

Creating Posters using PowerPoint

A poster is made just like an ordinary PowerPoint slide, only bigger. You can use a white or colored background - keep it simple enough so that your work stands out. Save the file on a zip disk or CD for Mac; zip disk, CD or floppy for PC.

1. Create a new PowerPoint file. Go to Page Setup under File. Pull down the menu in the Page setup window (usually set to onscreen show) and select Custom. Select portrait or landscape. Type in the size of your poster - one dimension must be 42" or less. (Size depends on the space you are allowed when presenting. Maximum size is 42"x48" without scaling.)
2. If you already have a PowerPoint slide show, copy the elements you need and paste them into your new poster file. If you have new pictures or objects, use the Insert menu to put them on the poster. (If you change the proportions of your poster after you paste or insert pictures, the pictures will be distorted. You can correct this by repasting or correcting the proportions under Format>picture>size.)
3. Make sure your title is at least 72-point type and authors list is at least 48 point. Both may be larger depending on space available.
4. Once all the parts are in the poster, adjust spacing and sizes of pictures and text as needed. Rearrange the parts as necessary so that the story you are telling is easy to follow.
5. Figure labels and other text should be at least 18-point type - 20 or 24 point if you can fit it in. If you copy text, paste it into a textbox so you can adjust it as necessary.
6. Zoom in to work on detail and zoom out to work on arrangement of parts. Some functions of PowerPoint may not work when you zoom out to fit the whole poster on screen. Select an area to work on and zoom back in to 75-100% to make adjustments.