

Faculty Quick Start Guide – Getting Started with Power Point: Creating Posters

I. Workshop Objectives

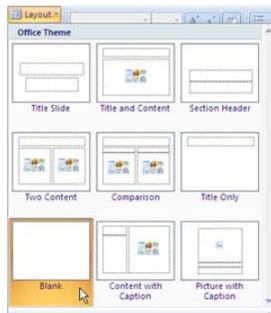
Upon completion of this workshop you will be able to:

1. open a blank presentation
2. choose a poster size
3. use proper font and size
4. use digital pictures, charts, and tables to enhance your poster
5. aligning poster components
6. set up your poster to send to a printer

II. Open a Blank Presentation

Getting Started

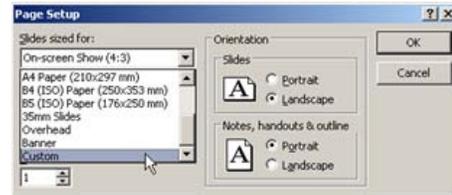
1. To open the PowerPoint program choose Start > Programs > Microsoft Office > Microsoft PowerPoint 2007 or click on the PowerPoint icon on your desktop.
2. The default layout is the Title Slide. Choose the blank layout by selecting Home tab > Slides group > Layout > **Blank**.



Choose a Poster Size

1. On the Design tab > Page Setup group > click on **Page Setup**.
2. The Page Setup dialogue box appears, and under Slides sized for:, select **Custom** (it is the last option in the drop-down box).
3. Input final size for the poster in inches in the same dialog box. Set resolution to no larger than 56 x 56 inches. If a larger poster is needed, it can be enlarged when printed. Typical settings are between 48-60" across and exactly 36" high.

4. Save the poster by clicking Office Button > Save As > PowerPoint Presentation > Desired location.

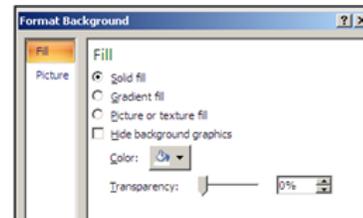


Setting the Poster Background

1. On the Design tab > Background group > click the arrow next to **Background Styles**. We recommend a white background. Solid color backgrounds use a lot of ink. A texture, gradient or picture background is not recommended.
2. Click **Format Background** and choose the color for poster background



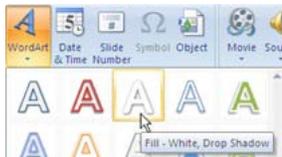
3. Choose the Solid Fill radio button. Solid fill allows you to select a color for the background by clicking on **Color** drop-down box.
4. Move the transparency slider to set how much light passes through the color; 100% transparency makes the color white



III. Use Proper Font and Size

Poster Title

1. Use **WordArt** to make the poster title. (Subscripts or superscripts are unavailable in WordArt) Also, use this feature sparingly. Limit the number of fonts you use in your poster to no more than two different fonts. When using WordArt or decorative fonts, keep in mind your audience and readability of the font.
2. On the Insert tab > Text group > WordArt, click on one of the **WordArt Styles**.



3. On the **Format** tab, you have the option to Insert Shapes, change the Shape and WordArt Styles, the Arrangement, and the Size of the WordArt

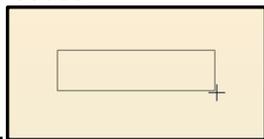


4. You can turn on the Ruler and Gridlines to position the WordArt text box at the center of the slide. This is done by checking the boxes under View tab > Show/Hide group.

Poster Text

Text entered in PowerPoint

1. Make a text box and enter text by clicking on Insert tab > Text group > **Text Box**.
2. Click-and-drag on the slide to create the text box and type your text.
3. Make modification to font style and size, if needed

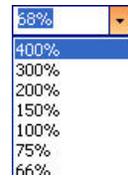


Text entered from another program

1. First copy the text, using the shortcut keys, **Ctrl + C**, then go to the PowerPoint presentation and choose Home tab > Clipboard group > Paste arrow > **Paste Special....** The Paste Special dialog box will appear.
2. Choose **Formatted Text (RTF)**. Click **OK**. The text will automatically go into its own textbox on your poster. Move & edit as with any text box.



Text should be readable from 4 feet away. Use the zoom on the toolbar to see what the text will look like. Zoom to 100% unless the poster is being made in a proportion that the printer will later have to enlarge. For instance, when making a poster that will have to be doubled by the printer, zoom to 200%.)



IV. Use digital pictures, charts, and tables to enhance your poster

Graphics Formats PowerPoint Can Import

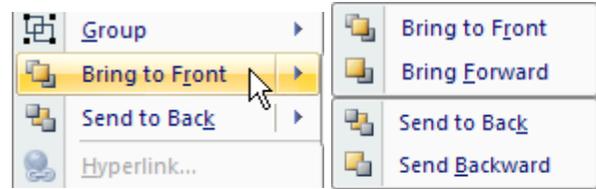
- *Joint Photographic Experts Group (.jpeg)***
- Portable Network Graphics (.png)
- Windows Metafile Graphics (.wmf)

Imported Graphics

Choose graphics that support and clarify the concept(s) in the poster. Web images do not enlarge well for printing. The resolution of your graphics should be at least 200dpi.

To insert pictures or clipart, on the Insert tab > Illustrations group> click on **Picture**, OR group > **Clip Art**
Editing Pictures

1. Click on the picture to be edited
2. Under Picture Tools > Format tab, you have various ways of formatting your picture



3. Edit the picture using the icons on the Adjust, Picture Styles, Arrange, and Size.

Inserting and editing Clip Art

We suggest using clip art sparingly and only to clarify a concept.

1. Click on the Insert tab > Illustrations group > **Clip Art**
2. A menu will open on the right of the screen
3. Type in a subject to search for in the clip art files
4. Choose a clip by clicking on it. It will automatically insert onto the page
5. Manipulate its size and position, as desired.

Changing Clip Art Order and Grouping

Ordering Images

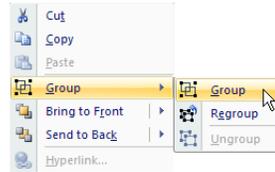
1. Right click on the image to be moved.
2. Click on **Bring to Front** or **Send to Back**. (Bring to Front has the options to Bring to Front and Bring Forward; Send to Back has the options to Send to Back and Send Backward.)

Grouping Images

1. Hold down the shift key while left-clicking on each image. Once all the images have been selected, right click and choose **Group > Group**.

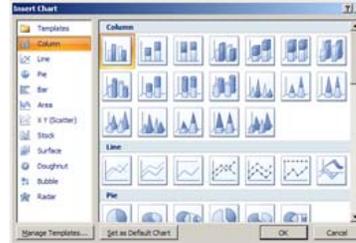
Edit a Grouped Image

1. Click on **Group > Ungroup**. Edit image, click **Group > Regroup**

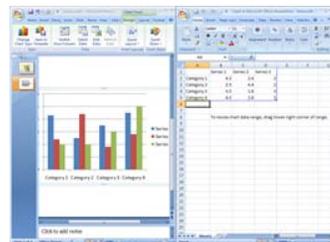


Inserting Charts and Graphs

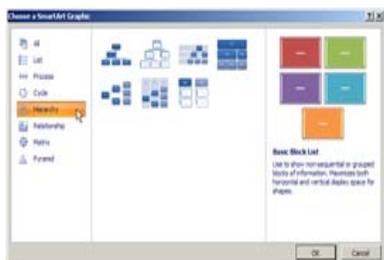
1. On the Insert tab > Illustrations group > click on **Chart**.
2. An **Insert Chart** dialogue box appears.
3. Choose a chart and click on the OK button.



4. A split-screen of Office Excel 2007 opens displaying sample data on a worksheet.
5. Enter data into the worksheet, or import it from word or excel.
6. After updating the worksheet, in Excel, click the Office Button and select **Save As**.



- In the **Save As** dialogue box, select the folder that you want to save in and type a name for the file.
- Click on the **Save** button.
- To insert Organizational charts, click on the Insert tab > Illustrations group > **SmartArt**.
- In the Choose a SmartArt Graphic dialogue box, click on **Hierarchy**. Select the type of organizational chart desired, and click on the **OK** button to insert the chart to the slide



Inserting a Chart or Graph from another Application

- Copy the chart or graph from the application, **Ctrl + C**.
- In PowerPoint, click on the Home tab > Clipboard group > **Paste Special....**

The program will choose spreadsheet if it is from an Excel application.

For tables, click on the Home tab > Clipboard group > Paste Special... > **Picture (Enhanced Metafile)**. This will save the table as an image which will make the table look better when printed.



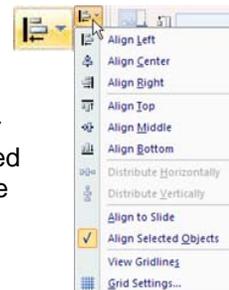
Changing the Appearance

Use the drawing toolbar to change fill, text color, borders, and more.



V. Aligning Poster Components

Aligning Images & Text



- Click on the objects or text boxes to be aligned while holding down the shift key
- On the Picture Tools Format tab > Arrange group, click on the **Align** icon
- Choose the desired option for distributing or aligning the objects

VI. Set Up Your Poster to Send to a Printer

Saving Your Poster to Send to Printer

- Save a copy as you would normally do, and then also send as a PDF file (using Adobe Acrobat) to Media Services
- Click the Office Button  and select **PowerPoint Options**.
- In the PowerPoint Options dialogue box, click on **Save**.
- Then check the box next to Embed fonts in the file > and select **Embed all characters (best for editing by other people)**. This allows the poster to be printed with the desired font, regardless of whether the printer uses the font.
- Click on the **OK** button.
- Click the Office Button  > **Save As** and choose a file destination.

Information in this handout adapted from: Scott, Rich. Biomedical Communications Unit, Washington State University. (2005)