

Creating a Poster in PowerPoint 2010

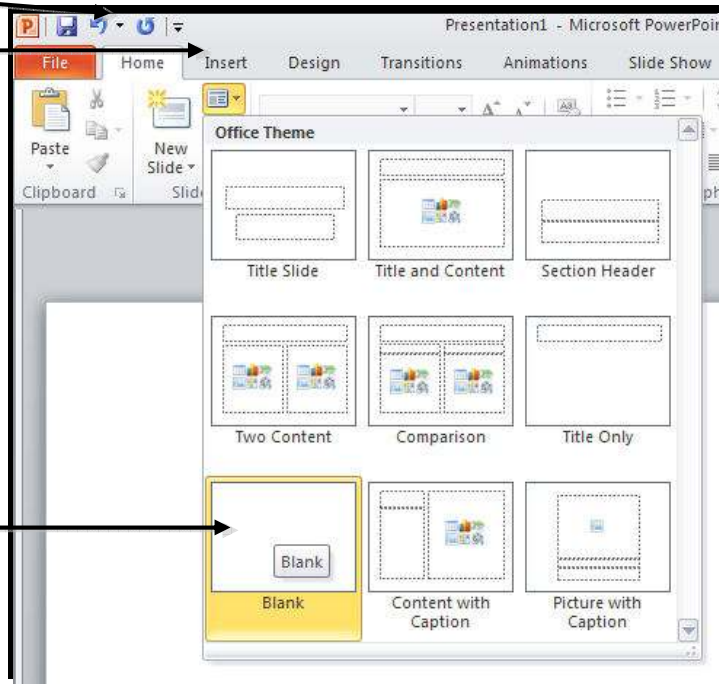
View the 'Best Practices in Poster Design' located at <http://www.emich.edu/training/poster> before you begin creating a poster. Then in PowerPoint: (A) set up the poster size and orientation, (B) add and manipulate text, graphics, tables, graphs, (C) package your work for transport, and (D) print on a plotter.

A. Set Up Your Poster

1. Open a new PowerPoint slide presentation and close the **Slides and Outline Pane** on the left.



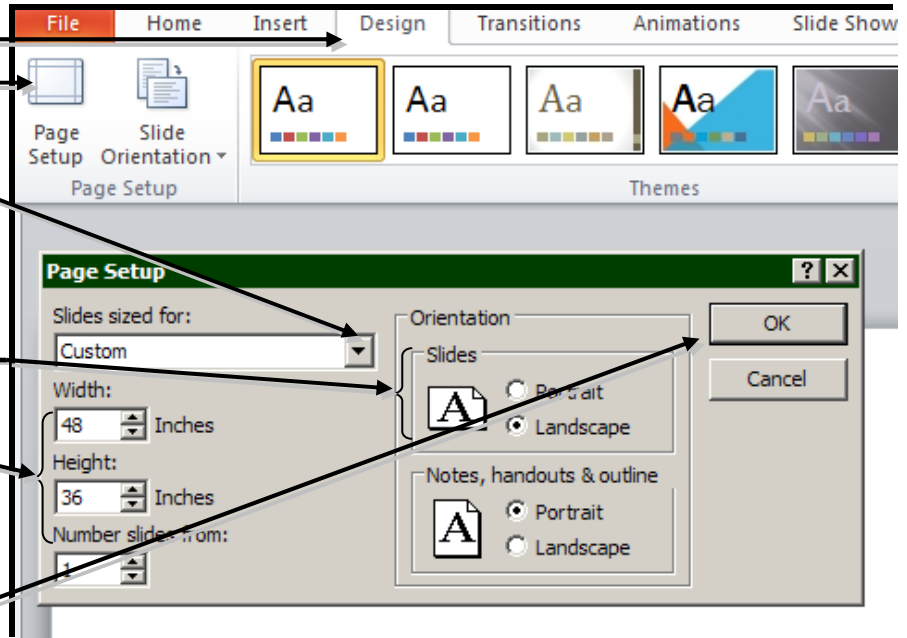
2. Click the **Home** tab.
3. Click the **Layout** icon.



4. Select the **Blank** layout.

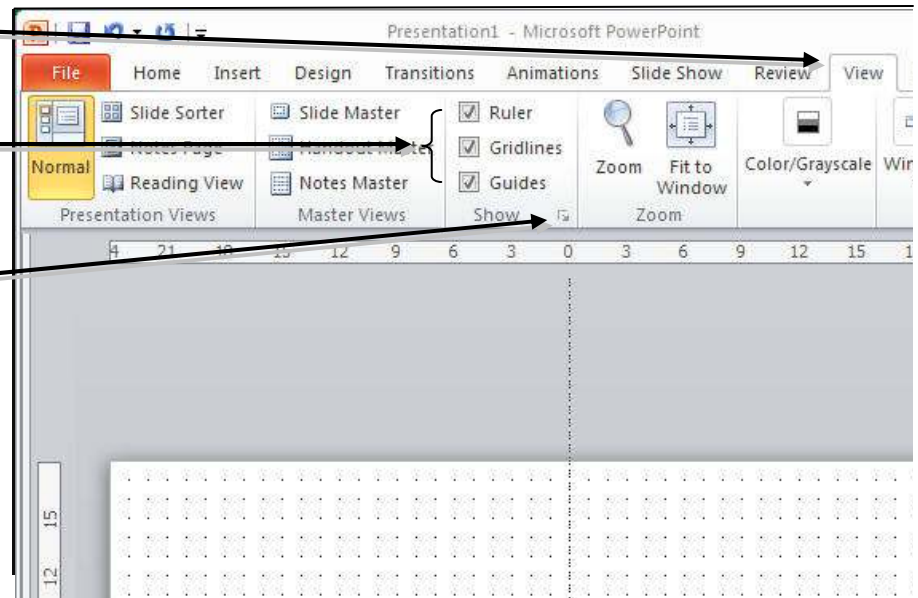
Creating a Poster in PowerPoint 2010

5. Click the **Design** tab.
6. Click **Page Setup**.
7. Select **Custom** from the “Slides sized for:” drop-down menu.
8. Select the “Orientation” of the poster.
9. Enter the “Width” and “Height.”*
10. Click the **OK** button.



***NOTE:** When creating a landscape poster, the maximum width is 56” and the maximum height is 42”. The two most common Tri-fold poster sizes are 48 x 36 and 40 x 28.

11. Click the **View** tab.
12. Check the **Ruler** and **Gridlines** and **Guides** boxes.
13. Click the **Show** arrow.

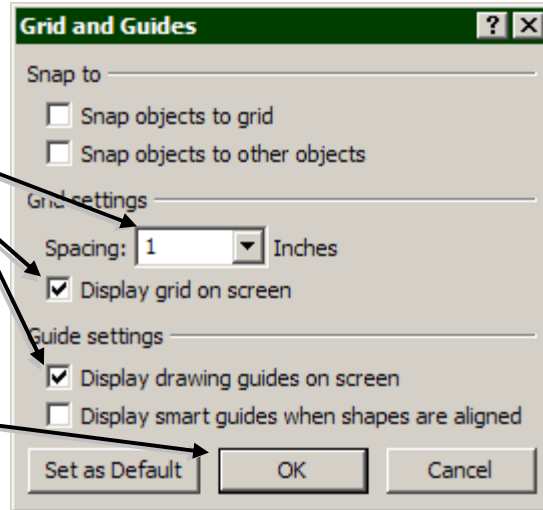


Creating a Poster in PowerPoint 2010

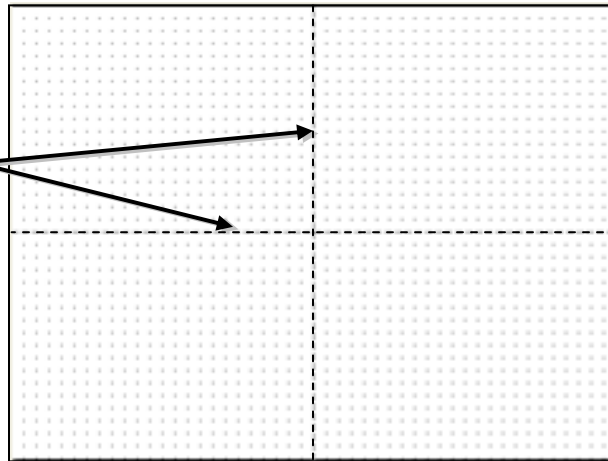
14. Select **1** inch from the **Spacing** drop down box.

15. Check the **Guide Settings** boxes. They are guides only, they will not print. (This feature is not available on a Mac.)

16. Click the OK button.

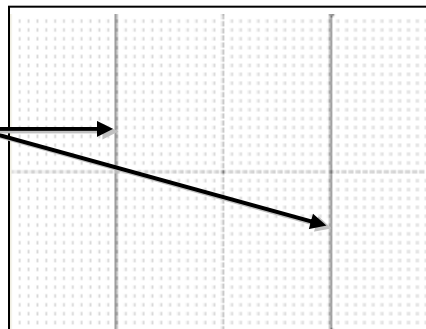


17. Click on a Guide line and drag it to a new position when needed to provide a straight line to align text and images.



Add lines to define where the folds occur on the poster.

1. If you are creating a tri-fold poster, click on the **Insert** tab and the **Shapes** drop-down menu. Select the straight line icon and drag two straight lines from top to bottom where the poster's folds are located.*

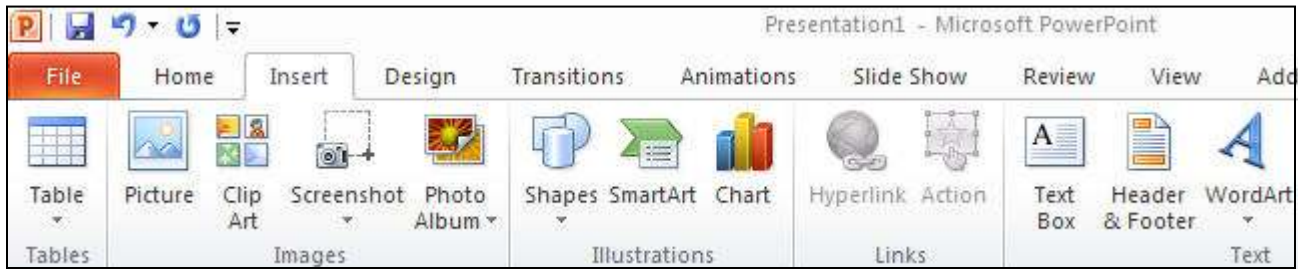


***NOTE:** These lines will print so they must be deleted when you have finished creating your poster.

Creating a Poster in PowerPoint 2010

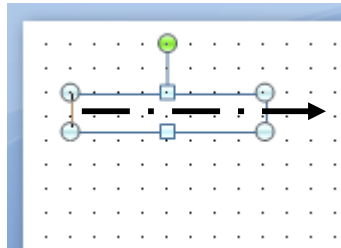
B. Add and Manipulate Text and Graphics

Create areas of text and graphics with tools from the Home and Insert tabs. Plotters do not print right to the edge of the paper, so remember to allow for a margin (minimum of 1 inch) when adding content to your poster.

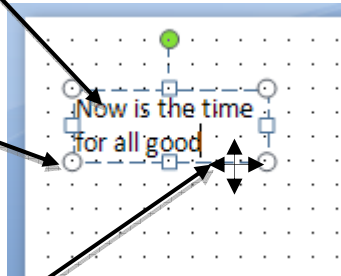


Use the Text Box tool to draw an area for text.

1. Click on the **Text Box** tool located in the “Insert” tab, then left click your mouse and drag it on the Power-Point slide. When you’ve reached the width you desire release your mouse.



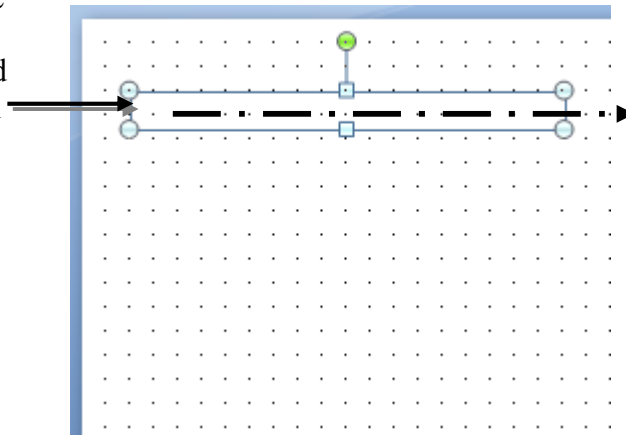
2. With your cursor inside the box, type the content and it will automatically add length as you add text.
3. Resize the box using the available handles on the edges of the text box. Use the extended green handle to rotate the text box.
4. To move the text box, place your mouse over the text box frame until you see a double pointed cross, then left click and drag.



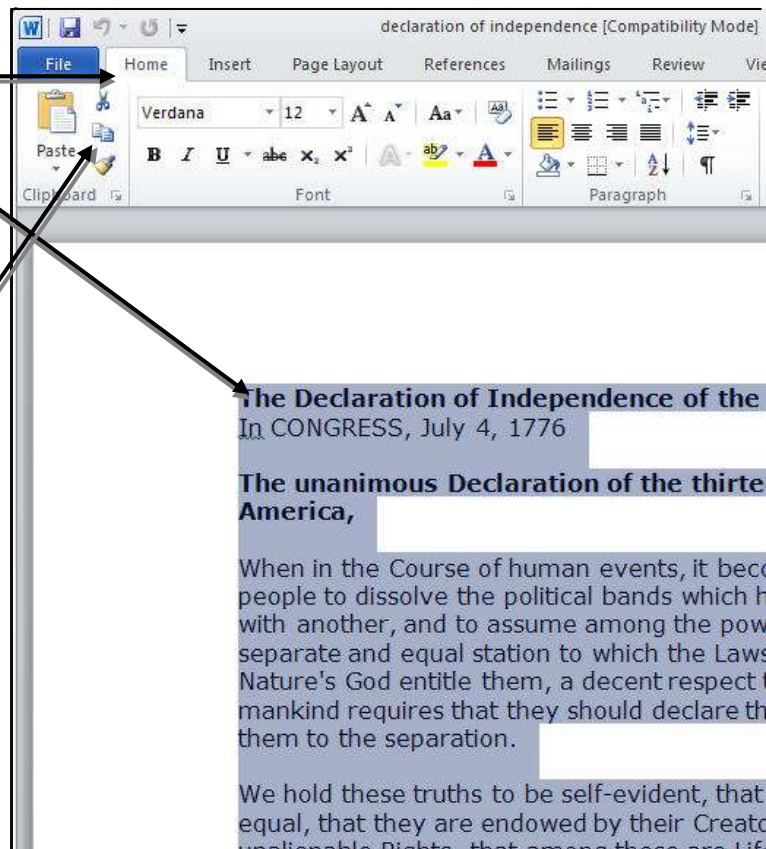
Creating a Poster in PowerPoint 2010

Copy and paste text

1. Click on the **Text Box** tool located in the “Insert” tab, then left click your mouse on the screen where you want to locate the text and drag it on the slide. When you’ve reached the width you desire release your mouse



2. Go to the document you wish to copy text.
3. Click the **Home** tab.
4. Highlight text from the document you wish to copy.
5. Click the **Copy** icon.



[Click here to download full PDF material](#)