Creating Your Poster in PowerPoint 2013

Illustrations from PowerPoint 2013 on a Windows operating system. MacOffice 2011 functions similarly.

Getting started
Start at the **Home** tab, select **New Slide**, and pick the blank content menu.

To size your poster: select the **Design** tab, **Slide Size**, then **Custom Slide Size**.
A Slide Size window will pop up. Select Custom from the drop-down menu.

Fill in the width and height in inches: 30” x 36” is required for your poster. Pay attention to the slide orientation; do you want a portrait or landscape orientation?
Select **Ensure Fit**.

PowerPoint 2013 allows a maximum width and height of 56”.

To make a larger poster, e.g. 48” x 72”:
- set your poster to half the final size (30” x 36”)
- view it/print it at 200% of normal size
- review images and font sizes for clarity

**Alignment of poster elements**
As you begin to build your poster, select the **View** tab, then **Ruler** and **Gridlines**, to assist with placement.
**Background color**
Select the **Design** tab. Choose a background style or **Format Background**.

If you use a picture for the background:
- view the poster at 100% to check for pixellation
- consider adjusting the transparency to minimize reader distraction.
**Text or titles**
Select the **Insert** tab, then **Text Box**.

**Text box fill**
With an active text box on your poster slide, you’ll see a **Format/Drawing Tools** tab, and **Text Fill**.
Font color
With an active text box on your poster slide, at the **Home** tab, select the “letter” button.

![Font color](image)

Graphics
Insert graphics (photos, graphs, charts) by selecting the **Insert** tab, then **Picture**.

View the graphics at 100% to check these for pixellation. At the **View** tab, select **Zoom**.

![Graphics](image)
For example, my graphics look like this at 100%:

Note that the image of the Bruner grasshopper is pixelated, while the classroom photograph looks fine.

It is best to create charts, graphs, and tables in another program (e.g., Excel), and then insert these as pictures.

**Printing considerations**
Once you’ve completed your poster, take a few moments to check the alignment of objects, and to group items. These steps help prevent ‘element creep’ during PDF creation and printing (see File, Save as Adobe PDF).

To align and/or group objects: Select the objects. You’ll see a **Picture Tools** tab; align and group will be available as choices.