

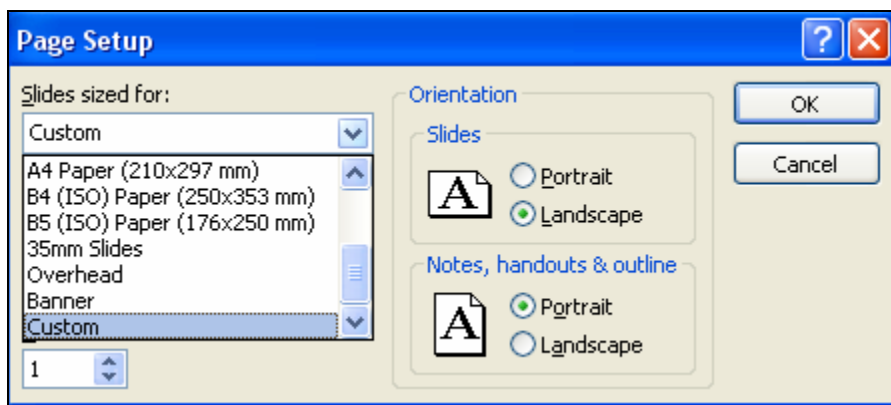
Making a Poster Using PowerPoint 2007

1. **Start PowerPoint:** A Blank presentation appears as a Content Layout, a blank one – one without anything – not even a title.

2. **Choose the size of your poster:** Click on the “Design” tab at the top of the screen, then click the “Page Setup” icon on the far left within the tab options.



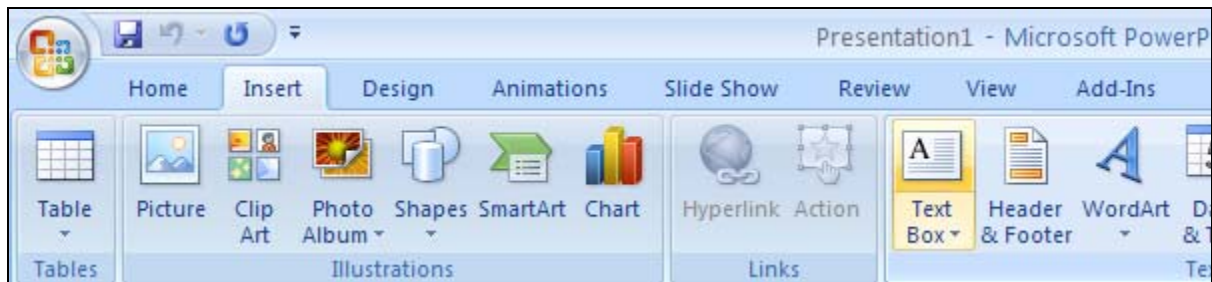
A Page Setup screen will appear. In the Slides sized for option, choose Custom.



Then, put the actual size of poster for the Height and the Width. Choose Portrait for Slides and Notes. Leave 1 for number of slides. Click OK.

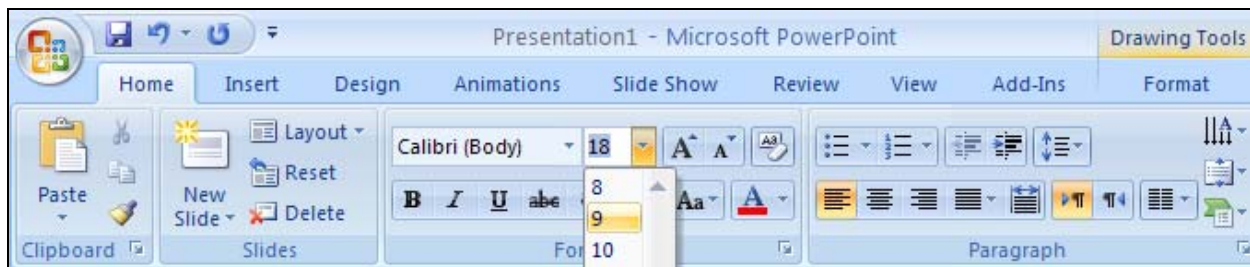
*You must do this first thing before you begin creating the poster! Failure to do so may result in a poster that is not printable, or not printed at the size you need.

3. **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. Choose horizontal or vertical as you wish.

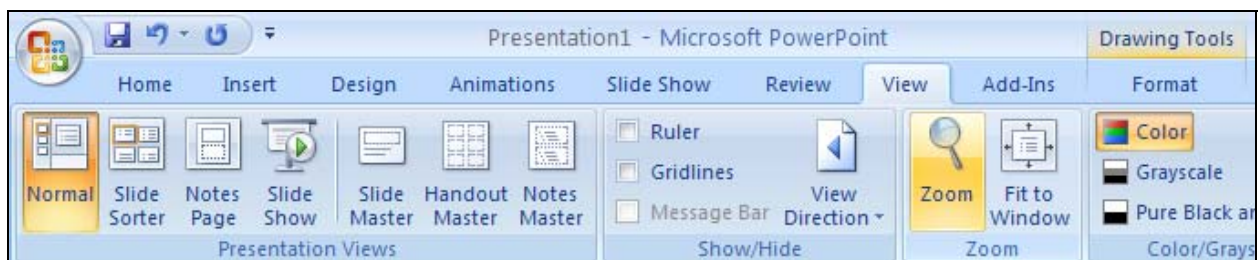


Click or click-and-drag where you want the text to be. You should see the rectangular shape of the Text Box. Type in your text. The box will grow automatically as you type. To copy text from another program first make the text box then do copy and paste into the text box.

4. **Text Format:** As in many programs, 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. 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 with the options in the "Home" tab. 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.



5. **Zoom:** You can control the zoom amount by clicking on the "Zoom" icon in the "View" tab.



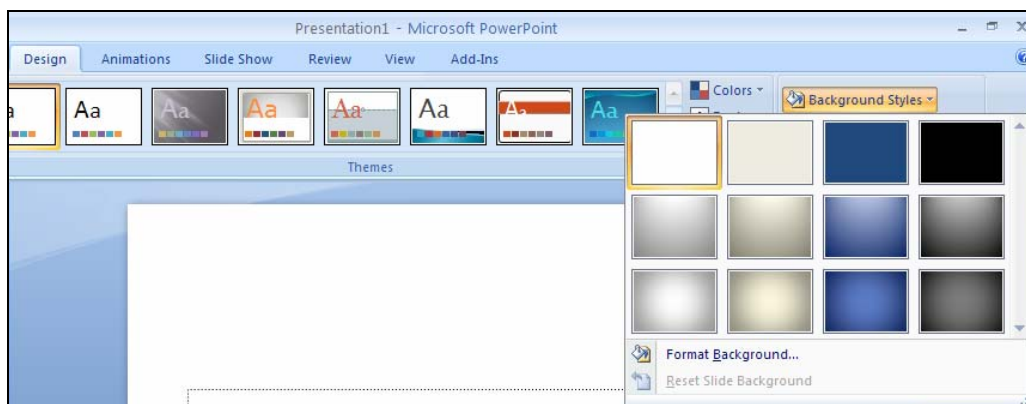
6. **Adding images:** The two ways to add images are with Insert/Picture and with Copy and Paste. The Insert/Picture is the most common way of adding graphics to a PowerPoint document. If you have a file that is in one of several standard graphic formats (like JPEG or GIF), use the “Insert” tab and click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



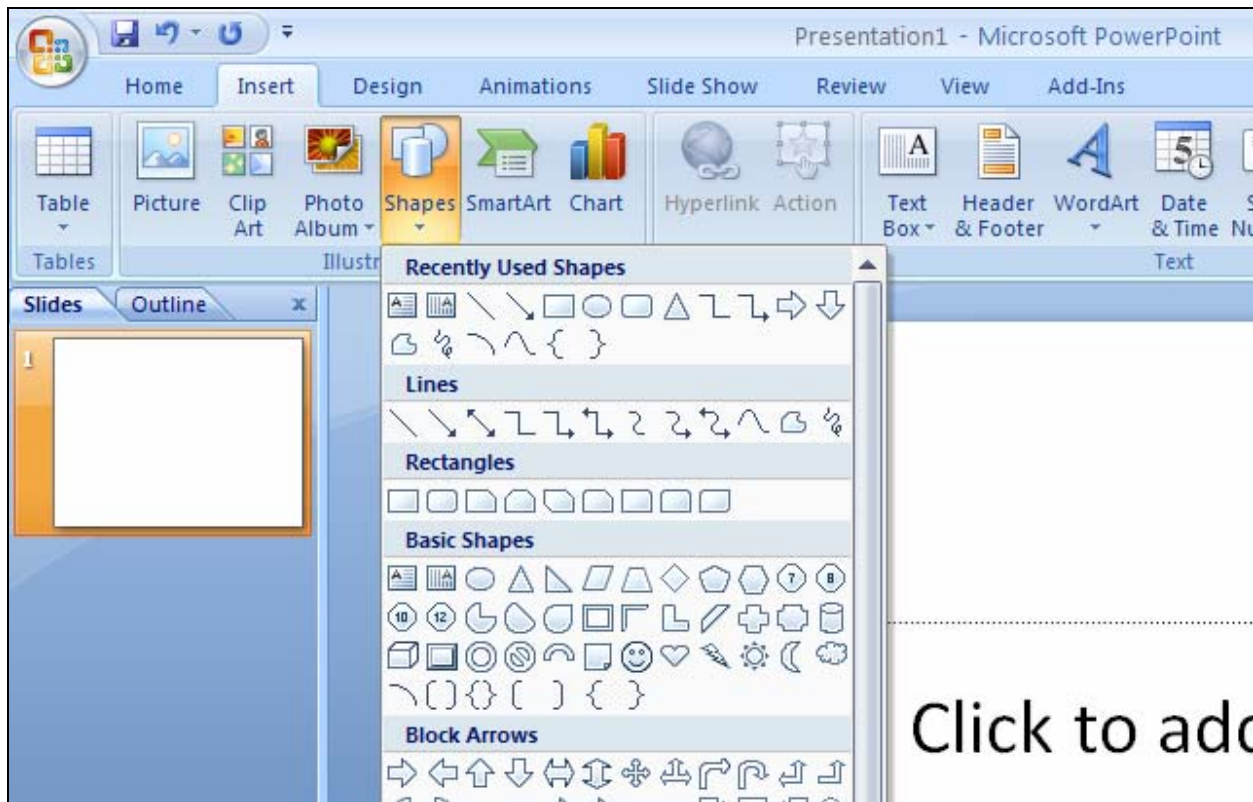
The image will appear on your document with handles. Use one of the corner handles to re-size it. (The corner handles will keep the same aspect ratio; the side handles will not.) Click and drag in the middle of the graphic to move it. A Picture tools tab automatically shows up when you insert the picture.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



7. **Backgrounds:** You can select a background by clicking the “Background Styles” icon in the “Design” tab. Click on the Format Background option within the dropdown menu and you can choose from even more color choices. If you choose Fill effects you have a choice of tabs and one is Gradient. A gradient background 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 Picture tab, then Select Picture to browse to your picture. Be careful of using too big of an image – large files can become cumbersome to work with.



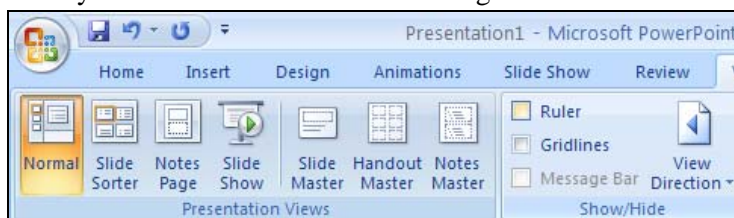
8. **Lines, Boxes, Arrows:** Click the “Shapes” icon in the “Insert” tab to make ovals, boxes, lines, arrows, etc. Click the shape you want and then click the area you where you want it to appear in your document.



When 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.



9. **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 menu 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.

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.

Jpg images should be saved at 72 or higher DPI's (dots per inch)

Remember to do Spell-check, under the "Review" tab.

When you have completed your poster in PowerPoint, go to the File pull down in the Microsoft circular icon in the far upper left and choose Save As. At the bottom left of the dialog box you will see a button called "Tools". Click that and a drop down box of options should show up. One of the options will be "Save Options," choose that and you'll see a check box that says "embed true type fonts." Make sure this is checked and then name and save your file

Print a copy of your poster by choosing "Print from the File pull down in the Microsoft circular icon in the far upper left. Then be sure to check grayscale if it is a color printer and click on the Scale to Fit box.

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