

Creating a Professional Poster Using PowerPoint 2007



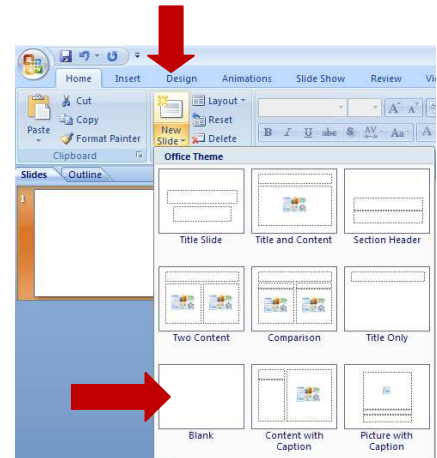
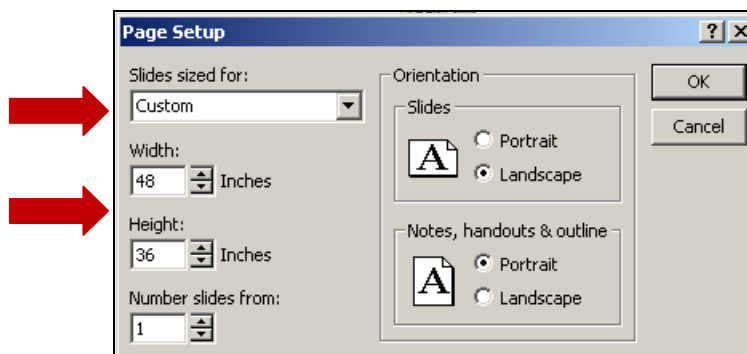
1. Open PowerPoint 2007
2. From the **Ribbon** select **New Slide > Blank**
3. From the **Ribbon** select **Design** then **Page Setup**

In the **Page Setup** window options include:
Slides sized for: Custom

****Width** -- whatever width size you want

Height -- whatever height size you want

Orientation -- Landscape or portrait

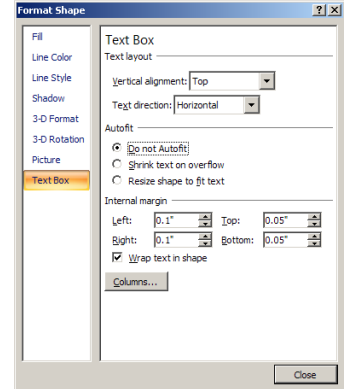


Note: Know the meeting requirements for poster size; conference planners may specify size due to space allocation limitations. Establish desired poster size before inputting dimensions in Page Setup. Although, it is possible to change the size at any time during the design process, that would also require you to readjust text boxes, font sizes and graphics.

** PowerPoint has a size limitation; if needed, you can work in percentages in order to get a larger poster. For example if you want a poster that is 36 by 72, in **Page Setup** size it to 18 by 36, then when the poster is printed the size will be doubled during the printing process.

4. Text and graphic suggestions:
 - a. white or light color background work well
 - b. fronts like **ARIAL** or **Helvetica** (san-serif) work best for titles
 - c. title font should be at least 72 points or larger
 - d. heading font should be at least 30 points
 - e. body font should be at least 24 points; use serif fonts like Times New Roman or Garamond
 - f. limit number of fonts used on post to two font styles
 - g. table and graph font size should not be smaller than 18
 - h. jpeg images can be saved at 72-300 dpi (dots per inch) (**Note:** It is a good idea to check with the person doing the printing about graphic size and resolution)
 - i. “rule of thumb:” 20% text, 40% graphics and 40% white space

5. Add **text boxes** to the BLANK slide
 - a. From the **Ribbon** select **Insert > Text Box**
 - i. Click, hold and drag
 - ii. Right click on the text box and select **Format Shape > Text Box**
 - iii. Make appropriate choices with regard to Text Layout, Autofit and Internal margins
 - iv. Click on **Line Style > Width** to add a line; this is a visual clue to help you get started; if you do not want a line around the text box it can be removed later.
 - v. Copy and paste the text box; you may want 3 or 5 boxes depending on poster size



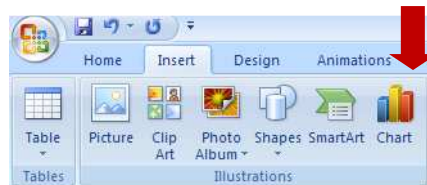
6. Add **clip art, images, and pictures**
 - a. From the Ribbon select **Insert > Clip Art** or **Insert > Picture**

7. Draw Shapes

- a. From the Ribbon select **Insert > Shapes**
 - b. Click on a shape of interest (Rectangles, Basic Shapes, Block Arrows, Stars and Banners, etc.)
 - c. On the slide – **click, hold and drag** the shape to match your needs
 - d. Use the **Drawing Tools Format > Shape Styles** tab to affect Shape Fill (colors/gradients/ textures); Shape Outlines (color, weight, dashes) and Shape Effects
8. Use **Arrange** to order objects
 - a. From the Ribbon select **Drawing Tools Format > Arrange**
 - b. Bring to front or Send to back
 - c. Align or Rotate

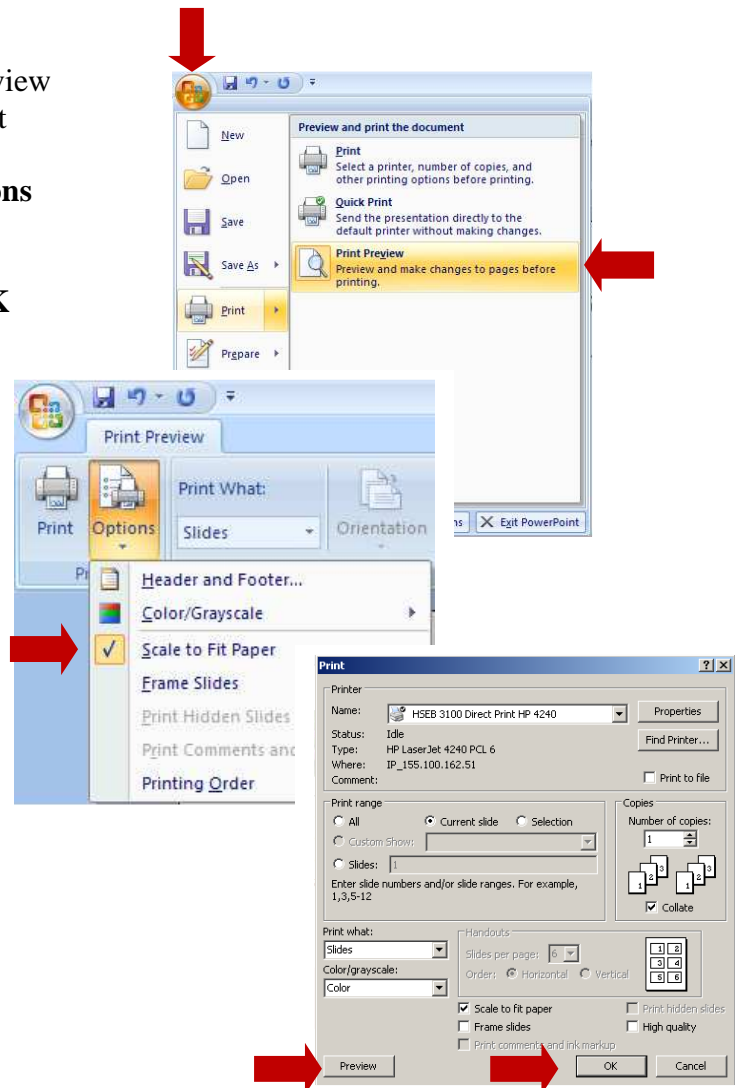
9. Inserting **statistical chart**

- a. Copy and paste chart from a regular PowerPoint slide
- b. Or from the Ribbon select **Insert > Chart**



- i. From the **Insert Chart** window select chart type > **OK**
- c. Changes to the chart can be made on the poster slide by double clicking on the chart to select it; chart tools are available from the ribbon at the top of the page

10. To **Print** a copy of the poster for preview
 - a. From the **Office Button** select **Print** than **Print Preview**
 - b. From the Print Preview **Options** pull down menu select **Scale to Fit Paper**
 - c. Select **Print > Preview** or **OK**



11. To Save poster
 - a. From the **Office Button** menu select **Save**
 - b. Provide a **File Name**
 - c. Save as a **.pptx** file
 - d. A second option would be to save the file as a **pdf**

NOTE: Ask the person who will be printing the poster what they require.