

## **Instructions for Using Microsoft PowerPoint to Create a Poster**

(Adapted from instructions provided by New York Medical College's Health Science Library)

**Step 1:** Open PowerPoint and make sure you have only one slide in your PowerPoint file.

**Step 2:** Go to File in the toolbar and click Page Setup. Enter the Height and Width of your poster. Please be aware that PowerPoint's maximum size is 52"; therefore, to produce a PowerPoint poster with dimensions larger than 52", both dimensions are entered at half the desired size. For example, for a 44" x 66" poster, you would enter 22" in the box for height and 33" in the box for width, and click OK. The poster's size will scaled up to 200% during printing to reach the desired 44" x 66".

Important: The maximum size of the paper roll that the printer can accommodate is 44", meaning that one of your dimensions, width or height, may not exceed 44".

**Step 3:** Click Insert on the toolbar, choose Text Box. A text box drawing tool will appear on your PowerPoint slide. Click and drag to create the box. This is where you will place your prepared text. Simply cut and paste from Word or type directly into the text box. The box will expand to fit the information entered.

- Font sizes of approximately 36 to 54 pt. are recommended for titles, approximately 18 pt. for text.
- PowerPoint does not recognize all fonts; Arial and Times New Roman are recommended for use. Symbol is the font recommended for scientific symbols.
- To choose the characteristics of the text box such as line, color or size, go to Format in the toolbar or right click on the text box and select Format Text Box.

**Step 4:** To add logos, charts or photos, go to Insert in the menu bar and select Picture, and then From File and browse to your file containing your charts or scanned and saved pictures. Select it and click the Insert button.

**Step 5:** Once you have inserted your pictures, you can move or resize them to suit your needs. Do not put any content within ½ inch of the slide margin. To check your margins, go to View and select Ruler.

**Step 6:** Once your text and pictures are in place, you may decide to add some color or texture effects. The color options and background effects are found under Format on the toolbar, or you may double click the border of any text box to view Format Text Box with color and line options.

- If possible, avoid the overlap of text boxes and images
- Remove orphaned objects (for example, a text box without any text in it). Ctrl-A displays all objects.
- Simplify the background. Do **NOT** use PowerPoint's transparency option; use a paint program instead.

**Step 7:** Carefully review your poster, including checking spelling.