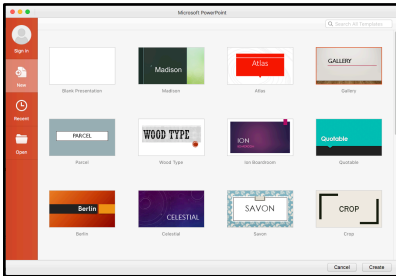


Creating a Research Poster in PowerPoint for Mac Version 2016



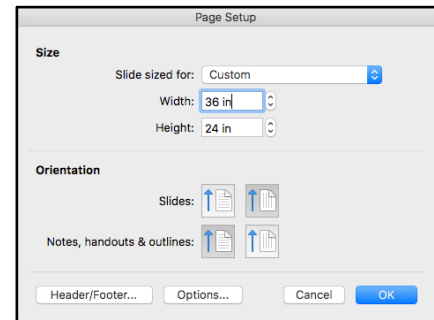
Paper Size

Open PowerPoint and select to create a blank presentation.



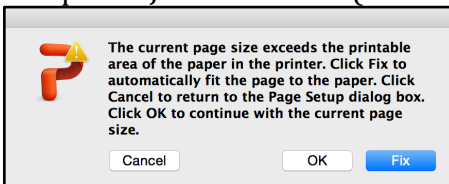
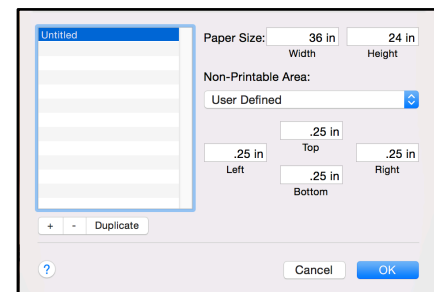
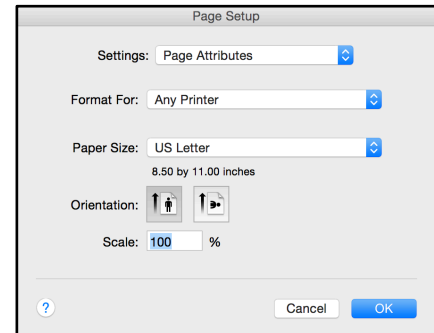
Configure the size of the slide.

- Go to File > Page Setup and select Custom from the drop down menu; manually type in the width and height you want your poster to be in inches.
- Note: the poster printer in the Student Multimedia Design Center (SMDC) can print up to 36 inches (3 feet) across and 1200 inches (100 feet) long.



Configure the paper size.

- While still in the Page Setup dialog, click on Options.
- Under Paper Size, choose "Manage Custom Sizes."
- Check the paper size. If it does not match up with the values you entered for the slide size, click the "+" button in the bottom left and enter the same values for the width and height that you entered above. Check to make sure that the margins are the same size on the top, bottom, left, and right. Click OK to close the Custom Paper Sizes dialog box and the Page Setup dialog boxes.
- You may be prompted to fix the paper size because it does not match the printer settings on your computer. Just click "OK" (not "Fix").



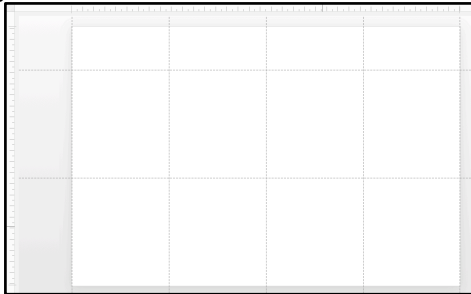
Guides

Using guide lines can be helpful as you lay out your poster.

- To view the guides, go to View > Guides > Guides.
- You will see two intersecting guide lines in the middle of your slide.



- To create more guides, click the Options key on your keyboard and click and drag on one of the guides. It will create another guide line that you can move anywhere in your slide.

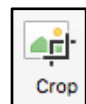


- It may also be helpful to view the ruler along the sides of your slide, to help you line up your guide lines. To do so, select View > Ruler.

Images

To insert images into your slide, go to Insert > Photo > Picture from File.

- If you want to resize your photo, drag on the corner of the photo.
- In some applications, you may have to hold the Shift key while tugging at the corners to keep the same aspect ratio.
- When a photo is selected, the Format Picture tab will appear at the top. To crop an image, click on the Crop icon. Eight points will appear on the edges of the photo. Tug at the points to crop your photo. Click outside the photo to accept your changes.



Alignment

Working in a grid and aligning all of the images and text in your poster is one way for it to look more professional.

- To align objects with other objects, hold down the Shift key and click on the objects that you want to align.
- Go to Arrange > Align or Distribute. You can also do the same thing by going to the Arrange icon in the Home tab and choosing Align or Distribute.

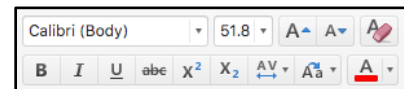


- Choose from the various alignment options. To space out your images evenly, choose the Distribute Horizontally or Distribute Vertically option.
- To more easily align objects in your slide, you can choose to snap your objects to the grid line that runs through the vertical and horizontal edges as well as the center of each object.
 - This invisible grid line becomes visible only when you drag an object near another object.
 - To turn this on, go to View > Guides > Snap to Grid.
 - You can also snap objects to other objects in the slide. To do so, go to View > Guides > Snap to Shape.

Text

To insert a text box, just double click inside your slide. You can also go to Insert > Text Box.

- To change your font style, highlight the text and the Format tab will automatically appear with the Font toolbar. You can change the font style, size, color, and orientation from the Font toolbar.
- To move your text box, make sure to click inside the text box and position your mouse so that a cross bar appears. Click and drag your text to the desired location.
- Make sure to use no more than 2-3 styles of font. Use no more than 3-5 colors. Your goal is to clearly convey your message, and using too many colors and fonts may be distracting.



Background

To change the background color, go to Format > Slide Background. Under Fill, choose the background color that you want, as well as the transparency, gradient, and pattern. You can also get to this same menu from the Themes ribbon > Background.

Saving as PowerPoint

If you are not finished with your poster, you can save your PowerPoint slide. Go to File > Save As. Name your project and choose the location where you want to save. Click Save.

Saving as PDF

Once you have finished putting together your research poster, you will need to save your poster as a PDF in order to print it. Go to File > Save As. In the dropdown menu for Format, choose PDF. Name your project and click Save.