

## Creating a Poster in Power Point

1. Open the PowerPoint template
2. It is set to be printed at 42" x 36". (The width of your poster must be 42" as that is the maximum width of the printer.)
3. Edit your document.
4. Add images and text boxes. Save frequently!
5. To make sure you create a poster that is easily readable from a few feet away, see the Poster Tips below.
6. When you are done, save your poster and give the digital file to Birgit for printing.

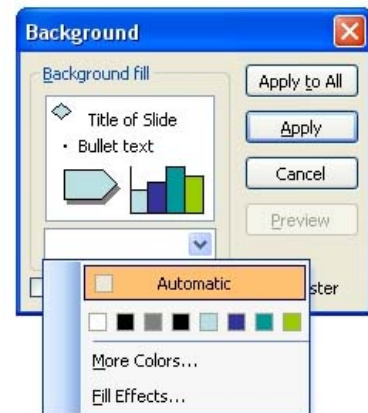
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### Poster Tips (for PowerPoint 2003)

#### GETTING STARTED

##### **Background color:**

In general, you want to minimize your use of background colors in text boxes, and don't use a background color on the main poster. Large inked areas can cause the paper to warp. However, if you do use a background color, use a light one. To choose an alternate color, choose *Format -> Background*. Click the drop-down arrow to choose "More colors". Choose a color using the *Standard* or *Custom* tab in the *Colors* window and then click *OK*. Back at the *Background* window, click *Apply* to use that color as your background. To use a photo as a background, choose *Fill Effects* from the window shown at right and the select *Picture*.



#### ABOUT OBJECTS (Pictures, Textboxes, Excel Graphs, etc.)

##### **Add an object:**

Picture: *Insert -> Picture -> From File*. Choose the picture, hit *Insert*.

Text box: *Insert -> Text Box*

Excel graph: Copy the graph in Excel, and choose one of the three options below:

- 1.) Choose *Edit -> Paste Special*, choose *Picture*. This is image cannot be edited.
- 2.) Choose *Edit -> Paste*. You can edit this by double-clicking on it. Sometimes the text becomes distorted and unreadable using this method.

Excel data: Copy the cells in Excel, and choose one of the three options below:

- 1.) Click *Edit -> Paste Special* and choose *Picture*. This is image cannot be edited.
- 2.) Click an empty area on your poster and click *Paste*. A table is create that can be edited.
- 3.) Place your cursor within text and click *Paste*. Data is text and has a return between contents of each cell.

Blank table within PowerPoint: *Insert -> Table*. Specify the number of rows/columns. Resize it appropriately (see directions below).

**Select object:**

Picture: Click once on the picture.

Text box: Click on the text, then the border, or just click directly on the border.

You should see dots appear at the corners and centers of each side.

**Delete object:**

Select the object and hit the *Delete* or *Backspace* key.

**Move object:**

Picture: Click and drag the picture.

Text box: Select the text box (as above) then click and drag the border. Don't click on the dots or the object will resize.

**Resize object:**

Select the object, then click and drag on one of the dots.

Picture: The corner dots allow you to resize while retaining the aspect ratio. The side dots ignore the aspect ratio.

**Formatting an object:**

Select the object then go to *Format -> [Object Name]*, or Select the object, then right-click (or Option-click, for Macs) on the text, border or picture. Choose *Format [Object Name]*. From the formatting screen, you can add a border, change the background color of the box, resize and position the object.

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**ABOUT TEXT & TEXT BOXES****Suggested font sizes:**

Remember that people will be reading your poster from 5 feet away or more.

Title: 90 – 120 pt font

Author/Advisor/Institution: 70 pt

Large headings: 54 – 60 pt

Smaller headings: 48 pt

Text: 28 - 30 pt

Footnotes: 24 pt

**Enter text into text boxes:**

Move the point arrow over the text (it should change to an I-beam) and then begin to type.

To paste text from Word, copy the text in the Word document, insert your cursor into the textbox in PowerPoint and choose *Edit -> Paste Special*, then *unformatted text*.

**IMPORTANT!! Justify text in text boxes:**

Select all the text in the box and choose *Format -> Alignment -> Justify*.

**Change font style, face, size or color:**

Click on the text in a text box. Select the text you wish to change. Click on the appropriate button in the toolbar.



**General Style advice about text:**

- Spell-check your text
- Use easily readable font sizes (see above). Don't forget about text in diagrams and graphs
- Don't put text over images
- Put dark text on light backgrounds, and vice versa
- The contrast on the computer screen is better than on the poster, so err on the side of visibility (i.e. don't put black text on a bright blue background.)
- Ignore this advice if your idea looks good and is readable. 😊