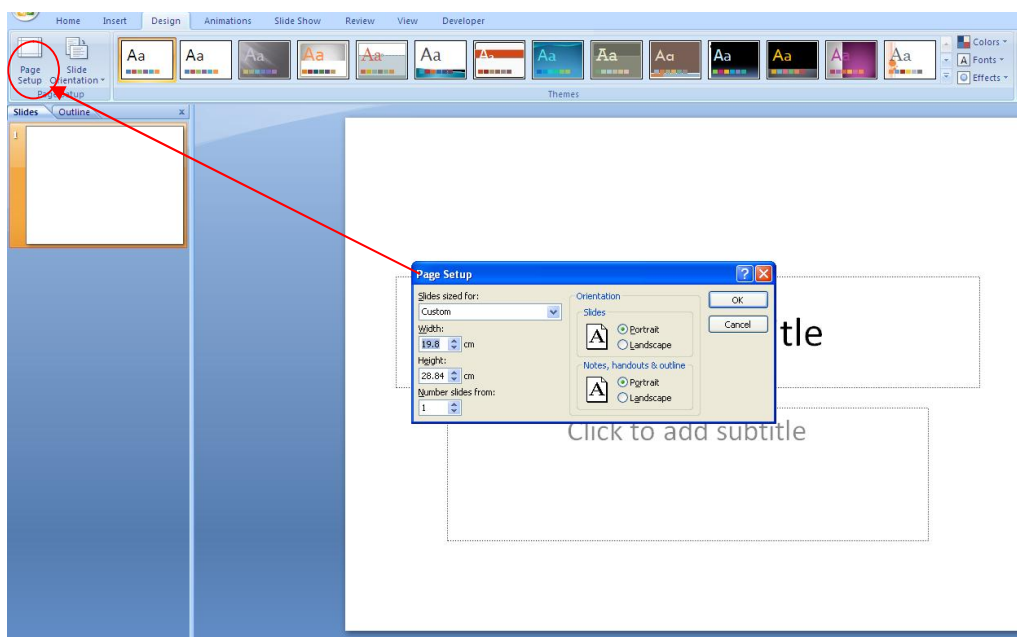


How to Make a Poster Using PowerPoint 1997 – 2010

Start PowerPoint: Make a New presentation . a blank one. When asked for a Layout, choose a blank one . one without anything . even a title.

Choose the Size of Your Poster:

Select the **Design tab**>Page Setup. A Page Setup screen will appear.



In the **Slides sized for** option, choose **Custom**.

Put the actual size of poster for the Height and the Width

(For Infection Prevention 2012 this is Portrait 841mm wide x 1189mm high).

Ensure your poster is set to **Landscape**.

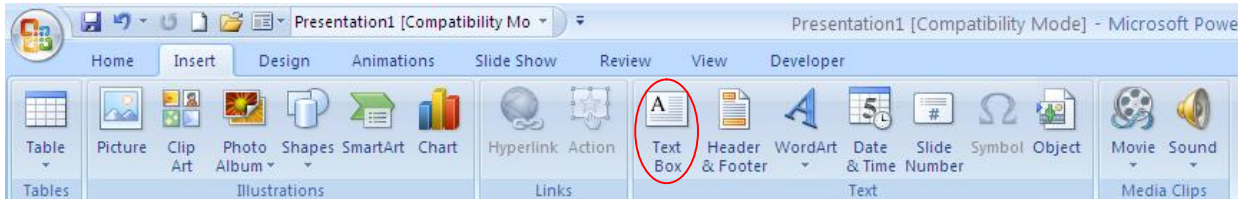
Click OK.

Do this before you begin creating the poster!

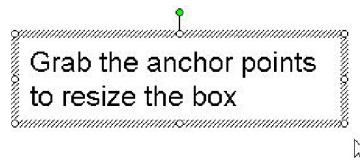
Failure to do so may result in a poster that is not printable, or not printed at the size you need.

Click OK.

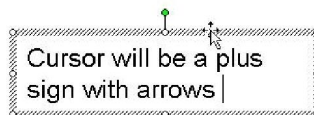
Adding Text: In order to add text, the text needs a "container" . a Text Box.
Make a text box by clicking on the **Insert tab** and selecting the **Text box tool**.



You can now select an area on the slide to draw your text box, click-and-drag where you want the text to be. You should see the rectangular shape of the Text Box. Type in your text. You can re-size it at any time by dragging one of the little "handles". The box will also grow automatically as you type (if it needs to). To copy text from another program first make the text box then do copy and paste into the text box. Make a separate Text Box for each separate piece of text. "Separate text" means a portion of text that you want to be able to move independently from the others.



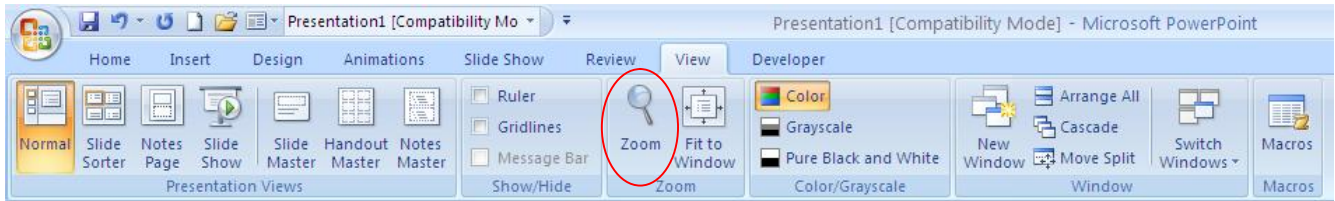
As in many programs, you can change the font and size by highlighting the text to be changed and then making the changes. A 72-point font is about an inch high. If you don't see the size you want in the selection list, you can enter the text size you want and it will resize the text to your desired size. You can change the colour of the text, the edge, and the fill as well as other things under the **Format tab**. To move a Text Box, position your pointer over a part of the edge of the box that is not a handle. The pointer should become shaped like a plus sign with arrows. Click and drag the Text Box to the required position.



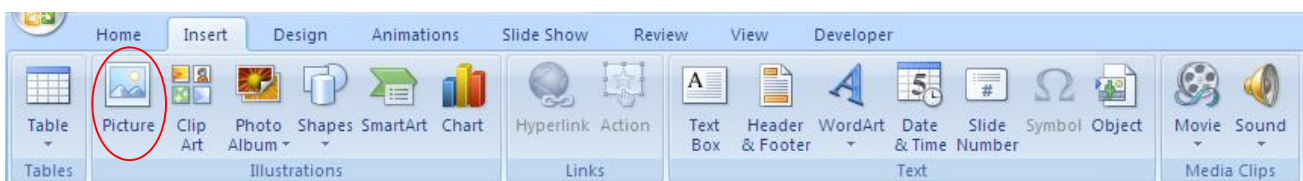
Text Tips

- It is better to create all of your text, charts, and tables in PowerPoint rather than copy and pasting to avoid problems with formatting and printing your poster.
- You can change the proportions, type size and style later.
- You can import text from your word processor via copy and paste.
- You may have to change the formatting of the pasted text. It rarely survives the translation process unchanged. Try pasting as **unformatted text** (one of the "paste special" options).
- Try to use a minimum of 24 point type for the body text.
- Allow for enough **white space** (areas where there is no text or graphics) to keep your poster from looking too overloaded.
- Minimum 72 point font for the title. (Of course the bigger the better, but 72 pt is approximately 1+ tall.)
- Do not use lettering effects such as outlined or shadowed. They don't reproduce well.
- Bold, italic, and underline are OK. Use these sparingly.
- Ensure that you put some contact details of the corresponding author on the poster for those with questions.
- It's a good idea to bring some copies of the poster printer on A3 or A4 where possible.

Zoom: You can control the zoom amount by clicking on **View tab** and clicking **zoom. Fit** will allow you to see your entire poster on screen. Zooming to 100% will show you the actual printed size of your poster. (You will have to scroll around from this view.)



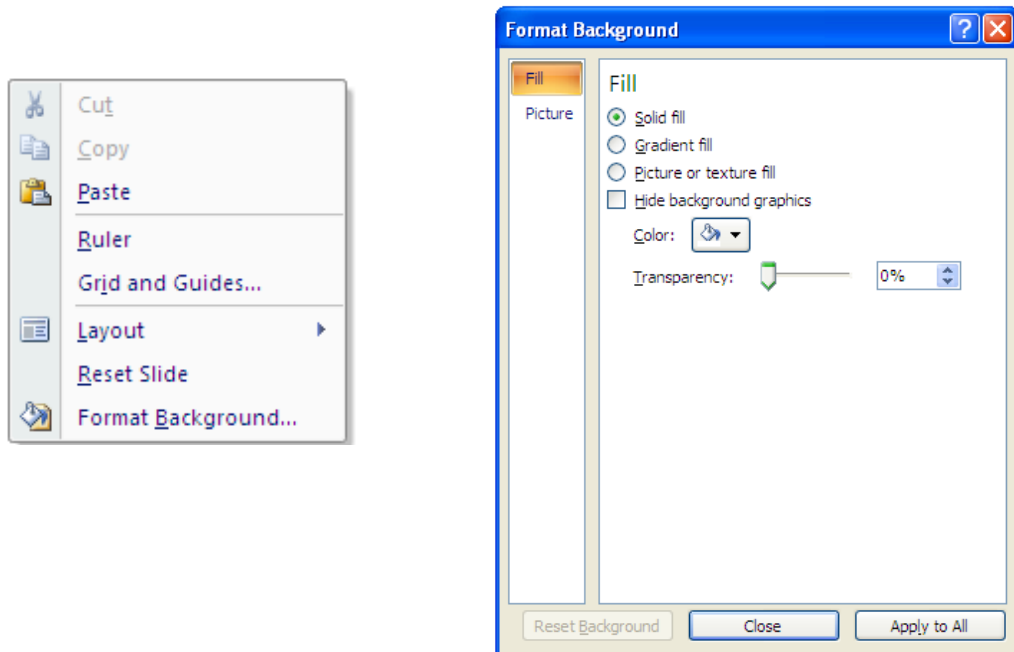
Adding Images: The two ways to add images are with Insert/Picture and with Copy and Paste.



Insert/Picture: This is the most common way of adding graphics to a PowerPoint document. If you have a file that is in one of several standard graphic formats (like JPEG, GIF, PICT, etc.), use the **Insert tab> Picture>From file** and browse your computer to select your file. The image will appear on your document with handles. Use one of the corner handles to re-size it. (The corner handles will keep the same aspect ratio; the side handles will not.) Click and drag in the middle of the graphic to move it.

Copy and Paste: Use this if you have something like an Excel graph you want to add to your document. Generally avoid this method if you can. Copy and Paste will often only give you a low-resolution copy of a graphic.

Background: You can select a background by right clicking and selecting **Format Background**.



Avoid using bold, dark, solid colours as your background. (If it takes up more than 50% of the printed area.) Too much ink saturation can make your poster wavy like a crinkle cut crisp.

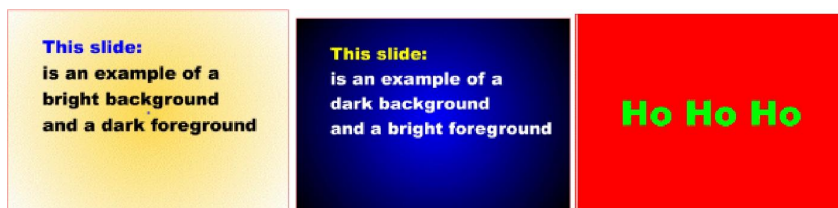
Under the **Fill Effects** window, several options can be used that will not cause this effect. Just explore with the many options shown until you find a look that you like, and is still easy to read.

(Note: Avoid the %texture fill+option under the **Fill Effects** menu. They typically do NOT print well.)

Lines, Boxes, Arrows: On the **Insert tab** is the **shapes** option to make ovals, boxes, lines, arrows, etc. When you have made one of these, you can change it (when it is selected) with the options available on the **Format tab**.

Design Tips:

- “ Pictures imported from web sites are low resolution images. These images are for onscreen presentations and web page use only. They are also often copy right protected.
- “ Do Spell-check, under Tools.
- “ Use high contrast colors between foreground and background. A light background with a dark foreground is the most readable combination. E.g., a white or light yellow background with black or dark blue text is the optimal combination. Or another effective combination is a dark blue background with white text body and yellow for titles. Use all other colors sparingly. And remember - combinations of red and green appear as grey to people who are color blind. Save this combination for Christmas time only.



- “ Use of Arial is preferable as this is much easier to read.

Spell Check: Click the **Review tab** and then **spelling**

If you are using special fonts: (These are fonts that you have downloaded on to your system and are not included as standard on all other computers)

When you have completed your poster in PowerPoint, go to the File pull down and choose **Save As**. At the top of the dialog box you will see a button called **Tools**. Click that and a drop down box of options should show up. One of the options will be **Save Options**, choose that and you'll see a check box that says **embed fonts in the file**, make sure this is checked and then name and save your file.

