

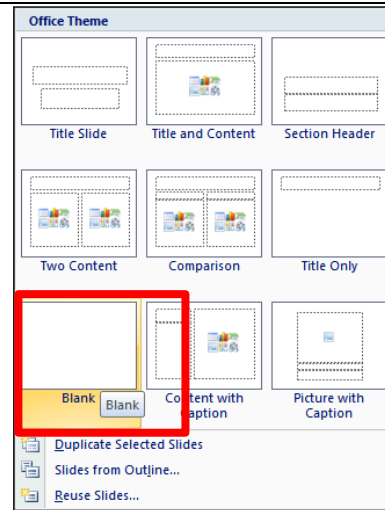
Microsoft Power Point 2013: Making a Poster

Power Point is an awesome program to use to make posters! Easy to use by dragging boxes of text or inserting images. The most important thing to remember is you must start it by customizing the size first.

Start PowerPoint: A new presentation will have a slide already in it with content areas. Add a new slide. On **Home** tab, click on **New Slide**.

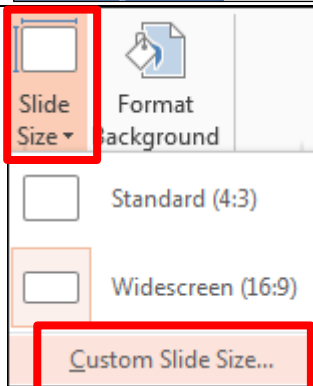


Choose **Blank**. Delete the other slide.

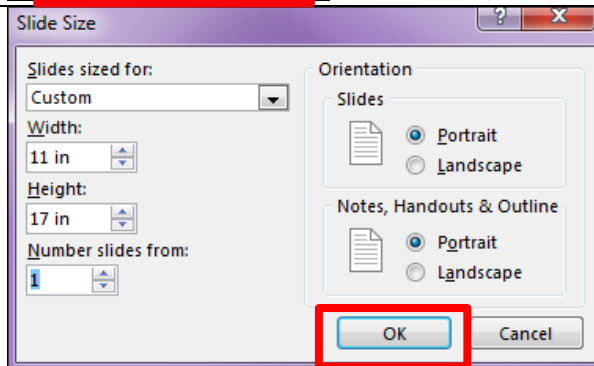


Choose the size of your poster:

Click on the **Design** tab, in the **Customize** grouping, click **Slide Size**, then **Customize Slide Size**.

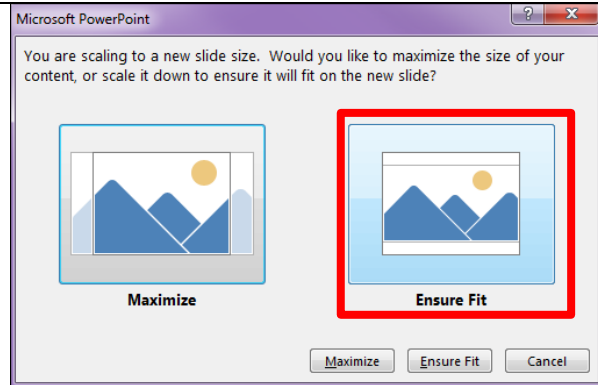


The **Slide Size** dialog box will appear. In the **Slides sized for:** option, choose **Custom**. In the **Width** if your poster is 11 inches wide and in the **Height**, if you poster is 17 inches high. **Number slides from:** choose 1. **Orientation:** Either Portrait or Landscape Click **OK**

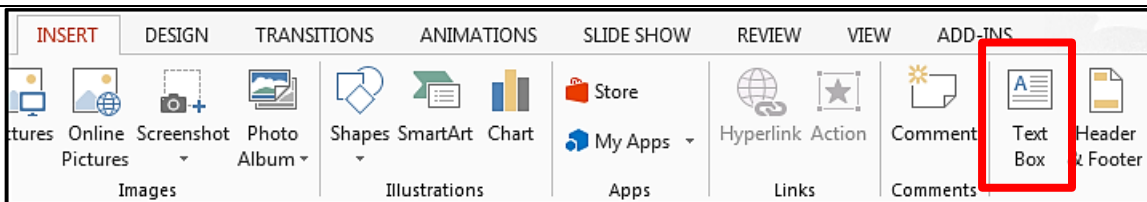


Ensure Fit or Maximize dialog box appears, click on Ensure Fit.

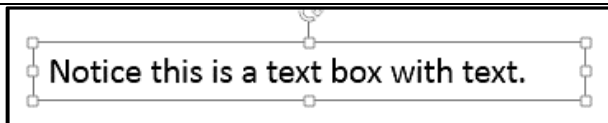
NOTE: You must do these steps first thing before you begin creating the poster!
Failure to do so may result in a poster that is not printable, or not printed at the size you need.



Adding text: In order to add text, the text needs a container - a Text Box. Make a text box by clicking on the **Text Box** icon in the **Insert** tab. Once you selected this you will be able to drag a text box onto your poster. It will appear with dotted lines and grow when you add text. Don't worry about sizing the text box.

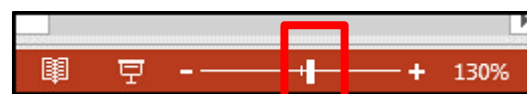


To click-and-drag where you want the text to be you want to have the 4 headed arrows. If you have trouble finding the 4 headed arrows, try clicking on the border. To copy text from another program first make the text box then do copy and paste into the text box.

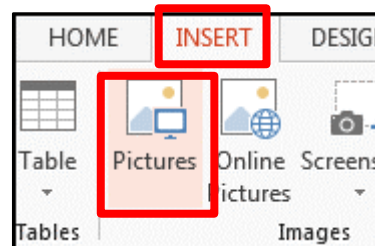


Text Format: You can change the font and size by highlighting the text to be changed and then making the changes within the Home tab. A 100-point font is about an inch high. If you don't see the size you want in the selection list, you can enter it in by hand. You can change the color of the text, the edge, and more in the options on the Home tab. Make a separate Text Box for each separate piece of text, which means a portion of text that you want to be able to move independently.

Zoom: You can control the zoom amount by sliding the **Zoom** bar found on bottom right bar which is helpful to read the text.

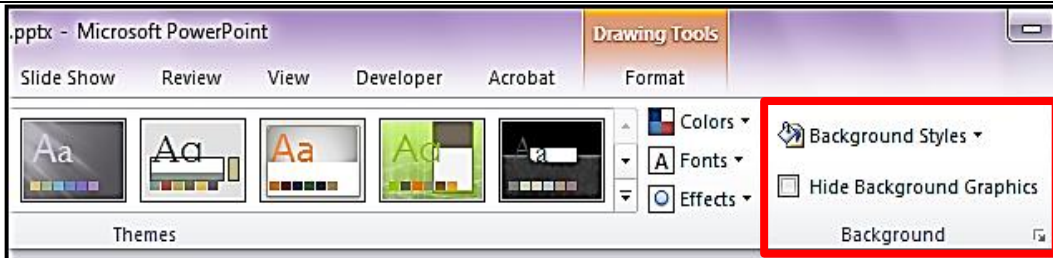


Adding images: The two ways Either Insert/Picture or Copy & Paste. The Insert/Picture is the most common way of adding graphics to a PowerPoint document. If you have a file that is in one of several standard graphic formats (like JPEG or GIF), use the **Insert** tab and click the **Picture** icon to select your file.

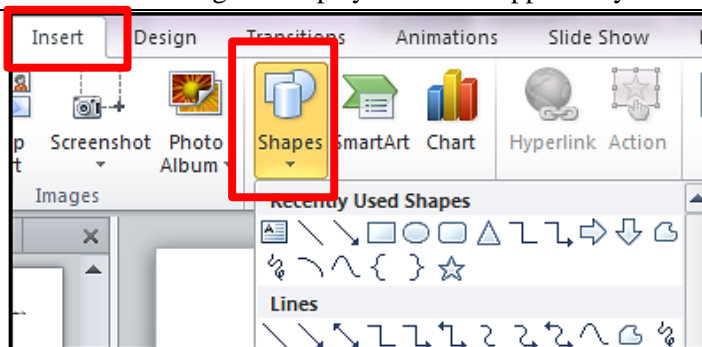


The image will appear on your document with handles. Use one of the corner handles to re-size it. (The corner handles will keep the same aspect ratio; the side handles will not.) Click and drag in the middle of the graphic to move it using the 4 headed arrows. A **Picture Tools** tab automatically shows up when you insert the picture. You can edit the picture by clicking the icons for the numerous options in this tab.

Backgrounds: You can select a background by clicking the **Format Background** icon on the **Design** tab. If you choose **Solid Fill** you have a choice of colors. **Gradient Fill** is a smooth transition from one color to another. The best gradients are very dark or very light so text can easily be read on top of it. If you want a picture background click on the **File** button to navigate to your picture. Just a few ideas.



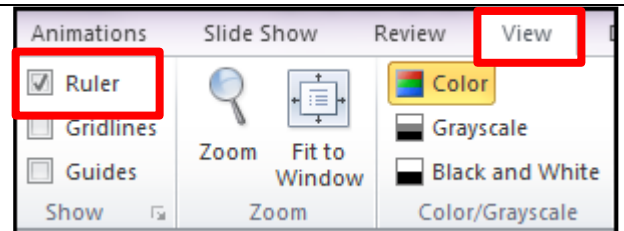
Lines, Boxes, Arrows & More: Click the **Shapes** icon in the **Insert** tab to make ovals, boxes, lines, arrows, etc. Click and drag the shape you want to appear in your document.



Once you have inserted one of these, you can change it (when it is selected) with the **Drawing Tools** tab that automatically appears with **Format** options.



Margins: Leave at least a 1 inch margin around the edges of the poster to prevent cropping and to increase readability. To display the ruler, go to the **View** tab and select **Ruler**. This will allow you to see if you have exceeded the 1 inch margin



Design Tips

- Pictures imported from web sites are low resolution images. These images are for on-screen presentations and web page use only. Jpg images should be saved at 72 or higher DPI's (dots per inch)
- You'll want to maintain good contrast between the background color and the text color. Consider using a light colored background and dark text.
- Copy and Paste: Use this if you have something like an Excel graph you want to add to your document. Generally avoid this method if you can – Copy and Paste will often only give you a low-resolution copy of a graphic.
- Use fonts like Arial and Helvetica for titles and size should be at least 72 - 100, sub headings 30-50 and body fonts 24-30. These are suggestions for large poster sizes. Remember to do **Spell-check**, under the **Review** tab.
- Before you print a copy of your poster to see how it looks on regular 8 x 11 sized paper. In the **File** tab, under **Print**, in the **Settings**. Be sure to check **Grayscale** if it is a color printer. Under **Full Page Slides** click on **Scale to Fit Paper**. Now you can take this saved Power Point presentation to the Print Center or any other printing facility to have to printed on poster board.

