Creating a Poster in PowerPoint Instructions

To create a poster in PowerPoint you must set up the poster size and orientation, add and manipulate text, graphics, tables, graphs and package your work for transport to print on a plotter.

A. Set Up Your Poster in PowerPoint:

1. Open PowerPoint and select File>New from the menu on the upper left.

2. Select Blank Presentation on the upper right.

The Slide Layout choices will appear on the right.

3. Select the Blank layout from the Content Layout area on the right.
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4. Select File>Page Setup from the menu on the upper left.

5. Select Custom from the ‘Slides sized for’ drop down menu.

6. Select Landscape for the slide Orientation.

7. Enter the Width and Height of your final poster*.

*NOTE: When creating a landscape poster, the maximum width is 56 inches and the maximum height is 42 inches. The two most common Tri-fold poster sizes are 48 x 36 and 40 x 28.

Select View>Grid and Guides from the menu toolbar on the upper left.

8. Select 1 inch from the Spacing drop down box.

9. Check the Grid and Guide Settings boxes to add these lines to your poster. They are guides only, they will not print. (This feature is not available on a Mac.)
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10. Click on a Guide line and drag it to a new position when needed to provide a straight line to align text and images.

B. Add and Manipulate Text and Graphics:
Create areas of text and graphics with tools in the Drawing toolbar located at the bottom left. Plotters do not print right to the edge of the paper, so remember to allow for a margin (minimum of 1 inch) when adding content to your poster.

1. If the drawing tools are not displayed at the bottom of the screen select View>Toolbars>Drawing from the menu bar.
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Add lines to define where the folds occur on the poster.

1. Click on the line tool and drag two straight lines from top to bottom where the poster’s folds appear. These lines will print so they must be deleted when you have finished creating your poster.

Use the Text Box tool to draw an area for text.

1. Click on the **Text Box tool**, then left click your mouse and drag it on the PowerPoint slide. When you’ve reached the width you desire release your mouse.

2. With your cursor inside the box, type the content and it will automatically add length as you add text.

3. Resize the box using the available handles on the edges of the text box. Use the extended green handle to rotate the text box.

4. To move the text box, place your mouse over the frame until you see a double pointed cross, then left click and drag.
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Copy and paste text.

1. Select the text font, size and any formatting preferences in PowerPoint.

2. Click on the Text Box tool, then left click your mouse and drag it on the PowerPoint slide. When you've reached the width you desire release your mouse.

3. Highlight text from the document you wish to copy.

4. Click the Edit menu and select Copy.
5. Return to PowerPoint and click the **Edit** menu and select **Paste**. The copied text will expand the text box to accommodate the length and the text has taken the formatting selected in PowerPoint.

6. At the bottom of the text box you will find a **Paste Options** drop down menu. Here you can change the formatting to that in the source document (Keep Source Formatting) or to eliminate all formatting (Keep Text Only).

**Use the Picture tool to add images.**

1. Click on the icon tool to display the Insert Picture window.
2. Click on your image
3. Click the **Insert** button
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4. Images can also be resized, moved and rotated in the same manner as text boxes. The handles on the image corners can be used to resize an image while maintaining the original aspect ratio. Moving the center or side handles will distort the original shape.

Copy and paste images.

1. Find and highlight the image you wish to copy on your computer.
2. Click the Edit menu and select Copy.
3. Return to PowerPoint and click the Edit menu and select Paste.
4. To move the image, place your mouse over it until you see a double pointed cross, then left click and drag.
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Copy and paste charts.

1. Click on your chart in Excel that you wish to copy.
2. Click the Edit menu and select Copy.
3. Return to PowerPoint and click on Edit and select Paste.
4. To move the chart, place your mouse over it until you see a double pointed cross, then left click and drag.

Continue building and enhancing your poster with the options available on the Draw toolbar.
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Check Your Progress
Preview your poster often by displaying it in the Slide Show mode.

1. Click the Slide Show icon at the bottom left above the Draw toolbar.
2. Press the escape key on your keyboard to return to your project.

C. Package Your Poster
If you created your poster on a computer outside of the Multimedia lab in Halle Library you will want to package it to bring to the lab. Package your poster and any linked files with either Use Pack and Go or Package for CD, depending on the version of PowerPoint you are working with. With either feature you can place the package on a CD or memory stick. The steps for using Pack and Go are next, followed by the steps for Package for CD.

Pack and Go

1. Click File>Pack and Go.

The Pack and Go Wizard will open.

2. Click the Next button.
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3. Check the **Active presentation** box.

4. Click the **Next** button.

5. Check the **Choose destination** radio button.

6. Click the **Browse** button.

7. Browse and choose your desktop as a destination.

8. Click the **Next** button.

9. Check **Include linked files** and **Embed True Type** fonts.

10. Click the **Next** button.
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11. Check **Don’t include the Viewer.**

12. Click the **Next** button.

11. Two icons will appear on your desktop. Transfer these two files to a CD or memory stick and take them and any other files you used to build the poster with you to the library. Copy the two files to a computer desktop in the multimedia lab and double click the PNGSETUP.EXE icon to open the poster.

**Package for CD**

1. Click **File>Package for CD.**
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2. Click the **Options** button.

3. **Uncheck** the **PowerPoint Viewer** box.

4. Check the **Linked files**, and **Embedded True Type Fonts** boxes.

5. Click the **OK** button.

6. Click the **Browse** button.

7. Select **Desktop** from the ‘Look in’ drop down menu.

8. Click the **Select** button.

9. Click the **OK** button.
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10. Click the **Copy to Folder** button.

The PresentationCD folder will appear on your desktop. Transfer this file to a CD or memory stick and take it and any other files you used to build the poster with you to the library. Copy the folder to a computer desktop at the lab, open the folder and double click the PowerPoint file to open the poster.

Creating a PDF file using Adobe Acrobat from you poster is another way to ensure your design includes the fonts and images you used and the formatting you created.

**DO NOT** wait until the last minute to complete and print your project because there could be unforeseen issues with your poster that may need to be fixed before you print.

**D. Print Your Poster**

If you will be printing your poster in the Multimedia lab in the Halle Library, open your project on an appropriate computer and then alert the multimedia specialist at the Service Desk that you want to print a PowerPoint poster. The specialist can configure your computer to print correctly on the Plotter.

The specialist will give you a form to take to Client Services where you will pay $1/inch to print your poster. Client Services will take your payment and give you a receipt to give the multimedia specialist who will then print your poster.