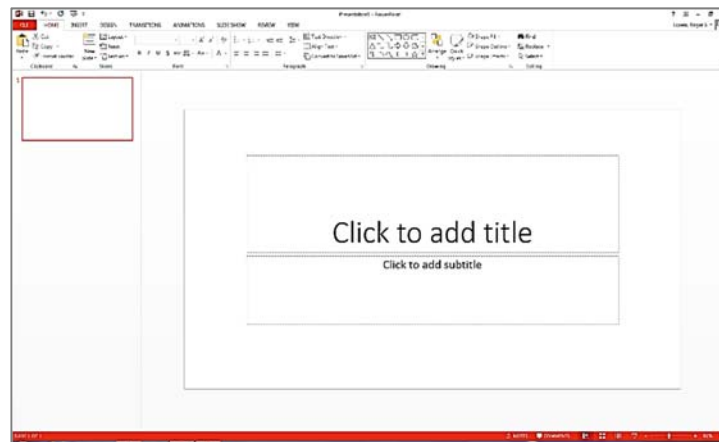


Making Posters with PowerPoint

PowerPoint is well known as a high-quality software tool for making presentations. It is less known for being a good drawing tool. In fact, PowerPoint has many features that make it a good choice for the creation of illustrations, including large-scale posters.

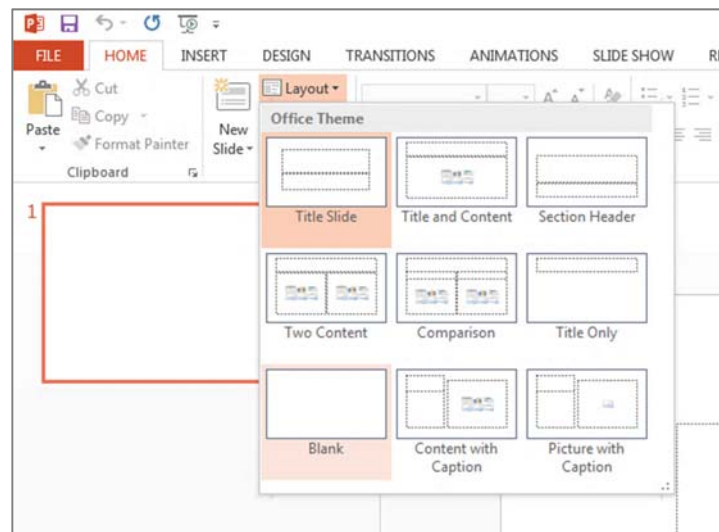
Basic Preparations

The first thing to do is to start PowerPoint and open a new blank slide. Your screen should resemble the illustration below.



Once the new slide is open on your screen, click **Layout in the Slides section** of the Ribbon.

Select the Blank layout option.



Your slide will now resemble the example on the right.

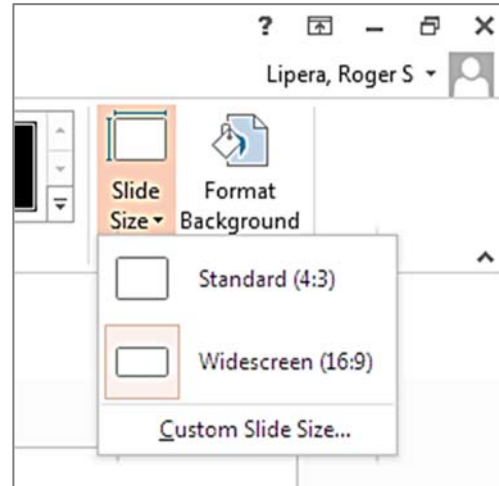


Setting the Poster Size

Because the PowerPoint is a presentation creation program, the slide size is set for a screen by default.

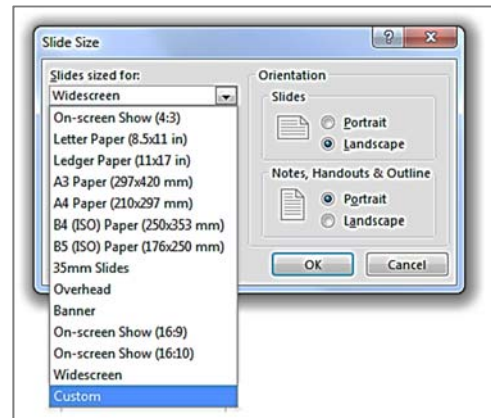
Click the **Design tab** on the Ribbon and then click **Slide Size** on the far right end of the Ribbon.

Notice how in this example the the default size of the slide is for a widescreen display. Yours might be set of a standard display or a widescreen.



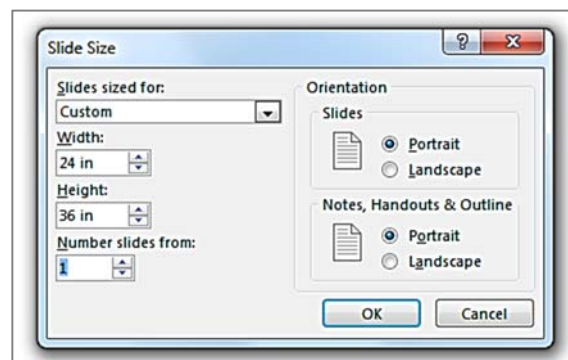
Click the **Custom Slide Size** option at the bottom of the Slide Size box. The Slide Size panel, will open.

In the “Slides Size for” drop down select the Custom choice at the bottom of the list.

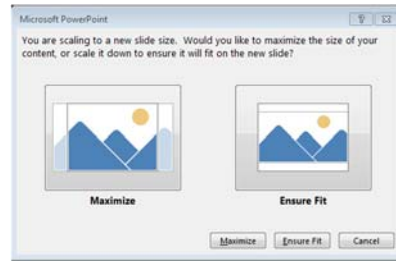


In the Orientation section click the **Portrait** radio button.

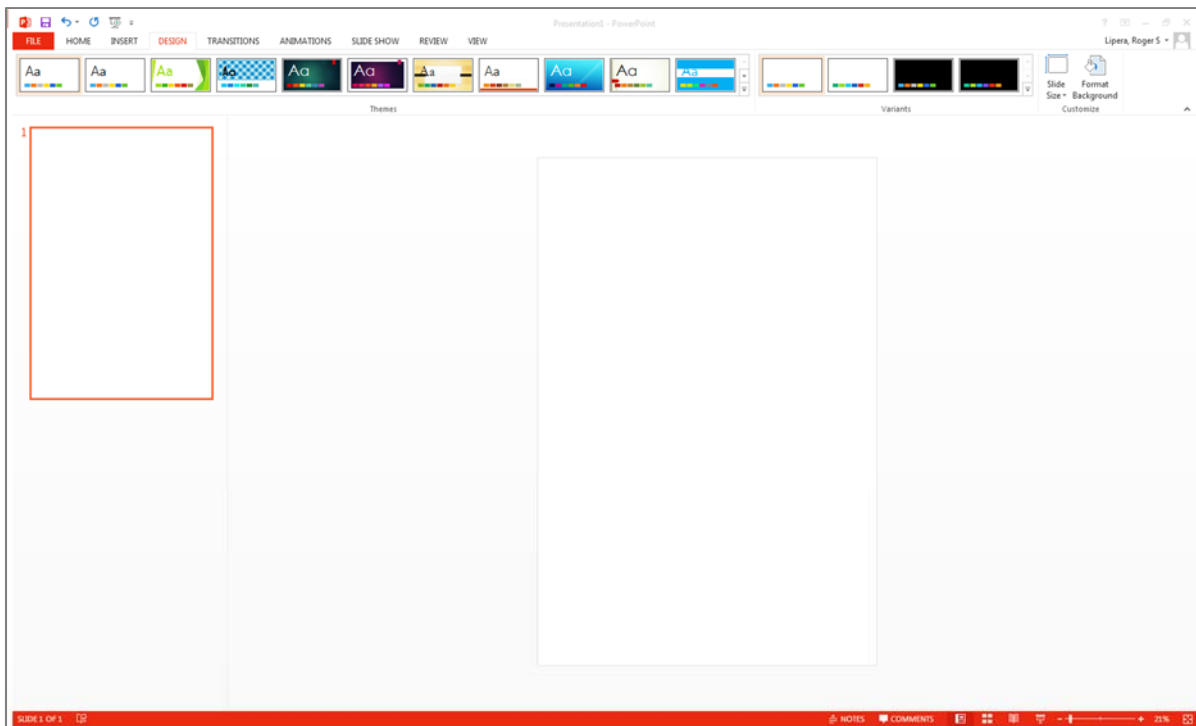
Set the width to the desired width of your poster. We have selected 24 inches for this example. Set the height for your poster. We are using 36 inches.



Click the OK button. A new panel displays.
Click the Maximize button.



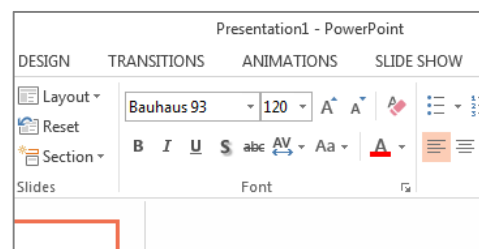
Now your screen will resemble the illustration below. You may have to adjust the zoom factor using the slider in the lower right corner so you can see the entire poster on your screen.



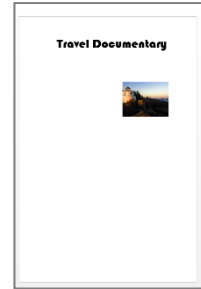
Make the Poster

Now you are ready to make your poster. All of the usual PowerPoint tools are available to you. However, there are a few tips that you should know about.

- **Be prepared to type LARGE!** You will have to make your text much larger than you usually do in PowerPoint. The text size options listed only go up to 96, but you can type in any size you wish. In the example on the right, we have typed 120.



- **Use pictures with lots of data.** In the example on the right, a photo was inserted that is not large enough. PowerPoint knows that an image with a small file size will only look good if it is inserted small physical size. Use photos and graphics with large file sizes. Scan or take photos at the highest settings possible.



- **Saving takes time.** Because your poster is a large file, saving it on your computer will take a little longer than usual. When you save (and you should save regularly), be patient and let the computer do its job.
- **Do not expect to send your poster by email.** The file of your poster could be so large that many email systems will not allow you to send it out or your recipient to receive it. You may need to use a sharing service such as Google Drive or Drop Box.

Printing Your Poster [[Rapid Copy](#) on campus prints posters]

It is unlikely that printing your poster directly as a PowerPoint file will be satisfactory. The program does not give you good choices to printing anything other than basic handouts on standard-sized paper. You will almost certainly have to turn your file into a format that will work for posters. The first thing that you should determine is how and where you are going to print the poster. Here are some things to consider:

- **You will need to print on a large-format printer.** These printers usually pull paper off a large roll, which is cut at the end of the print job.
- **You must find out what file format is used for printing.** Some print shops accept some file formats and not others. If you are using your own large-format printer, you probably already know what formats you can use. However, if you are taking, or sending, the file elsewhere you will need to know which formats are acceptable.
- **Plan for time.** Often it takes some time to print a poster. Some places can do it in a few minutes, others require a few days.

Once you know what format to save your poster as for printing you can tell PowerPoint to save the file appropriately. Here are some choices:

- **To save as an Acrobat (PDF) file** – Click File on the Ribbon, then select Export. Select Create PDF/XPS on the list, and then click the Create PDF/XPS button. Navigate to where you want to save the file and then click Publish.
- **To save as a file type other than PowerPoint** – Click File on the Ribbon, then select Export. Select Change File Type on the list. At this step you can:
 - Select PNG or JPEG if one of those is your best choice.
 - Select Other File Type for a format such as TIF, GIF, etc.