Creating a Poster in PowerPoint Instructions

View the ‘Best Practices in Poster Design’ located at http://www.emich.edu/training/poster before you begin creating a poster. Then in PowerPoint: (A) set up the poster size and orientation, (B) add and manipulate text, graphics, tables, graphs, (C) package your work for transport, and (D) print on a plotter.

A. Set Up Your Poster

1. Open a new PowerPoint slide presentation and close the Slides and Outline Pane on the left.

2. Click the Home tab.

3. Click the Layout icon.

4. Select the Blank layout.
Creating a Poster in PowerPoint Instructions

5. Click the **Design** tab.

6. Click **Page Setup**.

7. Select **Custom** from the “Slides sized for drop-down” menu.

8. Select the “Orientation” of the slide.

9. Enter the “Width” and “Height.”*

10. Click the **OK** button.

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

11. Click the **View** tab.

12. Check the **Ruler** and **Gridlines** boxes.

13. Right-click on the slide and select **Grid and Guides** from the pop-up menu.
Creating a Poster in PowerPoint Instructions

14. Select 1 inch from the **Spacing** drop down box.

15. Check the **Guide Settings** boxes. They are guides only, they will not print. (This feature is not available on a Mac.)

16. Click the OK button.

17. 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 from the Home and Insert tabs. 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.
Creating a Poster in PowerPoint Instructions

Add lines to define where the folds occur on the poster.

1. If you are creating a tri-fold poster, click on the Insert tab and the Shapes drop-down menu. Select the straight line icon and drag two straight lines from top to bottom where the poster’s folds are located.*

*NOTE: 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 located in the “Insert” tab, 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 text box frame until you see a double pointed cross, then left click and drag.
Creating a Poster in PowerPoint Instructions

Copy and paste text

1. Click on the Text Box tool located in the “Insert” tab, then left click your mouse on the screen where you want to locate the text and drag it on the slide. When you’ve reached the width you desire release your mouse.

2. Go to the document you wish to copy text.

3. Click the Home tab.

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

5. Click the Copy icon.

When, in the course of human events, it became necessary for us to dissolve the political bands which have connected us with another, and to assume among the powers of the earth, the separate and equal station to which the laws of nature and of nature’s God entitle us, demands that we should indeed be free.
Creating a Poster in PowerPoint Instructions

6. Return to PowerPoint and click the Home tab.

7. Return to PowerPoint and click Paste icon. The copied text will expand the text box to accommodate the length.

8. 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).

9. If you want to change the text format, highlight the text and select the font, size or any formatting preferences from the “Home” tab.
Creating a Poster in PowerPoint Instructions

**Use the Picture tool to add images**

1. Click the Insert tab.
2. Click the Picture icon.
3. Click on your image.
4. Click the **Insert** button.

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.
Creating a Poster in PowerPoint Instructions

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 **Home** menu and select **Paste**.

4. To move the image, move your mouse over the image edge until you see a double pointed cross, then left click and drag.
Creating a Poster in PowerPoint Instructions

Copy and paste charts

1. Find and highlight the chart in Excel that you wish to copy.

2. Click the Edit menu and select Copy.

3. Return to PowerPoint, click the Home tab.

4. Click the Paste icon.

5. To move the chart, place your mouse over it until you see a double pointed cross, then left click and drag.

Continue building your poster with the options available from the Home and Insert tabs.
Creating a Poster in PowerPoint Instructions

Check Your Progress

Preview your poster often by displaying it in the Slide Show mode.

1. Click the Slide Show icon at the bottom right in the Status 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 it to the lab to ensure all images and fonts are included. Package your poster and any linked files with Package for CD and place it on a CD or memory stick. Follow the steps below to package your poster.

1. Click the Office button.
2. Click the Publish icon.
3. Select Package for CD from the pop-up menu.
Creating a Poster in PowerPoint Instructions

4. Click the Close button.

5. Enter a name.

6. Click the Options button.

7. Check the Archive Package button.

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

9. Click the OK button.

10. Click the Copy to Folder button.
Creating a Poster in PowerPoint Instructions

11. Click the **Browse** button.

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

13. Click the **Select** button.

14. Click the **OK** button.

15. Click the **Yes** button to include linked files in your package.
10. Click the Close button.

The folder will appear on your desktop. Add any other files (e.g. image files, etc.) you used to build the poster into this folder. Transfer this file to a CD or memory stick and take it with you to the library.

If you are able, create a PDF file of your poster too. The lab tech will require a PDF file to print your poster and can help you if needed. Creating a PDF file 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. Printing Your Poster**

If you will be printing your poster in the Multimedia lab in the Halle Library, alert the multimedia specialist at the Multimedia Commons desk that you want to print a PowerPoint poster. The specialist will give you a form to take to the **Circulation Desk** where you will pay $.50/inch to print your poster. The Circulation Desk will take your payment and give you a receipt to give the multimedia specialist who will then print your poster.