Introduction
This handout will help you learn how to create a large size poster using PowerPoint 2007. This handout also has instructions for sizing and formatting a poster so that it will be appropriate for printing. You will also learn how to add objects such as images and graphs to the poster.

Envisioning the Layout
There are a couple of things that need to be considered before creating a poster. First, since many posters are created to be presented at conferences you need to check if the conference has specific requirements for poster presentations. If there are requirements, be sure to keep them in mind when setting up your poster. Second, your own preferences play a big part in creating posters. Think about colors you like, do you like to see background images; do you want to use more words or more pictures, etc?

Setting up the Poster
There are five things to be aware of when creating your posters.
1. The first thing you will do is to set the page size.

Go to the design menu (Figure 1).

![Figure 1](image1.png)

Click on page setup (Figure 2).

![Figure 2](image2.png)
Under the “Slides sized for” menu select Custom then put in your width and height measurements. Select whether you want the poster to be portrait or landscape then click Ok (Figure 3).

2. Backgrounds and themes can be added to your poster to give them visual appeal.

To change the background, right click on the slide and select ‘Format Background’ (Figure 4), or click on ‘Background Styles’ located at the top right-hand side of the Design menu, (Figure 5) and choose ‘Format Background.’

You can add a background to your slides using three different methods. First you can fill it with a solid color (Figure 6). To do this, choose ‘Solid Fill,’ select your desired color, set transparency if needed, and click ‘Apply to All.’ Second, you can fill the background with a gradient fill (Figure 7). Gradient fill has several present colors to choose from or you can choose the pattern and change the colors used. Also you can choose the type, direction, and angle of the gradient using the options available. When you are done click
‘Apply to All.’ Third, you can place a picture of texture on the background of your slide (Figure 8). You can use the pull-down menu to choose a texture or use the buttons to browse for a picture or clip art file. *Remember that whatever picture you use in the background will be printed at a very large size on the final poster. Low resolution images will lose quality at larger sizes.*
Creating Posters in MS PPT 2007, cont.

You can make changes to the slide theme by clicking on one of the layouts shown across the top of the screen Figure 9.

3. Every poster needs to have a title. Typically this will be the title of the research that you are presenting. Subtitles can be used to show the names of the presenters and their institution affiliation. You can manipulate the size of these areas but make sure that they are big enough to be read from a distance.

4. The text of your research and any supporting images and charts will go on the body of your poster. You can put your text in text boxes to keep them organized. You may consider using columns as a way of laying out your poster content.

5. You can use Rulers and Gridlines to help you line up the content on your poster. Normally these functions are not on by default, you will need to turn them on by going to View menu and clicking on Rulers and Gridlines (Figure 11). You will see a checkmark in the box when the function is turned on.

![Figure 10](image10.png)

![Figure 11](image11.png)

**Inserting Images and Charts**

Almost all posters will use images and graphs to show data and add color to the poster. It is important to remember that images need to be sized correctly for the poster. This can be done by using an image editing program such as Adobe Photoshop.

1. It is very important to NEVER Copy and Paste images or graphs into posters. Copy and pasting can cause the poster to not print properly.

2. Instead of copy and paste you should insert the images and graphs to your poster.
To insert images click on the Insert menu then click the picture option (Figure 12).

![Insert menu with Picture option highlighted](Image12)

Figure 12

Browse for the file that you want to add and click 'Insert File' (Figure 13).

![Insert Picture dialog box](Image13)

Figure 13

To insert graphs click on the object option (Figure 14).

![Object option highlighted](Image14)

Figure 14
Choose to create your object from a file, browse for the file and click ‘OK,’ (Figure 15).

*If you are creating an object from an Excel file, remember that your object will be created from whatever is on the first sheet of your workbook. If you want a chart from another spreadsheet, you should put it into its own file and use that file when inserting the object into PowerPoint.

If you click the chart option you will be able to create your own chart inside of PowerPoint (Figure 16).

3. The picture formatting menu allows you to manipulate your images. To get this menu, click on the picture and the Format menu will appear at the top of the page (Figure 17).
There are several functions listed in this menu. The one that you will probably use the most in creating posters is the crop function. You can crop images down to a better size without making changes to the original image (Figure 18).

4. PowerPoint has the ability to convert slides to images. This is a helpful function if you have an image or graph that you want to use on your poster but you don’t have the original object to insert. You can copy the image or graph onto an empty slide, size it as big as it will go without losing resolution. Click the Office icon at the top-left of the screen, click ‘Save As,’ and choose ‘Other Formats’ (Figure 19).
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Under file type select Jpeg Interchange Format (Figure 20).

![Figure 20](image)

You will be asked whether you want to convert all slides or only the current one (Figure 21). Selected slides will be exported into jpeg images and saved to your desktop.

*Remember that whatever is on the slide background will also be part of the image. Don't worry you can crop out the edges of the image if you need to. You can then insert these images into your poster.

![Figure 21](image)

**Finishing the Poster**

After you have completed your poster it is a good idea to review it to make any changes that need to be made. Make sure that the sizes, colors, and alignment of text, images, and graphs are the way that you want them. You should also proofread the text for errors. Once you have everything just right your poster is ready to be printed.