

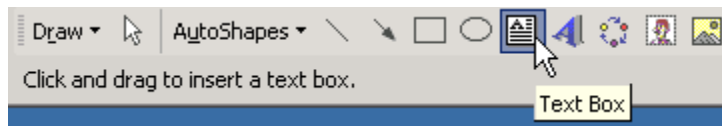
## Making a Poster Using MS PowerPoint

1. Open Microsoft PowerPoint (examples from version 2002). You should be in View>>Normal.
2. Select New Blank Presentation (File>>New>>Blank Presentation)
3. Then select Content Layout>> Blank. (This is completely blank; not even a title.)
4. Choose File>>Save and save your presentation. We usually recommend that you include *yourlastname* as part of the filename since we use last names to track orders during the printing process. Remember to save often while you work on your poster.
5. A PowerPoint Presentation is created on one page or slide by choosing the custom size you want in Page Setup.
6. **Set size:**
  - a. File >> Page Setup and set the height, width and orientation. Click OK.
  - b. PowerPoint limits design size to 56 x 56, but we can increase or decrease your poster size by a given percentage.  
**Example:** If you want a 4' x 8' poster, set your layout for 2' x 4' (24" x 48") and request Print or scale @ 200% when placing your poster printing order.  
**Note:** if you use the metric system, there are a number of conversion tools available online: example search "centimeters to inches."
  - c. The *widest* poster that can be printed in-house is 52". Length can be 120" or more. Additional inches over 120 incur additional per inch charges. Check with client services (206-543-9275) or the Web site (<http://depts.washington.edu/hsasf/photo/posters.html>) for options and costs for larger sizes.  
**Note:** Since our paper stock is 58" wide, for a banner set at 100" x 24", we would rotate the file for printing and charge for 100 inches length.

- d. **Know your requirements:** Are you required to have a poster of a specific size or do you have a minimum or maximum poster size? Do you know the size of your display board? *Maximum* freestanding display boards in the Health Sciences are 4' x 8', but some displays are placed on tables. Display boards at conferences have wide variations.

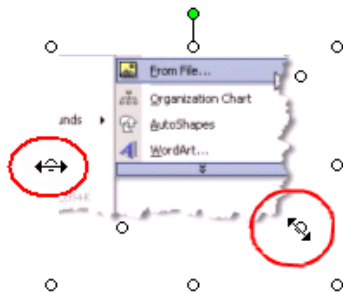
## 7. Add text


- a. Click on Text Box from Draw menu (View>>Toolbars>>Drawing).



OR

- b. From menubar, select Insert >>Text Box.  
**Note:** "Text Box" is always used since text requires a container in PowerPoint.
- c. The cursor changes shape [⊕]. Drag to "draw" the text box where you want to place text.
- d. You need to create a separate Text Box for each separate piece of text that you want to manage/move independently.  
**Note:** we recommend that you sketch your layout on paper, then draw your text boxes and position them per your design.
- e. You can resize the text box/container at any time by moving your cursor over the corner or center handles (cursor changes to double headed arrow) and dragging.

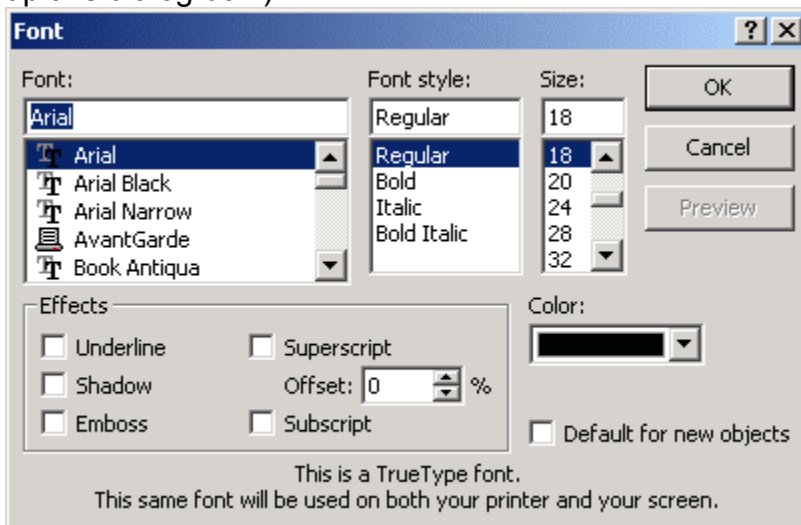


- f. You can move the entire box by moving your cursor over an edge until it turns into "plus sign with arrows." 
- g. Use the green dot to rotate the box.

- h. Text Box will also expand based on what you type. You can also copy & paste text from a MSWord doc.

**8. Change font, size and color:**

- a. Highlight text to select it. From the menubar, Format>>Font. The font dialog box opens. Double clicking the text box will also bring up this dialog box.):

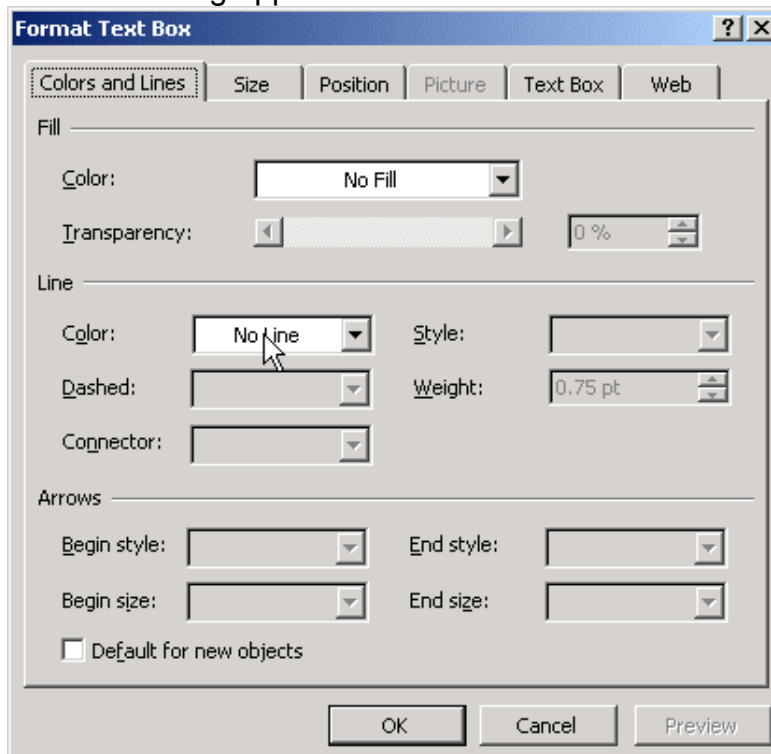


Select Font, Font style, Size, and Color. There are also several Effects.

**Note:** 100-point font is about an inch high. If you don't see the size you want, type in the correct numbers.

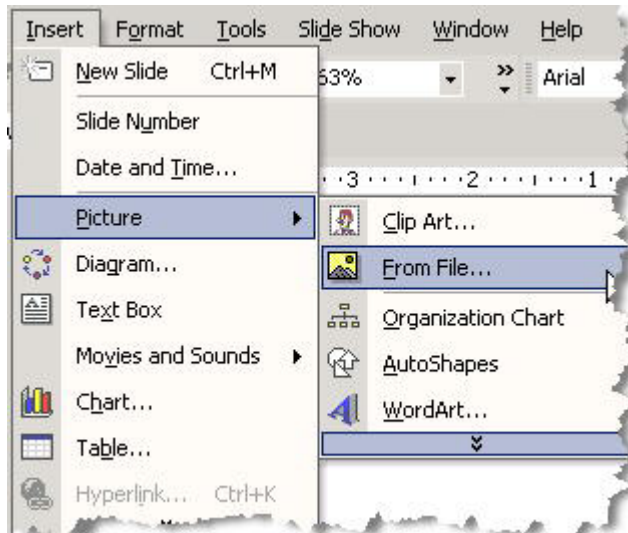
**9. Changing Colors, Lines, Size, etc.**

- a. From the menubar, select Format>>Text Box and the Formatting Text Box dialog appears.



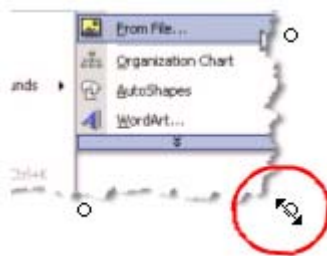
## 10. Adding Images

- a. From the menubar, Insert>>Picture>>From File>>Browse... is the most common way to add images to your poster.



**Note:** We recommend that you avoid “copy and paste” as a method for adding graphics—this often results in a low-resolution copy of the image. It can be used safely for adding graphs from Microsoft Excel or text from MSWord.

- b. You can import most standard graphic formats (jpeg, gif, Pict, bmp, etc.).
- c. Once your image appears in your poster, you can size it by moving the handles:



**Note:** The corner handles keep the same aspect ratio; the side handles do not.

- i. Plan ahead. When creating a graphic in your imaging software program, set the size that you’ll want for the final print. This will give you the best quality image.

**Note:** Scale to approximately 150 dpi. This will look fine for most images. Our printers will dither for most colors and anything over 200 dpi will be ignored mostly.

- d. Manipulating your images: Select a picture, then from the menubar, select View>>Toolbar>>Picture



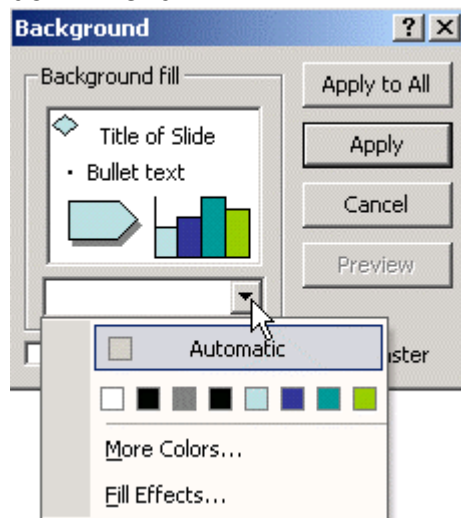
Run your cursor over each icon to see it use.

You can crop, adjust brightness, etc. Two of the most useful are "Crop" and "Set Transparent color."



## 11. Background:

- a. **Color:** from the menubar, select Format>>Background and the Background dialog box opens. Check out the options from the drop down menu:



You can use one of the automatic color choices or select "More Colors." Select "Fill Effects" for gradients, textures, etc.

- i. If you use a very intense color for your background, check to see your poster's drying time will be extended so you can allow extra time for turnaround if needed.
  - ii. You can change the color and effect at any time without affecting the order of elements on the poster.
- b. **Picture:** from the menubar, select Insert>>Picture>>From File; then find your picture and select it.
- i. Drag the picture by the corners only (maintains aspect ratio) to fill the page. (Read more in "Insert picture" section below.)

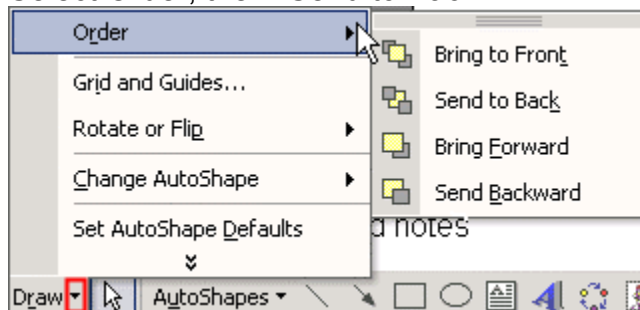
**Note:** If, after inserting your background image, you find

your poster file slow to update or more difficult to work with, you might want to compress/reduce the original background image or lower the resolution to <100dpi and then reinsert it.

- ii. If you insert a background image after you've finished your poster, you will want to position it behind other elements. To do this, click on the small arrow [v] on the "Draw" toolbar (View>>Toolbars>>Drawing).

**Note:** This toolbar often appears at the bottom of the PowerPoint window

- iii. Select Order, then "Send to Back":



- iv. Keep in mind that image backgrounds can affect how your layout looks and how readable your text is.
- v. If you resize your poster, then your images will also be resized and possibly distorted. Reinsert if necessary.

**12. Lines, Boxes, Arrows:** These and more options are available on the Drawing toolbar. Explore the options on this toolbar, and also use the "Help" menu to find out more.