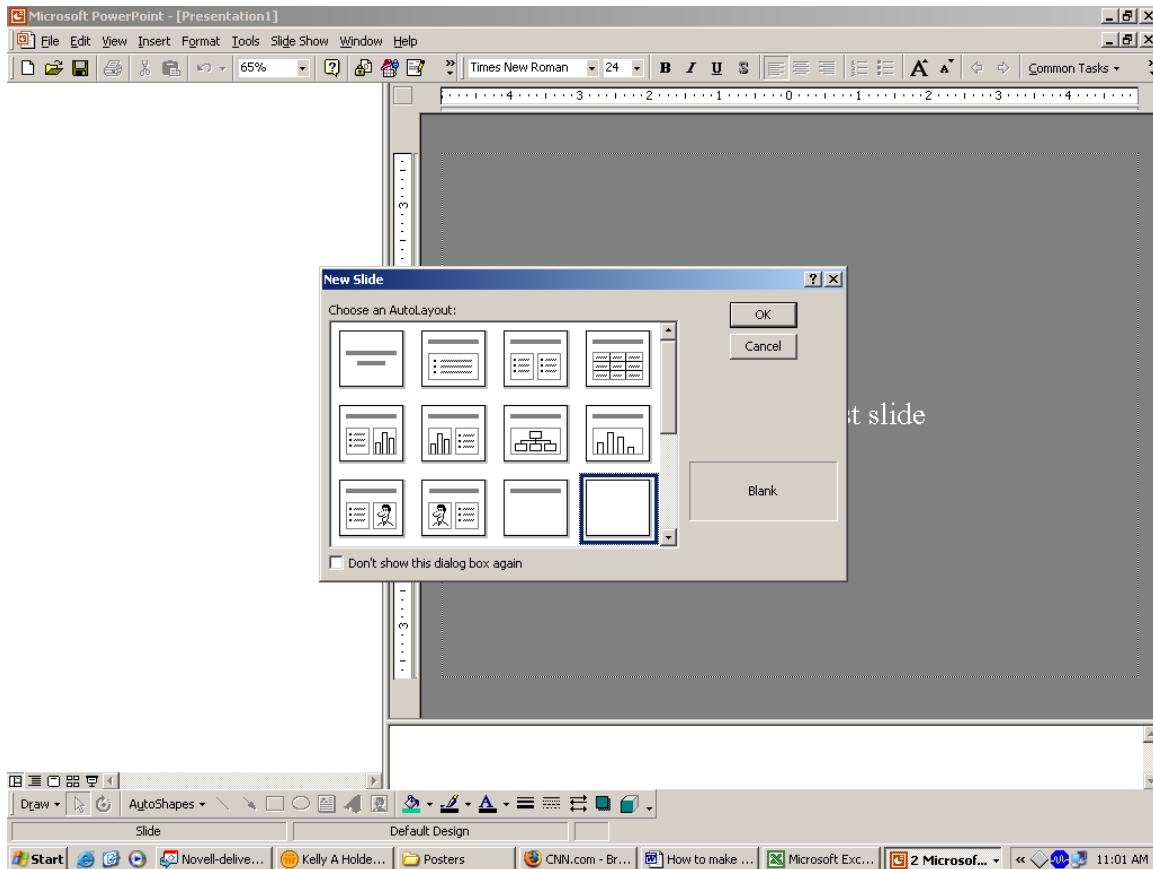


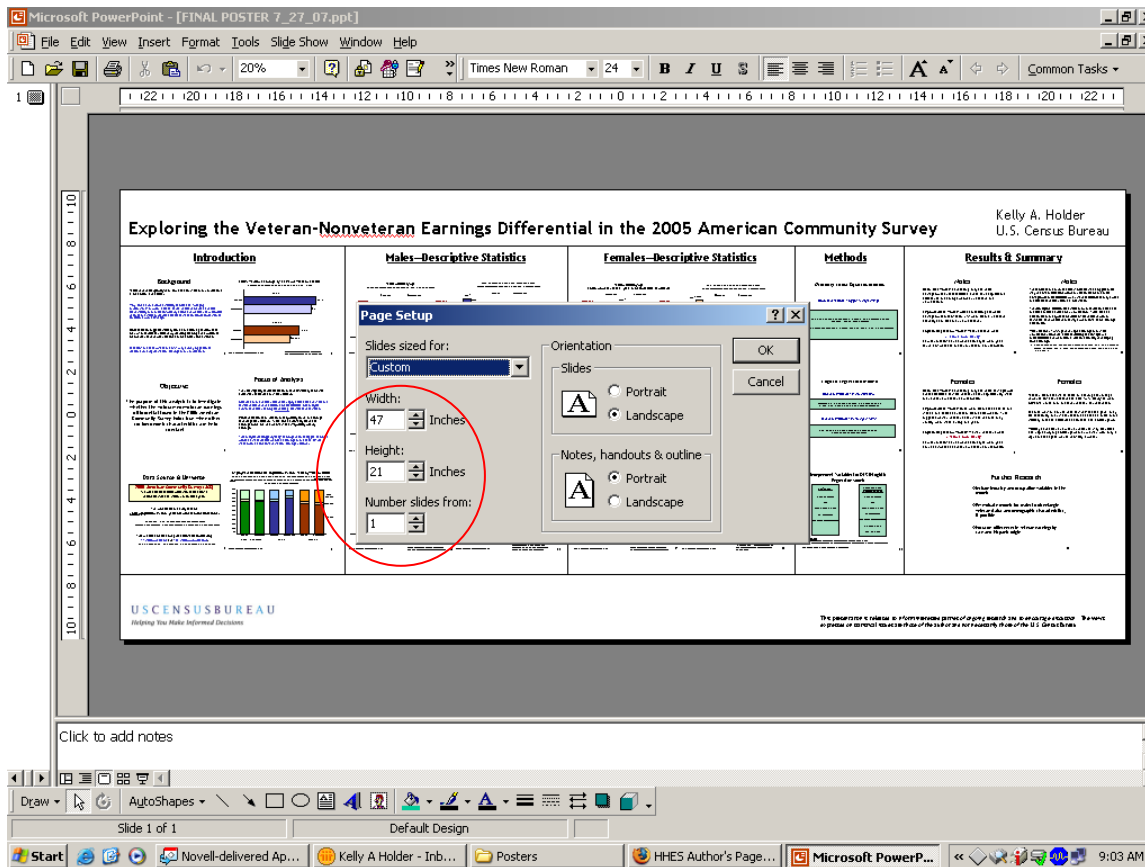
Purpose: Instructions for making a large format poster in Power Point
[Thanks to Brian Ward and Melissa Scopilitti of MPRC]

Setting up the poster:

Open a new blank presentation in Power Point. Choose the blank slide layout that has no text boxes in it.



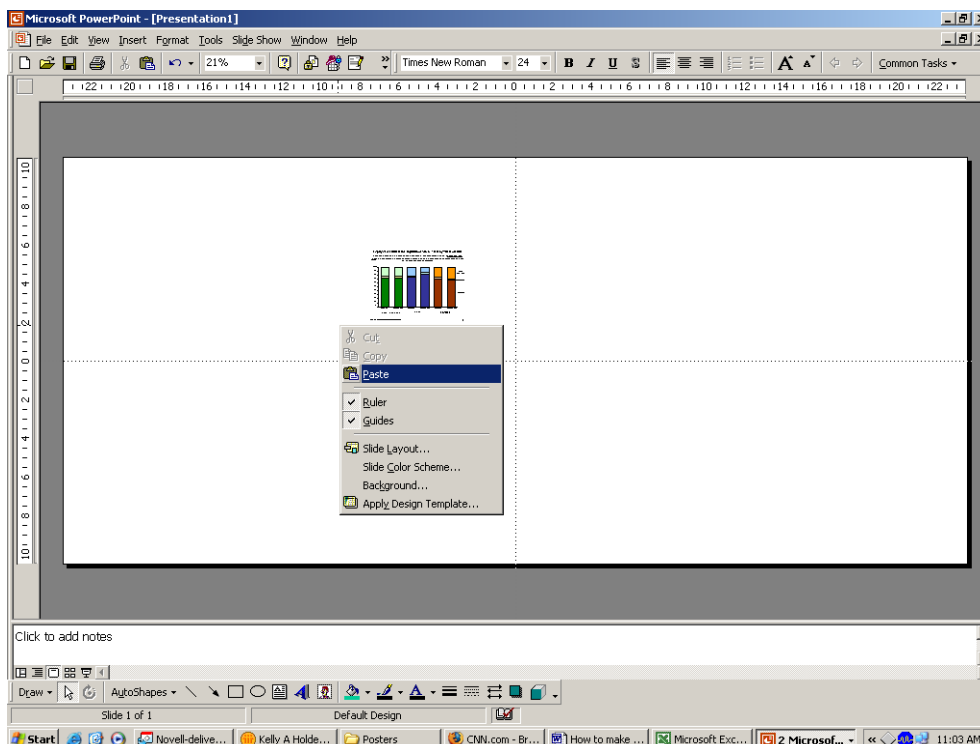
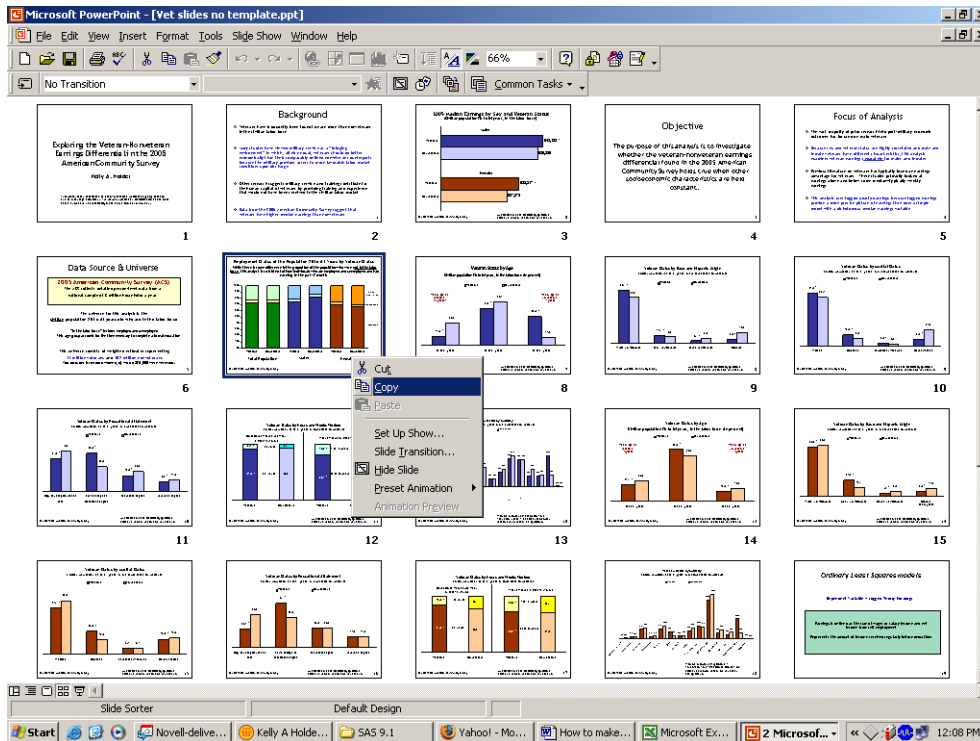
Go into Page Setup to specify the dimensions of your poster.



This screen shows the dimensions for creating a poster like the one shown above. You can adjust the dimensions as necessary to create a poster appropriate for your project (and printer).

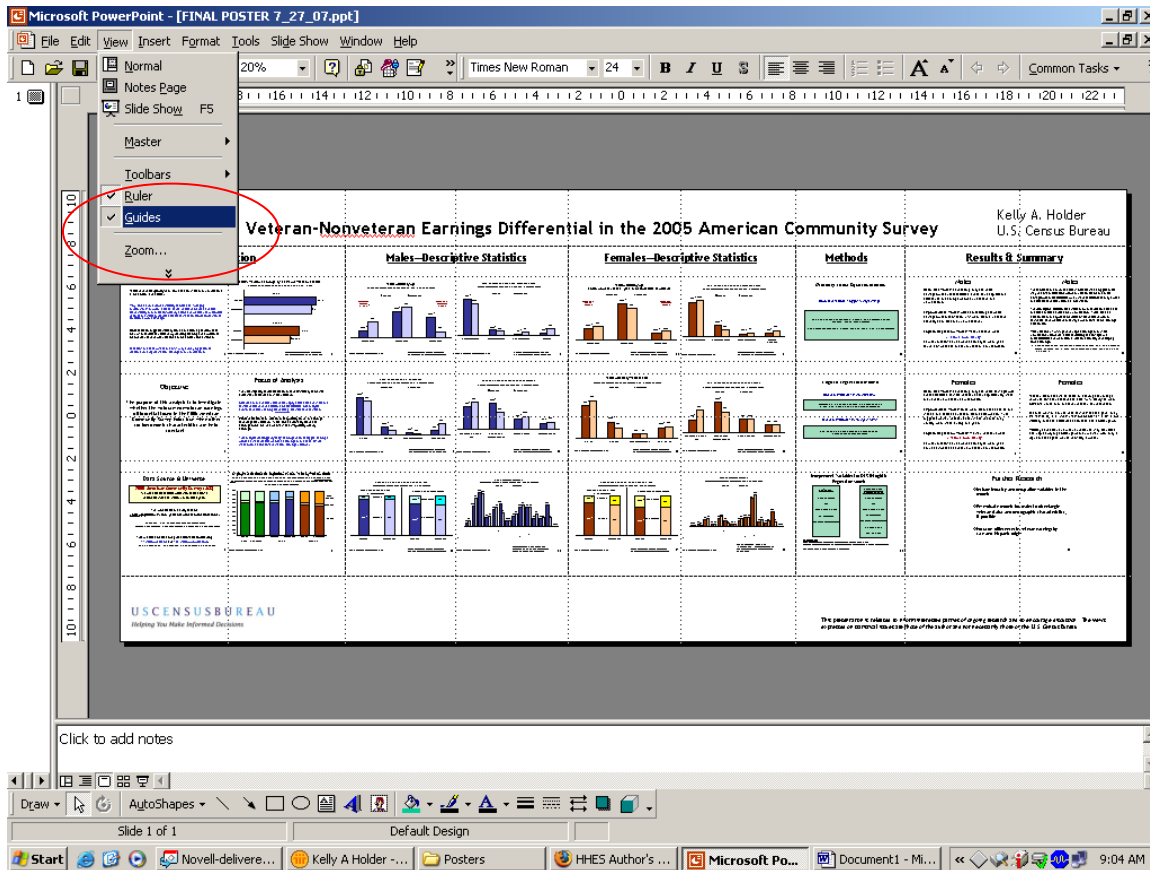
Importing existing slides to the poster:

If you have slides in a regular Power Point slideshow that you would like to arrange into a poster, all you have to do is copy them individually to the large poster slide. Unfortunately, Power Point will not allow you to select them all and copy them at once.



Viewing the guides and guidelines:

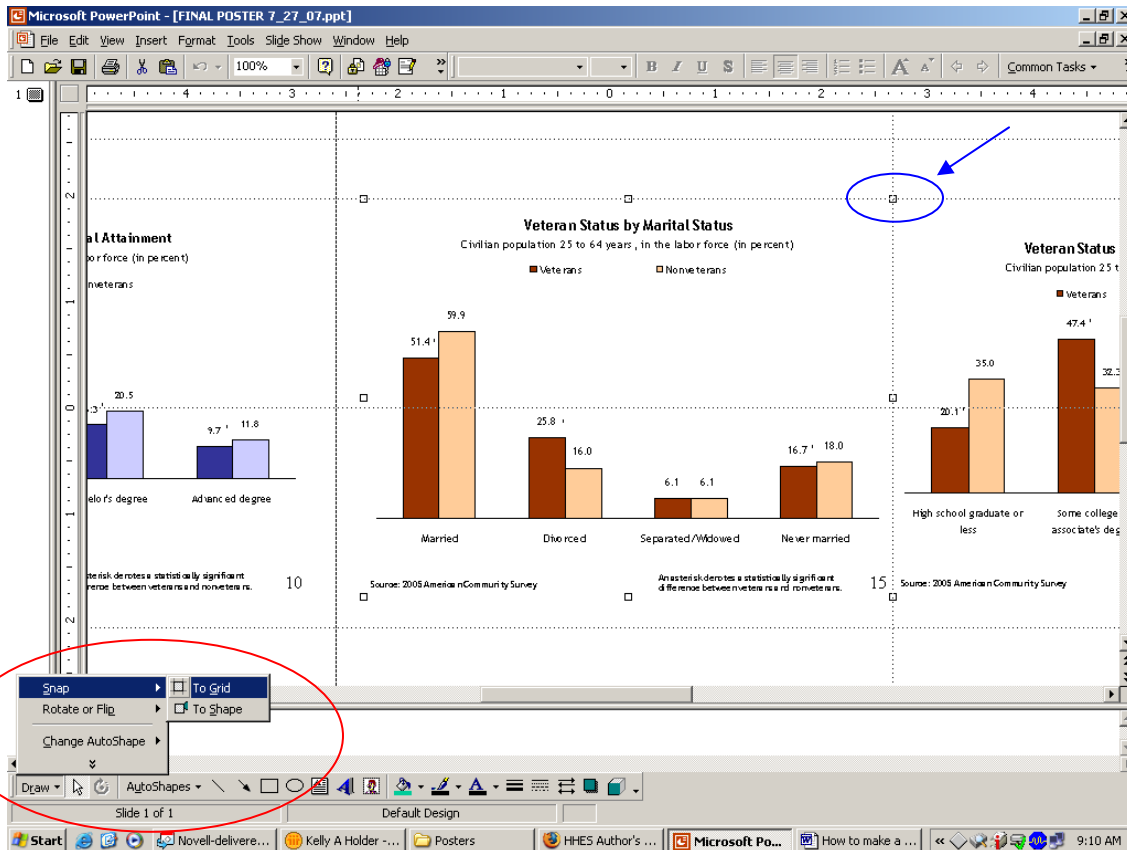
In order to arrange and evenly space your slides, you must insert the guides and guidelines onto the slide. Start by selecting 'Guides' from the View menu. This will give you 2 guidelines.



To add guidelines, click on an existing line, hold down the control key and drag the new line to your desired location. You can move any guidelines by just dragging them across the poster. Use the rulers at the top and side of the screen to measure the distance between lines.

“Snapping” the slides to the grid:

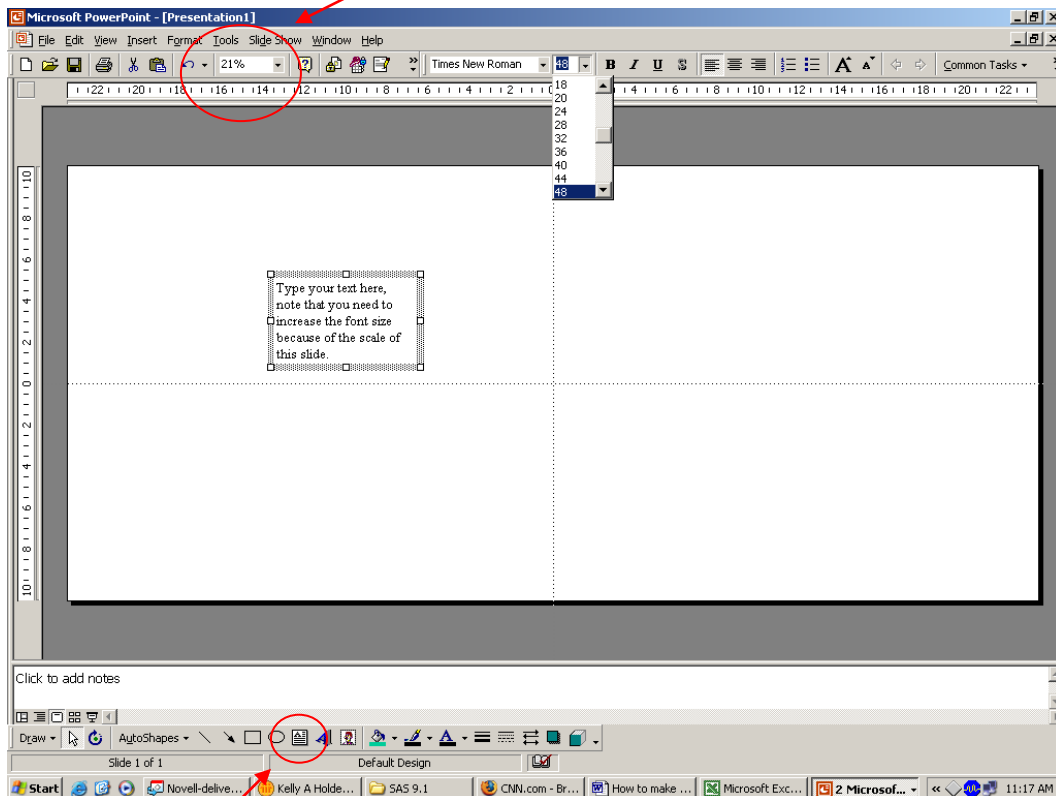
You can position a slide inside the guidelines—by dragging and dropping—and then “snap” it into either corner. To do this, use the ‘Draw’ function on the drawing toolbar. The outline of the slide below shows it is snapped into the upper right corner of that grid. You can also have finer control over the positioning of slides or text boxes by holding down the ‘Alt’ key as you move the box around the grid.



Using text boxes instead of importing slides

You may want to type your text into text boxes directly on the large poster slide rather than importing individual slides from a presentation. To do this, use the drawing toolbar in Power Point to insert text boxes onto the poster. Remember the larger scale of this poster will require you to use larger size font in order to see your text. To make viewing your poster details easier, you can change the magnification of the page from the drop down box on the tool bar.

Use this drop-down box to change the magnification.

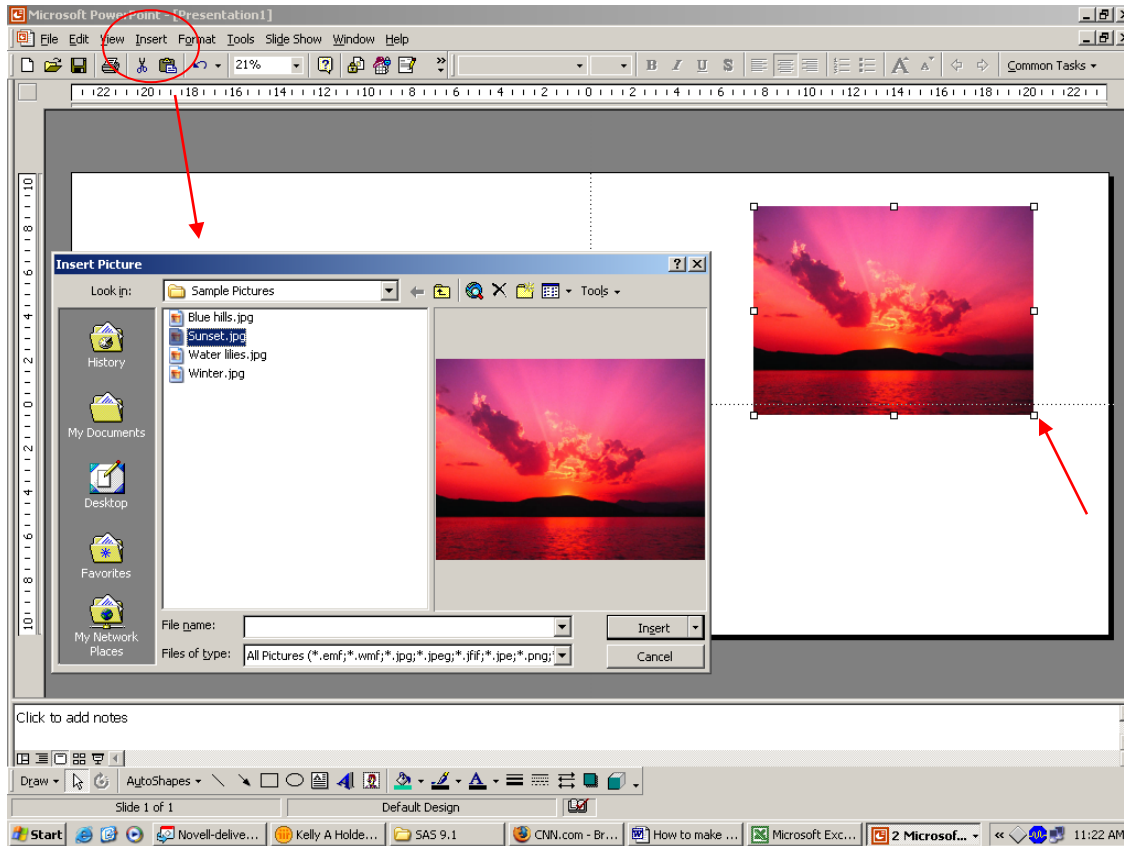


Click here to open a text box on the poster.

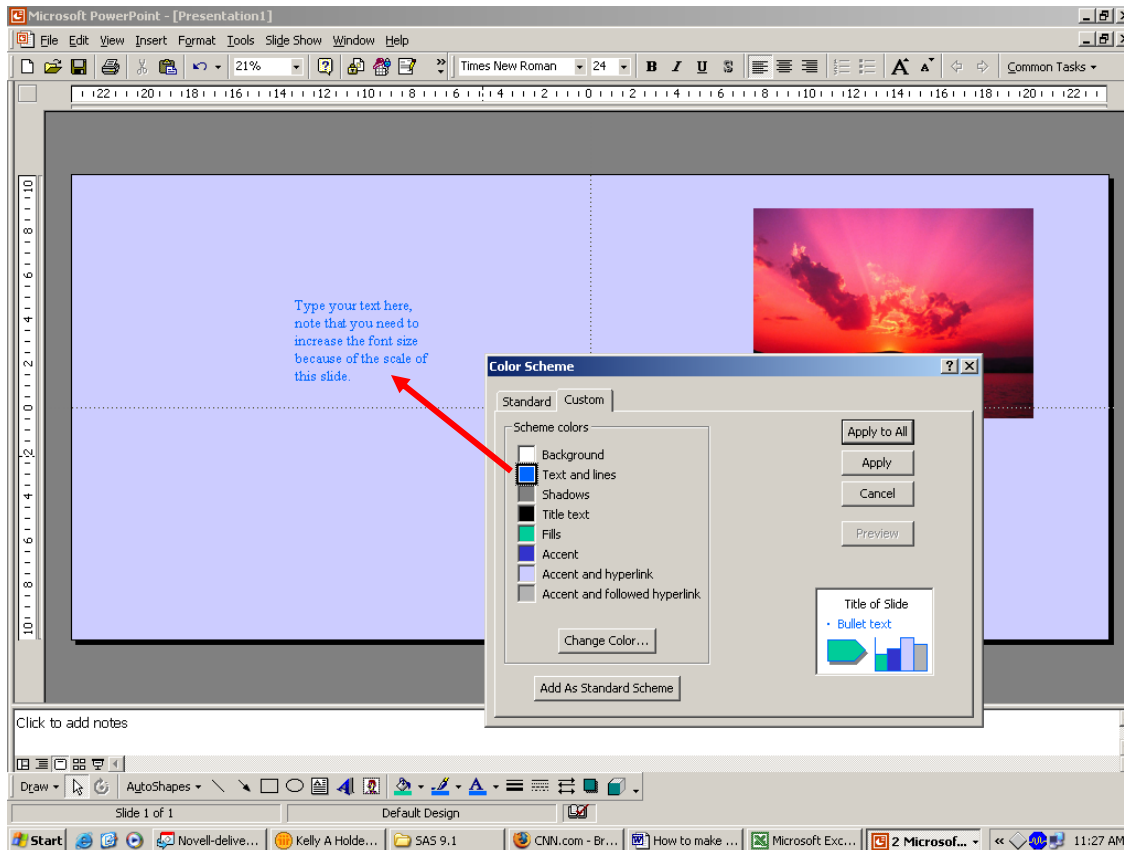
Adding style to the poster:

You may want to insert pictures into your poster. Click on 'Insert' on the menu and choose a photo or drawing from a file.

Remember, when sizing pictures on the slide, always drag from the corners to prevent distortion.

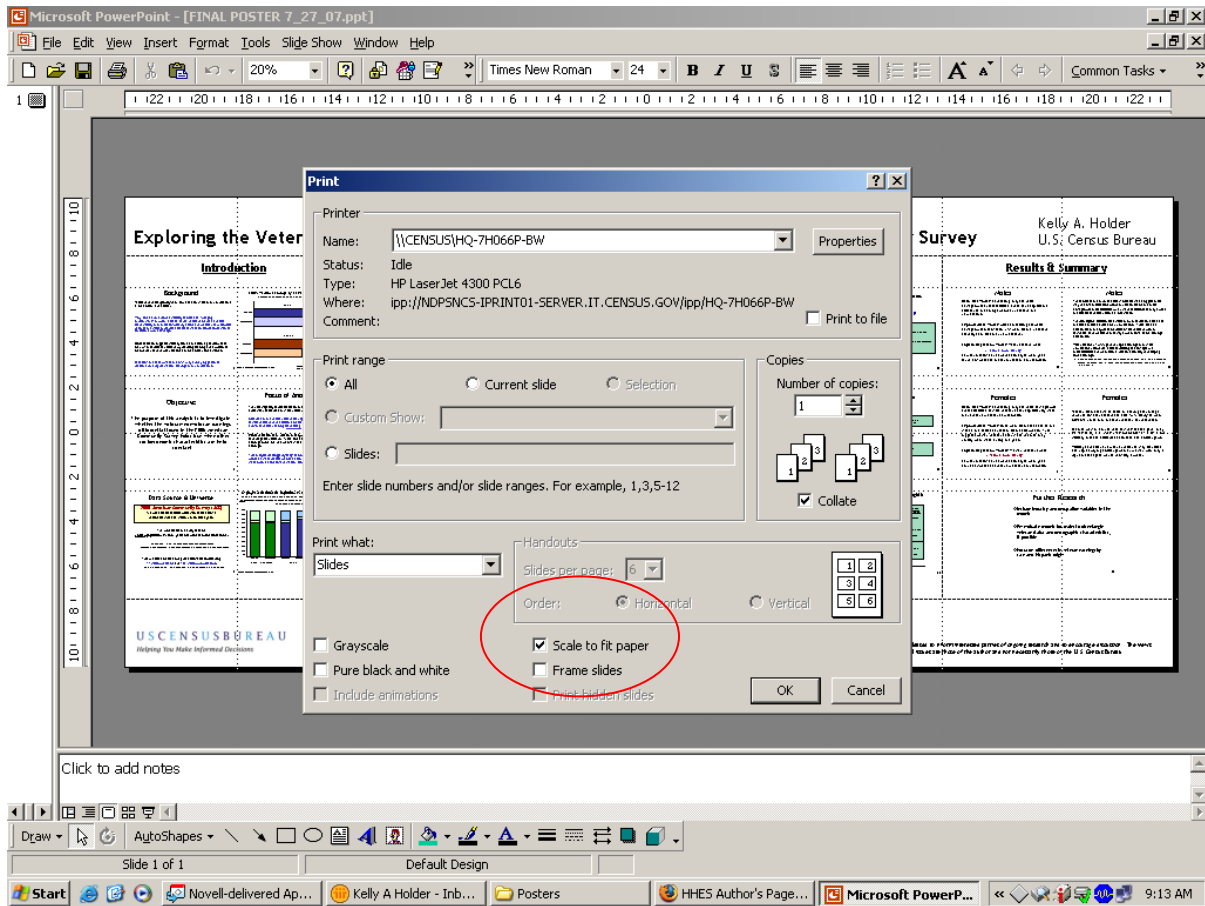


You may also want to change the background color or text color of your poster. Right click your mouse and choose 'Slide Color Scheme' from the drop-down menu. You will get the box below. From here, you can select a new background color, new text color, etc.



Printing a scaled-down version of the poster:

To get an idea of how your final poster will look, you can print out a scaled-down version of the poster. In the 'Print' box, check the box for 'Scale to fit paper.'



If you can print to a printer that accepts 11x17" paper, you will be better able to read the poster text. You may decide after seeing your poster that you need to alter the size of your text prior to printing the final version.

Be sure to select the appropriate paper size from the printer properties of your selected printer before you hit print, otherwise, you will get an 8.5x11" poster. The available paper options will change depending on the printer you specify. The printer in this example allows for the larger size paper.

