide without anything even a title.

Choose the size of your poster: PowerPoint limits you to maximum dimensions of 56”x56.” If you want a poster larger than what PowerPoint allows, for example 48”x96”, set your slide dimensions at half size (24”x48”) and we will scale up to 200% when printing. Set the size by using the File Menu/Page Setup. If rulers are not visible, you might want to enable them -use the View menu/Rulers.

Adding text: In order to add text, the text needs a "container" –a text box.

- Click on the text box tool or selecting text box under the Insert menu. PowerPoint is very flexible in how its tools are arranged. The down side of that is that your tools may be in a different place than they are described here. The text box tool is often found near the bottom center –it looks like a mini page with an "A" in the upper-left part of it.

- Click or click-and-drag where you want the text to be. After this second step, you should see the rectangular shape of the text box. You can re-size it at any time by dragging one of the little square "handles."The box will also grow automatically as you type (if it needs to).

As in many programs, you can change the font and size by highlighting the text to be changed and then making the changes. A 100 point font is about an inch high. If you don't see the size you want in the selection list, you can enter it in by hand.

To move a Text box, position your pointer over a part of the edge of the box that is not a handle. The pointer should become shaped like a plus sign with arrows. Click and drag the Text Box to the wanted position.

You can change the color of the text, the edge, and the fill as well as other things under the Format Menu/Text Box.

Make a separate Text Box for each separate piece of text. "Separate Text" means a portion of text that you want to be able to move independently from the others.

Adding images -One way to add images are with Insert/Picture.
Copy and Paste will often give you a low-resolution copy of your graphics or pictures.

Insert/Picture -This is the most common way of adding graphics to a PowerPoint document. If you have a file that is in one of several standards graphic formats like (jpeg, pdf, gif, tiff, etc.), use the Insert Menu/Picture/from-file, and select your file. The image will appear on your document with handles. Use one of the corner handles to re-size it. (The corner handles will keep the same aspect ratio; the side handles will not.)Click and drag in the middle of the graphic to move it. You can do many other things to an image (including brightness, cropping, and resetting it to how it was originally brought in)under Format/Picture.

Image size -You need to plan ahead –in the package that created the graphic (or in program like PhotoShop) figure out the final print size of your graphic as it will appear on the full-sized poster and aim to have the resolution to be about 150 dpi at that size.

Background: You can select a background under the Format Menu/Background. If you want a picture background,

just use Insert/Picture and place it behind everything else. Be careful of using too big of an image and large files can become cumbersome to work with.

Lines, Boxes, Arrows -There are many other things that PowerPoint can do. Next to the text box tool are tools to make ovals, boxes, lines, arrows, etc. When you have made one of these, you can change it (when it is selected) with the Format Menu/Colors and Lines.

Zoom -You can control the zoom amount by clicking on the zoom choice box (if visible), or using the View Menu/Zoom. This option only affects the Screen View –not the printout.

Font Sizes –If your poster is to be scaled up, the fonts will increase proportionally, for example: 36pt. font when printed at 200% will become 72pt.

How to Make a Poster using PowerPoint -2007

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Start PowerPoint:Make a New presentation –a blank one and click Create.

Choose the size of your poster:Set the size by using Design/Page Setup. If rulers are not visible, you might want to enable them use the View menu/Ruler.

PowerPoint limits you to maximum dimensions of 56”x56.” If you want a poster larger than what PowerPoint allows, for example 48”x 96”, set your poster dimensions at half size (24”x48”) and we will scale up to 200% for final printing.

Adding text:In order to add text, the text needs a "container" –a text box.

- Click on the text box tool (below the Add-Ins) –it looks like a mini page with an "A" in the upper-left part of it. PowerPoint is very flexible in how its tools are arranged, so your tools may be in a different place than described here.

- Click or click-and-drag where you want the text to be. After this second step, you should see the rectangular shape of the text box. You can re-size it at any time by dragging one of the little square "handles."The box will also grow automatically as you type.

As in many programs, you can change the font and size by highlighting the text to be changed and then making the changes. A 100 point font is about an inch high. If you don't see the size you want in the selection list, you can type the size you want.

To move a Text box, position your pointer over a part of the edge of the box that is not a handle. The pointer should become shaped like a plus sign with arrows. Click and drag the Text Box to the desired position.

You can change the color of the text, the edge, and the fill as well as other things under the Format Menu/Text Box.

Make a separate Text Box for each separate piece of text. "Separate Text" means a portion of text that you want to be able to move independently from the others.

Adding images –The recommended way to add images is with the Insert Menu. Copy and Paste will often give you a low-resolution copy of your graphics or pictures.

Insert/Picture -This is the best way of adding graphics to a PowerPoint document. If you have a file that is in one of several standard graphic formats like (jpeg, pdf, gif, tiff, etc.), use the Insert Menu/Picture/from-file, and select your file. The image will appear on your document with handles. Use one of the corner handles to re-size it. (The corner handles will keep the same aspect ratio; the side handles will not.)Click and drag in the middle of the graphic to move it. You can do many other things to an image (including brightness, cropping, and resetting it to how it was originally brought in)under Format/Picture.

Image size -You need to plan ahead –in the package that created the graphic (or in a program like PhotoShop) figure out the final print size of your graphic as it will appear on the full-sized poster and aim to have the resolution to be about 150 dpi at that size.

Background:You can select a background under the Design Menu/Background Styles. If you want a picture background, just use Insert/Picture and place it behind everything else. Be careful of using too big of an image file, Very large files can be cumbersome to work with.

Lines, Boxes, Arrows -There are many other things that PowerPoint can do. Next to the text box tool are tools to make ovals, boxes, lines, arrows, etc. When you have made one of these, you can change it (when it is selected) with the Shape Fill, Shape Outline or Shape Effects.

Zoom -You can zoom in or out to enlarge or reduce your view of the poster by clicking on the zoom choice box (if visible), or using the View Menu/Zoom. This option only affects the Screen View –not the printout.

Font Sizes –If your poster is to be scaled up, the fonts will increase proportionally, for example: 36pt. font when printed at 200% will become 72pt. (refer to Choose the size of your poster on page 1).