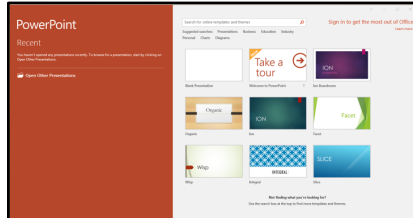


Creating a Research Poster in PowerPoint for Windows Version 2016



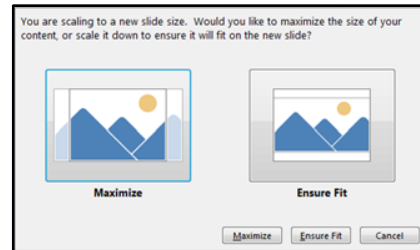
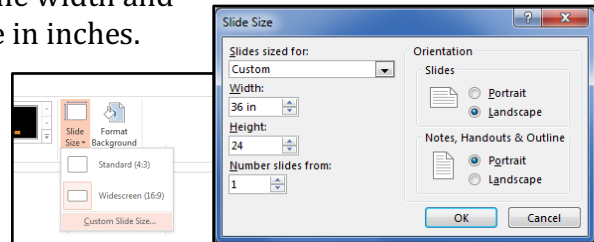
Paper Size

Open PowerPoint and select to create a blank presentation.



Configure the size of the slide.

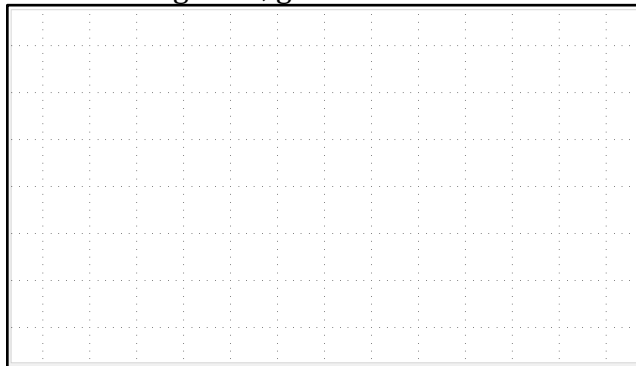
- Go to the Design tab and click on the "Slide Size" button. Choose "Custom Slide Size" and manually type in the width and height you want your poster to be in inches. Click OK.
- Note: the poster printer in the Student Multimedia Design Center (SMDC) can print up to 36 inches (3 feet) across and 1200 inches (100 feet) long.
- If prompted to scale your existing slide, you can choose either option ("Maximize" or "Ensure Fit"), as this is a new, blank presentation. (If reformatting an existing PowerPoint poster, try using "Ensure Fit" first.)



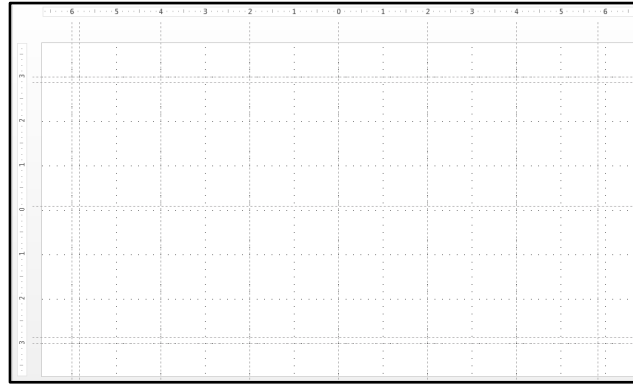
Guides

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

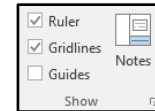
- To view the guides, go to View and select Gridlines.



- You can also select to view guide lines in the View tab. You will see two intersecting guide lines in the middle of your slide. To create more guides, click the Control 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.



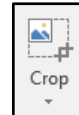
- It may also be helpful to view the ruler along the sides of your slide, to help you line up your guide lines. To do so, select to view the Ruler in the View tab.



Images


To insert images into your slide, go to Insert > Pictures.

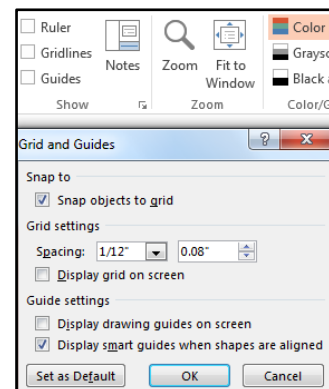
- If you want to resize your photo, drag on the corner of the photo.
- In some applications, you may have to hold the Shift key while tugging at the corners to keep the same aspect ratio.
- To crop the photo, click on the photo. The Format ribbon will appear at the top. Click on the Crop icon. Eight 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.
- In the Format toolbar, click on the Align Objects icon.  Click in the dropdown menu and select how you want to align your images. 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 the View tab. Under Show, click on the arrow in the lower right corner to open up the dialog box. Check "Snap objects to grid."



Text

To insert a text box, 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 Design > Format Background. Click on the dropdown menu for Color. You can also change the transparency, gradient, and pattern of your background.

Saving as PowerPoint

If you are not finished with your poster, you can save your PowerPoint slide. Go to File > Save As. Choose the location where you want to save and name your project. 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 "Save as Type," choose PDF. Select "Standard (publishing online and printing)" at the bottom of the dialog box. Name your project, and click Save.