

Microsoft PowerPoint 2007: Preparing a Poster

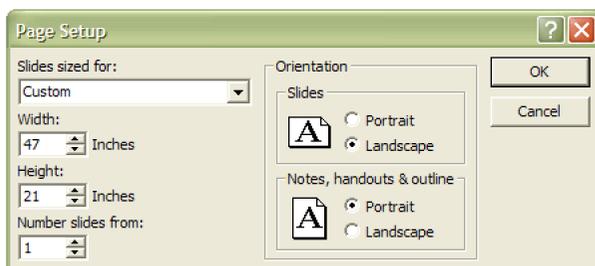
Mihuc, J.R. 2009. Paul Smith's College. Paul Smiths, NY

Getting Started

1) Click on the Office icon, select new, then select Blank Presentation.

2) To configure one slide to the size of a poster, use Design → Page setup and select "Custom" (see figure below). Increase the width to 36 inches (if printing Portrait) and set the length to some value between 36 and 48 inches. A poster that is wider than it is long should be printed in Landscape and should be 36 inches tall.

3) Click on the View tab and then on zoom to zoom in so you can see what you are writing on the poster.



Using grids and the ruler makes aligning easy

Gridlines are useful for aligning images and text on the poster. To view gridlines, click on the View tab and check the boxes next to Ruler and Gridlines.

■ 1/2 inch to 1 inch is a good spacing for poster work.

■ Use the gridlines to establish 2-4 columns that are 1/2-1 inch apart within your poster.

■ Notice that when you click on something in the poster, on the ruler you can see a dashed line that indicates the location of the cursor.

Acknowledgement:

The graphics and some ideas on the handout can be found at the websites below. A more in-depth tutorial is also present at each website.

http://www.apsnet.org/meetings/2003/Powerpoint_Posters.htm

http://www.ssrl.brown.edu/support/design/large_posters

The "reflection" effect you see above was created with "Text Effects", found under the Drawing Tools Format tab.

Add lines to increase organization

- 1) Click on the Insert tab, then on Shapes, then on the plain line.
- 2) Click and hold then drag to draw the line.
- 3) Double click on the line to see the format menu, where you can change the line color, thickness, etc.

Use shapes for frames and banners

PowerPoint comes with a set of ready-made shapes that can be found under the Shapes button on the Insert tab.

- ❖ Add text to AutoShapes by right-clicking in the shape and selecting "Edit Text".
- ❖ Double-click on the autoshape then use the Format menu to change the line width, background color, etc.

Poster text guidelines

- Text should be arranged in columns
- Font should be basic and easy-to-read,

Reserve Word Art for Headings or the Title

- Put section headings and section text in separate text boxes (under Insert Tab), they can always be grouped later.
- Recommended font sizes:

Titles: 44 to 60 point

Section headings: 24 to 32 point

Text: 24 to 28 point

Insert a table for data

1) The "Table" button is found under the Insert tab.

2) If you are pasting in a MS Word table, use Paste Special → Microsoft Word document object. You can then double click on the table to make changes to it.

Use grouping to move headings and text at the same time

Using the "group" function allows you to lock together section headings and section text or a photo and its frame so you can move both at the same time.

- ❖ Hold the Ctrl key to select multiple objects at once.
- ❖ While on top of one of the selected objects, right click and under "grouping", select "group".

Use high resolution photos

For a poster, image resolution should be at least 150 dots per inch (dpi) or the photo will be very grainy. The resolution of web page images are typically 72 dpi or lower to keep the file size small and speed loading time.

To add a frame to a photo, double-click the photo to see the picture format menu.

Printing your poster

To print an 8½" x 11" version of your poster do this:

- Click on the Office icon, then on Print
- Click the box next to "scale to fit paper".
- Change "Color/grayscale" to grayscale.