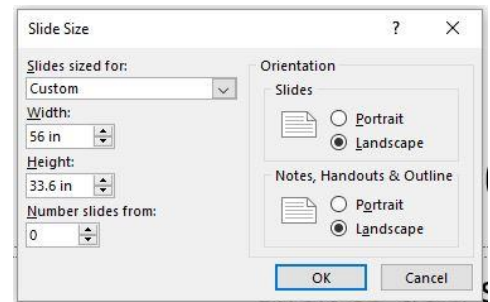


Poster Size and Setup

Poster will be created as a single, large slide in PowerPoint (PP). Before starting this process it is a good idea to use a template or planning sheet to design your poster. It is also important to set the slide size before you begin creating the poster. Otherwise, your poster may have quality/resolution issues.

Note: The maximum custom slide size is 56" x 56". If your final size needs to be reduced to fit this, consider proportion as you scale down. For example, if you had originally planned for your poster to be 36" x 60", it should be scaled down (proportionally) to 33.6" x 56"

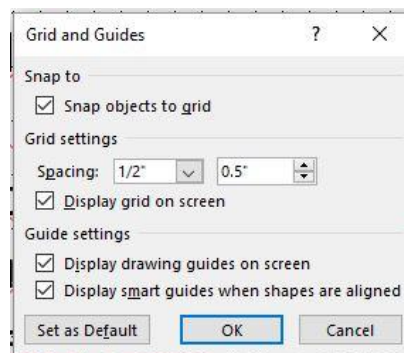
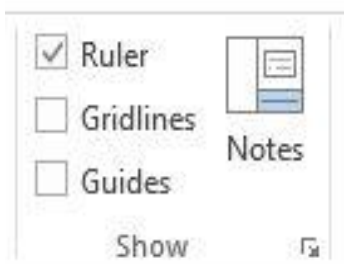
1. In PP, begin by selecting a **Blank** presentation
2. Click the **Design** tab, and in the **Customize** group, click **Slide Size** > **Custom Slide Size**
3. In the **Slide Size** dialogue box, under **Slides sized for:**, select **Custom**
4. Specify sizes
 - a. Width = 56 in
 - b. Height = 33.6 in
5. Under **Orientation**, specify **Landscape** > **OK**
6. In the resulting dialogue box, select the **Maximize** option



Grids, Guides, Rulers

While working in PP, use the rulers, gridlines, and guides to position shapes and objects more accurately.

1. On the **View** tab, in the **Show** group, toggle as needed **Ruler, Gridlines, Guides**
2. For more options, click the dialogue box launcher
3. In the Grid and Guides dialogue box, you can enable the **Snap objects to grid** option, set spacing measurements for the grid to 1/2", under Grid settings, and display or hide drawing guides, under Guide settings

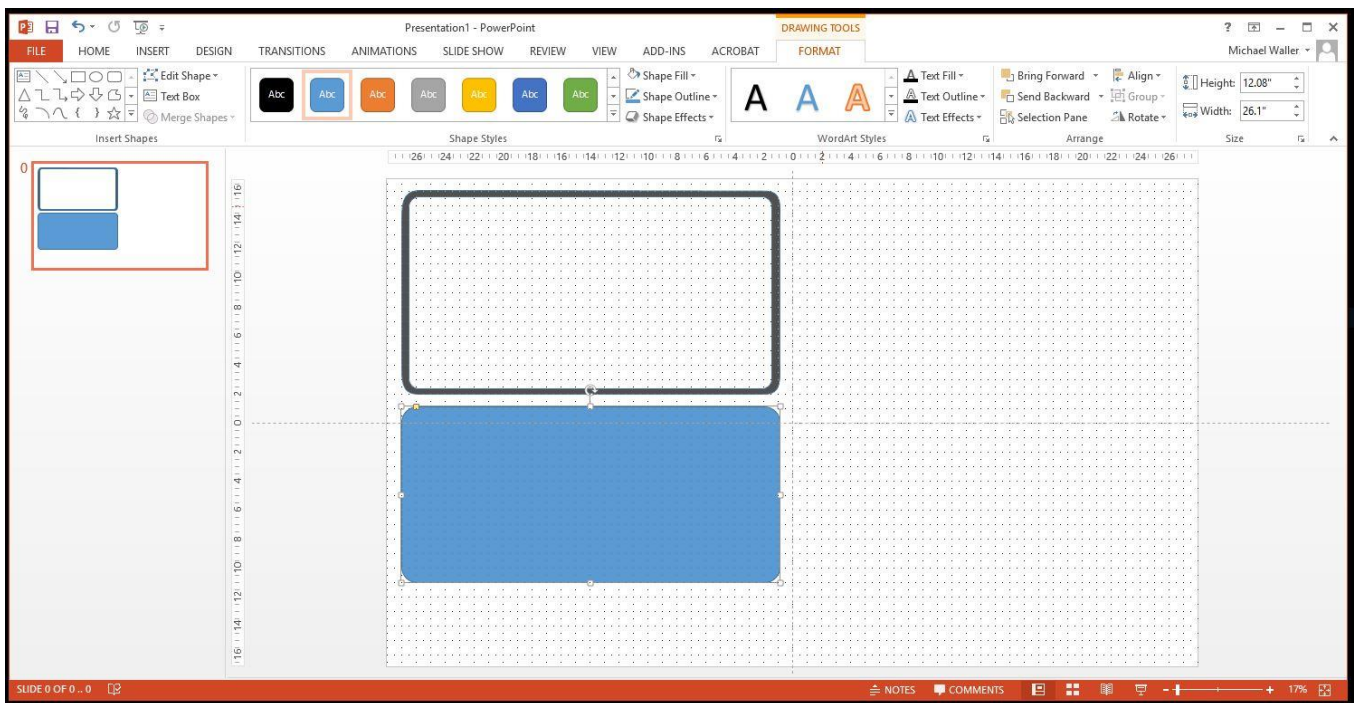


TIP: to temporarily override the Snap To feature while working with objects, hold down the ALT key while dragging the shape or object

Using Shapes as Templates/Guides

Consider using shapes to define the segments of PP poster. These shapes can be adjusted and/or edited as needed later.

1. To draw shapes, click on the **Insert** tab, and in the **Illustrations** group, click on the **Shapes** button
2. Select a shape (Rounded Rectangle is common for template blocking) and draw it onto the slide by clicking and dragging
3. To access the **Drawing Tools**, click on the object/shape. The **Drawing Tools** tab will appear above the **Format** tab
4. Drawing Tools allows you to customize shape lines, styles, fill (color), and effects. It is also within this ribbon that you can arrange your objects as layers and make alignment adjustments as needed



5. Align your Shapes: Select the shape(s) (hold the **Shift** key down while selecting multiple objects), and from the **Drawing Tools** ribbon, in the Drawing group, click **Arrange** and view options to align and distribute objects evenly (e.g., **Align Top** and **Distribute Horizontally**). Using these Align tools will help you create a more professional-looking poster.

NOTE: PP has very useful Smart Guides that appear as you move objects

6. It is recommended to leave at least one inch of space between segment blocks and to leave at least ½ inch between stacked shapes (to create segment object border)
7. It is recommended to copy and paste your first complete segment block. This will preserve customized configurations while still allowing for resizing of the newly copied segment block.

Grouping Shapes & Objects

Grouping shapes, pictures, or other objects lets you flip, rotate, move, resize, or change the attributes of multiple shapes or objects at the same time as though they were a single shape or object.

1. To group two or more objects, select the shapes or other objects. (Hold the **Shift** key down while selecting multiple objects.)
2. Under **Picture Tools** or **Drawing Tools** (depending on what type of objects you have selected), on the **Format** tab, in the **Arrange** group, click **Group**, and then click **Group**. **OR** you can right-click on one of the selected objects and click **Group > Group**.
3. To Ungroup, follow one of the procedures above, and click **Ungroup**.

Objects as Layers

PP allows you to work with layers—to bring objects, placeholders, or shapes to the front or send them to the back.

- Right-click the object and select a menu option to move it to the front or back (**Bring to front** or **Send to Back**).
- Similar operations can be handled in the **Arrange** group of the **Drawing Tools, Format** tab

Titles, Body Text, & Font Sizes

- Title text needs to be in a font sized ≥ 72 pt
- Title text font should be clear and easy to read from a distance
- Segment header text should be in a font sized 36pt – 66pt
- Segment header font will be Times New Roman; may want to Bold to set apart
- Body text needs to be in a font sized ≥ 27 pt; usually 27pt – 44pt
- Body text font will be Times New Roman
- Do not use ALL CAPS for any text

Working with Text

To include text in your slide, you need to insert a **Text Box** and type text into the text box. This will be a floating text box; you can move it anywhere you wish. (Remember, you can place text directly in your Shapes—simply right-click on the border of the shape and select **Edit Text**. But if you delete the Shapes, your text will also be deleted.)

- To insert a text box, click the **Insert** tab, and in the Text group, click on **Text Box**.
- Move your cursor to the desired location on the slide, and click and drag to create a text box. Note that the text box automatically resizes itself as you enter more text.
- To change the font type, font size, font styles, font colors, etc., click the **Home** tab, and you will find options to change these properties in the **Font** group. You will need to highlight the text to apply these changes.
- You can apply various effects and modifications to the text box and to the text by using the **Drawing Tools**. Click on a text box and the **Drawing Tools** tab will appear. Click on the **Format** tab (under the Drawing Tools contextual tab—shown below) and experiment with **Shape Styles** and other features of the **Drawing Tools** ribbon.

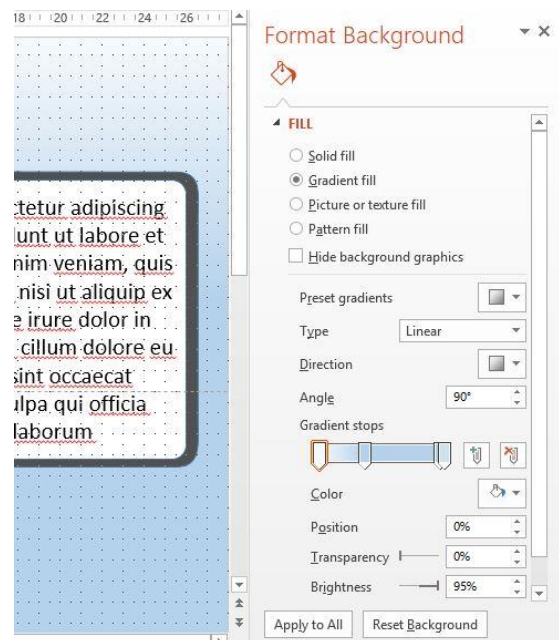
Background

PP gives you many background options. You may choose to use a color, a color gradient, a texture, or even a picture as the background for your poster.

1. Select an area on the slide outside of any object
2. Click on the **Design** tab, then in the **Customize** group, click **Format Background** to activate the **Format Background** pane (shown on right).
3. Try out various options for **Solid fill** and **Gradient fill** (note color, transparency, and special gradient options).

TIPS:

- For improved readability, use contrasting colors between foreground and background
- Allow enough white space to keep poster from looking overloaded
- Use the special effects in PP sparingly; some do not print correctly



Working with Images

- To insert a picture, click the **Insert** tab, and in the **Images** group, click on the **Pictures** or **Online Pictures** button, and select an image from your computer or a clip art image online.
- To resize the image, click on the image and use the **corner handles** to resize; using the corner handles will maintain the perspective of the picture.
- A low resolution digital image does not have many pixels. You cannot add more pixels to an image file; when you enlarge a low resolution image file, the pixels are simply spread over a larger space, and the image loses quality.
- Try to use images that are considered large format (at least 300 ppi)

Working with Graphs

There are two basic methods for adding visual representations of your data:

First, you can use the Insert Chart function

1. Choose **Insert > Chart**
2. Select the type of chart that will best fit your needs (column, line, pie, etc.) and **OK**
3. The chart object can then be resized and moved to fit layout needs
4. Replace the sample data with your research data by using **Edit Data** in the **Chart Tools Design** menu

Second, you can create your graphs in Excel and then copy and paste them onto your poster slide.

1. In Excel, create your graph. Right-click on the graph (the outside border to select all of it) and choose **Copy**.
2. Return to PowerPoint and choose **Edit > Paste**. (The shortcut keys CTRL-C and CTRL-V work, too.)
3. If you need to resize your graph in PowerPoint, select the graph and drag one of the **corner handles** (not the ones on the sides, top or bottom). Hold the **Shift** key down while resizing, to retain proportion.
4. You will probably need to enlarge text elements of your graph. To do so, right click on each text element and enlarge the font size (24 is a readable size) in the dialogue box that appears.

TIP: If you change the relative height and width of your graph while resizing in PowerPoint, all text in the graph will be distorted. However, this will not happen in Excel. If you want to change the proportions of your graph, do it in Excel before inserting it in PowerPoint.

Save Slide

- Once complete, save your work as two file types:
 - PowerPoint presentation (.pptx) – This will allow further editing
 - PDF (.pdf) – This is the file to be printed