

Creating a PowerPoint Poster using Windows

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(michael@nmsu.edu)**

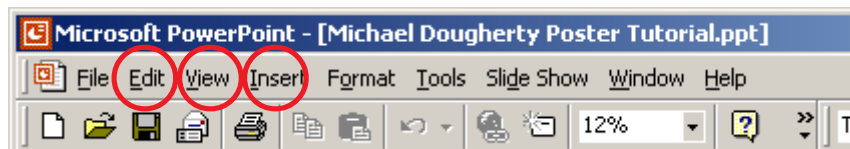
Purpose

The purpose of this tutorial is to illustrate how to create a 3 x 4 ft. poster using PowerPoint. This tutorial specifically covers how to setup, incorporate text, pictures, and graphs into a poster. The poster/banner can be used for multiple purposes including presenting current research at a conference or in the classroom.

Assumptions

This tutorial assumes you have had basic experience using PowerPoint. Although this tutorial is designed with the PC user in mind, excluding instructions involving right and left mouse clicking, Apple users should also be able to use this tutorial. If you have any questions or concerns, please e-mail Michael Dougherty at michael@nmsu.edu

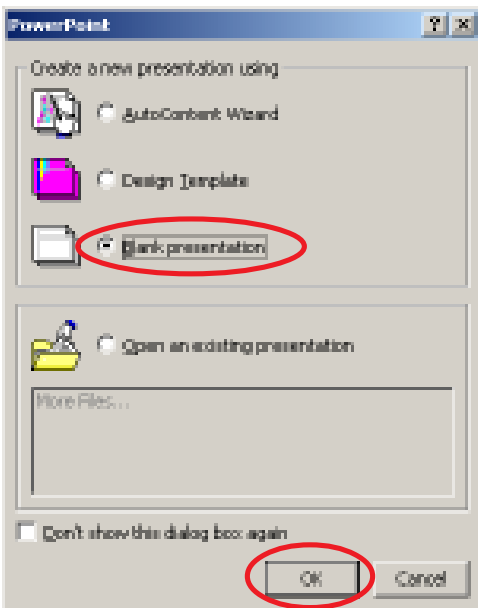
Note: Edit, View, and Insert are three common menu options you will be selecting throughout this tutorial.



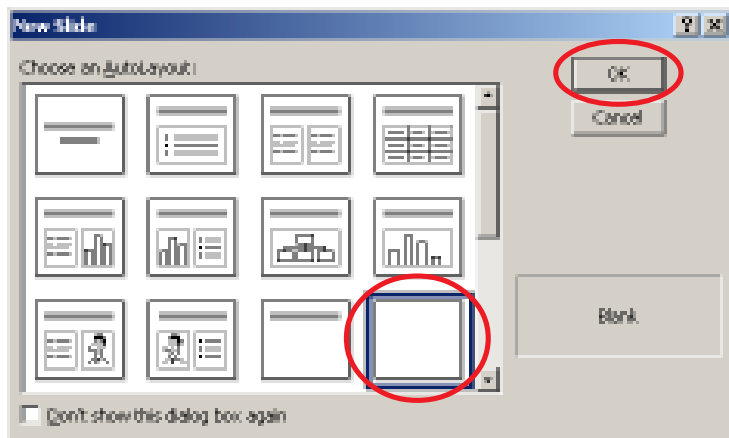
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Getting Started

A. After opening PowerPoint, select Blank presentation, and then OK.



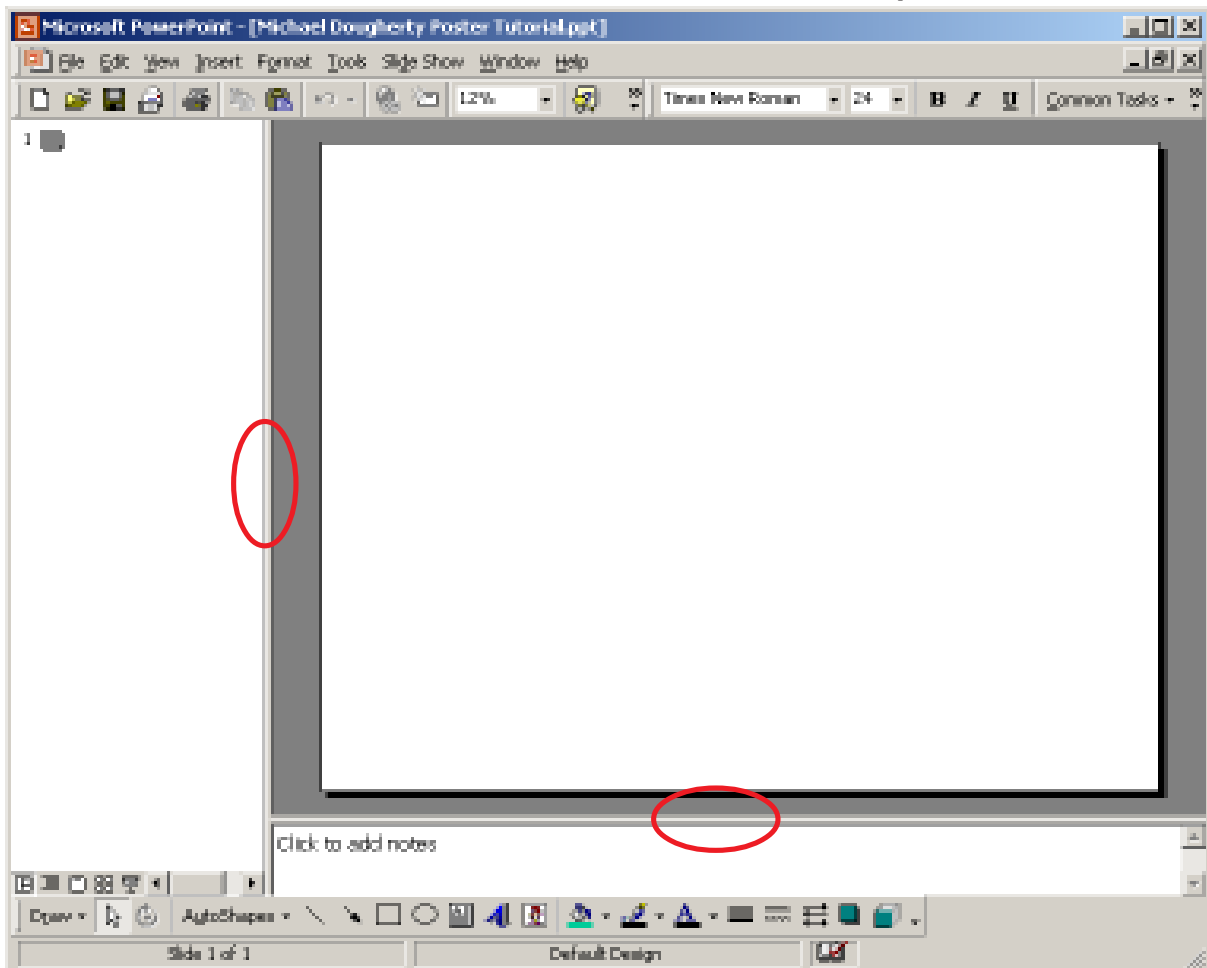
B. Select the Blank box, and then OK.



Note: If the paper clip image appears, place cursor over image, click the right mouse button, and select hide.



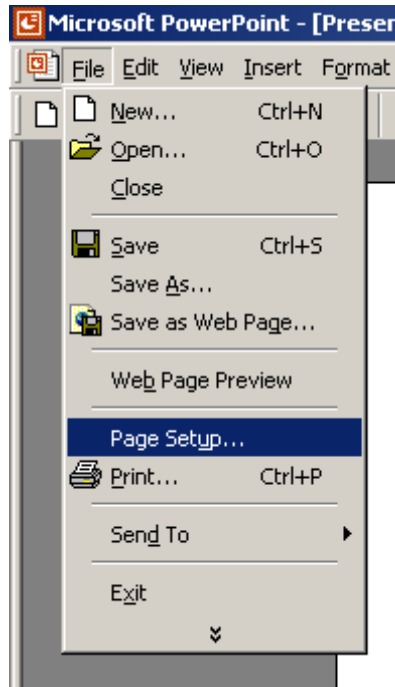
C. Your screen should look like this. Note the red circles. You can place your cursor on each of the lines and move them to allow for more work space.



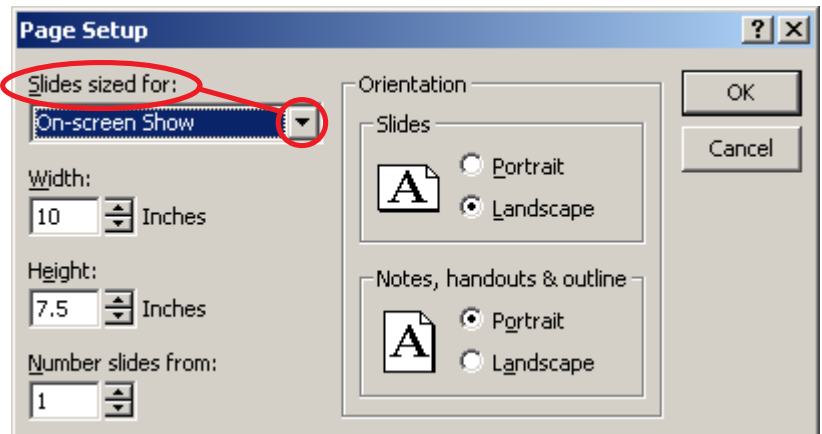
Page Layout & Setup

Since your settings are for 8 1/2 x 11 inches, the page layout needs to be changed to reflect a poster size of nearly three feet high by four feet wide.

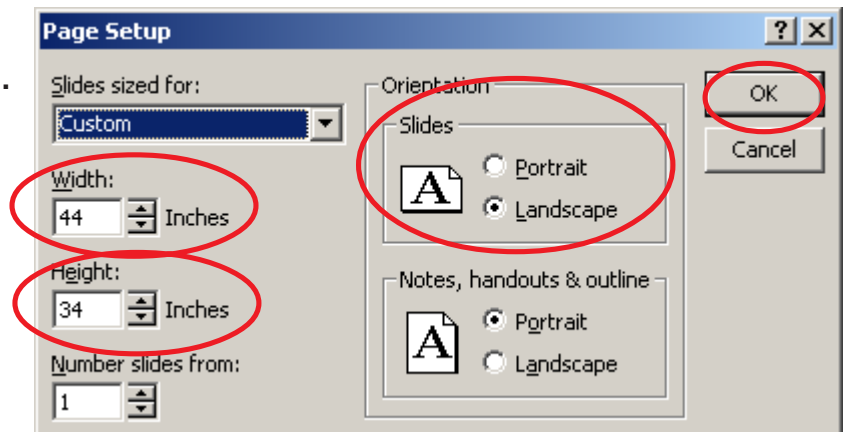
A. Select File, and then Page Setup. A Page Setup dialog box will appear.



B. Click the down arrow of Slides sized for: and select Custom.



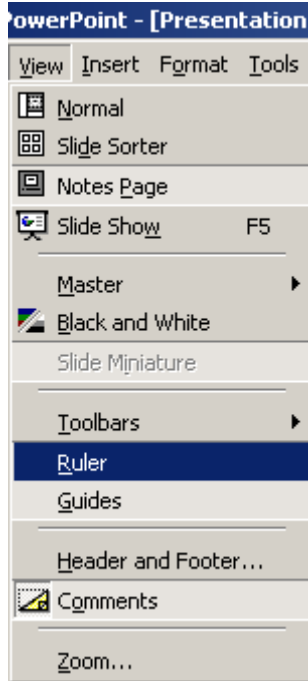
C. Change the Width: to 44 inches and Height: to 34 inches. Select the Landscape option under Slides. Notes, handouts & outline does not matter. Click OK.



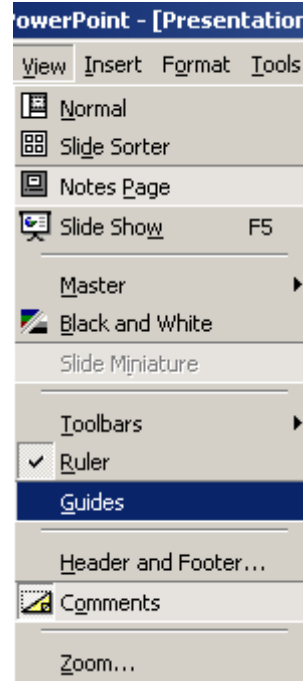
Page Layout & Setup (Ruler & Guides)

To work more efficiently, it is helpful to display Ruler and Guides. Note: The Guides will not print. They are only to help you place text, images, and graphs.

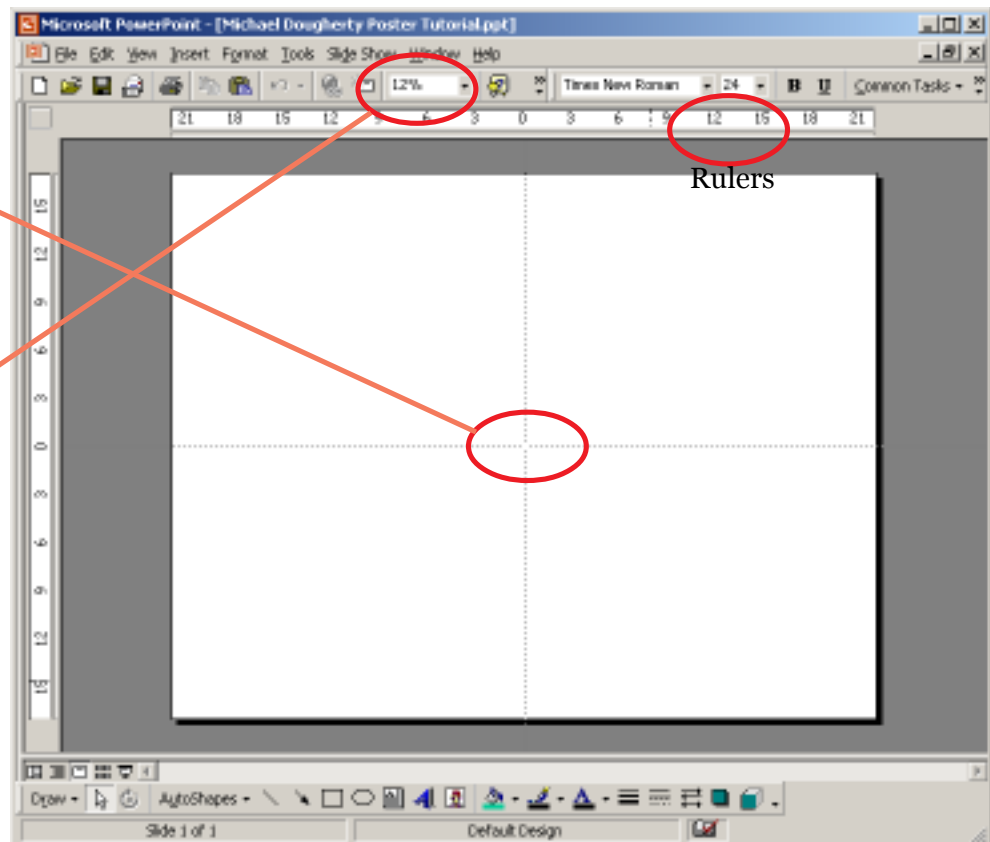
A. Select View, and then Ruler.



B. Select View again, and then Guides.

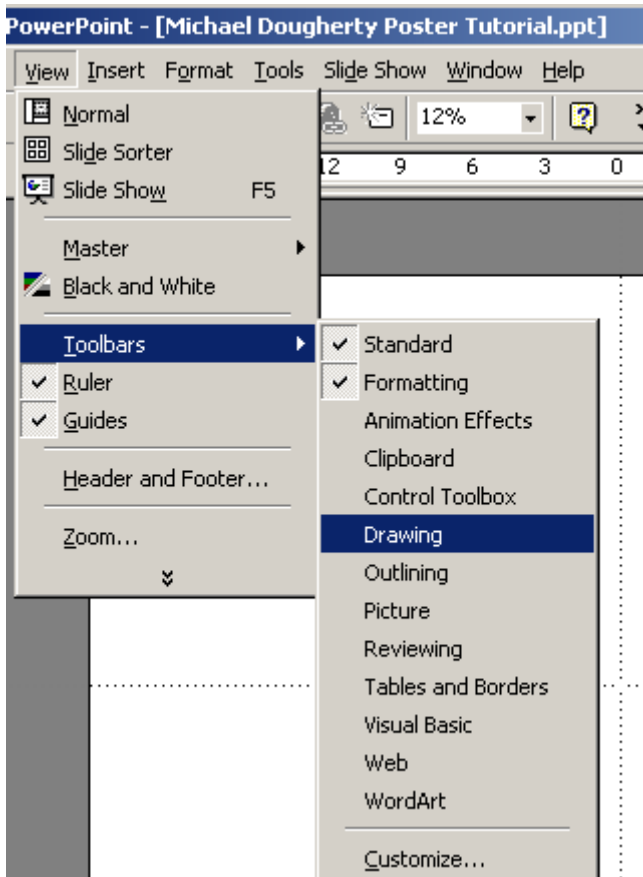


C. Your screen should look like this - The guides are movable. Place cursor over either line, left mouse click and drag. **Note:** The view of the screen is only at 12%. Remember, we are dealing with an area that is 3 ft. x 4 ft. in size. Therefore, our text will have to be large in order to be readable.

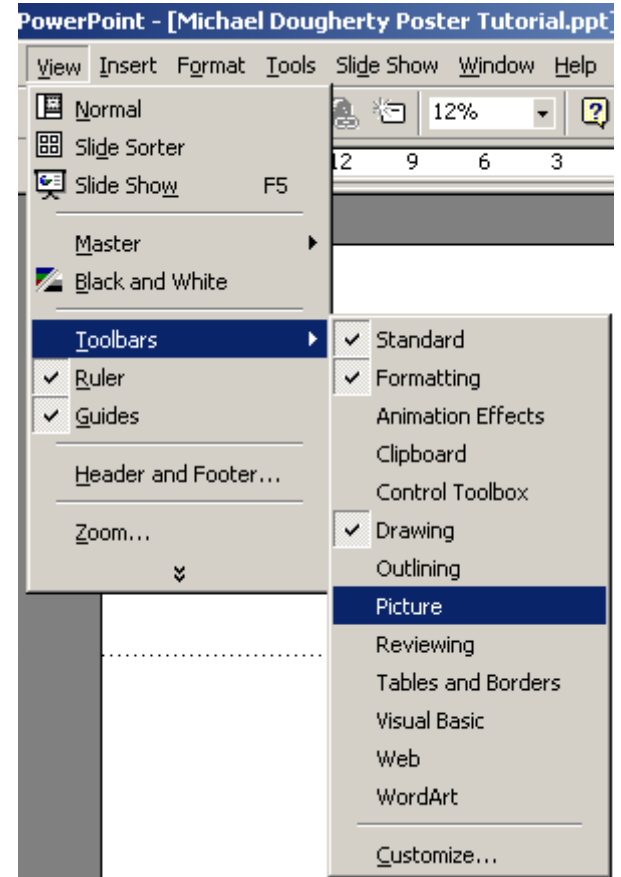


Page Layout & Setup (Drawing & Picture Toolbar)

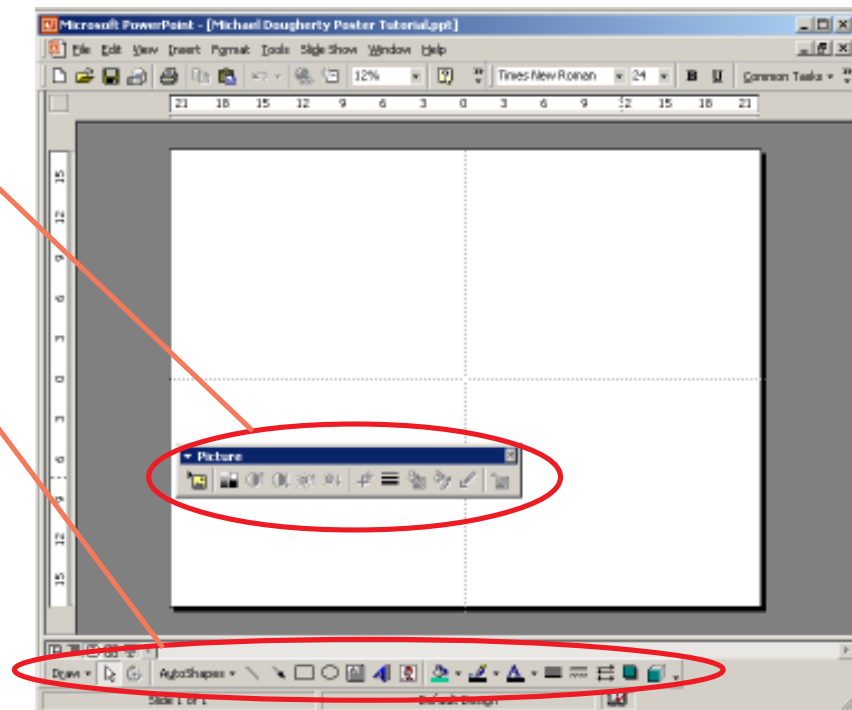
A. Select View, then Toolbars, and then Drawing.



B. Select View, then Toolbars, and then Picture.



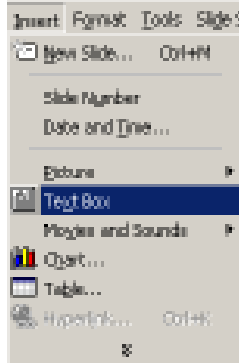
C. The Picture Toolbar should now appear as should the Drawing menu bar at the bottom of the screen.



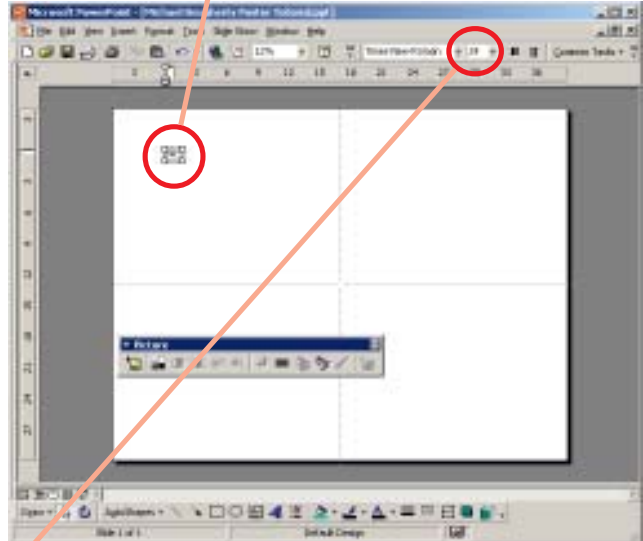
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Text Box

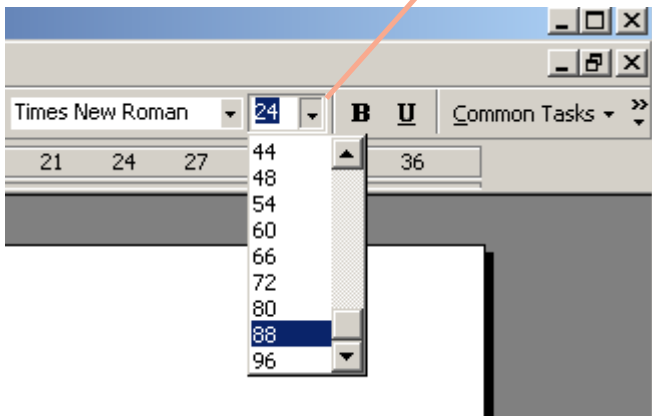
A. Select Insert, and then Text Box. The cursor will turn to a solid line. Determine where you want the box and click once.



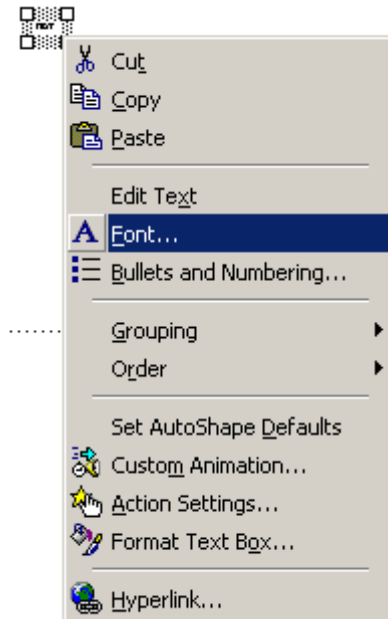
B. Since you are dealing with a 3 x 4 foot poster, the **text box** will appear small. Note the four square corners around the text box. You will need to click on one of them in order to be able to select it.



C. To make the text more visible and easier to work with, place your cursor inside the text box at the beginning of the text, click your left mouse button and highlight the text. Select the text size from the toolbar.

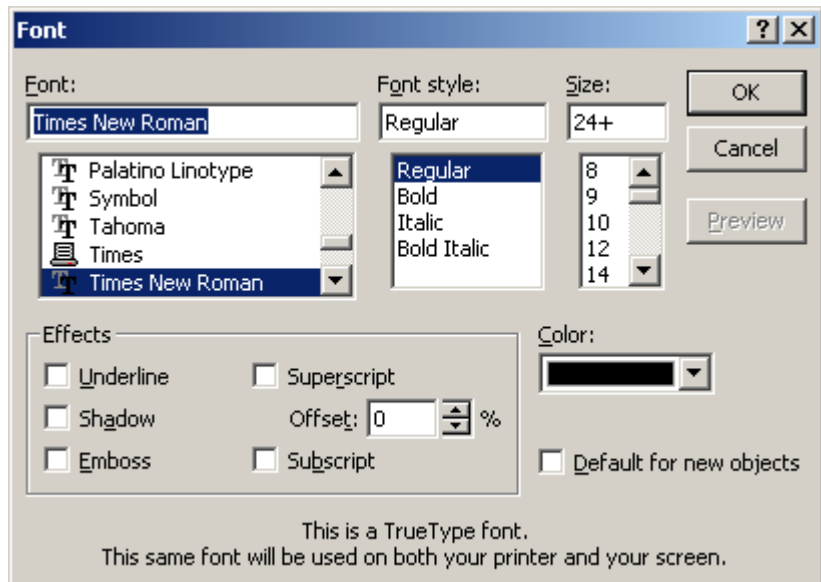


Note: Another way to change text properties is to place the cursor over the text box and click the right mouse button. Select Font. A dialog box will appear.

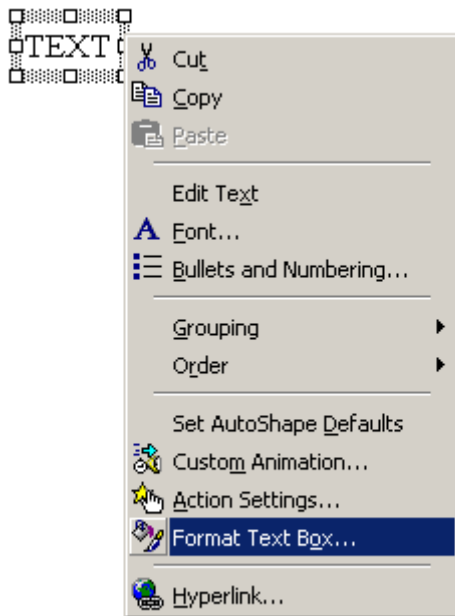


Text Box continued

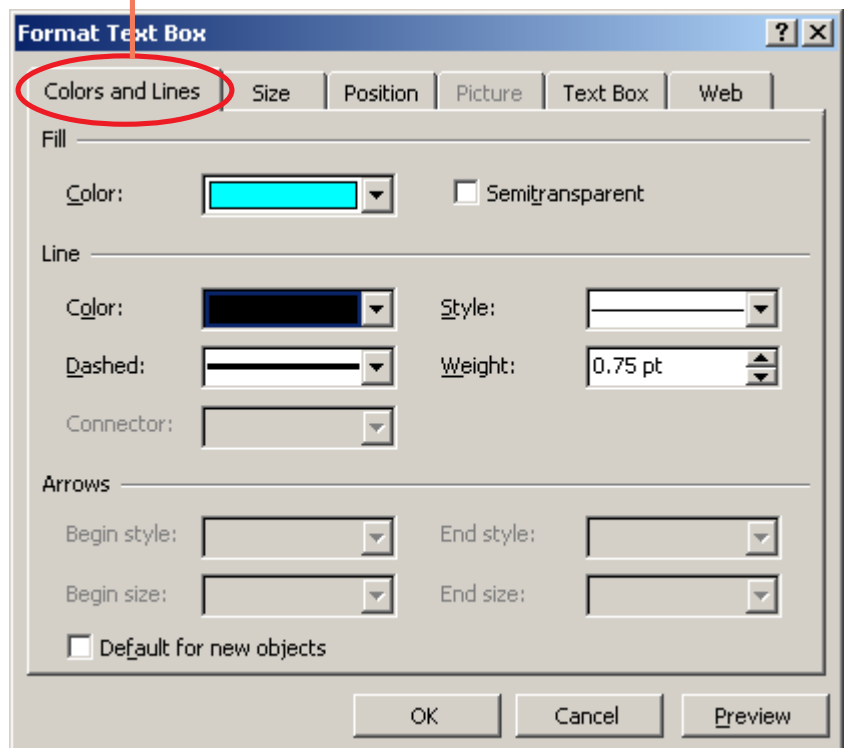
C. With the Font dialog box the font size, type, and color can be adjusted.



D. Place cursor on the text box and click the right mouse button. A drop down menu appears. Select Format Text Box. A dialog box appears.



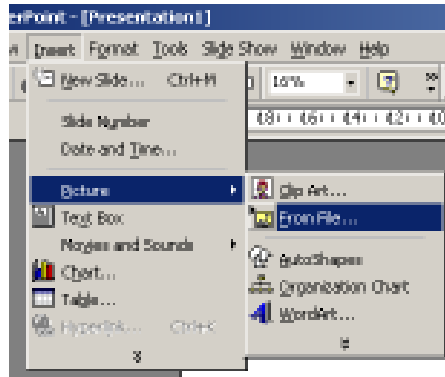
E. To manipulate the text box, such as adding a border or inside color (Fill), select the Color and Lines tab.



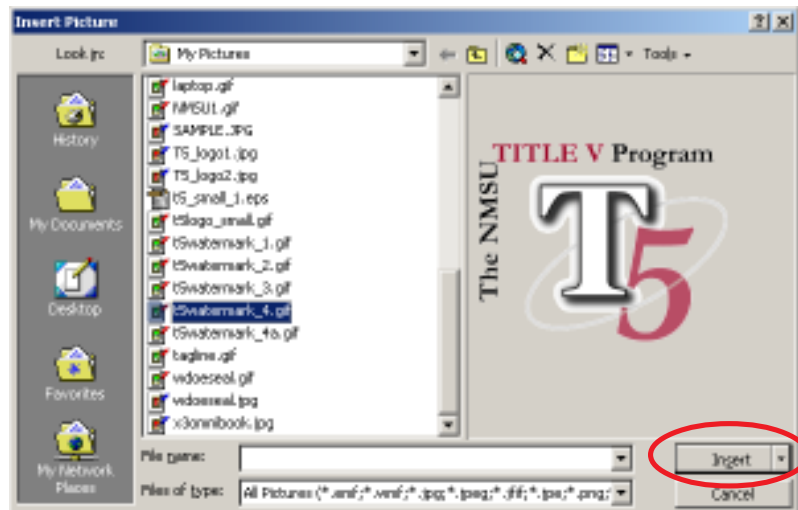
Adding Images

You can incorporate clip art, pictures, word art, etc. into your poster. For this exercise we will incorporate a picture.

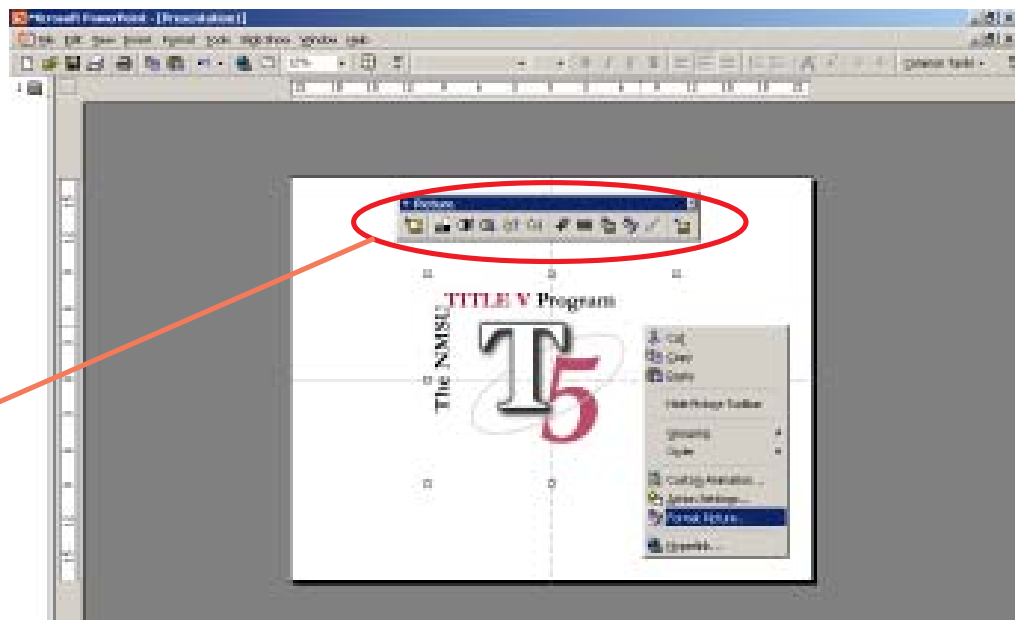
A. Select Insert , and then Picture and From File. A dialog box will appear.



B. Select the file image you want and click the Insert button.



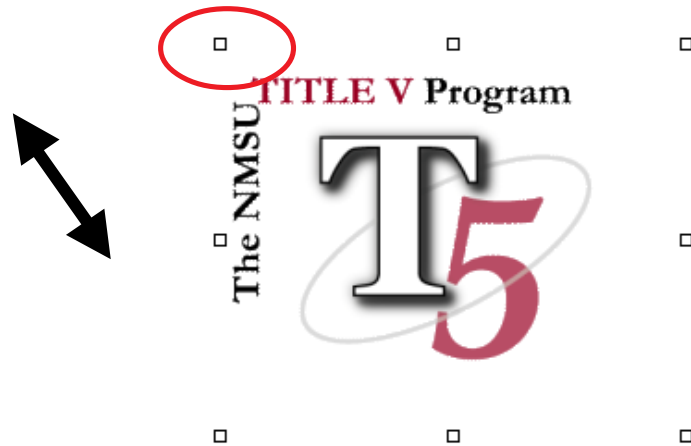
C. To manipulate an image such as adding a border, place the cursor over image and right mouse click. Select Format Picture. A dialog box will appear. Note: The **picture tool bar** also allows you to format the picture. You may crop, contrast, or brighten your image.



Adding Images (Resizing & Watermarks)

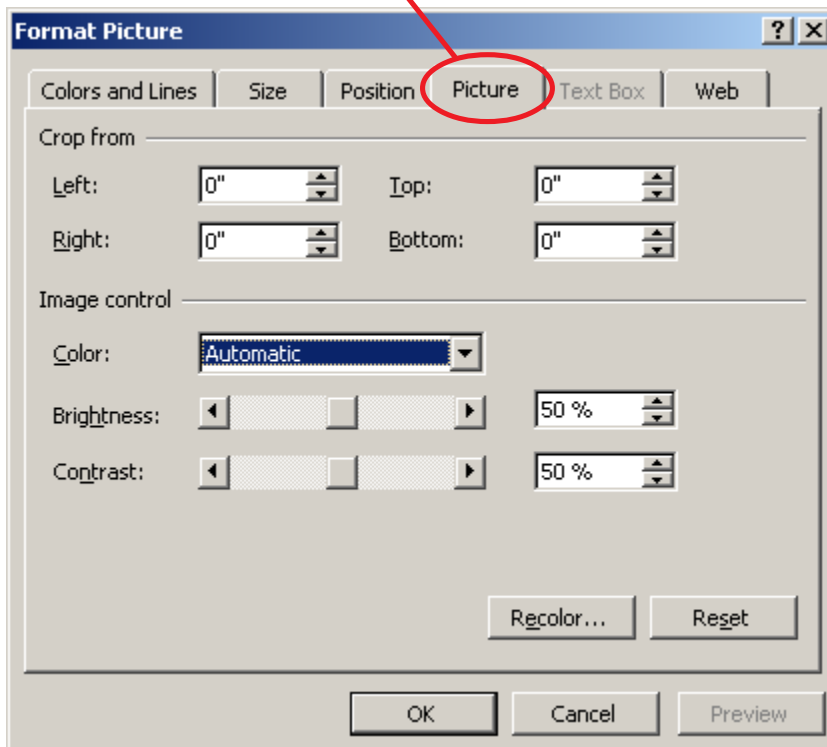
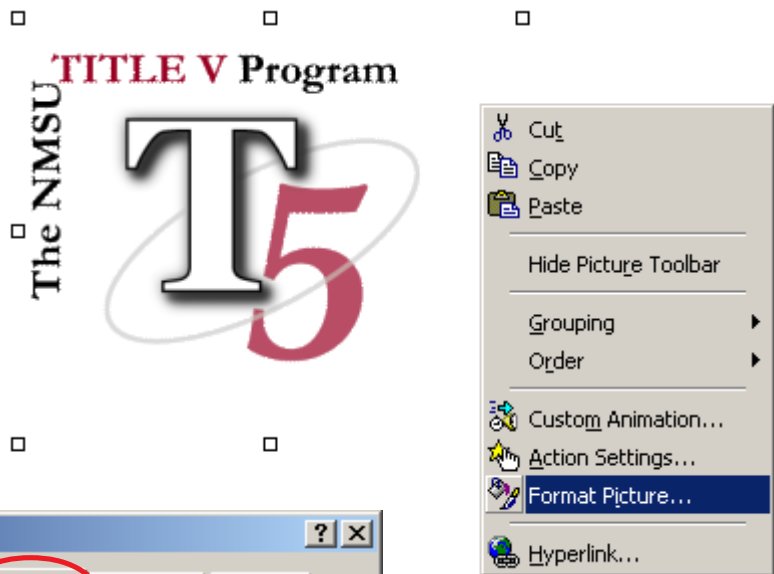
Resizing

A. Select the image. Place cursor over any of the four corner squares and it will become a double-headed arrow. Hold the left mouse button and drag to either increase or decrease.



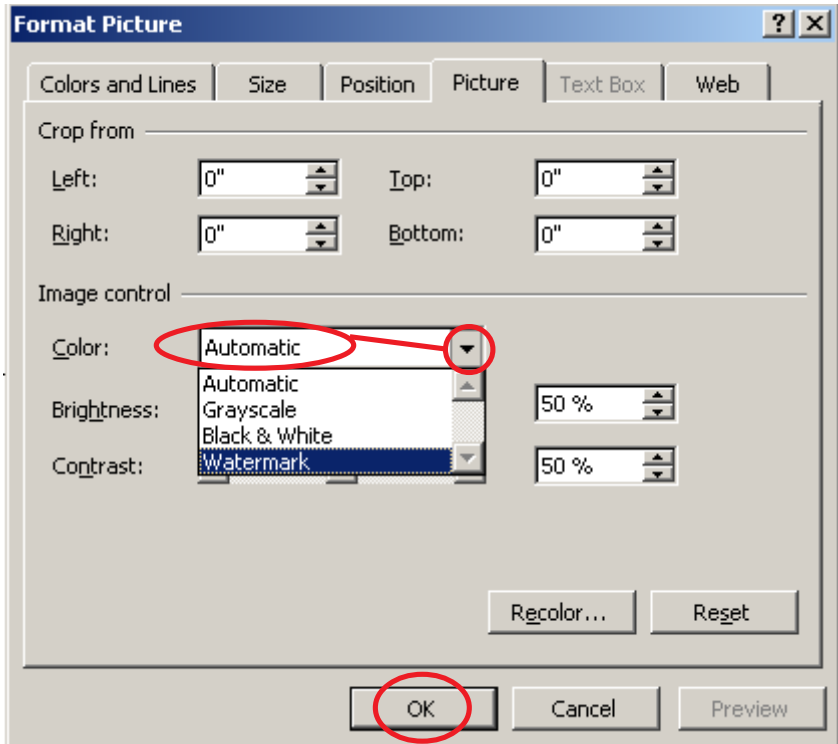
Watermarks

A. Select the image. Click the right mouse button and select Format Picture. A dialog box will appear. Click the Picture tab.

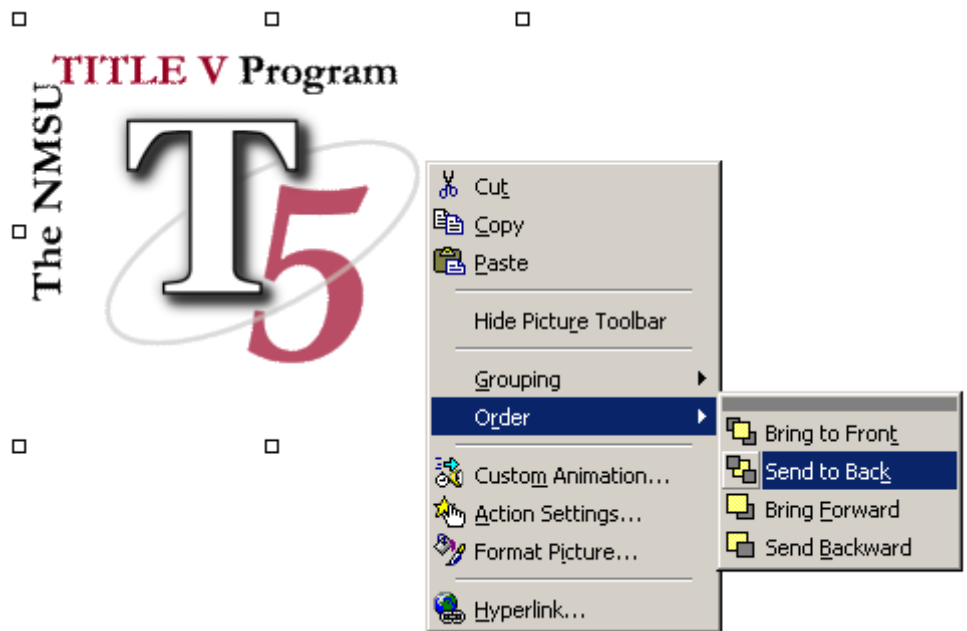


Adding Images Watermarks continued

B. Click the down arrow button next to Automatic and select Watermark. Then click OK.



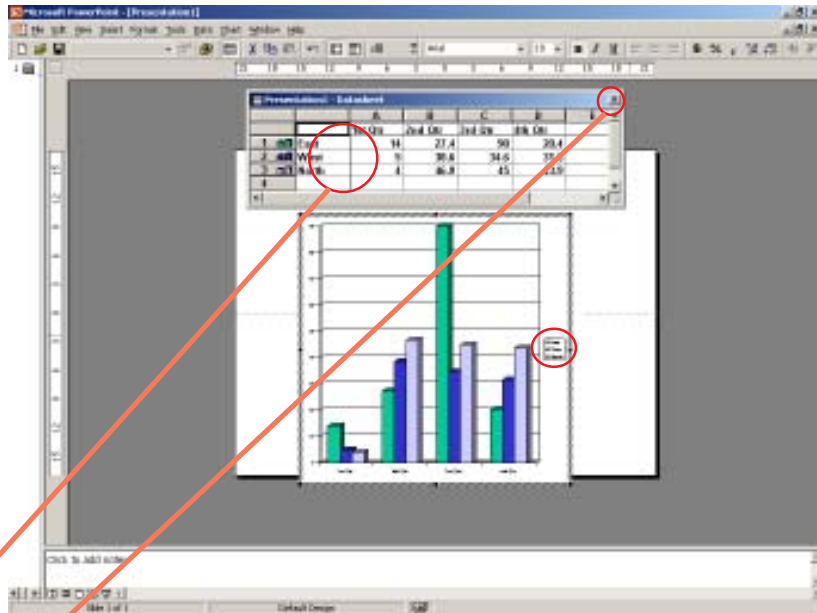
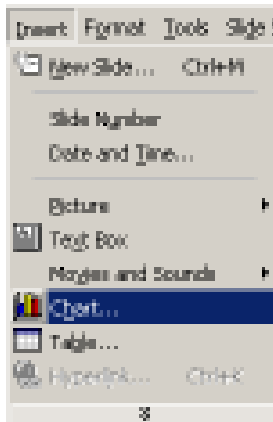
C. Select the image again. Click the right mouse button and select Order and then Send to Back. This ensures that all future images and text will be on top of your watermark.



Adding Graphs from PowerPoint

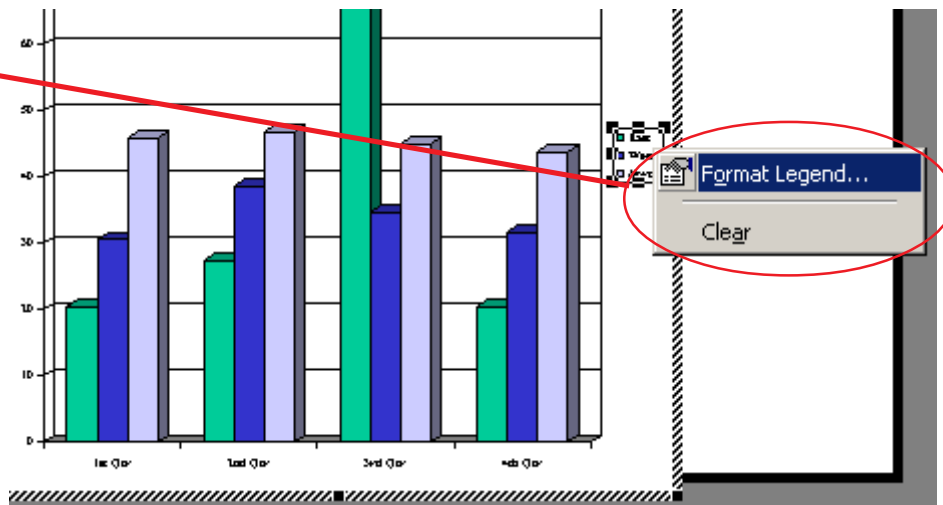
You can incorporate graphs and charts using either PowerPoint or bringing them in from other programs such as Excel. For this exercise we will incorporate a chart using PowerPoint and then bring one in from an Excel spreadsheet.

A: Click Insert, and then Chart.



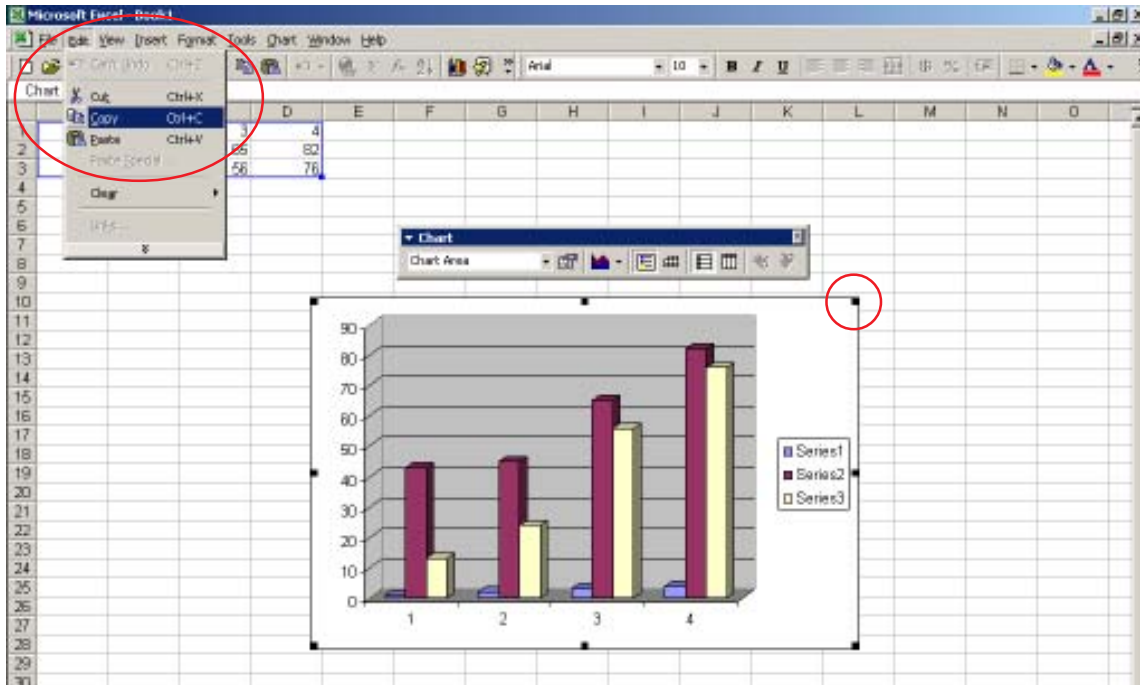
The diagram can be manipulated by inputting numbers into the various cells. Once you are finished click the X and place your chart.

The legend can also be manipulated. Place the cursor over the legend, click the right mouse button and select Format Legend. A dialog box will appear.

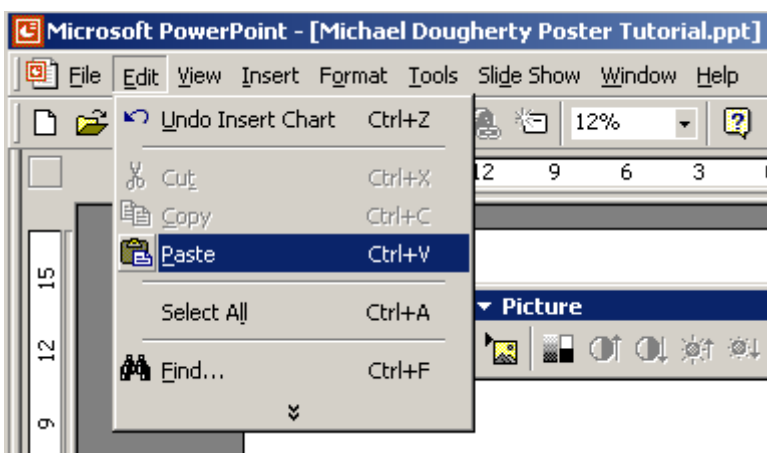


Adding Graphs from Excel

C. After you have created a graph in Excel, select the image and then select Edit and then Copy. **Note:** the graph is selected once eight black squares appear around it.

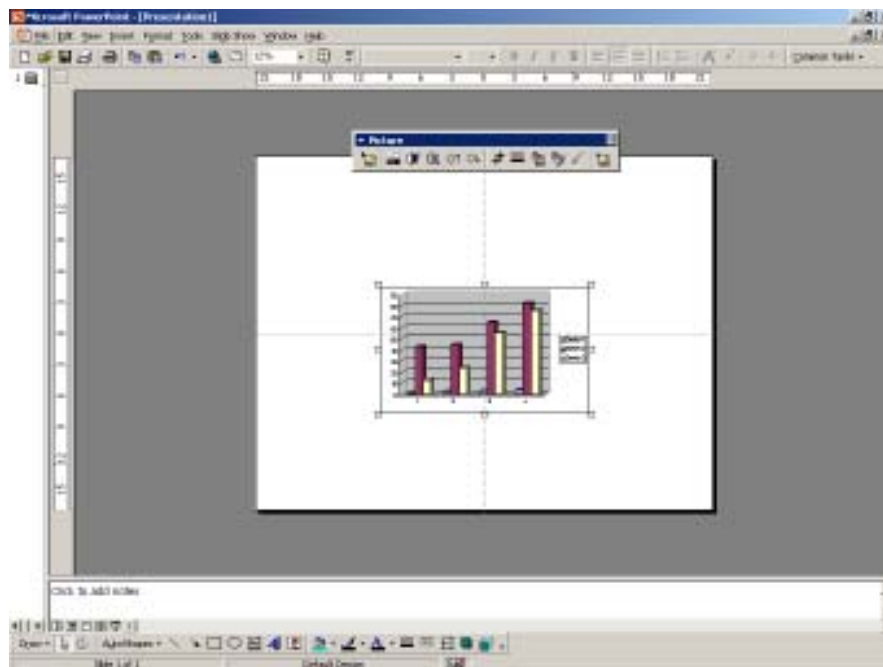
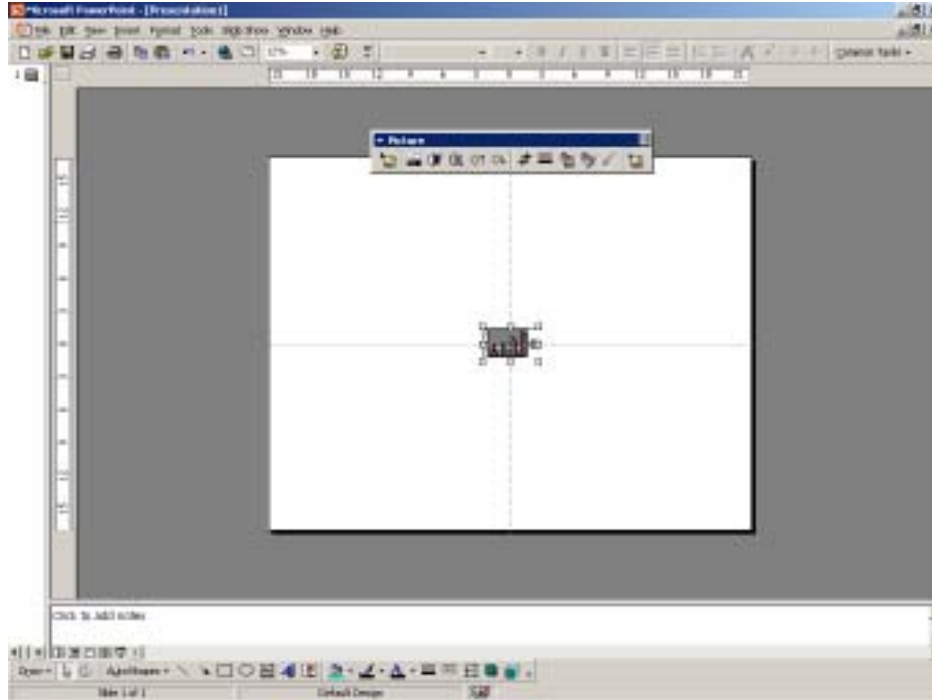


D. Go to your PowerPoint program and select Edit, and Paste.



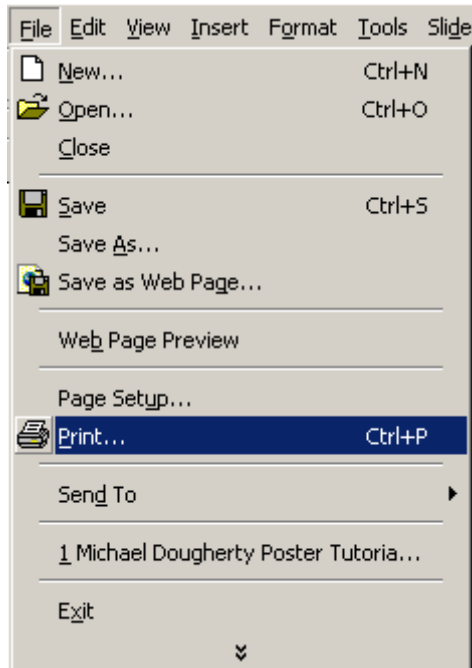
Adding Graphs from Excel continued

E. After you paste your graph into your poster document you will notice it is very small. You will need to resize the image. Click on the graph and select one of the four corners. Place your cursor over any of the corners until it becomes a double-headed arrow and drag. This is the same process you used to resize your picture image.

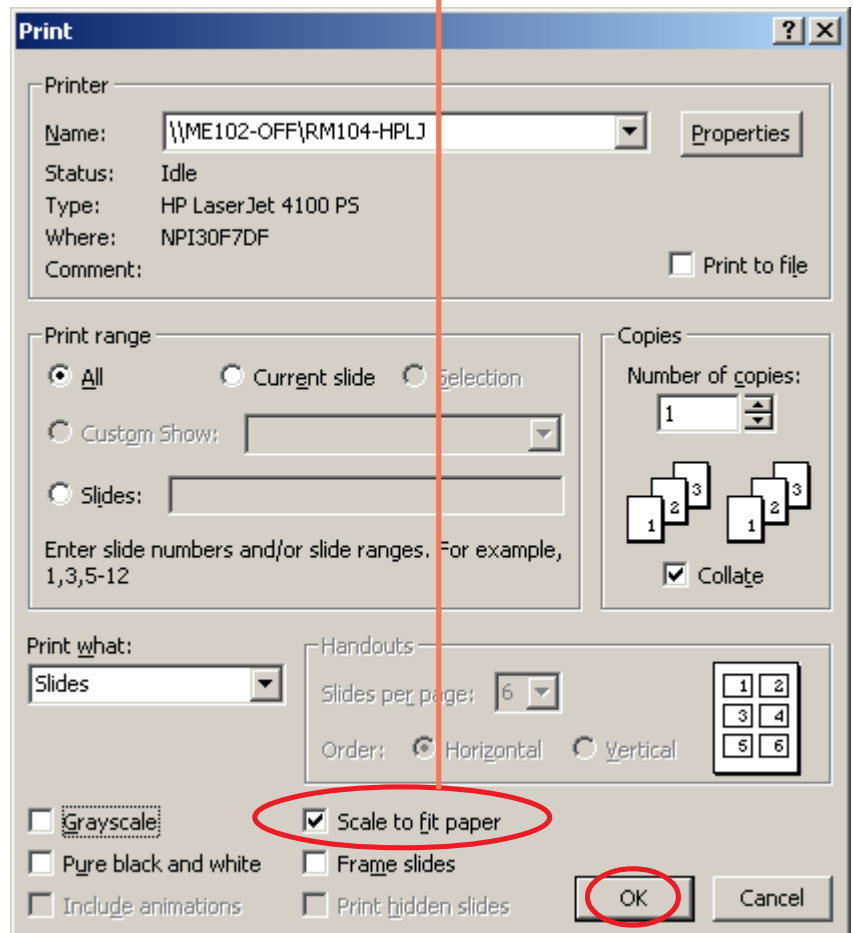


Printing an 8 1/2 in. x 11 in. version of your Poster

A. To see how your poster will appear *before* taking it to the printer, you can print an 8 1/2 in. x 11 in. copy of it. Select File, and then Print. A Print dialog box will appear.



B. Click the box next to Scale to Fit paper so that a check mark appears. Select OK.



This concludes the tutorial.