Creating Posters with PowerPoint

How to prepare a poster using MS PowerPoint™

1. Open a blank MS PowerPoint
2. Change the following settings:
   - Go to View > Toolbars and select Drawing (this will add a tool-bar at the bottom of your screen from which you can insert text boxes)
   - Scroll over the icons at the bottom - included are Text box, Insert Word Art, Insert Diagram or Organization Chart, Insert Clip Art, and Insert Picture
   - Go to View > Toolbars and select Snap Objects to Grid and Display Grid on Screen (You can alter these settings as you see fit as you go along)

3. Set up the poster size:
   - Go to File > Page Setup; a dialogue box will appear
   - Modify the height and width to desired specifications (e.g. the Rocky Mountain Psychological Association Conference recommends a 3 ft. by 4 ft. poster, or 36 X 48 inches)
   - Select Landscape or Portrait as you see fit (Slides, not Notes, Handouts & Outline)
   - Click OK

4. Begin setting up you poster by inserting text boxes and typing or copy/pasting text. Do not be overly concerned with sizing or alignment at this point – you can modify that as you go.

5. Formatting your text boxes:
   - Right-click on the text box and select Format Text Box
   - This opens a dialogue box from which you can modify colors, borders, sizing, and positioning.

6. Use a font size of at least 24 point to be viewable (consult with your printing service as to what fonts their printer is capable of)

7. Printing your poster
   - University of Idaho ITS Digital Imaging is capable of printing posters up to 34.5 inches wide
   - The preferred media is PowerPoint on a disc
   - ITS staff will help you with sizing issues prior to printing
   - Make sure you arrange for printing 3 or more week days before you need the poster (faster printing is available at additional charge)
   - ITS Digital Imaging Price List
   - For more information, see the ITS Digital Imaging (a link to font information is on this site)