

Creating a Poster in PowerPoint

Quick Reference Guide

1 ~ Preparation

Departmental and best practice guidelines	<ul style="list-style-type: none"> • Check any guidelines about the content of the poster and how it should be presented – eg size, orientation, placement of information and flow – across or down columns, use of text and images, font sizes, etc.
Planning	<ul style="list-style-type: none"> • It is advisable to plan the layout of your poster on paper and to decide the position of margins, columns, etc. • You may also want to decide on colour schemes, font choices, background etc
Images	<ul style="list-style-type: none"> • Prepare images as separate files unless you are using PowerPoint drawing tools or SmartArt (see later) • When sourcing images, make sure you follow copyright rules

2 ~ PowerPoint Set Up

Set up poster, size and orientation	<ul style="list-style-type: none"> • Choose Home > Slides > Layout > Blank • Select Design > Customise > Slide Size > Custom slide size... • In dialogue box, choose Slides sized for > Custom, select the required Orientation, and enter the required Width and Height • OK
Gridlines and guides can be used to help position objects	<ul style="list-style-type: none"> • Choose View > Show and select Ruler, Gridlines and Guides (according to taste). Use the Show dialog launcher , to select Snap to options and enter the preferred grid Spacing, eg 0.1cm
Multiple guides can be used to mark out columns and margins based on planning	<ul style="list-style-type: none"> • With Guides enabled, to create additional guides hold down the Ctrl key (Mac: Alt) and drag an existing horizontal or vertical guide. Drag to reposition. The displayed measurement counts from the centre of the page
Managing the workspace	<ul style="list-style-type: none"> • Close the Slides and Outline Pane on the left • Maximise the application window and use the Zoom controls, bottom right, to make the page as big as possible

3 ~ Working with text

<p>Text can be inserted using a text box or shape.</p> <p>Text can be typed directly or copied and pasted into PowerPoint.</p>	<ul style="list-style-type: none"> • Select Insert > Illustrations > Shapes and choose a shape. (Mac: Home > Insert > Shape) <p>Drag on the slide to ‘draw’ the shape. Start typing or Right-click and select Edit Text to enter text.</p> <p>For a Text Box, drag to the required width and type in the box; the depth will automatically grow.</p> <ul style="list-style-type: none"> • When copying and pasting text, a Text Box will automatically resize but all other shapes will need to be manually adjusted to accommodate the text. Paste Options allow control over the format of the text. • Special symbols can be inserted using Insert > Symbol. • Shaped text containers should emphasise ideas, not distract.
<p>Text formatting</p>	<ul style="list-style-type: none"> • Highlight the text or simply select the shape and then choose the formatting preferences from the Font or Paragraph controls on the Home tab. (Mac: Format menu) • Use an appropriate font style and size – limit the number of fonts you use to 2 or 3 and use a minimum of 18-24 pt for text, 32 pt for section headings and 90-100pt for poster headings. Avoid the use of underline. • Align Text and Line Spacing controls should be used to manage paragraph spacing, eg to leave space between a heading and the following text use the Spacing After option. • A soft return (Shift + Enter) can be used to start a new line within a paragraph. • Consistent formatting can be achieved using the Format Painter (Home > Clipboard) to paste formatting from once selection of text to another.
<p>Shape formatting</p>	<ul style="list-style-type: none"> • Either right-click on the shape and select Format Shape or, with the shape selected, choose Drawing Tools > Format > Shape Styles. Here you can set the shape’s line style and colour, fill and other effects.

4 ~ Working with images

<p>Inserting images, charts and graphics</p>	<ul style="list-style-type: none">• Images and graphic objects can be prepared using an appropriate tool or acquired from a copyright free source. These can be inserted using Insert > Images > Picture. (Mac: Home > Insert > Picture) Use an appropriate image format; JPG, PNG or TIFF are recommended.• Image resolution should be a minimum of between 300 and 150 dpi (dots per inch). You may need to calculate optimal size for printing• Charts created using data in Excel should be as uncluttered as possible – only use gridlines if absolutely essential, and make them a pale colour.• Charts can be copied and pasted into PowerPoint as a picture: choose Home > Paste > Paste Special > Picture (Enhanced Metafile) to produce a scalable image (Mac: Edit menu) – alternatively, export as an image file.• Use PowerPoint's SmartArt to visually present information in a predefined graphical layout. Select Insert > Illustrations > SmartArt and then choose one of the predefined layouts. Click and type to enter text in the placeholders.
<p>Positioning, copying and resizing objects</p>	<ul style="list-style-type: none">• To move, place the mouse over the object (a four pointed cursor will display) and drag.• Hold down Shift as you drag to preserve alignment.• 'Nudge' objects using the arrow keys – hold down Ctrl for smaller steps.• To copy, Ctrl + drag. Shift + Ctrl + click and drag to copy in the same horizontal/vertical alignment.• To resize, click on the object and drag the sizing handles (corner handles to maintain proportions).• Set precise dimensions with Format Shape dialogue box (Format > Size > Dialogue launcher) (Mac: use Format Picture tab)• To rotate, drag the rotation handle.• Objects will Snap to grid/other objects according to the selected Grid Settings (View tab). Hold down Alt whilst dragging to override Snap to options or Ctrl + arrow keys to nudge objects.

