

Creating a Poster in Microsoft PowerPoint

This handout will guide you through setting up a poster in PowerPoint, inserting text and images, and preparing the poster for printing.

Creating your document

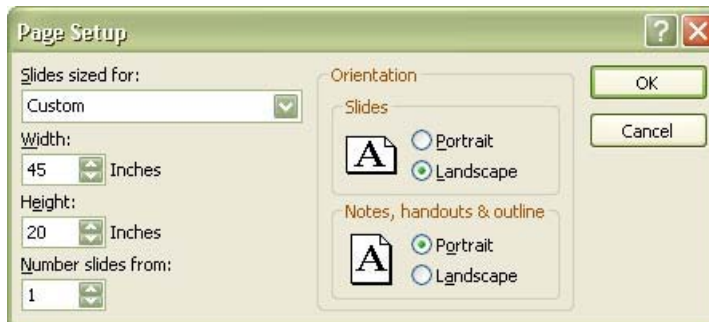
A poster created in PowerPoint usually consists of a single slide.

Launch Microsoft PowerPoint. PowerPoint will automatically open a blank presentation.

To resize the slide, select **Page Setup** from the **Design** tab.

In the dialog box that pops up, select **Custom** under **Slides sized for**:

Then enter the width and height of your poster, in inches. PowerPoint will automatically set portrait or landscape orientation based on the measurements you enter.



The maximum size PowerPoint will allow for a slide is 56". If you want your poster to be bigger than 56", create it at half size and then print it at 200% scale. In this example, the desired poster size is 90" wide by 40" high, so it is designed at 48" by 18".

Inserting poster elements

Insert text and graphics as you normally would in PowerPoint.

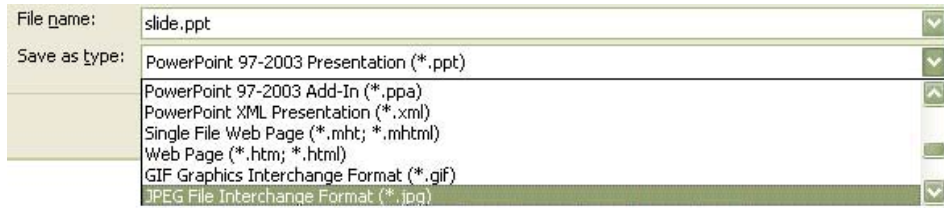
Remember that if you are designing your poster at half the printed size, everything on your poster will also be half the printed size. So, if you want your title to be 1.5" high (108 pt), and you are designing your poster at half size, set the font to 54 pt.

Inserting a PowerPoint slide

You can insert a PowerPoint slide into your poster by saving it as an image.

1. In PowerPoint, select the slide you would like to place.
2. Select **Save as** from the **File** menu.
3. Select the location where you would like to save your image, enter a file name, select **JPEG File Interchange Format (*.jpg)** in the **Save as type** drop-down box, and then click **Save**.

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PowerPoint will ask you if you want to export every slide in your presentation or just the current slide. Select **Current slide only**.

You can now insert this image in your presentation by selecting **Insert → Picture**.

Inserting an Excel chart

You can copy and paste a chart from Microsoft Excel in your PowerPoint poster.

1. Open the Excel file containing your chart.
2. Copy the chart to the clipboard.
3. Open your poster in PowerPoint and select **Paste** from the **Edit** menu.

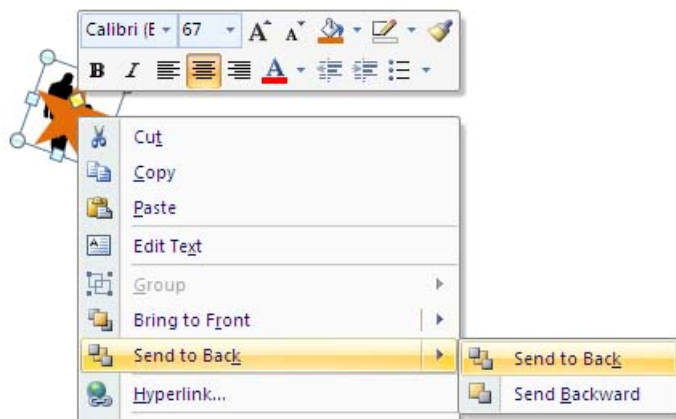
Changing the background color

1. Select **Format Background** from the **Background Styles** menu on the **Design** tab.
2. Select a fill effect and/or color.

To use an image file as your background, select **Picture or Texture Fill** and then **Insert from File**.



Arranging objects



To layer objects (for instance, to create text on top of a shape), right-click on the shape, and select **Order** and then **Bring Forward** or **Send Backward**.

