

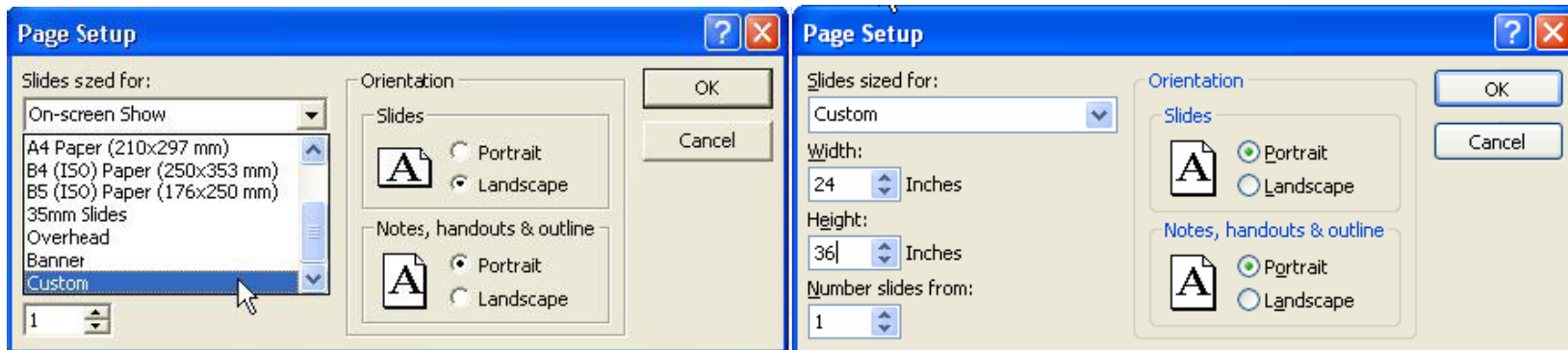
## How to Make a Poster Using PowerPoint

### 1. Start PowerPoint

- a. Choose “File New”
- b. Blank (Choose the template with nothing on it)

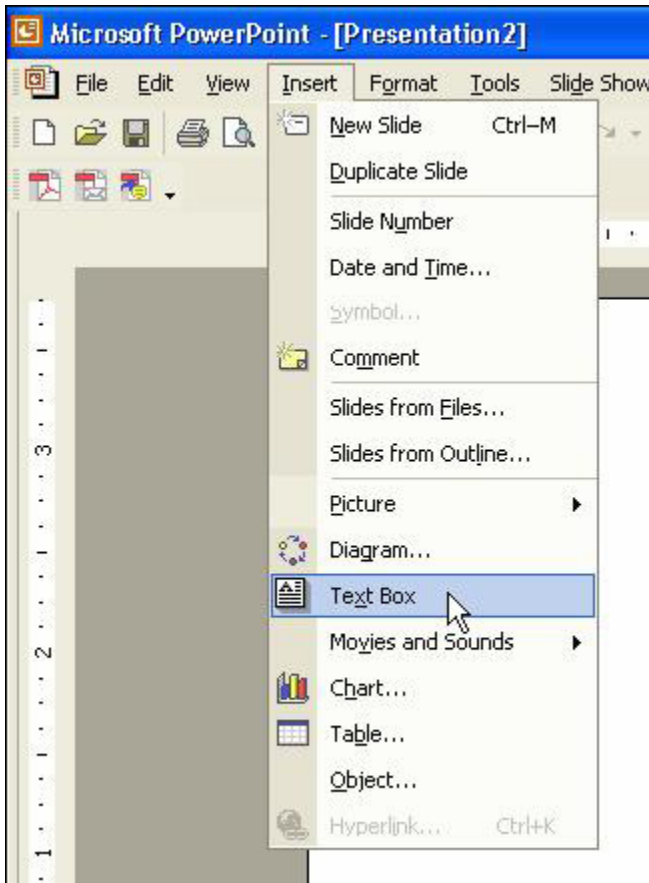
### 2. Go to File “Page Setup”

- a. Choose “Custom from the Drop Down Box”
- b. Choose 24 for the width (This is the widest we can print)
- c. Choose height (36” is the size I usually print”)
- d. Choose “Portrait” for slide orientation and notes, handouts, & outline orientation
- e. Click “OK”



3. Add text

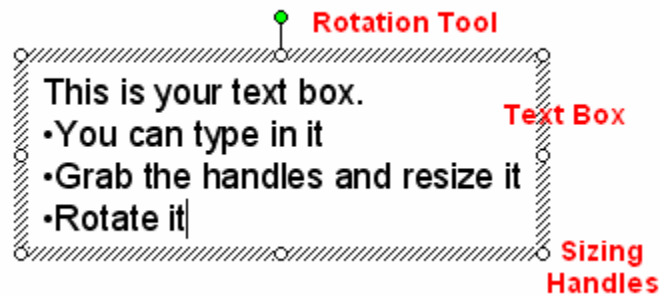
- a. Choose “Insert Text” from the file menu **OR**
- b. Click on the “Text box” tool



OR



Click or click-and-drag where you want the text to be. You should see the rectangular shape of the Text Box.



**HINT: Make a separate text box for each piece of text you want to move independently.**

4. Changing font size

- a. Highlighting the text to be changed and then making the changes
- b. A 72-point font is about an inch high.
- c. If you want larger font sizes you can enter the size by hand.

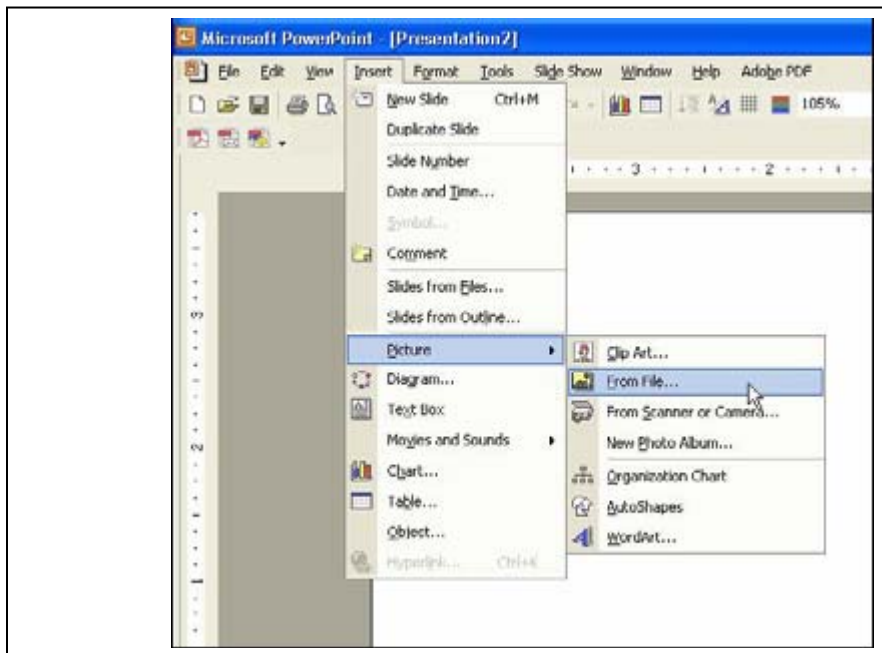
5. Text Help

- Create all your text, charts, text boxes in the poster, do not copy and paste
- Allow for enough “white space” (areas where there is no text or graphics) This will give your poster a clean look
- Minimum 72 point font for the title
- Individual text box backgrounds can be changed by selecting the box and changing the "fill" and/or “lines” colors
- Do not use lettering effects such as outlined or shadowed. They don't reproduce well
- Bold, italic, and underline are OK, but use these sparingly

**Please use a white background. Colored backgrounds eat up ink!**

6. Adding images

- a. Click “Insert/Picture from file”



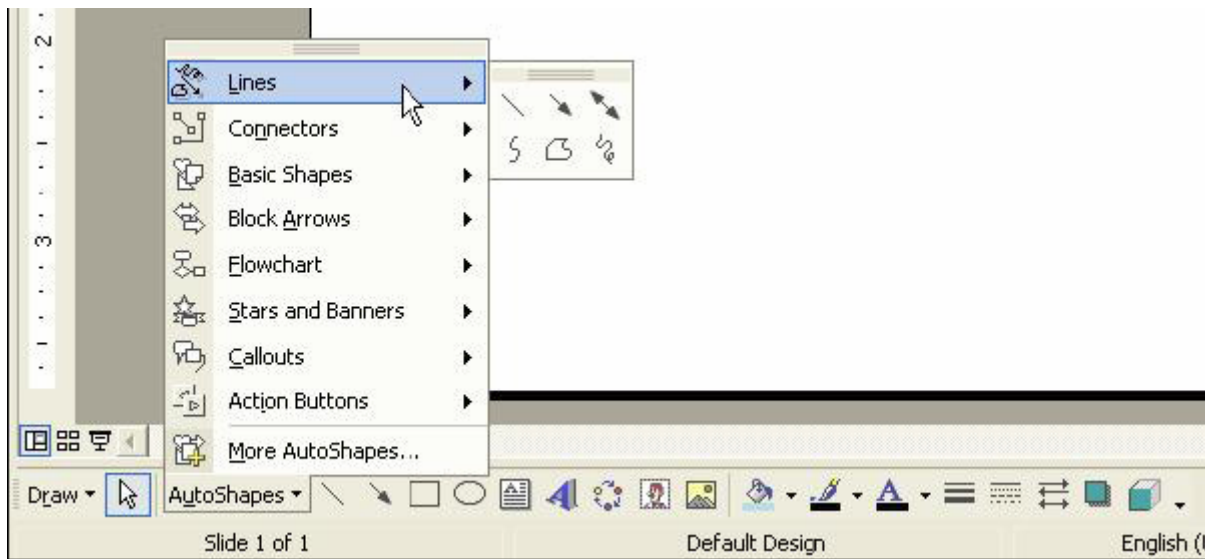
7. Resizing the Image

- a. Use one of the corner handles to re-size it.
- b. The corner handles will keep the same aspect ratio; the side handles will not.)
- c. Click and drag in the middle of the graphic to move it.
- d. Use the “green rotation handle” to rotate it



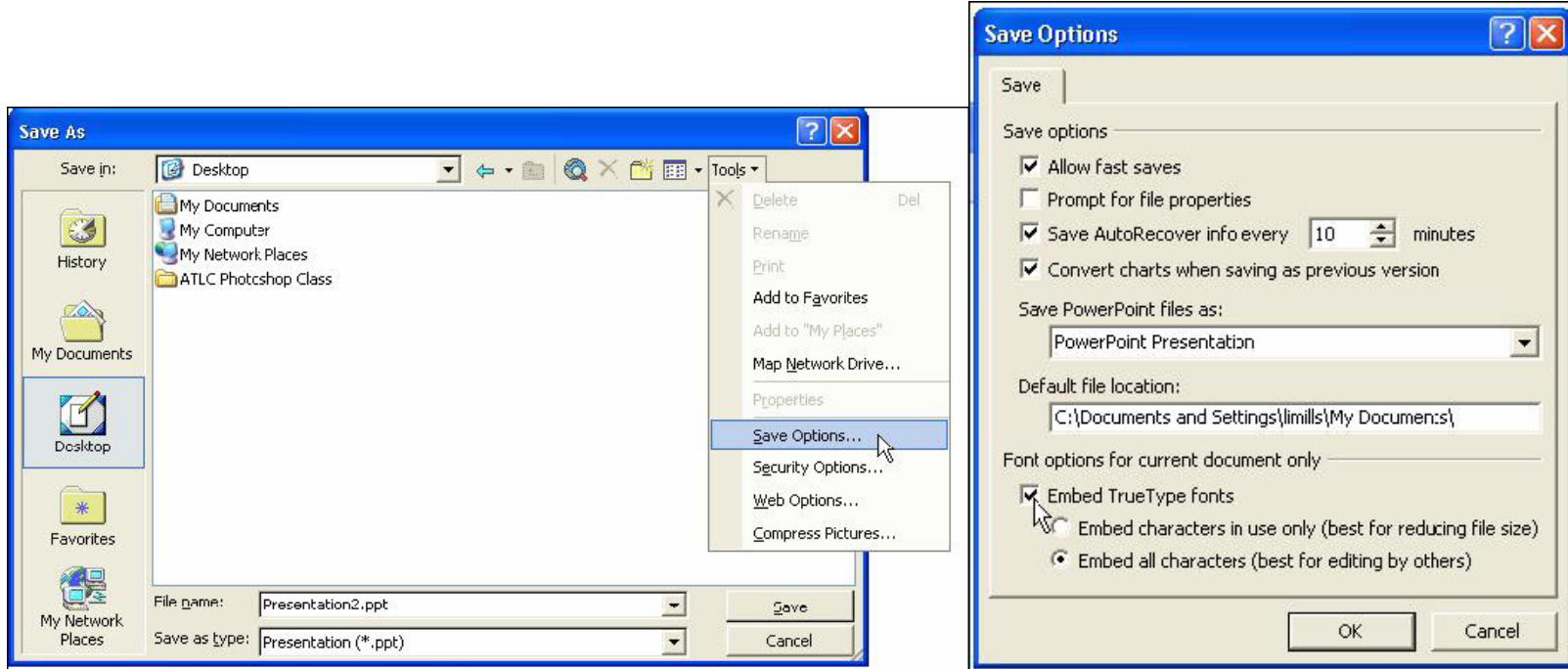
7. **Lines, Boxes, Arrows**

- a. Beside the “Text Box” tool are tools to make ovals, boxes, lines, arrows, etc.
- b. These can be changed after they are inserted by using the
  - i. Format menu--Colors and Lines.
- c. This toolbar can typically be found at the bottom of the screen



8. **Special fonts**

- a. If you used “specialty fonts” that may not be the computer your are printing from:
- b. When you save
  - i. Choose “Save As”
  - ii. Click on the “Tools” drop-down box
  - iii. Choose “Options”
  - iv. Choose “Save Options”
  - v. Place a check in the check box that says "embed true type fonts"
  - vi. Name and save your file.



### 9. Printing

- Go to File>Print. Choose the Designjet Printer 10.96.0.50
- Click on the “Properties” button
- From “Paper Options” drop-down menu choose **ANSI D**
- From the “Source” option, choose “Roll”.
- Choose the “Type” of paper
- Choose “Print”.