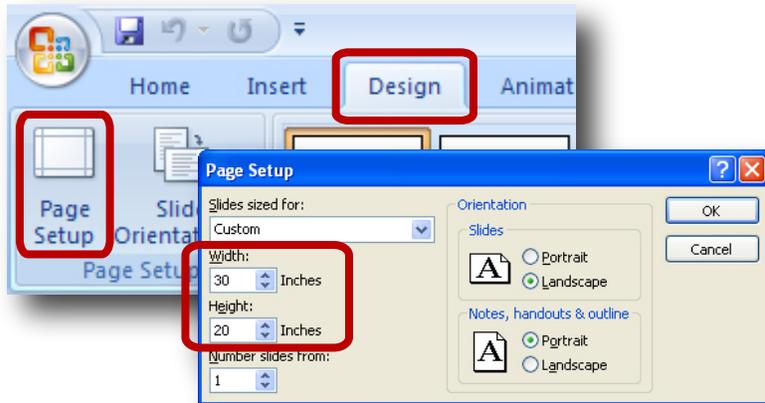


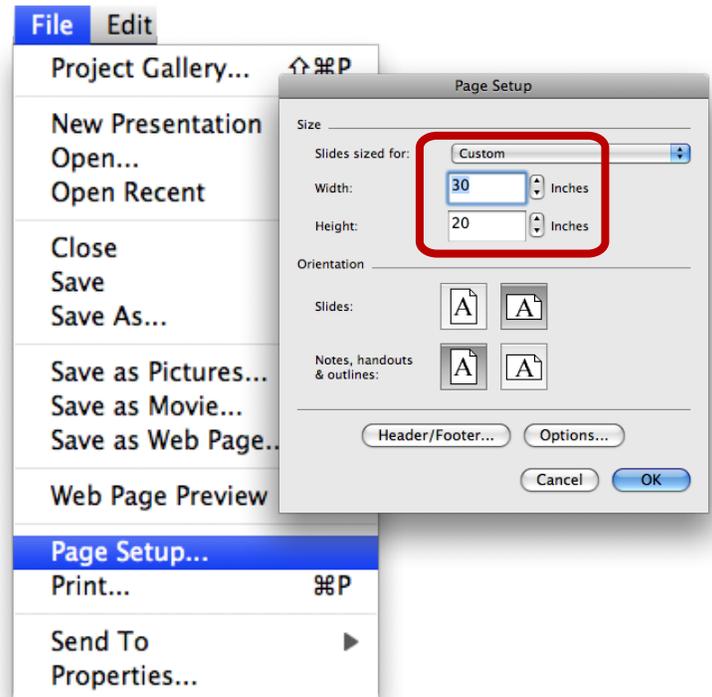
COMM 1000: Creating a Poster Using Microsoft PowerPoint

Creating a poster using PowerPoint is really no different than creating a slide presentation with a few exceptions. A slide presentation consists of several 10" x 7.5" slides. A poster will consist of only one large slide, typically 20" x 30" (which is a common poster board size).

1 First set the size of your poster in Page Setup. Do this before you do anything else, because changing it later may distort the way your poster looks!



Office 2007 on Windows: Click the Design tab, then Page Setup. Change the width and height as shown.



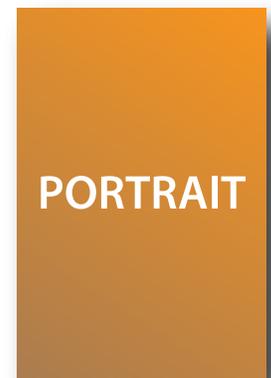
Office 2008 on Mac: Choose File then Page Setup. Change the width and height as shown.

2 Choose an orientation: Landscape or Portrait. In the example above, we set the width to 30" and the height to 20". Because the width is greater than the height, the orientation is *Landscape*.

If you want your poster to be taller than it is wide, change the orientation to *Portrait*.



LANDSCAPE



PORTRAIT

3 Add Content. Click OK when you're finished with Page Setup and orientation. You're now ready to add content. Tips for adding content are on the next page.

4 When you're ready to print, ask for assistance. You can find a worker at the MDRL Help Desk who will send your poster to print.

TIPS FOR ADDING CONTENT

Text Boxes

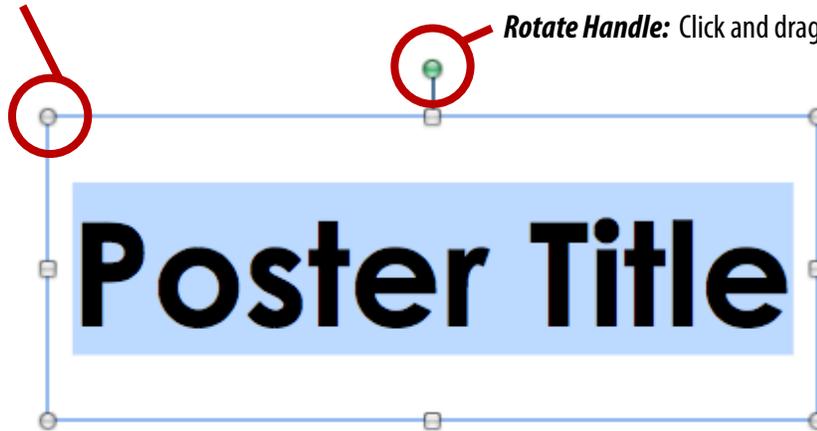
PowerPoint automatically creates two text boxes on your slide (poster). They're called *Click to add title* and *Click to add subtitle*. You can use these pre-created text boxes if you wish.

To add a new text box: Click on the Insert tab or menu, then choose Text Box. Click and drag on your slide to create a new one, then start typing in it.

To move a text box: First click within the text box to select it. Then you'll see a border around it. Click and drag on that border to move it around. You can also move a text box by clicking the border and using the arrow keys on the keyboard.

To delete a text box: Select the box, click on its border, and press the delete key on the keyboard.

Resize Handles: Click and drag them to change the size of the text box.



Rotate Handle: Click and drag them to rotate the box.

Border: The border appears when you've selected the text box by clicking within it. Click and drag the border to move the text box to another place.

Inserting Images

To insert an image, click on the Insert tab or menu and choose Picture. Locate your saved image file, select it, and choose Insert. Your image appears on your PowerPoint slide.

To make an image larger or smaller: Images have resize handles just like text boxes. Click on the image to select it, then click and drag one of the resize handles to make it bigger or smaller. Use the corner resize handles if you don't want to distort your image's proportions. Using the top and side handles can result in a stretched or squished image.

Clip Art

PowerPoint has a handy search tool for its included Clip Art. It can also download art from the Microsoft Office web site.

To get clip art: Click on the Insert tab or menu and choose Clip Art. After you find something you want, select it and click Insert. You can move, resize, or rotate clip art just like you would a text box or image.