

Creating a Professional Poster Using PowerPoint 2003

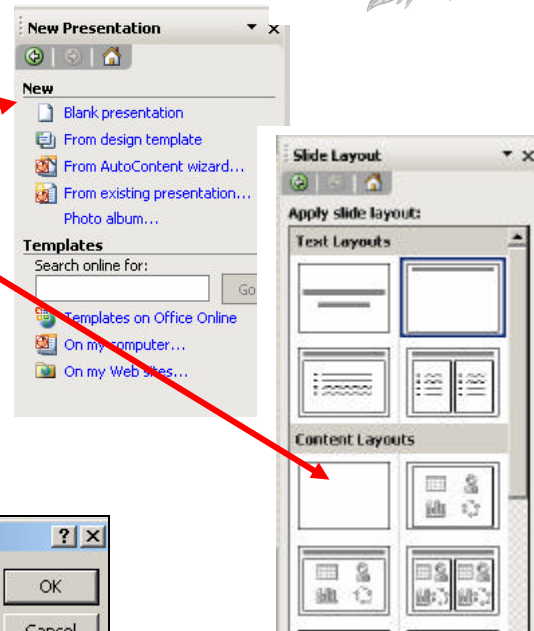
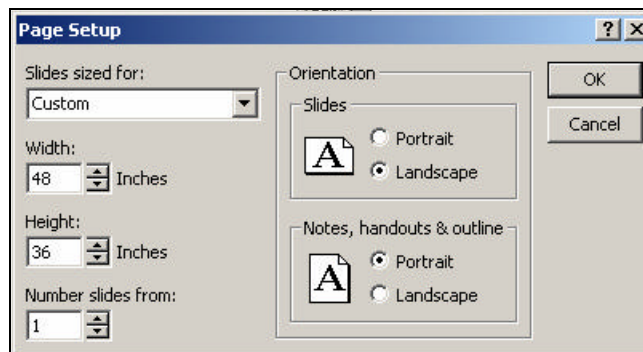
1. Open PowerPoint 2003
2. From the **New Presentation** task pane, select **Blank Presentation**
3. From the **Slide Layout** task pane, select **Content Layouts, Blank**
4. From the **File** menu, select **Page Setup**

Slides sized for: Custom

Width -- whatever width size you want

Height -- whatever height size you want

Orientation -- Landscape or portrait

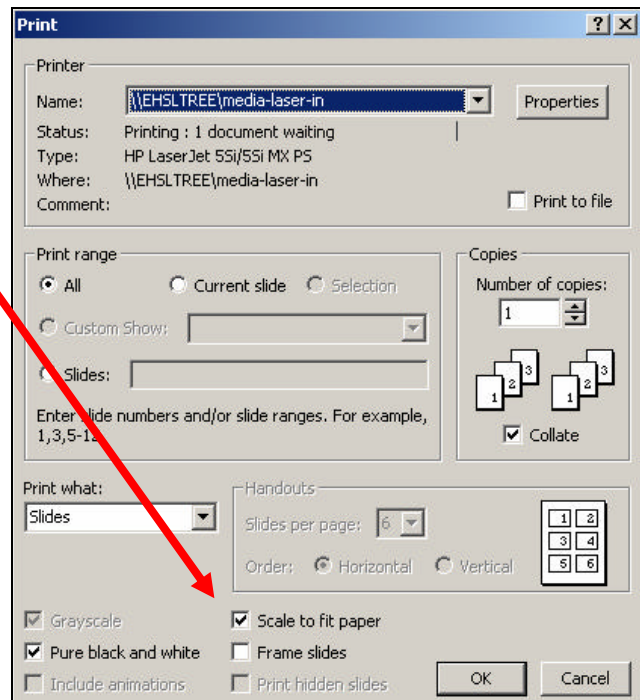


Note: Know what the meeting requirements are for poster size; conference planners may specify size due to space allocation issues. Establish your desired poster size before inputting dimensions in Page Setup. Although, it is possible to change the size at any time during the design process, that would also require you to readjust text boxes, font sizes and graphics. ** PowerPoint does have a size limitation; you can work in percentages in order to get a larger poster. For example if you want a poster that is 36 by 72, size it to 18 by 36, the printer will double the output.

5. Working in **Slides, Normal View** and begin to add text boxes and graphics.
6. Text and graphic suggestions:
 - a. use a white or light color background
 - b. use a font like ARIAL or Helvetica (san-serif) for titles
 - c. title font should be at least 72 points
 - d. subheading font should be at least 30 points
 - e. use a font like Times New Roman or Garamond for body font
 - f. body font should be at least 24 points
 - g. don't use more than two font styles on the poster
 - h. tables and graphs font size should not be smaller than 18
 - i. jpeg images can be saved at 72-300 dpi (dots per inch) (**Note:** It is a good idea to check with the printer about graphic size and resolution)
 - j. Rule of thumb: 20% text, 40% graphics and 40% white space

7. Use the text box to organize placement of your text and graphics. Highlight text to adjust font size, color and style.
8. Use the Draw toolbar **AutoShapes** for simple line drawings; add shadows, 3-D effects, Clip Art, fill and line color, etc. (Be creative!)
9. Use Draw toolbar **Draw** feature for
 - a. **Order**---to place objects in front or behind
 - b. **Grid and Guides**---helps with placement of items on the poster
 - c. **Nudge**---items up and down; left and right
 - d. **Align or Distribute**---left, center, right and top, middle, bottom, etc. This can be very helpful for placing and aligning text boxes
 - e. **Rotate or Flip**
10. Inserting statistical charts and organizational charts
 - a. You can copy and paste charts from a regular PowerPoint slide
 - b. Or you can add a slide to the poster file and create the chart on the larger layout and then copy and paste to the poster slide making size adjustments

11. To print a copy of the poster for preview --- from the File menu select Print
 - a. Be sure to click the **Scale to fit paper** box
 - b. You can print grayscale or pure black and white or color



12. To Save poster -- from the **File** menu select **Save**