Creating a Poster in Microsoft PowerPoint

This guide was developed for PowerPoint for Windows 2007/2010 and PowerPoint for Mac 2008/2011

1.Create your document

A poster created in PowerPoint usually consists of a single slide.

2.Launch Microsoft PowerPoint. PowerPoint will automatically open a blank presentation.

3.To resize the slide, In Windows: select Page Setup from the Design tab. In Mac OS: select Page Setup from the File tab In the dialog box that pops up, select Custom under Slides sized for: Then enter the width and height of your poster, in inches. PowerPoint will automatically set portrait or landscape orientation based on the measurements you enter.

The maximum size PowerPoint will allow for a slide is 56".
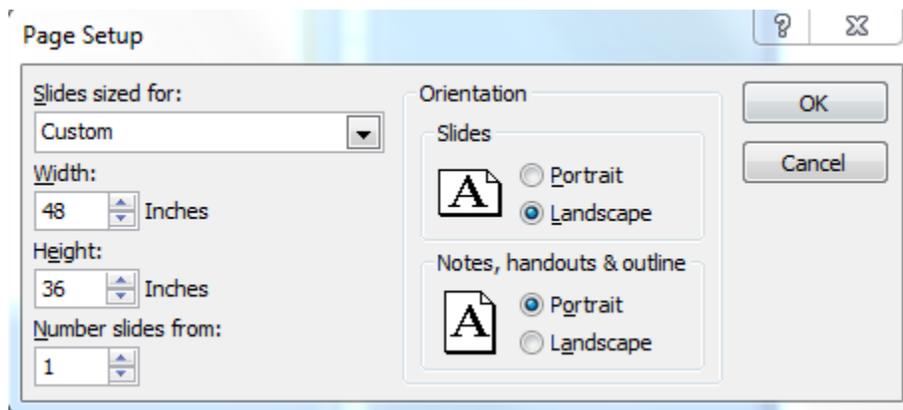
4.The Library offers 3 sizes of paper in which posters on printed on, 24 inches wide, 36 inches wide and 42 inches wide, if your size is in-between you will be required to trim the poster

5.Turning on the Viewing Aids The viewing aids (ruler, gridlines, and guides) allow you to manage the layout of your poster better. You can align objects by snapping them to the guides, and make sure they are vertical

or horizontal. To display the guides, select each in turn from the View menu. You can also turn the Snap to settings on and off on the Grid and Guides window.
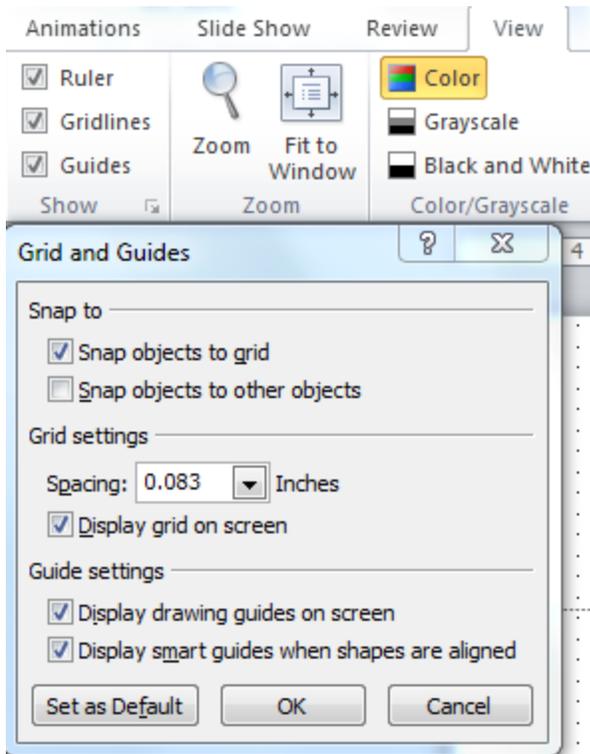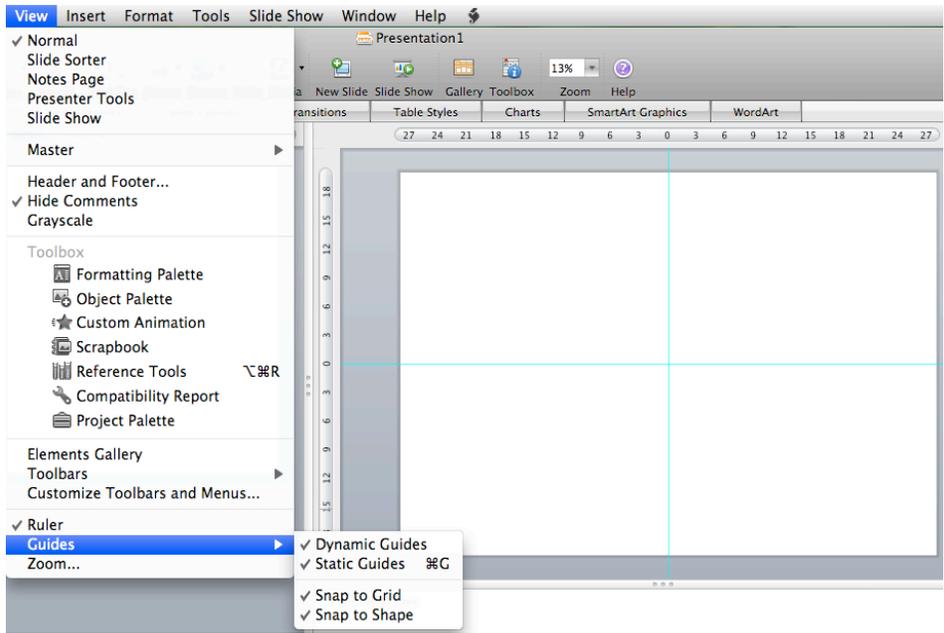

On Mac, If none of them is checked, Select: **View > Ruler** and/or select: **View > Guides**
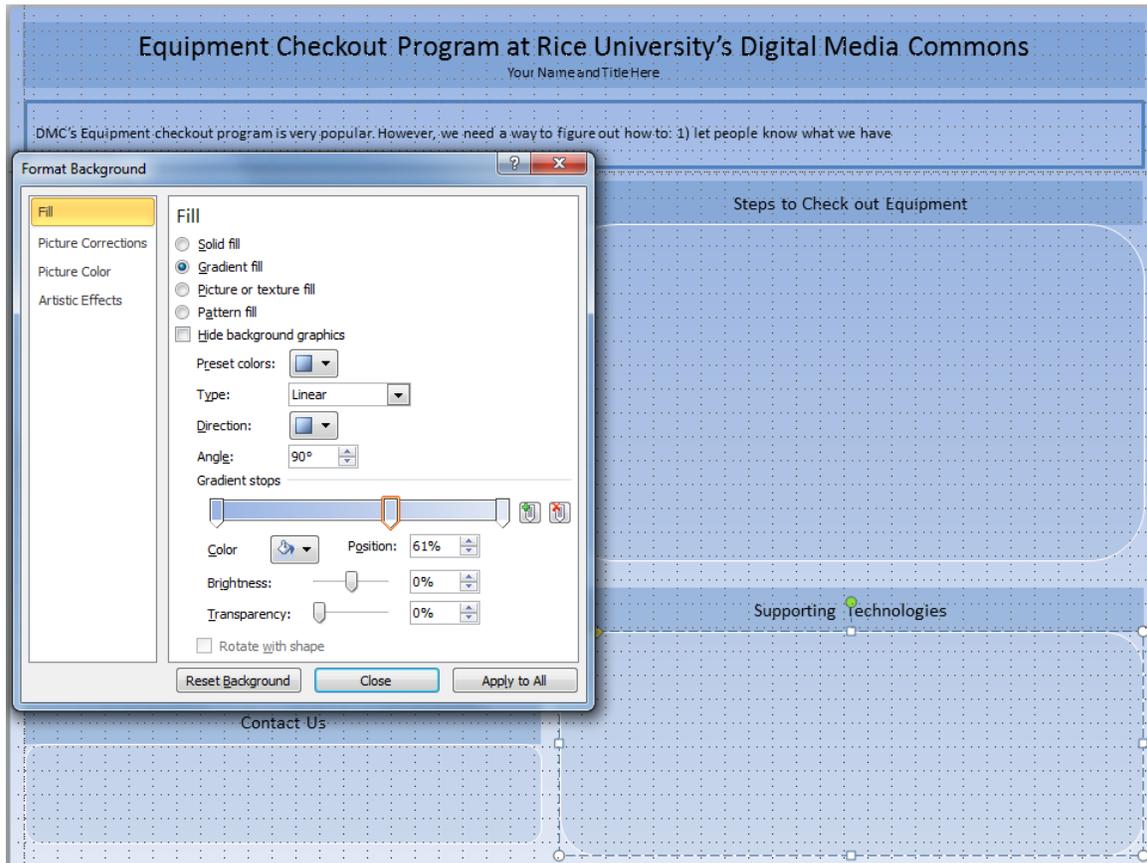
3. Changing the background color

On PC: on the **Design** tab in the **Background Styles** menu select **Format Background.**

On Mac: On the **Format** tab select **Slide Background.**

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Select a fill effect and/or color.

4.

To use an image as your background, select **Picture** or **Texture fill** and then **Insert From File.**

The transparency setting allows you to make the background image less saturated and make images underneath partly visible.
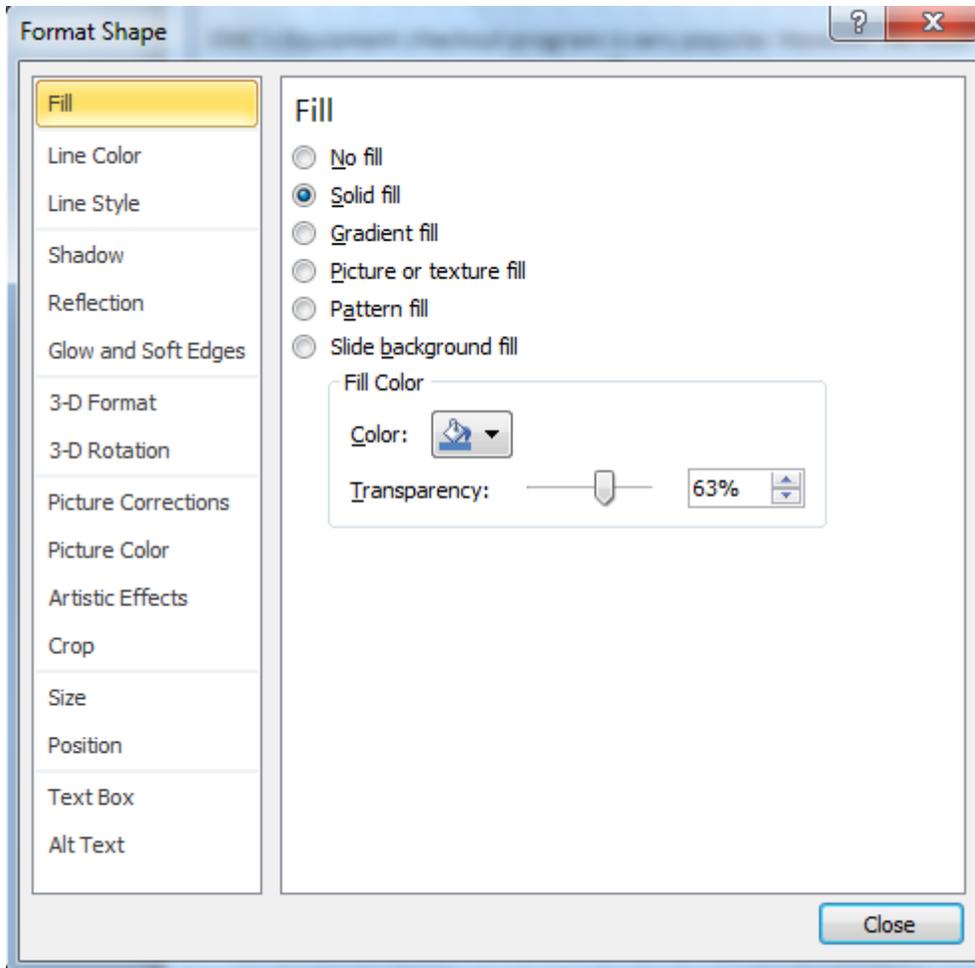
Inserting text

In order to insert text, you need to insert a **Text Box.** On PC, under **Insert** tab, select **Text Box;** On Mac, Go to **Insert --> Text Box.** Click and drag where you want the text to be. The text box is automatically resized to the font size.

a. Format text On PC: Right--click on the text box border and select **Font...,**

Bullets, Format Text Effects..., etc. from the pop--up menu. On Mac: Right--click on the text box border and select **Format Text** from the pop--up menu.

b. Format shape (choose background color of the textbox)

On PC: Right--click on the text box border and select **Format Shape...** from the pop--up menu. In the **Format Shape** dialog box's **Fill** and **Line Color** tab, you can set the background color of the text box and place a colored border around it respectively.

Format Shape

Fill

Line Color

Line Style

Shadow

Reflection

Glow and Soft Edges

3-D Format

3-D Rotation

Picture Corrections

Picture Color

Artistic Effects

Crop

Size

Position

Text Box

Alt Text

Fill

○ No fill
⦿ Solid fill
○ Gradient fill
○ Picture or texture fill
○ Pattern fill
○ Slide background fill

Fill Color

Color:

Transparency: _____ 63%

Close

On Mac: Right---click on the text box border and select Format Shape from the pop---up menu. You can set the background color of the text box and place a colored border around it.

Tip: To duplicate a text box you have formatted, choose Edit > Duplicate from the menu or hold down Ctrl key on PC /Option key on Mac, to drag away the selected text box. Or click on the text box border and Copy and then Paste the text box.

Or click on the text box border and select Set as Default Text Box, so that every new text box you insert will have the same format.

To move a Text Box, park your pointer over a part of the edge of the Text Box.

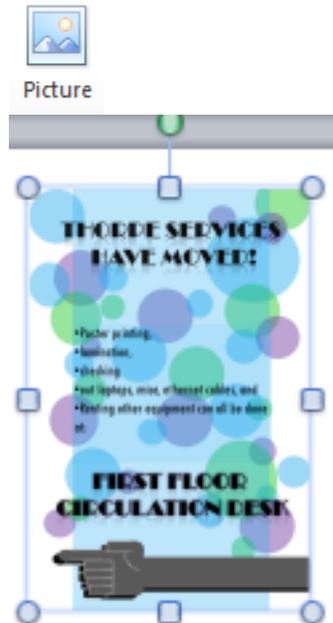The pointer should become a four---headed arrow. Click and drag the Text Box

to move.

5.

Inserting graphics

On PC, go to **Insert** tab, click on **Picture** , On Mac, select: **Insert** > **Picture** > **From File...**

Browse to the image file you desire to use. The common accepted file formats are jpeg, gif, png, and tiff.

If you drag the corner handle, you will resize the image proportionally; if you drag the side handle, you will stretch the image that way.

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