

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 your 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)