

Using PowerPoint to make Posters

Want to know the best way to learn how to do this? Go to [aglearn](#) and enroll. Choose MS PowerPoint 2000. If you don't have the time to go through the course below is a quick method.

Recommendations:

1. Have all your text written and saved in Microsoft Word files before you start putting the poster together. Have what will be in each text box in a separate Word file. DO NOT put all your text into one Word file unless all of it will be in the same text box.
2. Have all your pictures, illustrations, photos, graphs, etceteras stored on a floppy disk and easily accessible.
3. Find pictures and illustrations, which fit your text. DO NOT find a pretty picture and try to write your text around it. This NEVER works. Your entire poster will be affected by this obtuse style and the poster will not be as good as you are capable.
4. Don't try to explain everything, or get too detailed. This is a poster for the general public, not a doctoral dissertation to the academy of science.
5. Before you start on your final product do a rough draft poster first that you know beforehand will be sloppy and less than a finished product. This rough draft will allow you to see what works for you and what doesn't. It will give you a good idea of how you would like to see the poster laid out, font size, text to edit, pictures, what fits, ad infinitum.
6. Using PowerPoint to make posters gives a professional product, which can have great impact. However, you are not likely to have a printer which can print out a large continuous sheet of paper. Contact your State Public Affairs Specialist, or your Area Office. There are also companies like Kinko and Wal-mart which will print a PowerPoint slide onto a poster.
7. When you get done you will have a PowerPoint program stored on your computer. Now, how do you get it on paper? It may be too large a memory if you have a lot of photos or graphs to download it onto a floppy or to send through regular e-mail channels. Ask your friendly and wise Computer Specialist how to send it to whomever will print it, and it would not hurt if you can get a copy, or two, burned off onto a disk. If the memory is small enough to e-mail you will be ahead.

Setting Up the Slide Layout

1. Pull up the PowerPoint software program.
2. On the right side under "New" choose 'blank presentation'. Left click with your mouse.
3. On the right side under "Content Layouts" go to the upper left corner and pick the slide which is completely blank (do not scroll down) with your left mouse button. Click OK with your left mouse button.
4. This gives you one (1) slide that is completely blank, (no divisions, bars, words, pictures or backgrounds). Go to the upper left corner on the top row and choose "File". Go to "Page Setup" and left click with your mouse button.
5. The "Page Setup" screen will appear.
 - A. There will be a bar for "Slides sized for:", scroll down with the arrow to the bottom and pick "Custom".
 - B. Leave the "Orientation" box on the right side with "Landscape" marked and the "Slides" and "Portrait" marked on the "Notes, handouts & outline".
 - C. The true dimensions you want your poster to be for this course is 18" X 24", either horizontally or vertically. Scroll with the arrow keys to the desired size; i.e. say your poster will be 24" wide and 18" tall then choose 24 inches in "Width" and 18 inches in "Height" boxes.
 - D. Leave the "Number slides from:" box on 1.
 - E. Click "OK" with your left mouse button.
6. Go to the top bar and choose "View". Scroll down to "Ruler" and left click. This will allow you to align photos, columns, etc. much easier when you are editing your poster.
7. Go to the top bar and choose "File". Go to "Save As" and left click. If this does not automatically pick "PowerPoint" in the "Save in:" box then choose it by scrolling with the arrow by the box. Highlight "PowerPoint" and press the enter key. Go to the bottom of the "Save As" box and type in a file name that you can remember; i.e. "Outreach poster", then click on the "Save" button.

TEXT

You are now ready to make a poster using PowerPoint. But, how do you put in a text box? There is more than one way to do this. If you know how then use that method. Remember you will have several different text boxes before you are done. If you do not have a routine the following steps are what I do:

1. Go to the font size box on the third bar from the top and choose the size you will want to use.
2. Go to the font type and choose which style you want. Do not get too fancy, and keep all the writing in the same style of font.
3. On the same bar pick if you want to use **bold**, *italics*, or underlined. When you write and edit in your text box you will be using Word. So, you can always come back later and change it.
4. Go to the top bar and left click on "Insert".
5. Scroll down to the "Text Box" and click on it with your left mouse button.
6. For those with only the most basic of skills do this: Go to someplace on your blank slide about where the text should be and left click with your mouse button. This will give you a very small text box. That is because there is no text in the box yet. Get hold of one of the empty square boxes surrounding your text box and stretch it out. Start typing. Your box may be getting taller, but not wider. If this does happen it is easily corrected. Go to a side of the shadowed text box that has a blank box in it and with your arrow, left click, hold the button down and stretch the box out sideways. Once you have typed words into the text box you can change the size of it by clicking on a corner and dragging. You can also change the location of the text box by putting the cursor arrow on one of the heavy shadow lines surrounding your text, left click, hold down and drag.
7. For those who know how to use Microsoft Word and know a little about PowerPoint there is an easier way to put in text. You shrink the PowerPoint program by hitting the line button on the very top right of your monitor. This will bring PowerPoint to just a button on your monitor. Call up Microsoft Word and open up the file where you have typed your text. Go to the "Edit" option on the top bar. Choose "Select all" with a left click, then choose "Edit" again and select "Copy" with a left click. Close Microsoft Word with the flat button on the top right just like you did PowerPoint. Now call up PowerPoint by left clicking on the button at the bottom, which says Microsoft PowerPoint. The slide should be exactly where you left off. Right click on your mouse. Choose "Paste" and left click. This will put the text in the very center of the slide (poster). You can now lengthen, widen the box and place it in a different location by using the side borders.
8. For editing the text once it is in the box double-click with the left button of your mouse. This will put you into the Microsoft Word program in that box. You can rewrite, change font size and add **Bold**, *italics*, or underline if you want.

Any time you do some work make sure you go to the "File" then "Save As" and replace your earlier work. If you don't save it often then you will lose it often. When you get to the finished product save it under a new name. Why? Because the old name still

contains all the commands you used in editing the poster in memory. These old commands take up a lot of memory space on your disk or computer and do nothing to enhance your final product.

Pictures, Photos, Etc.

How do you put in a picture or illustration? There are even more ways to do this than putting in text boxes, but both are similar. If you know how then use your method and don't let me confuse you. Below are the steps I use. The picture or illustration I want to use I have already saved on a floppy disk.

1. Insert the floppy or disk you have saved your data on into the computer.
2. Go to the top bar and click on "Insert".
3. Go down to "Picture" and left click.
4. Go to "From File" and left click.
5. An "Insert Picture" screen will come up. On the top is a "Look in:" box. If your floppy (A drive) is not showing then click on the arrow next to the box, highlight the A drive and press the enter key. You may have saved your photos and/or graphs in a file in your computer. If so then go to that file.
6. Go to "Files of type:" box, use the arrow and choose "All Files (*.*)". This will ensure any and everything you have on the floppy will come up. If you don't see the photo file you want then scroll down to it. Don't forget it will have the same file name you gave it, so be very descriptive when you save the illustration on the floppy. Or, you can look at every single file on the floppy until you find the one you want.
7. Highlight the file you want on the left side of the screen. The picture will appear on the right. Click on the "Insert" button.
8. A picture will appear in the middle of your slide. Move it and change its size the exact same way you did the text box.

Graphs:

1. If you are going to insert one, which you already have saved, it should be done just like you did a picture.
2. If you are going to make a graph do the following:
 - A. Go to the top bar and left click on "Insert".
 - B. Go down to the "chart" option and left click on it.
 - C. This will pull a 'model' chart already in PowerPoint. Edit the columns, rows, add, delete, put in numbers, dates, etc.

- D. To change the color, size, shape, width, etc. of each bar do the following:
1. Put your cursor directly on whichever bar you wish to edit.
 2. Double click with the left mouse button.
 3. A "Format Data Series" box will appear.
 - A. To change the color, go to the "Patterns" file. On the right part "Area" portion pick whatever color you want and click "OK".
 - B. To change the shape go to the "Shape" file and pick whichever shape you want the bar to be.

Finishing Touches

1. If you have not put the "ruler" option in go to "view" button on your top bar and do so now. Look at the left and top rulers. They will have numbers. Line up all text boxes, photos, and graphs using these numbers. Make sure you leave at least a 1" margin on the sides, top and bottom. 2 or 3 inch margins are even better.
2. To put in a background on your poster:
 - A. Go to the "Format" option on the top bar.
 - B. Go to the "Background" option.
 1. On the "Background Fill" portion there is a down arrow. Press it.
 2. You can either choose the colors, pick "more colors" or "Fill Effects". Choose "Fill Effects".
 3. Choose the "Texture" folder in the screen.
 4. There will be some background choices for you to select. Be sure to scroll down to see all your choices. Pick one and hit the "OK" button. Then pick the "Apply" button with a left click on your mouse.
3. Make a copy (if you can) of your work on a floppy or disk.
4. Have other people look at your poster and edit it. What makes sense to you may not be clear to some others. Sometimes just renaming graphs, etc. can do a lot to make the poster better. Be sure to use the "spelling and grammar" button.
5. Send yourself an e-mail with the poster as an attachment. If it has a small enough memory to go through our regular channels you are better off. The more photographs, graphs and logos you use the more memory you tie up.