

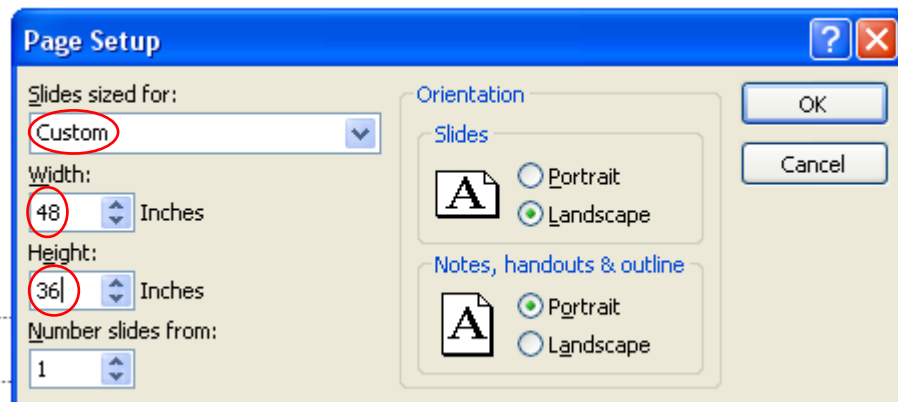
## How to Create a Power Point For a Printed Poster

VERSION: Microsoft Power Point 2011 on a PC Windows 7

### I. Page Set Up

Create a new, blank slide presentation, then, click on the “**Design**” tab. While on the Design tab, click on the icon for “**Page Set-up**”. Complete the menu box that appears as follows:

- Slides sized for “**Custom**”
- Width “**48**” X Height “**36**” inches (Power Point only allows up to 56 inches so if you want to use paper larger than that, design everything reduced to exactly half the size and print it out at 200%).
- Number of slides - **1** (one)
- Slide can be set to “**Landscape**” setting
- Click “**Okay**”

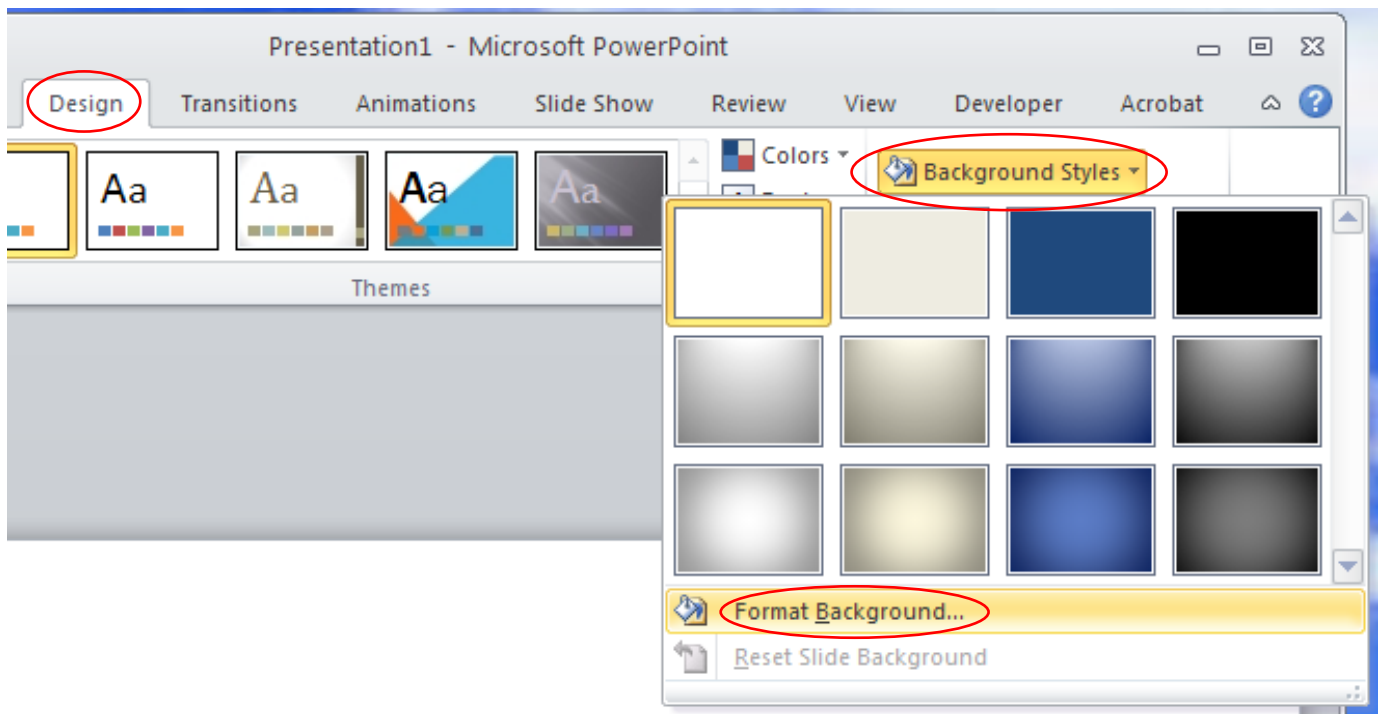


## How to Format a Page For a Poster

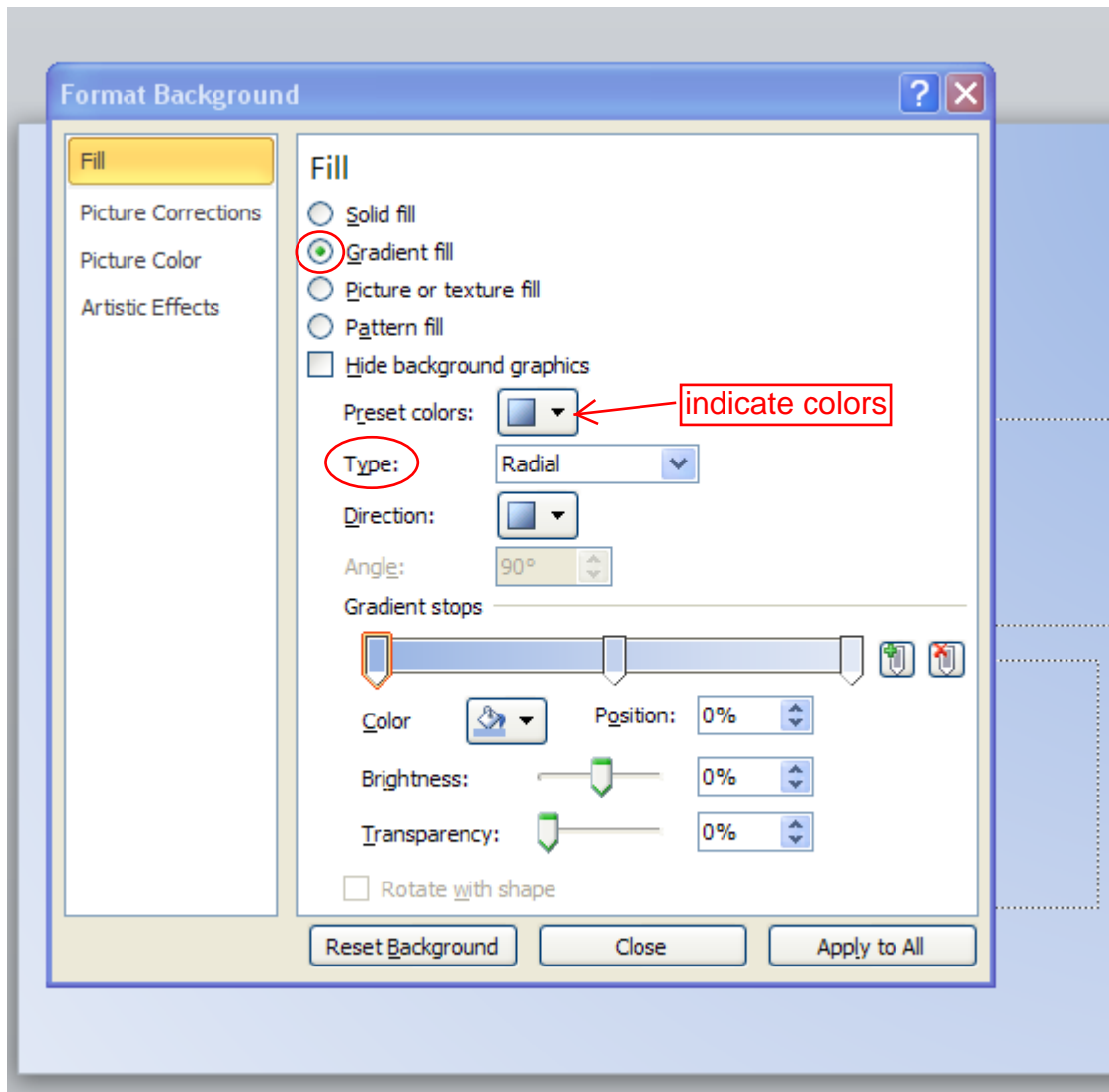
### *II. Format Background*

Format, Fill Effects and Color menu boxes:

- On the Design tab, click on “**Background Styles**” and then “**Format Background**”.



The Format Background screen will appear:



Under Format Background you can specify the option to have a gradient fill, indicate colors, select fill effects and a type of gradient, for example, radial or linear etc.

You can also designate colors and brightness factors and if you wish, reset the entire background. Experiment with the settings as desired.

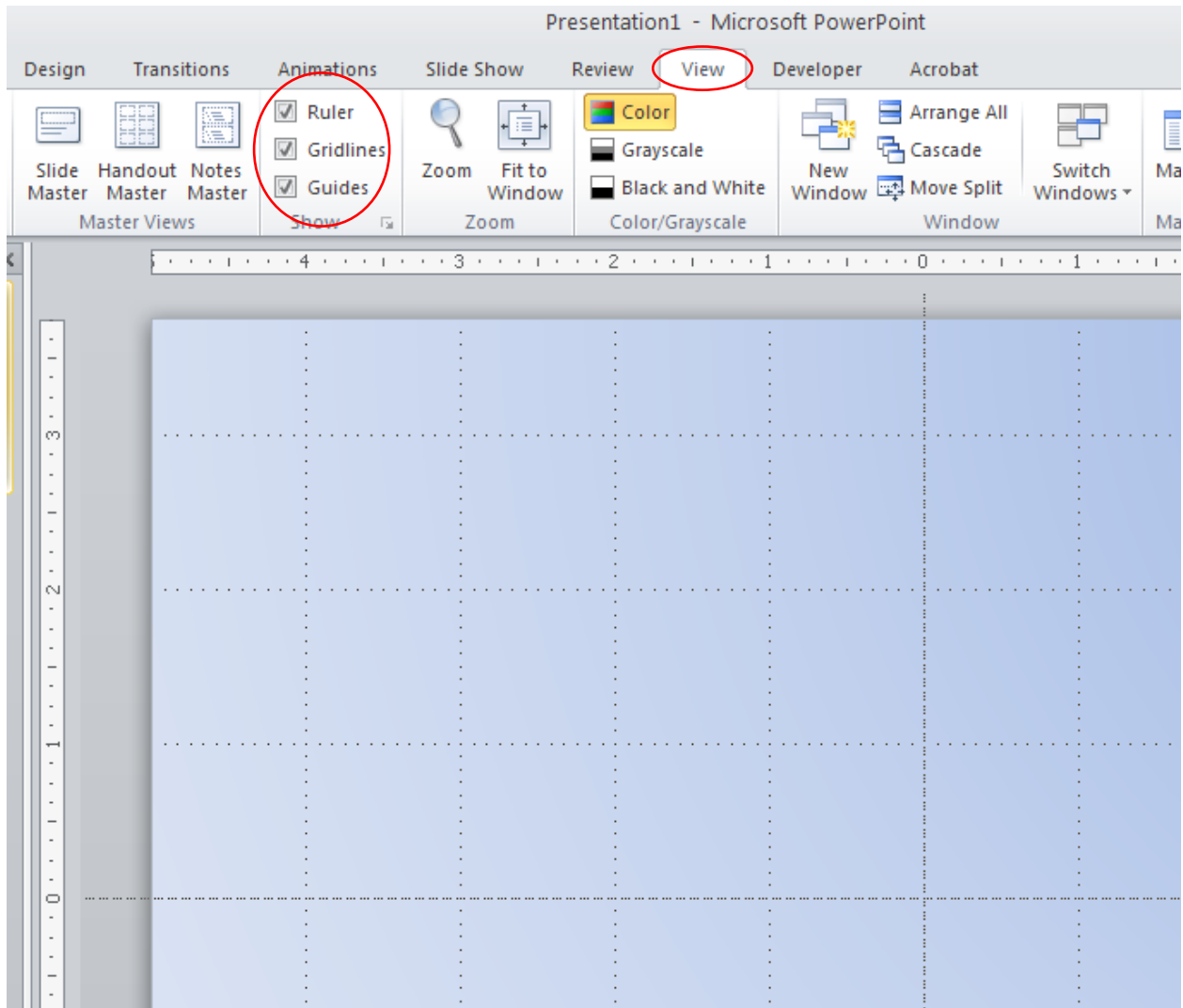
Note that you can remove text boxes by clicking on their border and hitting the “**Delete**” key.

## How to Use Grids and Guides

### III. Grids and Guides

Click on the “**View**” tab and then click on “**Ruler**”, “**Gridlines**” and “**Guides**”. The rulers, gridlines and guides will appear.

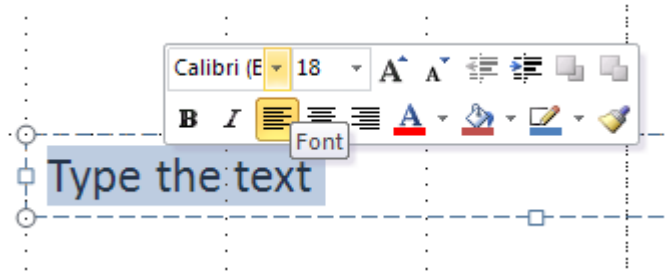
You can add multiple guides by clicking on one line with the “**Control**” key to get a new guide which you can drag to a new position.



After creating the guides you need, position the guides equidistantly to create as many columns or rows as you need to create your poster – or use the guides available if these work for you.

#### IV. How to Create, Copy and Place Text on a Poster

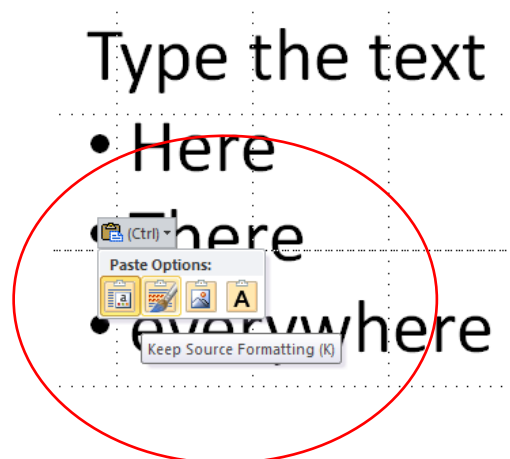
- Click on “**Insert**” and “**Text Box**” to insert a title in the top area of your poster.
- Position the text creation cursor where you want it and drag to extend the text box
- Type the text
- Highlight the text by left-clicking and dragging the cursor over the line of text or left-click three times on the line of text to highlight it
- As you hover over the text, a format text menu box will appear where you can edit your font, size and color etc. of the text



Arial Bold and Arial Black are effective typestyles to use on a poster. Use only two different typestyles on a poster that complement each other.

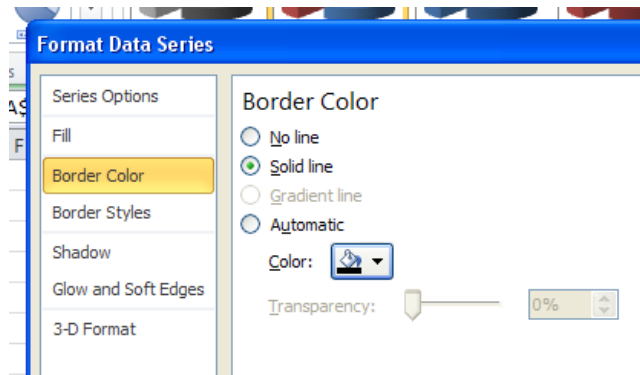
If you open your original source layout and design Power Point file of your poster, you can copy and paste text into text boxes for your poster while leaving spaces for your images and/or graphs in the new poster file.

- Click on “**Insert**” and then “**Text Box**” adding a text box for your slide.
- Open your original source file. Copy the text. Right-click on the text box in your poster file and paste the text.
- Click on the little clipboard icon (which will depict the words “**paste options**”) and choose the icon “**keep source formatting**”. The type (in its original format) will appear on your poster.



## ***V. Charts (Graphs) and Tables (Graphs can't be copied and pasted until after saving them as an image file).***

- Open your source Power Point file where the chart or graph is located
- Double left-click on the chart to get the “**Format Chart Area**” menu box
- Set the chart fill color to “**white**”
- Set the chart line/border color to “**black**”



- Right-click on the now revised chart
- Choose to copy the chart
- Open the new poster Power Point file
- Right click and paste the chart on the poster
- The chart is now inserted in your poster file
- You can now click on the border of the chart and position it on the poster
- You can also click on the corners of the borders of the chart, hold down the “**Shift Key**” and re-size the chart as necessary

## ***VI. Print the file***

- Click on File then Print then and “**scale to fit**” paper type to print out a 8 X 10 page to review your poster design.