

## **Get your poster printed**

You can save your PowerPoint file directly to your U drive, or use a memory stick to transport your poster to Office Services to be printed. It is best to name the PowerPoint file using your last name and an identifying word and version number, i.e. ***SMITH TestTube 01.ppt***

Our location - Office Services – Basement of Doane  
Admin Bldg., Room 3  
Our telephone number – 587-6202/6797

We will print a small copy of the poster for you to proof first.  
If you ok the proof copy we will then print the full size poster. You can leave after you ok the proof copy. We will print your and notify you when its ready for pickup.

## **Introduction**

Microsoft PowerPoint is a popular software program for creating graphic presentations.

PowerPoint can be used to make different types of presentations.

A file of multiple pages can be used for a media presentation which is viewed using a computer and digital projector; a multi-page file can also be used to make a sequence of 35mm projection slides or overhead transparencies.

When designing a poster, you use PowerPoint as a design program to make one page, which holds all the information you wish to present.

PowerPoint enables you to place text, data charts, tables and images onto a page to create a poster. You determine the page size and all other aspects of the poster by using the PowerPoint menus and tools.

## Introduction

Many PowerPoint functions can be accessed several different ways, often by using a listed choice from the Main toolbar or by using a button icon. As you use the program, you will become familiar with the different ways to access these functions.

It is beneficial to try out various options in order to get a sense of the range of choices available which will help you to quickly create an effective, interesting poster.

The **H**elp menu is quite useful for answering questions about functions and tools while using PowerPoint.

## Introduction

When designing a poster, there are some basic principles to use in order to present your information as clearly as possible.

Use just one or two different fonts to keep the appearance uniform and easy to read. Font variety can be achieved by using the **BOLD**, *ITALIC* and UNDERLINE choices on the font toolbar. This font is **Arial**, which is easy to read from a distance. *Sans serif* fonts, such as Arial are preferred for reading from a distance.

A color scheme of one or two colors helps to emphasize the information in the poster; the use of many colors may distract from the information you are presenting.

Align the textboxes and illustrations in the poster by using guides in order to make the poster easy to navigate when seeing it for the first time. It is a good idea to recheck alignment after completing the poster, as well as running the spell check tool.

## **Introduction**

A poster should be self-contained and self-explanatory, allowing several viewers to read it simultaneously.

The poster should be arranged in columns instead of rows, so that several people can read it at the same time without zig-zagging back and forth.

The narrative text should be minimized into short, separated paragraphs using a large typeface. The minimum size we recommend is 24pt; larger typefaces (28pt+) are easier to read from a distance.

Figures should be designed to be seen from a distance and should have clear visible graphics with large typeface.

# Introduction

## example poster:

### Title of Poster

Author's name, Author's name, Author's name  
Name of Division, Department, Institution, City, State

#### Introduction

Lorem ipsum dolor sit amet,  
consectetur adipiscing elit.  
Praesent eu est ut orci sagittis  
fringilla.

#### Abstract

Lorem ipsum dolor sit amet,  
consectetur adipiscing elit.  
Praesent eu est ut orci sagittis

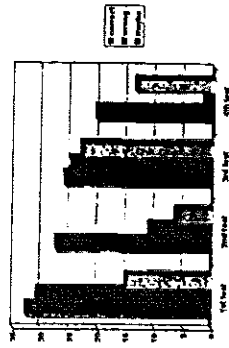
#### Method

Lorem ipsum dolor sit amet,  
consectetur adipiscing elit.  
Praesent eu est ut orci sagittis  
fringilla.

#### Figures



#### Data



#### Captions of Figures

#### Results

Lorem ipsum dolor sit amet,  
consectetur adipiscing elit.  
Praesent eu est ut orci sagittis  
fringilla.

#### Results continued

In hac habitasse platea  
dictumst. Ut magna odio,  
vestibulum sit amet,  
ullamcorper nec, convallis eget,  
enim. Cras a libero. Duis eros  
risus, vehicula a, feugiat sit  
amet, venenatis aliquet,

#### Conclusion

Lorem ipsum dolor sit amet,  
consectetur adipiscing elit.  
Praesent eu est ut orci sagittis  
fringilla.

#### References

Author, article, journal, page, date  
Author, article, journal, page, date  
Author, article, journal, page, date

## **Introduction**

Most of the posters we print are 36" x 56" and are set up in a horizontal (landscape) orientation. Some exhibition venues have restrictions or requirements on the size, or orientation, of posters.

For example, it is common for poster presentations in Europe to require vertically oriented posters. Be sure to find out any specific requirements before starting to create your poster.

We print posters on paper rolls of 24", 36" and 42". The most common size used is the 36", because it has the best combination of size and portability. The 36" paper is much easier to handle than the 42" when setting up for display. Also, 36" posters are easier to carry when traveling.

## **Introduction**

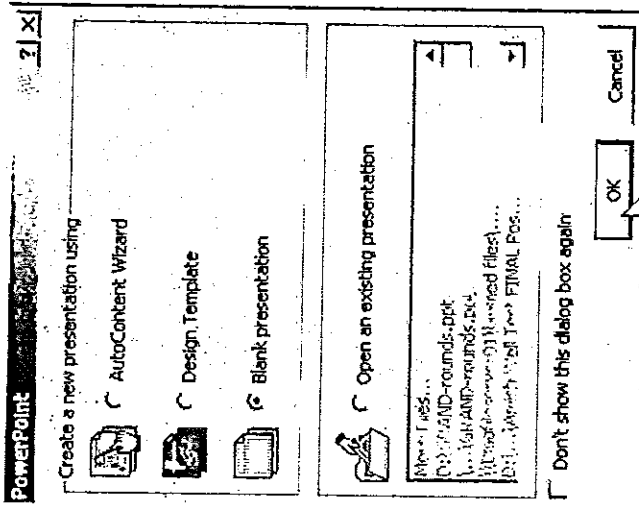
If you want to make a poster that is longer than the default PowerPoint limit of 56", simply create the poster page at half size in PowerPoint. We can enlarge it to the full size when printing the poster.

For example, if you want a 36" by 86" poster, set up the custom page size to 18" by 43". We will print it at 200% to give you the 36" x 86" poster. Be sure to tell us you want the poster printed at double size (& tell us the final dimensions), when placing your order.

When designing such a poster, be sure to adjust your font sizes. If your normal title font size is 100pt size, the half-size page title font will be 50pt.

# Start

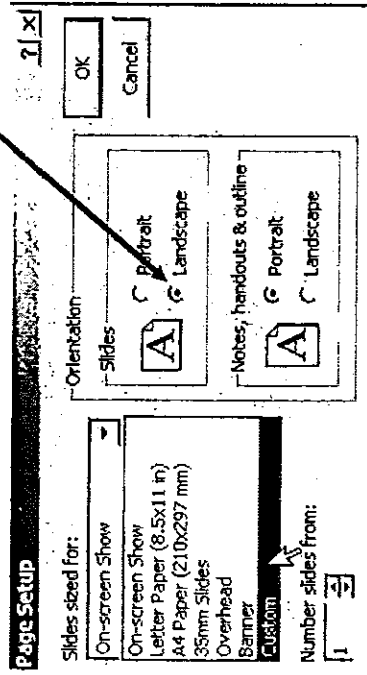
Select blank presentation



# Start

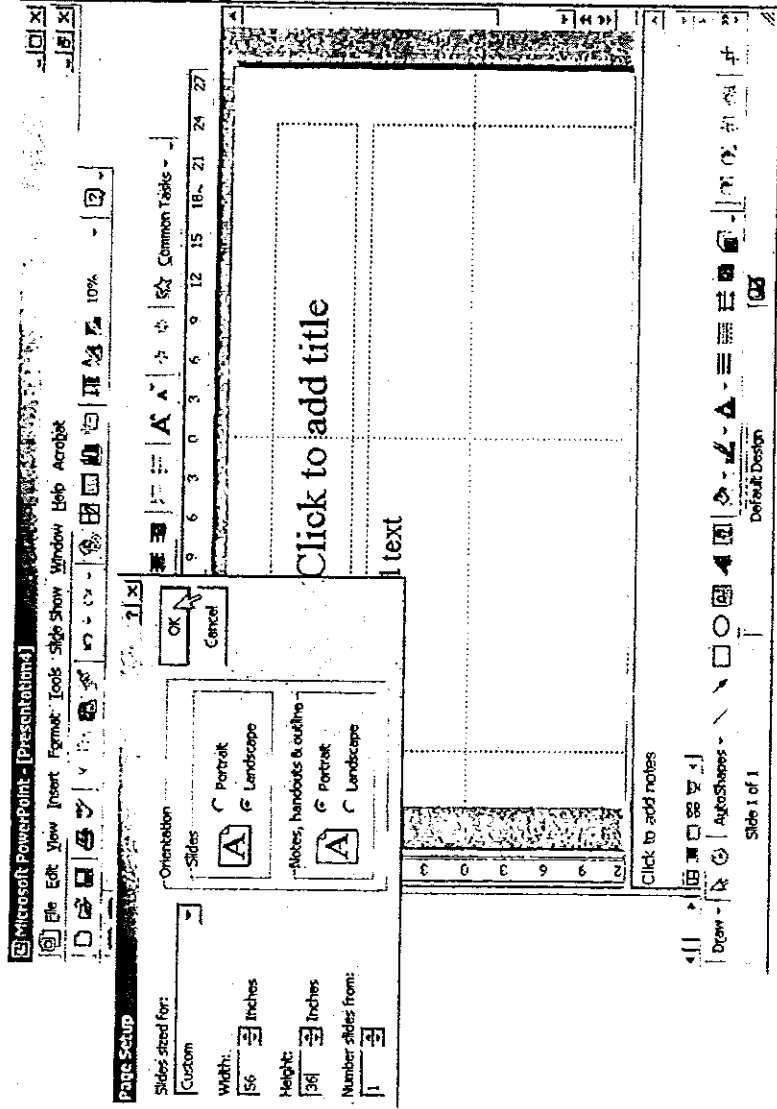
Go to: **File** > **Page Setup** and select **Custom** from the drop down list under **Slides** sized for:

Select orientation under **Slides**



# Start


A typical poster page size is 36 x 56 inches.  
(Some events will have requirements for poster sizes and formats, be sure to set the poster up within these restrictions)



## Start

Start making your poster by diving right in!



First, open a new presentation and set up your page size, then click on the text tool  and start by entering the title, then click the text tool again to enter the authors, repeat for section headings, the text sections, any labels for pictures or charts, etc.

Once you have the poster sections 'roughed-in' you can align the textboxes, section headings and pictures by moving the dotted guidelines to help line up the elements in vertical rows.

**Hint:** create several vertical and horizontal guides by clicking on a guide and then hold the **Ctrl** key down while moving the mouse to position the new guideline. This helps to align elements such as text sections, columns and pictures in the poster.

## Start

You can size textboxes by right clicking on them and select the **Size** tab from the **Format AutoShape** command. Ideally, all textboxes in a poster will be the same width.

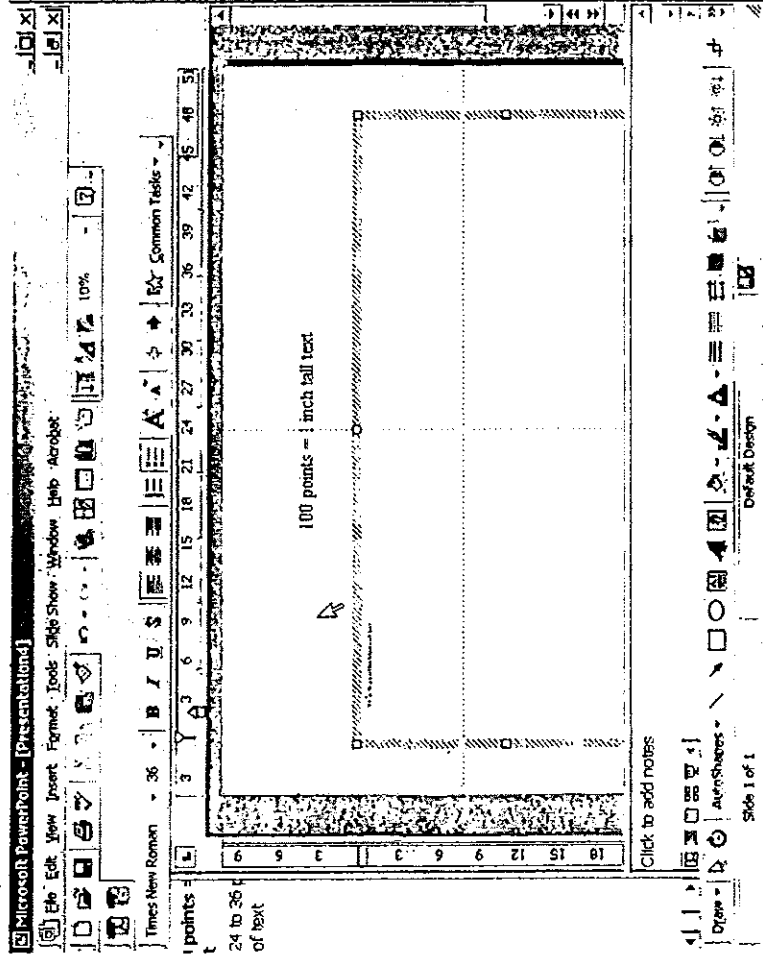
Once you have created a textbox, you can duplicate it by pressing **Ctrl + D** at the same time. Then simply replace the old text in the new textbox. This way you will have the same size textboxes in the entire poster, which will enhance the poster's overall design.

When a picture or textbox is clicked, it can be moved by dragging with the mouse or more precisely by using the direction arrows on the keyboard.

**Hint:** if you want to move a picture or textbox in smaller increments with the arrow keys, hold the **Ctrl** key down when using the **arrow** keys.

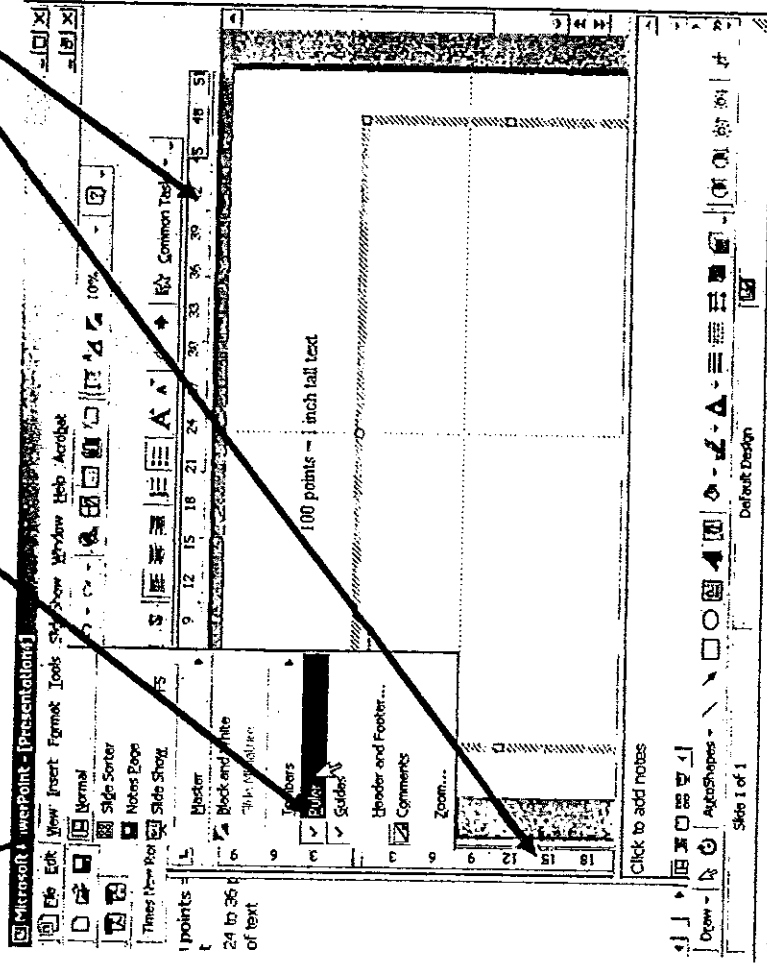
# Text

Recommended font size is 100 point for the title ( 100 pt = 1 inch)  
Font size for the text sections can be set up from 24 points to 36 points. 24pt is the smallest font that should be used; smaller fonts will be difficult to read from normal distances.



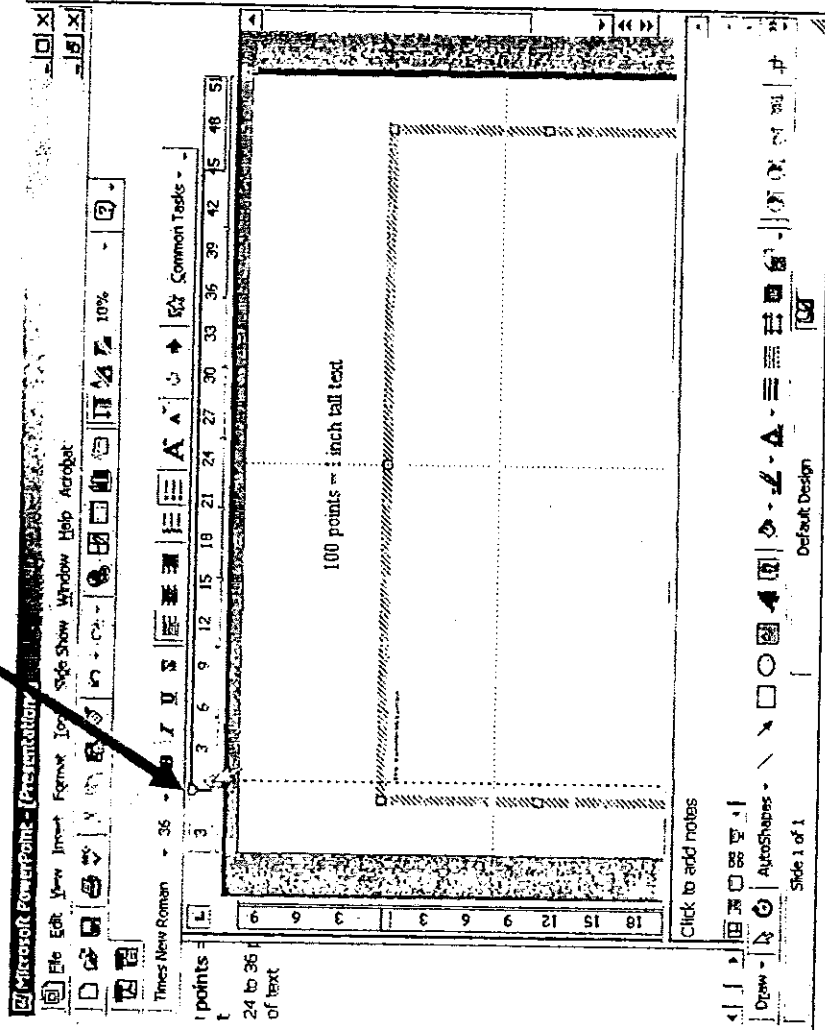
# Text

Go to **View** and click on **Ruler** to make the rulers visible:



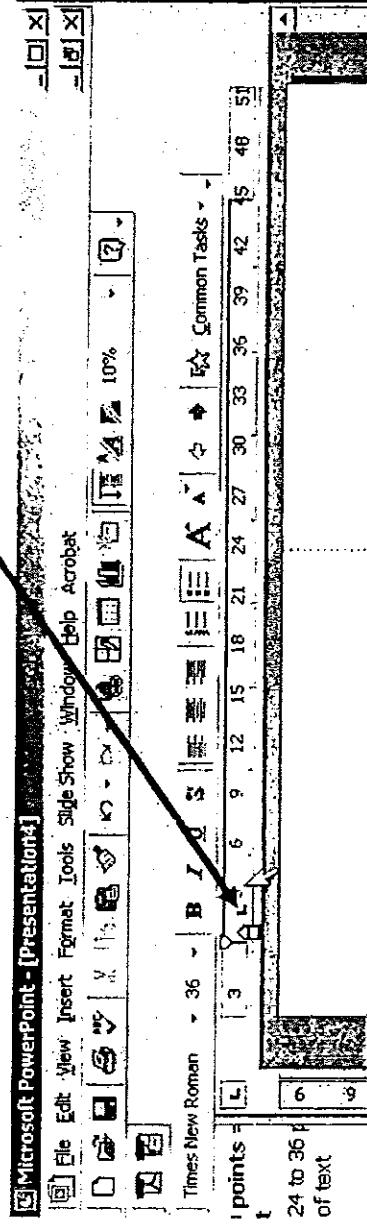
# Text

On the ruler slot window the indents *and* bullet spacing can be adjusted by moving the markers



## Text

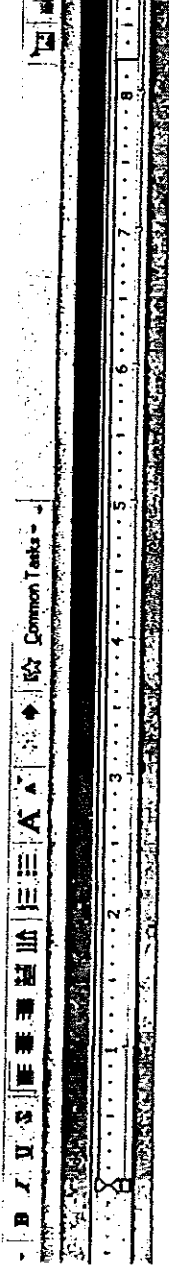
Tabs can be added by clicking on the ruler at the place you wish to have a tab




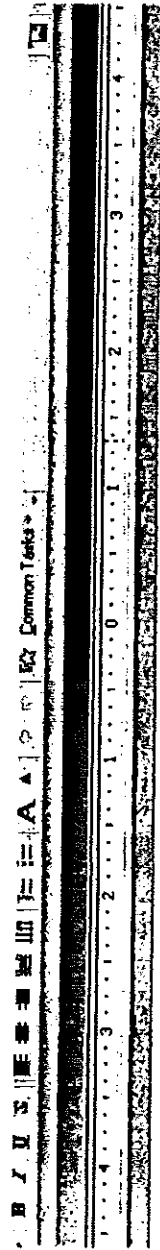
**Note:** if the text box outline is clicked when formatting the ruler, the entire text box will be affected. Conversely, selecting individual lines in the textbox will format each line individually. (see next page)


# Text

How to change all of a textbox's characteristics at once:

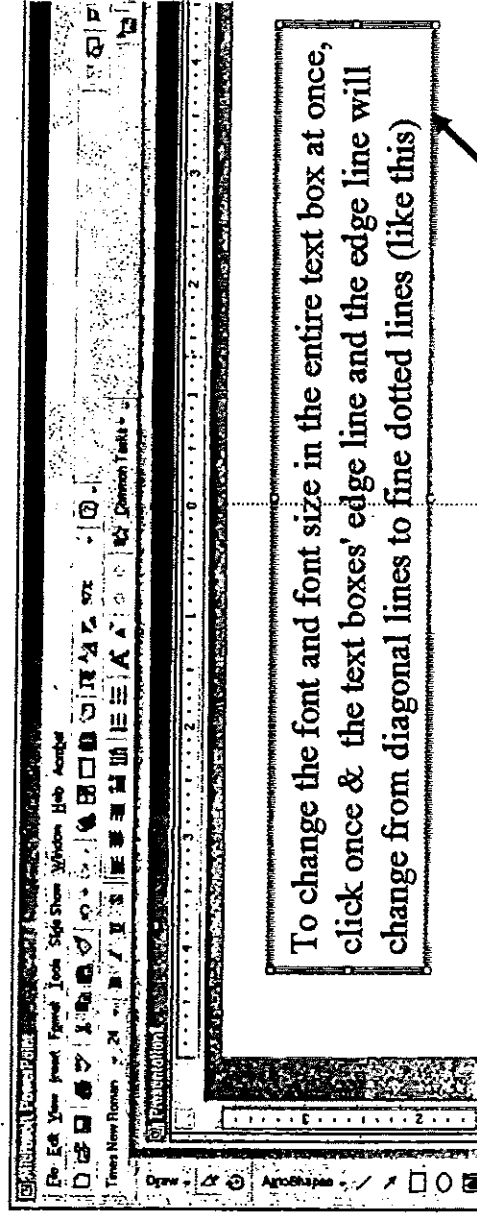


To change the font and font size in the entire text box at once, click once the text boxes' edge line and the edge line will change from diagonal lines (like this) 



To change the font and font size in the entire text box at once, click once & the text boxes' edge line and the edge line will change from diagonal lines to fine dotted lines (like this) 

# Text

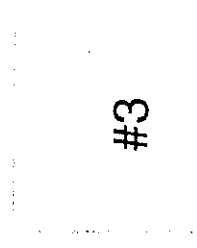
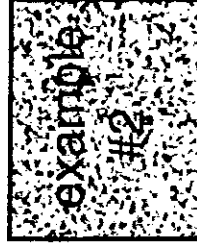
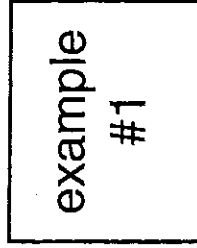


This method of selecting also allows you to universally change several attributes of textboxes, such as colors, lines and sizes of the textboxes. You can ensure the uniformity of your design by making all the textboxes the same width, and by sizing vertical rows of boxes all at the same time, after the text is entered.

# Text

The best legibility is achieved by using black text on white backgrounds (example #1). Backgrounds made of dark images or texture patterns can cause the text to be harder to read (#2).


If you use different colors for text, avoid using yellow or other light colors as these are hard to read (#3)



## Text

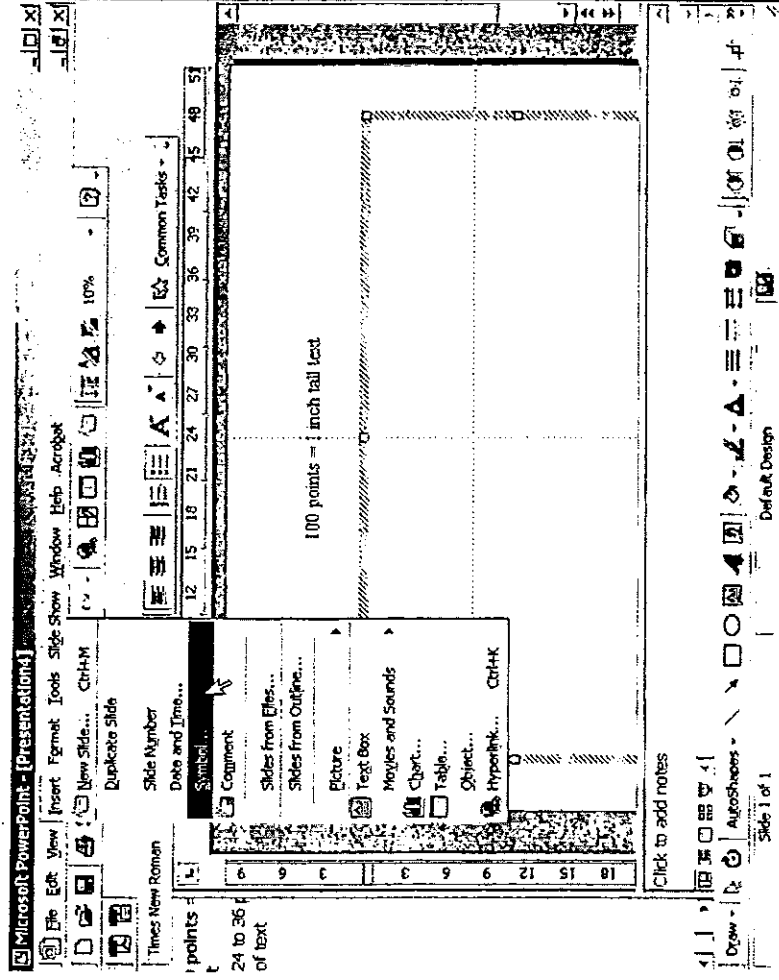
It is best to enter text into a PowerPoint presentation by using the text tool  and typing directly into PowerPoint.

If you copy text from a Word document and paste it right into PowerPoint, the formatting can become corrupted. It is best to place the text into a native PowerPoint textbox, see *below...*

To use a section of text from a Word file (.doc), it is best to **highlight** the section of text in Word, then press **Ctrl + C** which copies the text. Next, go to the PowerPoint file and click the text button , place the cursor where you want the text to go and press **Ctrl + V** which pastes the text into the text box you have created in PowerPoint. You may have to resize the dimensions of the textbox to fit the poster design.

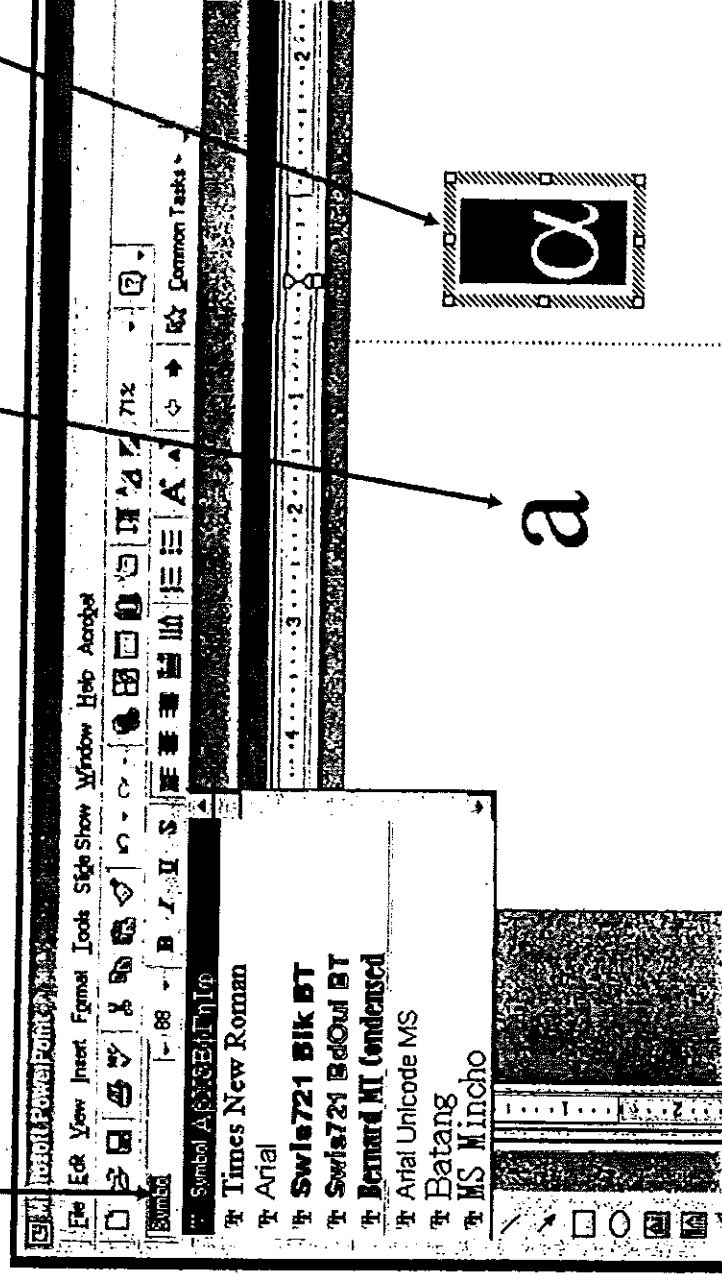
# Symbols

Do **NOT** go to **Insert\_Symbol** to create symbols in text. Making symbols this way may cause font substitution errors when the poster is printed. (see example on next slide for instructions on how to make a symbol)





# Symbols

**Example:** to make an *alpha* - simply type an "a" and change the font to "symbol" at the font selection box on the menu / bar to make the alpha.



## Pictures

Background images can add interest and information to a poster.

If you want to use a background image behind text, adjust it by using the picture toolbar's *Brightness* controls:  and *Contrast* controls: .

Both controls will probably be needed to adjust levels for the image so the picture will be detailed enough to see clearly, while being light enough to not interfere with reading the text.

In general, it is best to adjust the image so that the picture is very light, because when an image is printed, it tends to appear darker than how it appears on the computer monitor.

*(examples on next page)*

## Pictures

Examples:

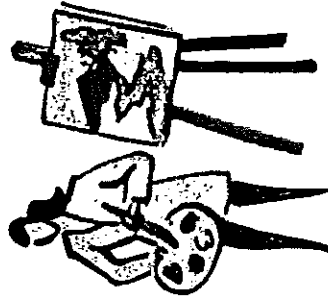
Here is an image as inserted directly into PowerPoint.  
The text is not easily read.



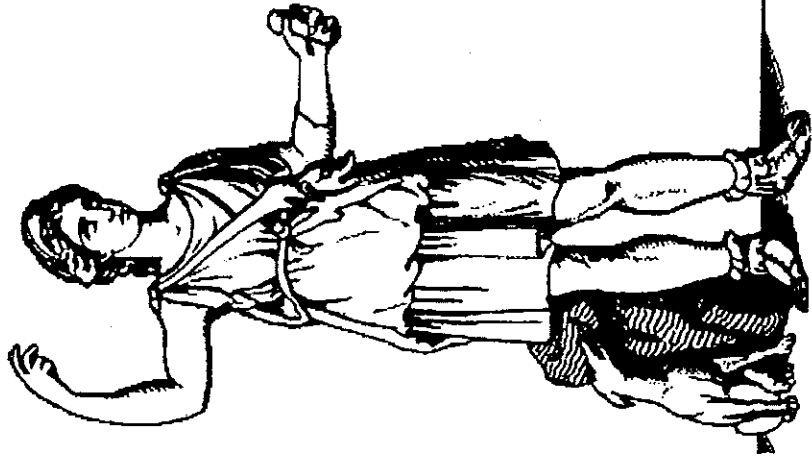
This is the same image with "More Brightness" clicked  
7 times and "Less Contrast" clicked 7 times. The text is  
easier to read over this image  
than the version above.

# Pictures

You can also select **Clip Art** from the **Insert** toolbar's **Picture** selection to use illustrations for your poster.

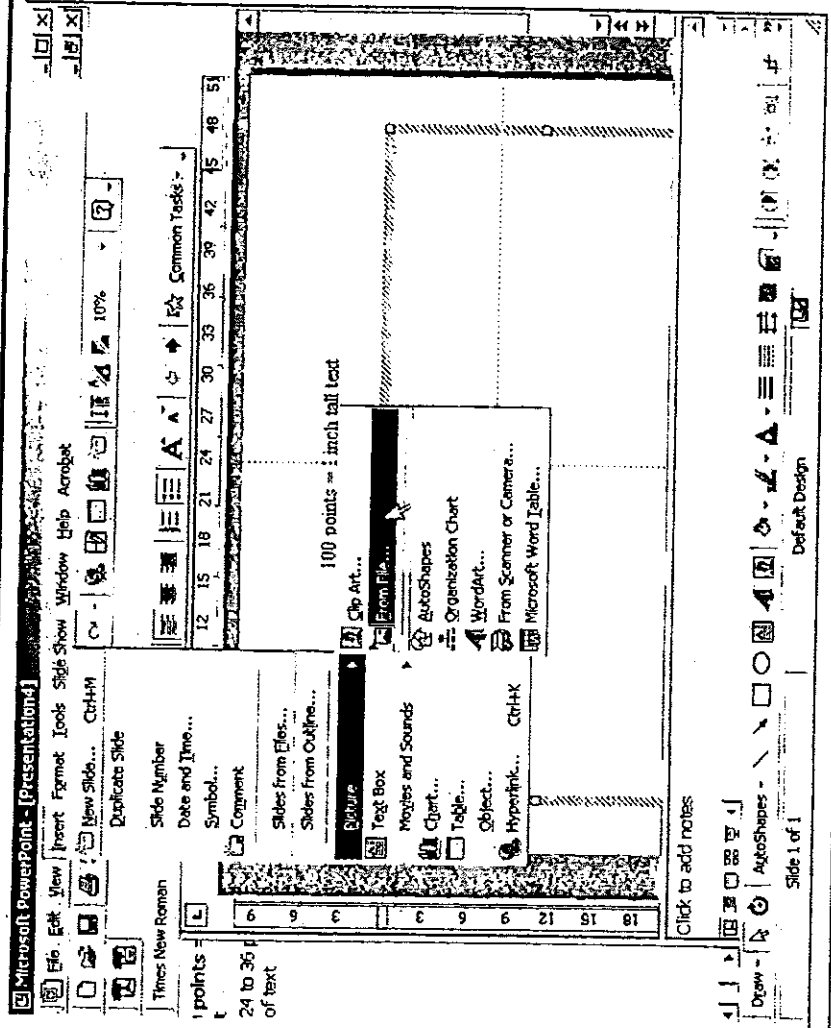


*Clip...art?*



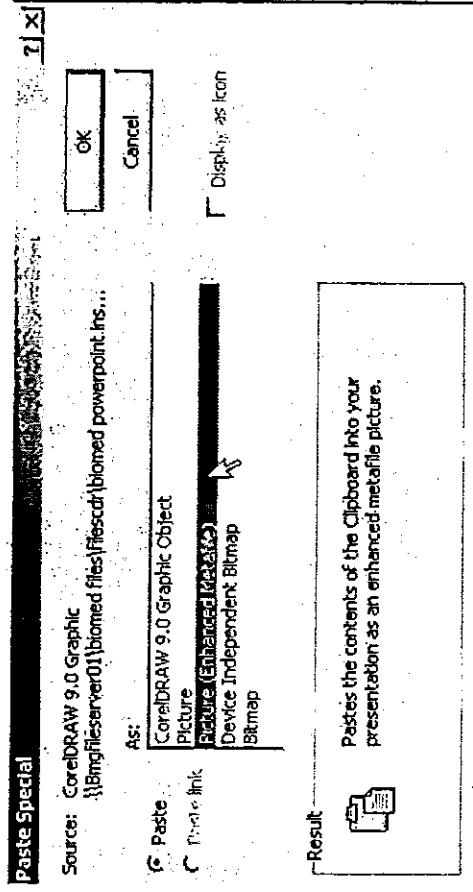
# Pictures

You can **Insert** pictures from your computer files. **JPEG** or **TIF** files are recommended for photographs and **GIF** files work well for simple colored graphs and tables.



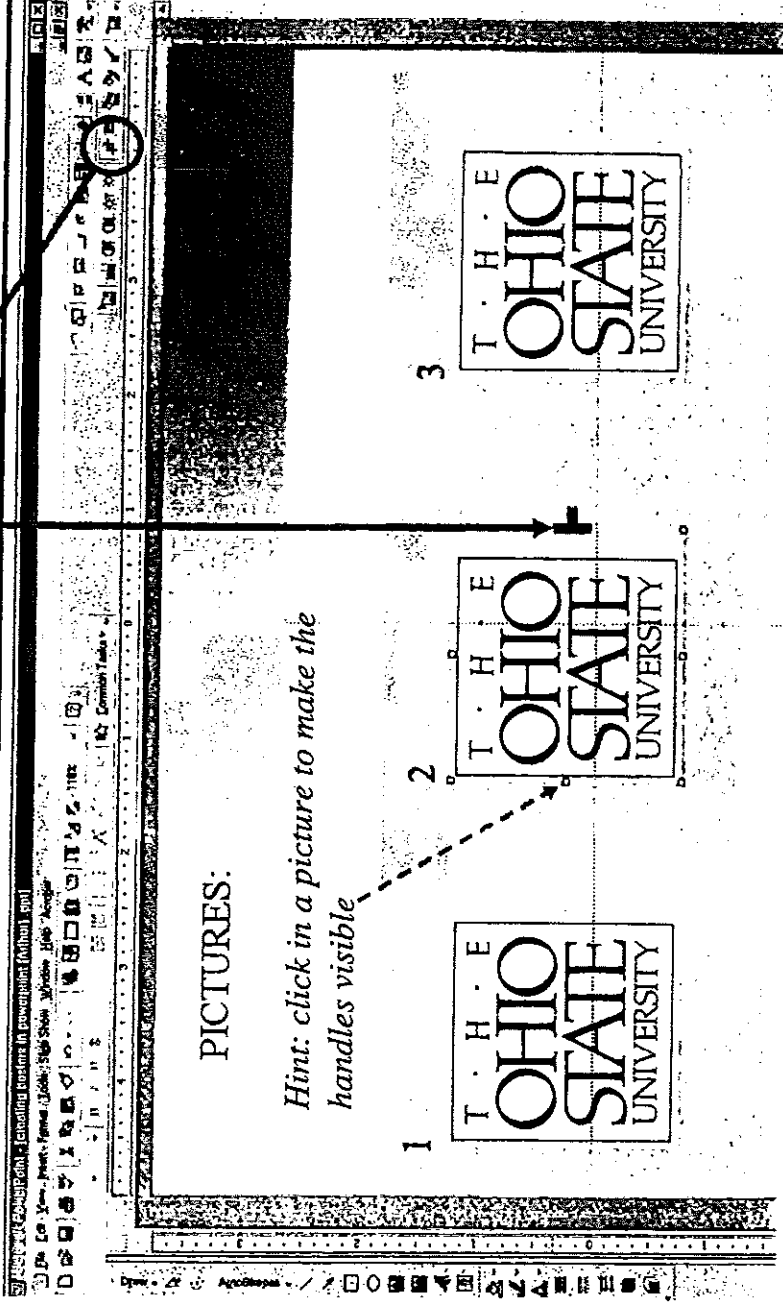
# Pictures

If you are pasting a picture (or graph or chart) from another application, we recommend using **Edit\_Paste Special** and paste as an **Enhanced Metafile**. If that fails, try **Bitmap**. As a last resort, use **Paste** and hope for the best.



# Pictures

You can crop pictures (1) by using the crop tool found in the Picture Toolbar. Place the tool directly over a handle (2), then click and drag your mouse to crop the picture (3).



PICTURES:

*Hint: click in a picture to make the handles visible*

## Pictures

If you need to resize pictures after they have been inserted into the poster, push the **Shift** key while moving the corner handle and the picture will resize while maintaining its original proportions.

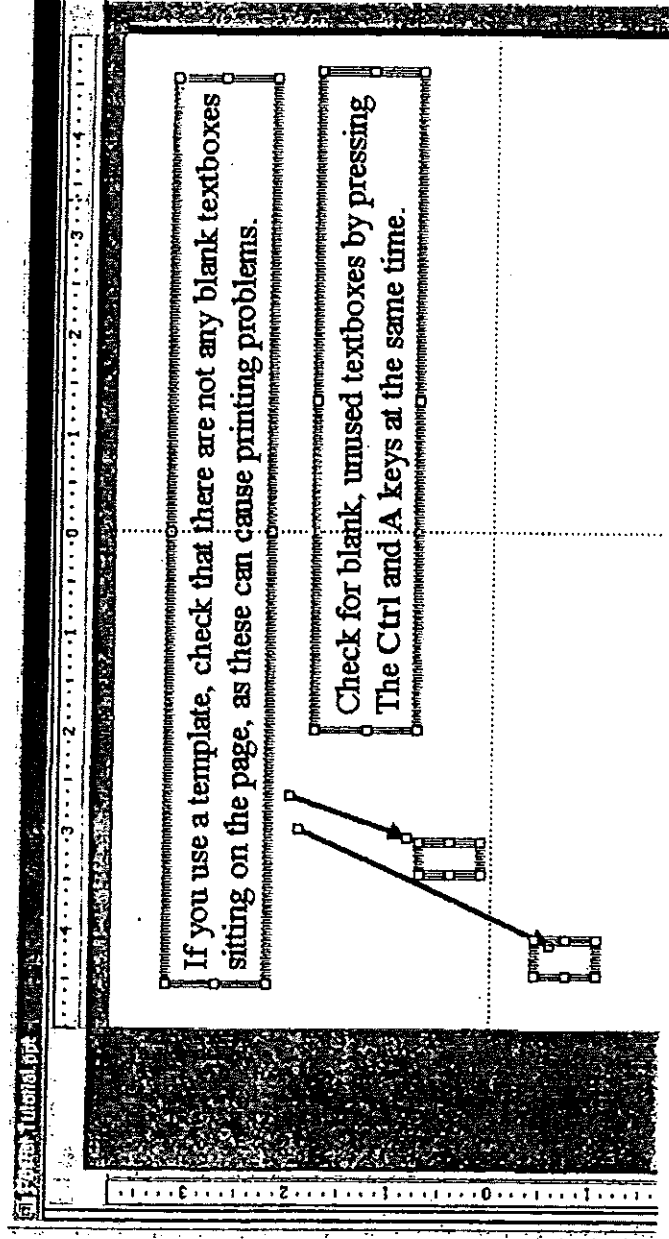
Another way to resize pictures is by clicking on them once, then right click and select **Format Picture** from the drop-down list. Go to the **Size** tab to resize the picture numerically. You can also **crop** pictures from this dialog box by going to the **Picture** tab.

### SCANNING

If you are scanning pictures to use in the poster, scan from 125 dpi to no more than 300 dpi at the size the image will be printed in the poster. Higher resolution scans will not look any better and they will cause the poster file to become larger than necessary, possibly causing a computer crash.

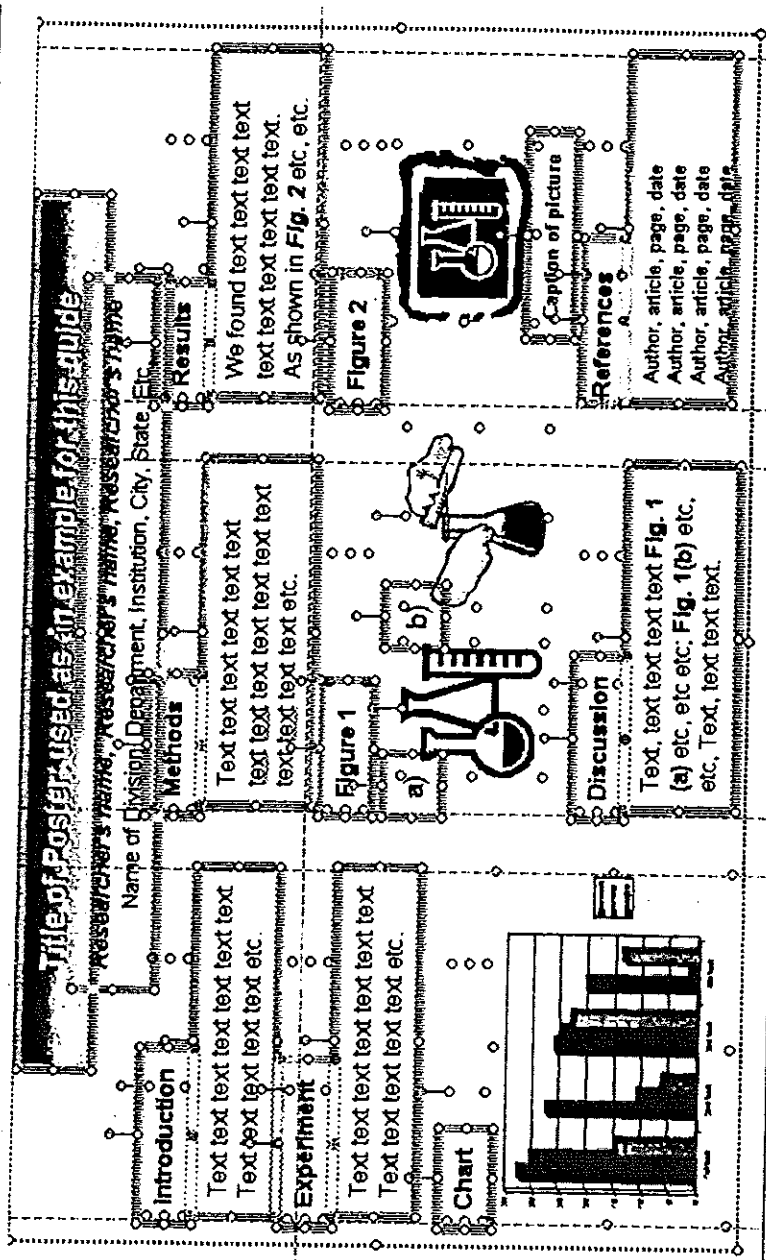
## Final steps

The PowerPoint page should fit together like pieces of a puzzle, adjacent textboxes and pictures should not overlap. Also, look for blank textboxes on the page and delete them if found.



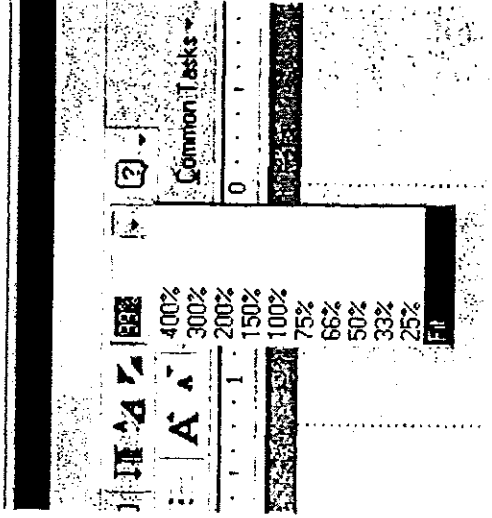
## Final steps

Once you have finished entering all the text and images into your poster, use the guides to make sure the textboxes and pictures are aligned vertically and are the same size. Push **Ctrl + A** at the same time to get all the objects' outlines to show at once:



## Final steps

Check the overall appearance of the poster by looking at it using the **Fit** command on the zoom list:



We recommend reading over the text and doing a "spell check", by going to **Tools** and clicking on **Spelling**.

**Hint:** If your dictionary has mistakes in it, you can correct the errors by opening *Custom.dic* and then change the misspelled words.