

# ***Microsoft PowerPoint 2007 Making Posters***



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Web site: <http://www.library.health.ufl.edu/presentations/PPoint2007Posters.pdf>

# Microsoft PowerPoint 2007 Making Posters

2.0 hours

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This workshop assumes completion of "PowerPoint: Basics" or equivalent experience. Topics include creating a poster layout, placing text, graphics, and data, embedding fonts and including all images with your final project.

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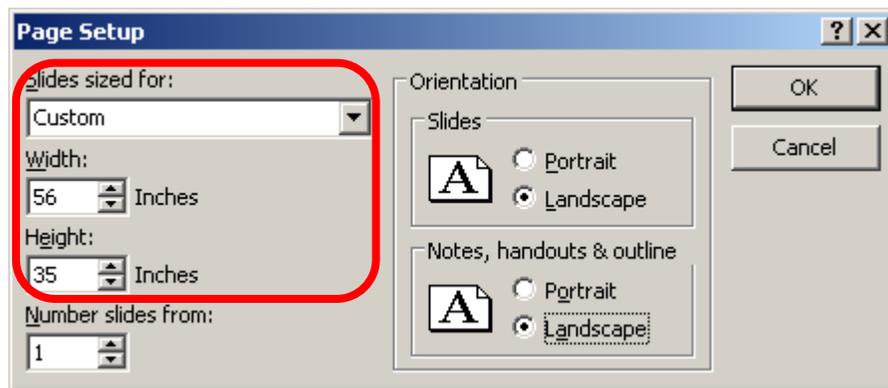
## Creating a Poster Using PowerPoint 2007

**1. Start PowerPoint:** In the "Home" tab (default) section, select the Layout option, and choose Blank.

**2. Set the Size of Your Poster:** Click on the "Design" tab at the top of the screen, then click the "Page Setup" icon on the far left.

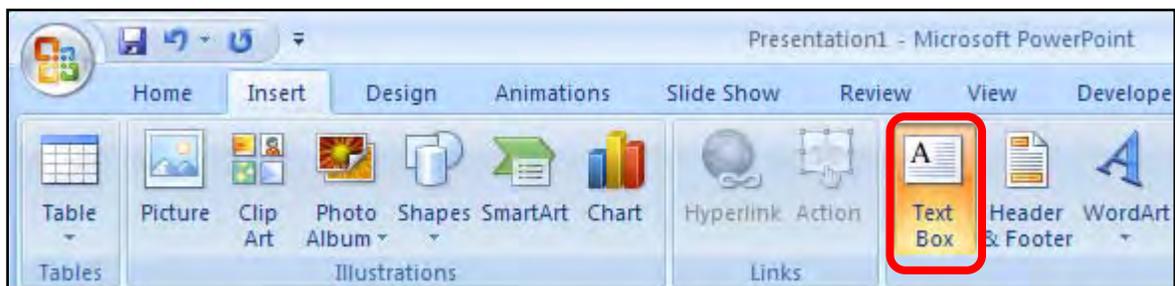


A Page Setup screen will appear. In the Slides sized for option, choose Custom.

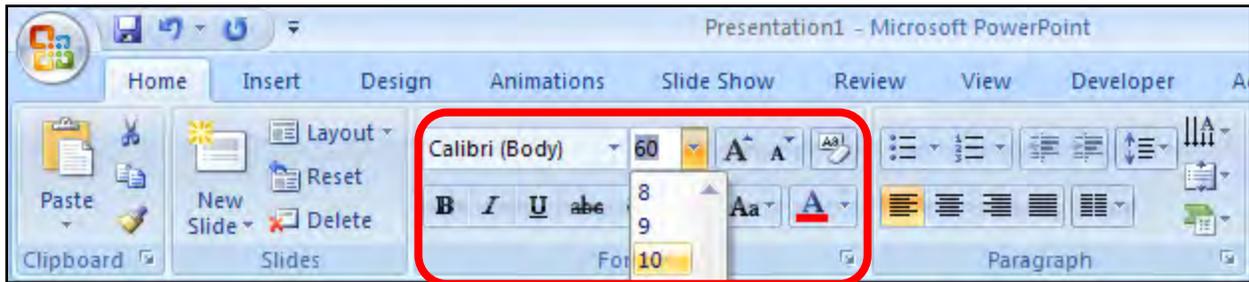


Type in the actual size of poster's Width and the Height (in this case, **56 x 35**). Choose Portrait for Slides and Notes. Leave 1 for number of slides. Click OK. Note: You must do this first before you begin creating the poster! Failure to do so may result in a poster that is not printable, or not printed at the size you need.

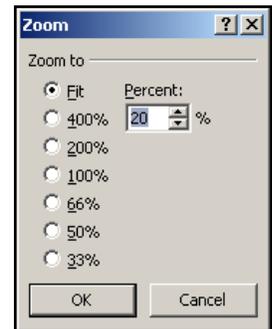
**3. Adding Text:** Create a text box for the title by clicking on the "Text Box" icon in the "Insert" tab. Click or click-and-drag to where you want the text box to be. (You should see the rectangular shape of the Text Box.) Type in your text. The box will grow automatically as you type.



**4. Text Format:** As with many programs, you can change the font style and its size by highlighting the text to be changed and then making the changes within the "Home" tab. A 100-point font is about an inch high. If you don't see the size you want in the selection list, you can enter it in by hand. 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 desired position. You can change the color of the text, the line style, and the fill (among other things) with the options in the "Home" tab. Make a separate text box for each new section of text. Each new text box will include a portion of text that you will want to be able to move independently.



**5. Zoom:** You can control the zoom amount by clicking on the "Zoom" icon in the "View" tab or by using the zoom scroll bar found in the bottom left of the window. The zoom tool is useful when you need to zoom in on specific areas, such as text boxes, as well as when you want to zoom out to see the entire poster.



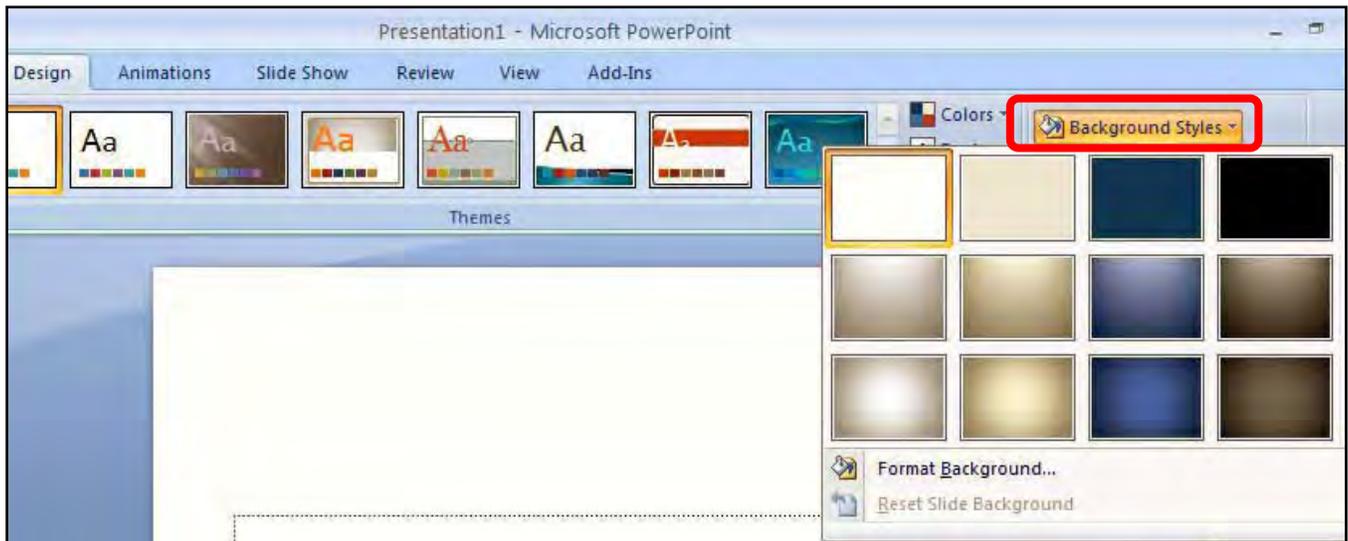
**6. Adding images:** The two ways to add images are with Insert/Picture and with Copy and Paste. The Insert/Picture is the most common way of adding graphics to a PowerPoint document. If you have a file that is in one of several standard graphic formats (like JPEG or GIF), use the "Insert" tab and click the "Picture" icon to select your file.



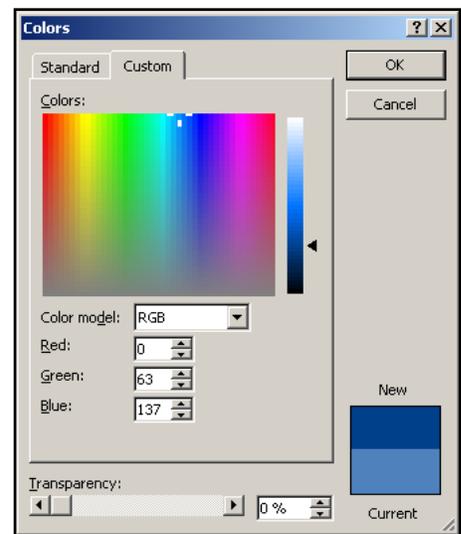
The image will appear on your document with handles. Use one of the corner handles to re-size it. (The corner handles will keep the same aspect ratio; the side handles will not.) Click and drag in the middle of the graphic to move it. A Picture tools tab automatically shows up when you insert the picture. You can edit the picture by clicking the icons for the numerous options in this tab.



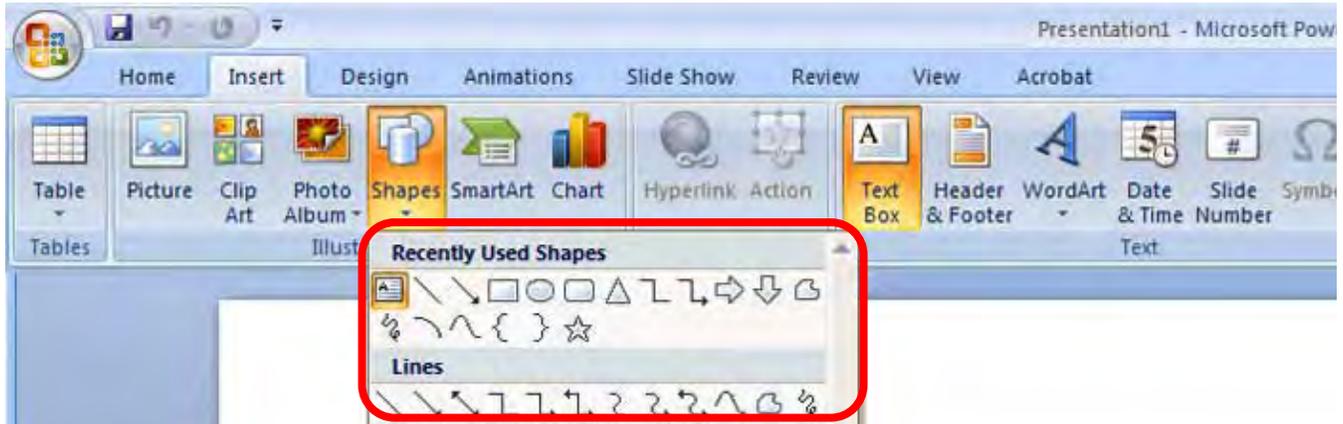
**7. Backgrounds:** You can select a background by clicking the "Background Styles" icon in the "Design" tab. Click on the Format Background option within the dropdown menu and you can choose from even more color choices. If you choose Fill effects, you have a choice of tabs and one is Gradient. A gradient background is a smooth transition from one color to another. The best gradients are very dark or very light so text can easily be read on top of it. If you want a picture background click on the Picture tab, then Select Picture to browse to your file. Be careful of using a very large image – large files can be cumbersome to work with.



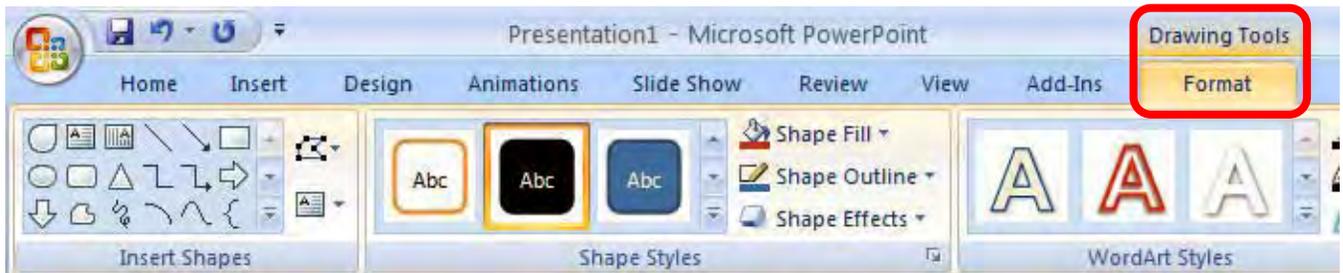
Alternatively, you can use a combination of shapes and images for your background. In order to keep your audience engaged in the actual content of your poster, you may consider using colors for your shapes and images that match your presentation colors. If you choose to use UF colors, you can use the attached chart for reference, using the RGB values.



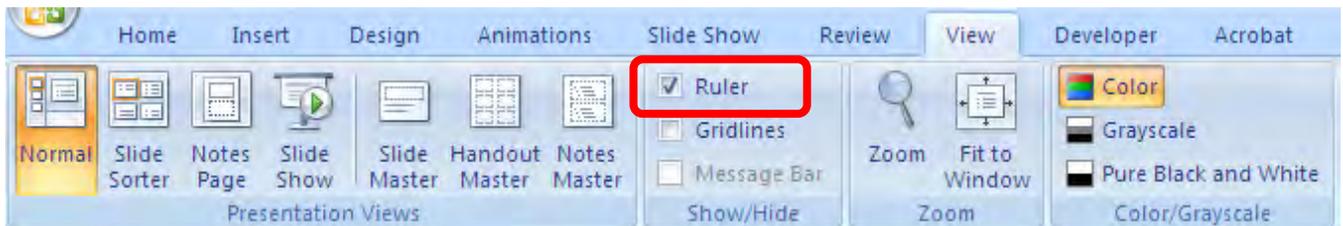
**8. Lines, Boxes, Arrows:** Click the "Shapes" icon in the "Insert" tab to make ovals, boxes, lines, arrows, etc. Click the shape you want and then click the area you where you want it to appear in your document.



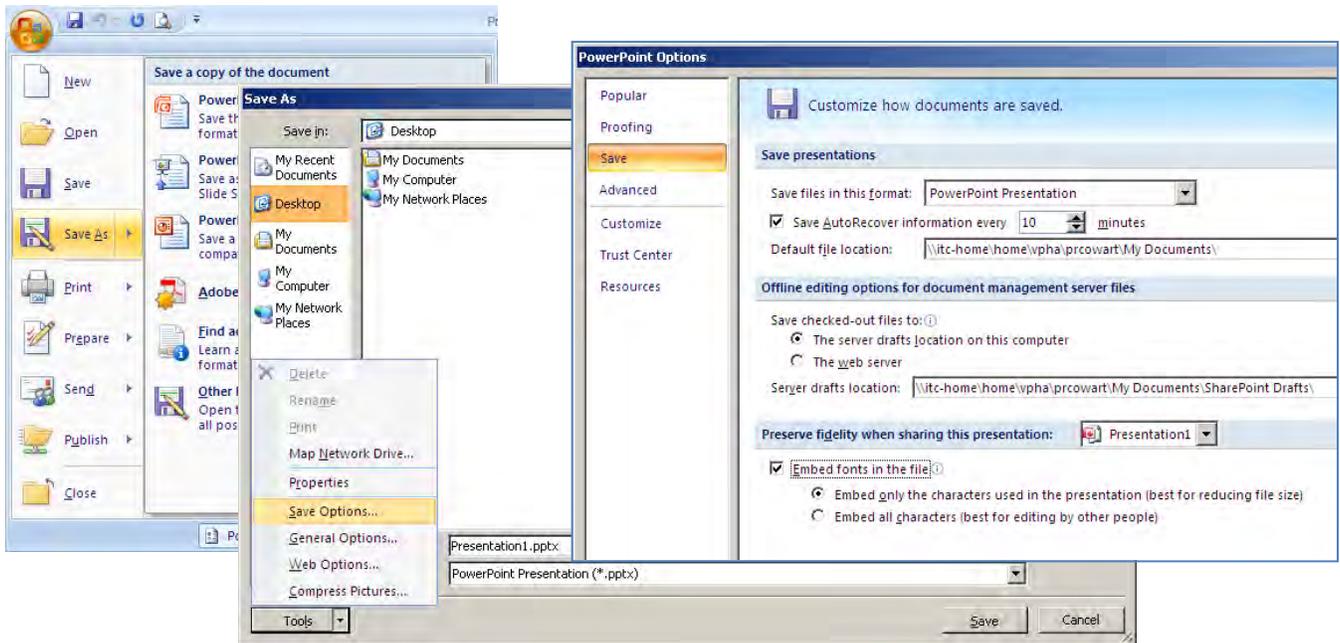
When you have inserted one of these, you can change it (when it is selected) with the "Drawing Tools" tab that automatically appears with "Format" options.



**9. Margins:** Leave at least a 1-inch margin around the edges of the poster to prevent cropping and to increase readability. To display the ruler, go to the View Tab and select Ruler. This allows you to see if you have exceeded the 1-inch margin.

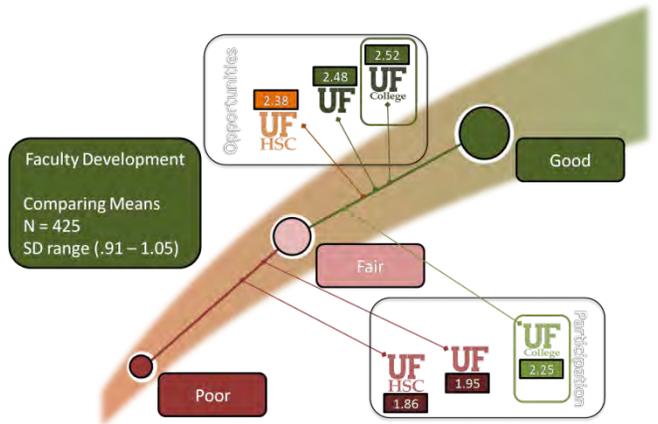
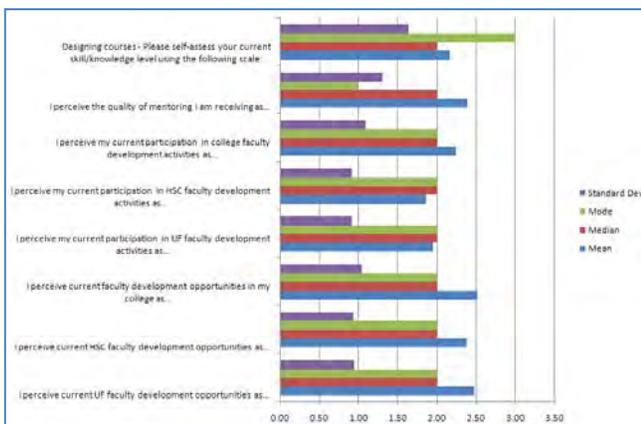


**10. Save your Poster:** When you have completed your poster in PowerPoint, click on the Microsoft Office Button in the far upper left and choose Save As, then PowerPoint Presentation. At the bottom left of the next dialog box you will see a button called "Tools". Click that and a drop down box should show up. One of the choices will be "Save Options." Select that and you'll see a check box that says "Embed fonts in the file." Make sure this is checked, click OK, and then name and Save your file.



**11. Graphs:** If you need to include charts into your presentation, and if you need to adjust the data relatively frequent, paste the graph directly. However, you may consider using the PASTE AS feature and paste the graph as an ENHANCED WINDOWS METAFILE. This is the clearest image and will make modifying the layout of your poster much easier.

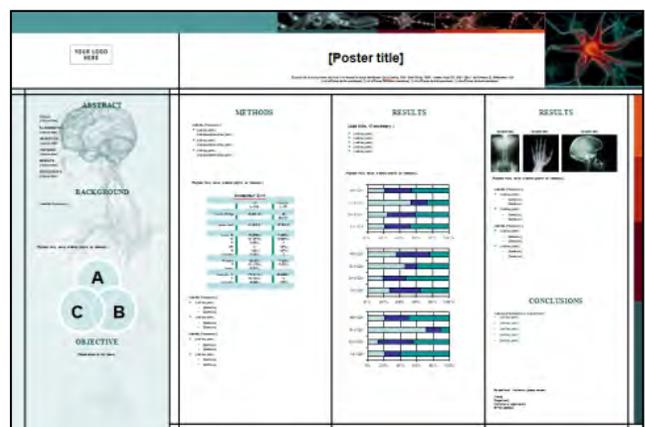
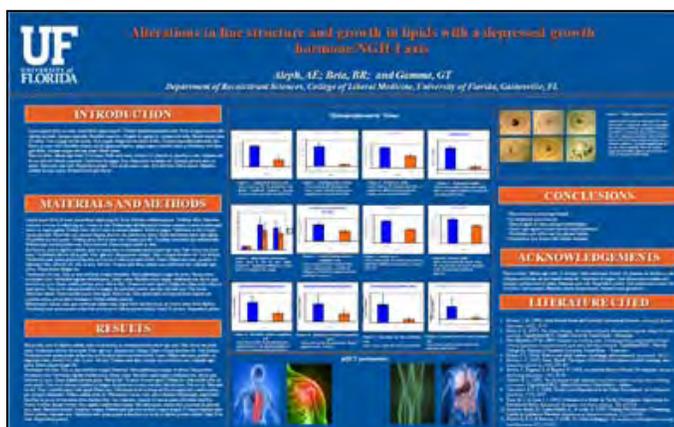
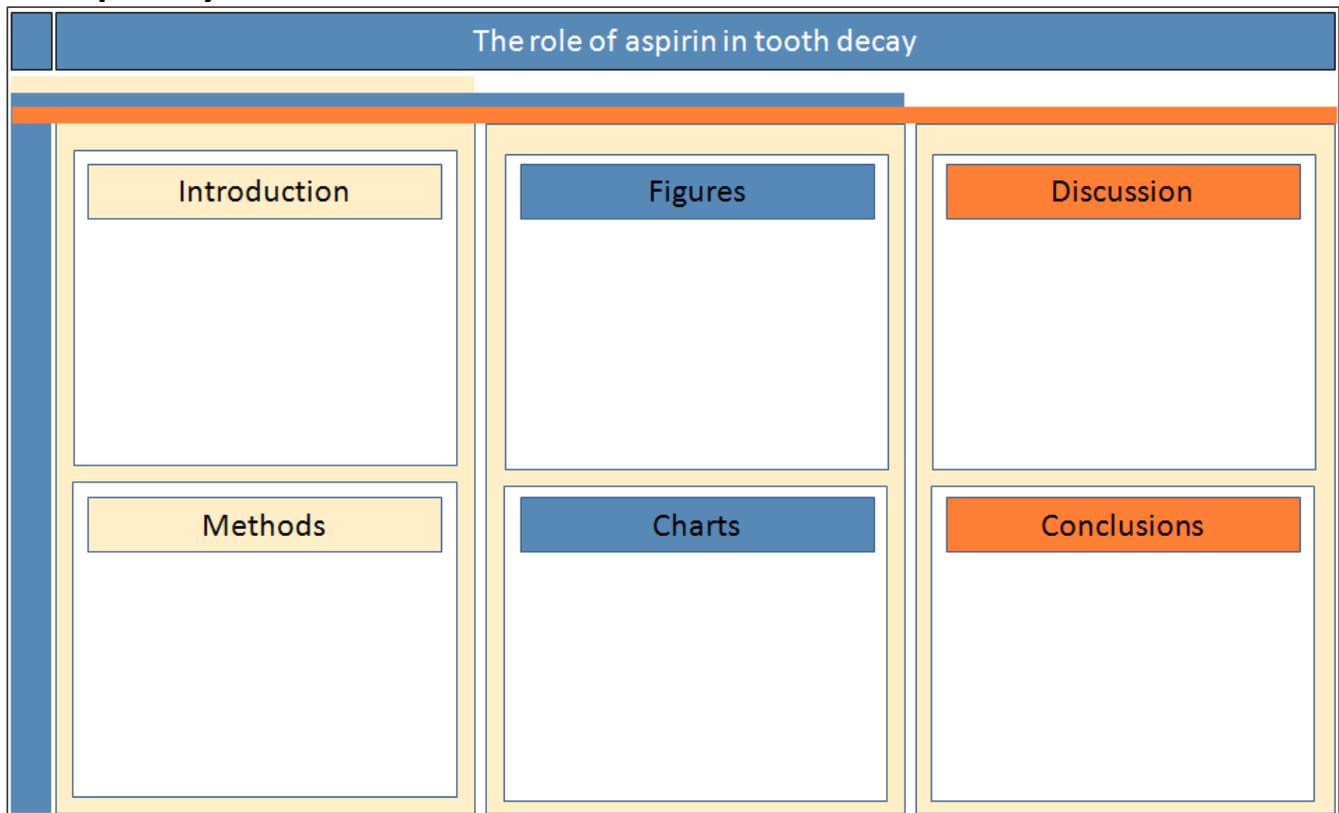
Additionally, if you have multiple graphs from a single spreadsheet that you are interested in placing in a single presentation (not a poster), you can save that spreadsheet as a webpage. Doing so will create one file and a folder with multiple files, among which will be image files of all of your graphs. These image files can then be inserted into your poster, or a Picture Album could be created showing larger versions of your data.



## Design Tips:

- Pictures imported from web sites are low resolution images. These images are typically used for on-screen presentations and web pages. Try to use images that are at least 150 dpi (dots per inch).
- You'll want to maintain good contrast between the background color and the text color. Consider using a light colored background and dark text, but avoid busy backgrounds and primary colors.
- Copy and Paste: Use this if you have something like an Excel graph you want to add to your document, but generally avoid it if you can. Copy and Paste will often only give you a low-resolution copy of a graphic.
- Use sans serif fonts like Arial and Helvetica for titles and size them between 72 – 100 points. Sub-headings should be between 30 – 50 points, and body text between 18 – 24 points. Try not to use more than two fonts.
- Remember to use Spell-check, under the "Review" tab.

## Example Layouts:



## Links to helpful websites and tutorials:

Creating Effective Poster Presentations:

<http://www.ncsu.edu/project/posters/NewSite/>

Poster Layout:

[http://writing.wisc.edu/Handbook/presentations\\_poster.html#design](http://writing.wisc.edu/Handbook/presentations_poster.html#design)

Advice:

[http://www.kumc.edu/SAH/OTEd/jradel/Poster\\_Presentations/180.html](http://www.kumc.edu/SAH/OTEd/jradel/Poster_Presentations/180.html)

Samples of HSC Library Staff & Faculty posters:

<http://www.library.health.ufl.edu/services/presentations.html>

Advice on creating posters in PowerPoint 2003:

<http://office.microsoft.com/en-us/powerpoint/HA012265841033.aspx>

UF Colors and WordMarks

<http://identity.ufl.edu/>

### Getting your presentation to site:



#### Carry it with you:

<http://www.cutting-mats.net/mailling-tubes.html>



#### Print it where you are presenting:

<http://www.fedex.com/us/office/>



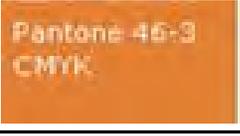
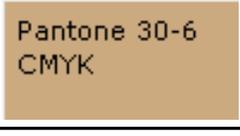
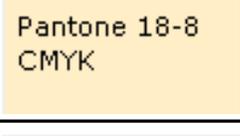
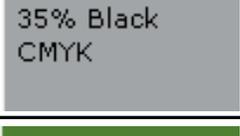
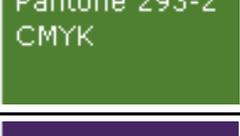
#### Mail it to your hotel:

<http://www.fedex.com/us/>

### Supplies to bring with you:

- Pushpins or "T" pins
- Clear scotch tape
- Double sided tape
- White out
- Sharpie pens
- 8.5 x 11 copies of poster
- Copy of file on USB drive
- Business cards

# University of Florida Colors

	HSV	15	200	245
	RGB	245	102	53
	Web	#F56635		
	HSV	212	255	137
	RGB	0	63	137
	Web	#003F89		
	HSV	209	134	183
	RGB	87	137	183
	Web	#5789B7		
	HSV	26	195	255
	RGB	225	127	53
	Web	#E17F35		
	HSV	34	94	203
	RGB	203	170	128
	Web	#CBAA80		
	HSV	102	24	215
	RGB	201	215	195
	Web	#C9D7C3		
	HSV	42	57	255
	RGB	255	238	198
	Web	#FFEEC6		
	HSV	200	9	167
	RGB	161	165	167
	Web	#A1A5A7		
	HSV	98	155	128
	RGB	79	128	50
	Web	#4F8032		
	HSV	273	159	98
	RGB	71	37	98
	Web	#472562		
	HSV	36	233	255
	RGB	255	162	22
	Web	#FFA216		
	HSV	350	255	212
	RGB	212	0	35
	Web	#D40023		

UNIVERSITY OF FLORIDA COLORS

