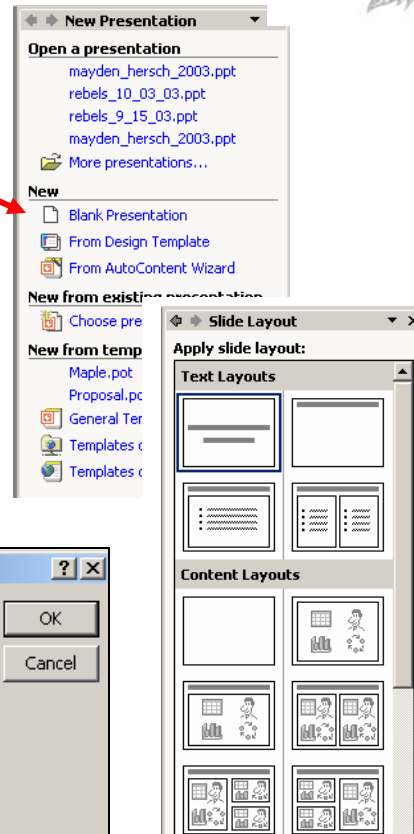
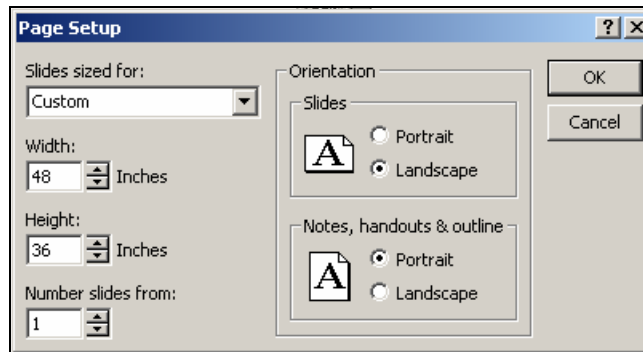


Creating a Professional Poster Using PowerPoint XP

1. Open PowerPoint XP
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.

5. Working in **Slides, Normal View** begin to add text boxes and graphics.
6. Design 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 30 points
 - e. use a font like Times New Roman or Garamond for body font
 - f. body font should be 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 dpi (dots per inch)

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 AutoShapes for simple line drawings; use the draw tools to add shadows, 3-D effects, to add Clip Art, etc. (Be creative!)
9. 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
10. 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
11. To Save poster -- from the **File** menu select **Save**

