# Creating a poster using Microsoft Powerpoint

Powerpoint is typically used to present visual aids but can also be used to create a poster. You will only have one slide in your PPT and you will customize its size. It's important to set up the PPT file before adding content.

1. Create And Save Document

To customize your own PPT file, open PPT, click file, create new PPT using a blank template. Name and save your file to a safe location such as your OneDrive.

2. Change Slide Size

To set the size of your poster, go to the design tab, slide size, custom slide size (or page setup).
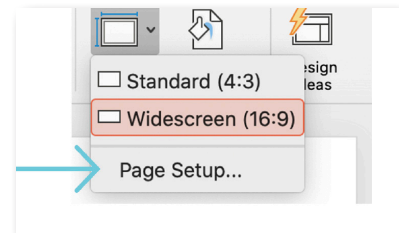
On the slide size pull-down menu, select custom. Choose the width, height, and orientation depending on how you would like your poster to look. If you get a message about scaling a new slide size, select Ensure fit.
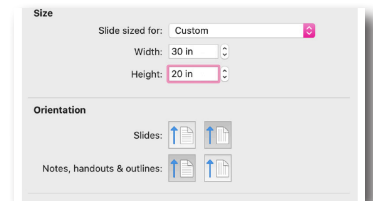
Adding content to your poster

Creating Text

PPT automatically creates two text boxes on your slide. You can click these to use pre-created text boxes if you wish. To add a new textbox, select: Insert tab, Textbox.

Click and drag anywhere on the slide to create a textbox, then begin typing. You can adjust the text style on the Home tab.
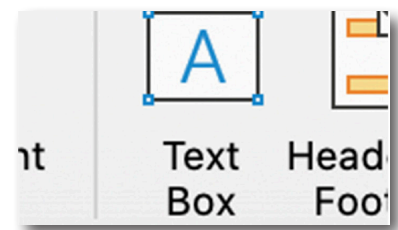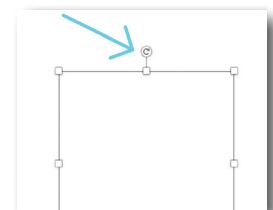
Moving Text

To move a textbox, click within the box to select it. Click and drag on the border to move it around. You can also move a textbox using your keyboard's arrow keys.

To rotate a textbox, select the rotate circle above the textbox border.

Deleting Text

To delete a box, select the box, click on its border, and press the delete key.

Adding images to your poster

Inserting Images

To insert an image, select the insert tab.

Windows: If the image is downloaded to your computer, choose pictures, locate the image on your computer, then select insert. If the image is in your OneDrive, choose online pictures, then OneDrive.

PC

Mac: PPT automatically creates two text boxes on your slide. You can click these to use pre-created text boxes if you wish. To add a new textbox, select: Insert tab, Textbox.
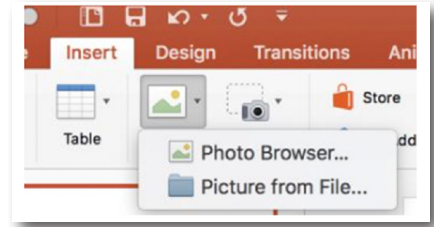
MAC
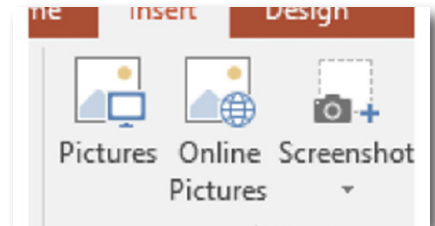
Remember: When inserting multiple images, click on the PPT slide outside of the first inserted image, then insert the next one. If the first image is still selected, then your next image will replace the previous one.

Adjusting Images

Images have resize handles like text boxes. Click and drag to make it bigger or smaller. Use the corner resize to keep the image proportion.

Image Sourcing

Make sure to adhere to copyright: https://www.lib.auburn.edu/copyright/

1. Create your own with your smartphone or camera, check out an I&RC camera from Technology Lending: https://libguides.auburn.edu/tech-lending, or scan art using an I&RC scanner.
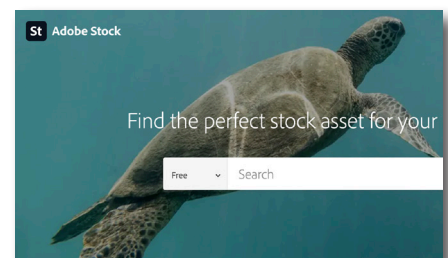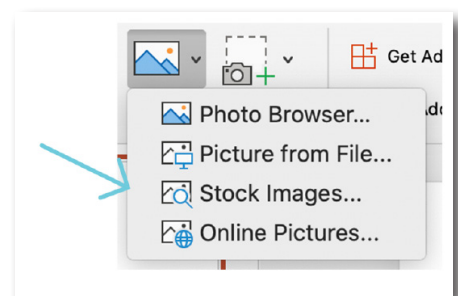
2. Use copyright-free images available in PPT: Insert, Pictures, Stock Images

3. Utilize copyright-free image sites

- Unsplash
- Stockio
- Pexels
- Wikimedia Commons
- Flickr Advanced Search
- Pixabay
- Adobe Stock (with Adobe ID)

Adobe Stock: https://www.stock.adobe.com
Get License: httsp://adobe.auburn.edu

General Design Tips

- Use good quality images and resize properly to avoid distortion and pixelation
- Use large and readable fonts. Do not crowd your poster with text
- Check out the PPT design ideas available on the right sidebar, available in PPT
- In general, use a light background with dark text, or vice versa
- Choose basic colors that tend to be true from computer to print
- View your PPT in 100% to review your poster for problems

Finalizing your poster

Printing

Before printing, you must download your file to a lab computer. When you are ready to print, ask for assistance. Consultants at the I&RC helpdesk can send your poster to print. Make sure to proofread.
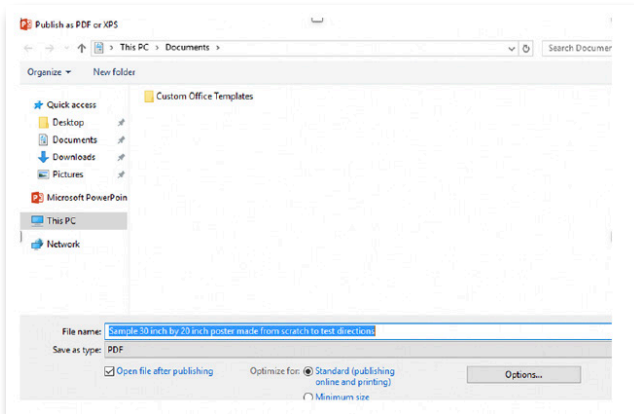
Online Submission

First, you will need to compress your Powerpoint file. Then save it to your computer or OneDrive.
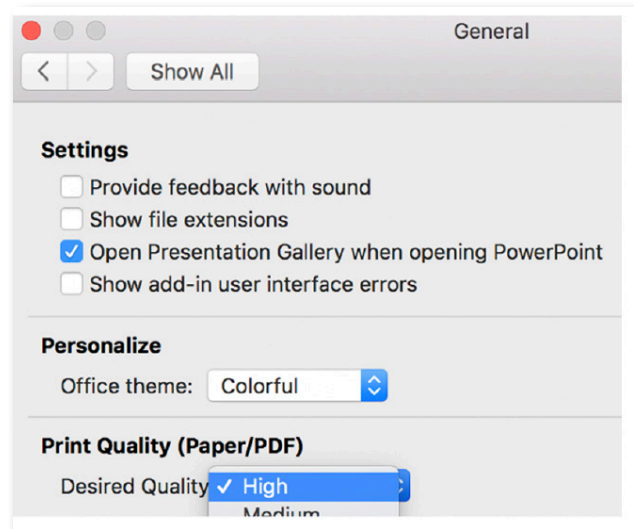
Windows: Export as a PDF or XPS, Options, Optimize, for minimum size.

Mac: Go to Powerpoint preferences, General, and adjust the Print Quality to a lower setting

PC

MAC

I&RC @ RBD

Innovation & Research Commons @ RBD Library

For assistance visit:

https://aub.ie/ircinstruction