

## **Step by step instructions to creating a poster using MS PowerPoint**

A poster without any color background is \$7.00 / color background is \$23.00

You may also print a 4-piece poster at no cost; some taping required, for most projects this is your best choice.

### 1. Open PowerPoint and start with a blank slide:

PPT 2010: Format, Slide Layout, double-click on the blank slide picture on the left side of the screen. You can close the Slide layout box on the right side of the screen just to get it out of your way.

PPT 2007: Home, Layout, double-click on the blank slide picture.

### 2. Set the size of your PowerPoint slide for your poster:

PPT 2010: Click the DESIGN TAB, then click on the down-arrow next to the words "Slide sized" and choose "Custom" at the bottom of the list. Enter the dimensions you want your poster to be. Click "OK." You may choose landscape (28x22) or portrait (22x28).

PPT 2007: Design, Page Set-Up, then click on the down-arrow next to the words "Slide sized for," and choose "Custom" at the bottom of the list. Enter the dimensions you want your poster to be. Click "OK." You may choose landscape (28x22) or portrait (22x28).

### 3. Create a box on your slide that will serve to mark your printable area: (Because there is a non-printable margin of approximately 1 inch around the edge of the slide, we want to ensure that your essential design elements do not fall into that area. If a background fill goes to the edge, that's okay. What is important is that all of your text and special graphics are at least one inch from the edge of the paper.)

PPT 2010: Click on the INSERT TAB on the toolbar, then the rectangle of any size on your PPT slide. Right-click on your newly created rectangle, and choose "Format Auto-shape." For the Fill Color, choose "No Fill." Under the Size tab, enter your height and width. Click "OK." Use the dimensions 21x27 if you plan on mounting your design on poster board

PPT 2007: Insert, Shapes, choose the rectangle, then create a rectangle of any size on your PPT slide. Right-click on your newly created rectangle, and choose "Format Shape." For the "Fill," choose "No Fill." To adjust the size of your rectangle, click on Format up at the top of the screen, then look for the "Size" area on the far right. Enter your height and width. Use the dimensions 21x27 if you plan on mounting your design on poster board

### 4. Move your newly formatted rectangle into the center of your PowerPoint slide:

You may click and drag it to the center of the white slide or use the arrows on the keyboard to move it (good for fine adjustments). Your rectangle must be selected in order to move it—it should have tiny circles at the corners. If it isn't selected, just click on it to select.

This box serves two purposes: it will help you stay away from the non-printable area around the edge of the slide and it will give you guidelines for cutting your poster out of a huge sheet of paper after printing. Save this document now to keep the work you've just done!

### 5. You may now start designing your poster, being sure to keep your essential elements inside the rectangle to avoid the non-printable area. You will use text boxes to enter text in PowerPoint and you add images or Word-Art the same way you do in MS Word.

### 6. A note about images:

What looks good in a small format may look blurry or "digitized" in a large format. Since Print Preview may not work well for a large poster, you will view your poster at 100% (actual size) using the "Zoom" feature (the percentage box). The image quality you see on your screen at 100% is what your printed poster will look like. If it is unsatisfactory to you, consider choosing a different image. You will not be able to see your entire poster on your computer screen, but use the scroll bars to move around the poster to look at different spots.

PPT 2010: Click on the VIEW TAB "Zoom" is located on the top toolbar. To return your screen to the way it was before you zoomed, choose "Fit to Window" next to "Zoom".

PPT 2007: "Zoom" is located under the "View" tab at the top of the screen. To return your screen to the way it was before you zoomed, click "Fit to window" under the "View" tab.

**\*\*Tip:** You may create your poster in another program such as Publisher. If you choose to do this, save your poster as a jpeg, then insert onto the PowerPoint slide.