

How to Create a Poster Using PowerPoint (Google Slides)

RICE DAY POSTERS: Rice Day posters are generally 24” width and 35” height as our poster boards approximate those dimensions. The printing cost for the RICE DAY Undergraduate Research and Scholarship posters are covered by the Undergraduate Research Fund.

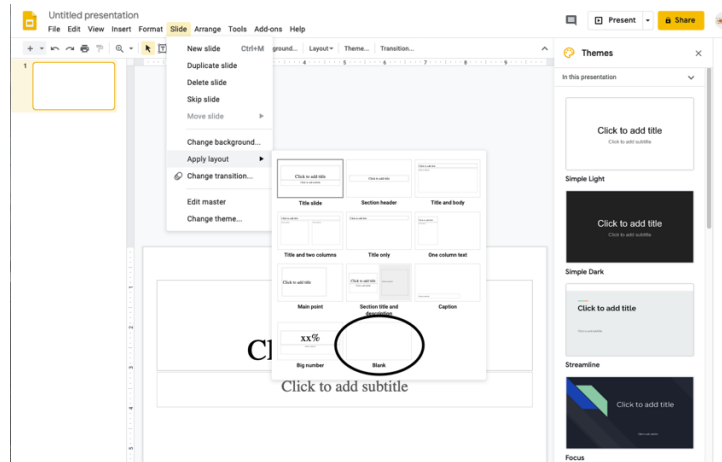
OTHER POSTERS: If you are printing posters for other purposes, you must have an account to charge the cost to.

LARGE FORMAT POSTERS: If you are presenting off campus you may need to print a larger format poster. The large format printer's maximum size paper roll is 44”, meaning that one of your dimensions, width or height, may not exceed 44”. Also, the other roll size is 36”, so it is best to set either the height or width of your poster to one of these measurements. The printing cost for the students presenting their research are covered by the Undergraduate Research Fund.

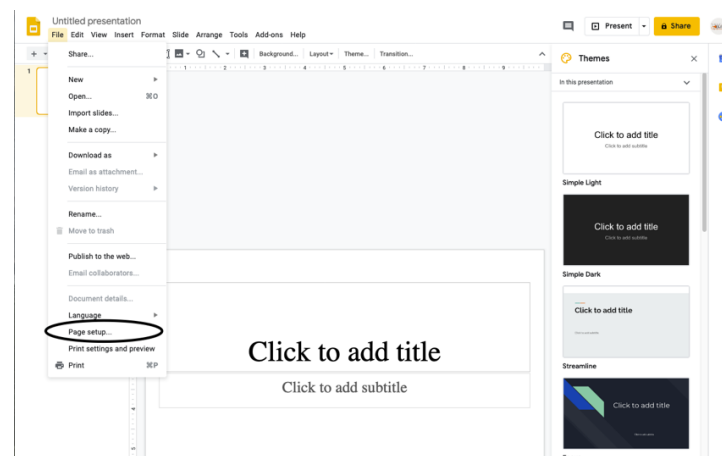
Step 1 Gather your contents in the form of text, graphs, and photos (in .jpg or .png). If you need to, scan slides or photos.

Step 2 Open Google Slides, choose Blank Presentation and click OK.

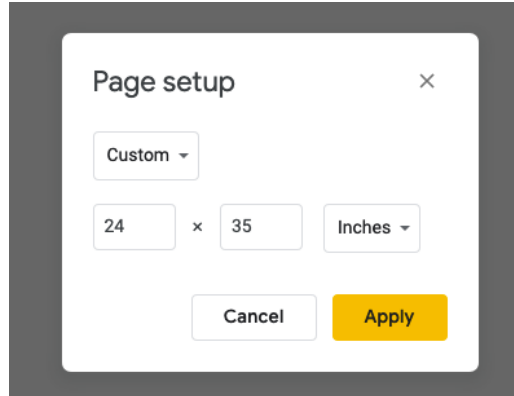
Step 3 Click on the Slide tab, go down to Apply Layout and choose the “Blank” office theme to clear out the text boxes.



Step 4 To change the dimensions, click on the File tab and go down to select “Page Setup”.

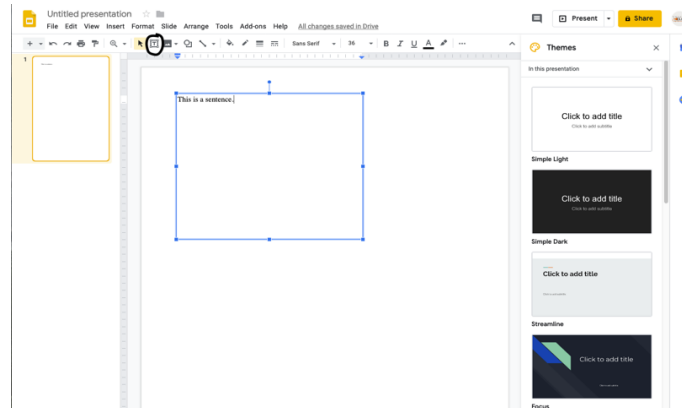


Step 5 Select the Custom dimensions and change the dimensions to be 24 x 35 inches because this size matches the dimensions of the poster boards. Click Apply.



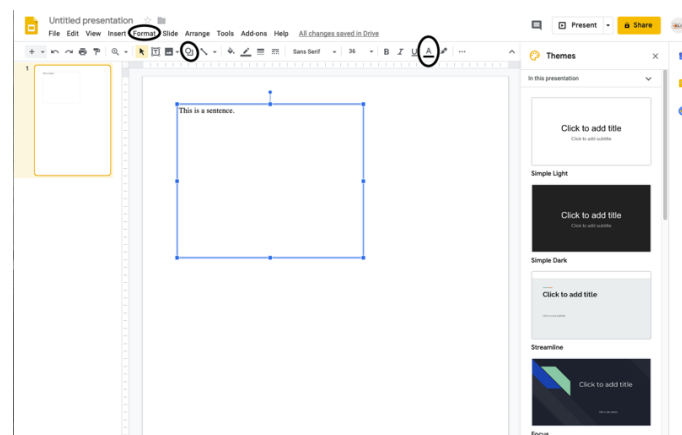
Step 6

- Click Insert on the toolbar, choose Text Box. (Shortcut available)
- Click and drag to create the box.
- The box will expand to fit the information entered.
- Font sizes of approximately 36 to 54 are recommended for titles, approximately 18 for text.



Step 7

- To change the text box properties (e.g. line, color or size), click on the text box.
- Then select the Format tab and go down to Borders & Lines.
- To fill color or add shapes, press the icons associated with it in the interface.
- We would suggest using black on a white background in text boxes for easy reading.



Step 8

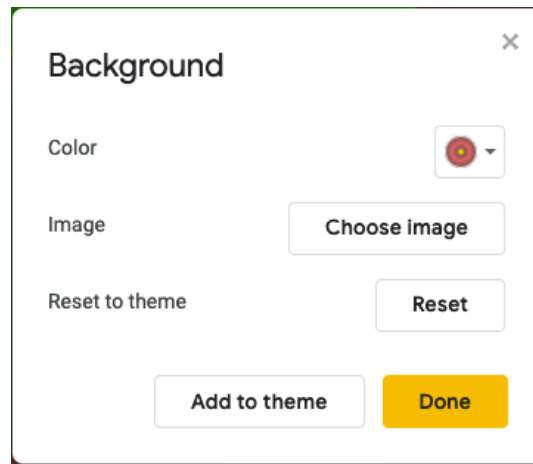
- To add logos, charts or photos, go to Insert and select Image to find it from the computer.
- Rice Day Logo:
https://d3oufu6vr9yoyg.cloudfront.net/wp-content/uploads/2015/12/RiceDay_Logo-300x300.png
- Wartburg College Logo:
<https://d3oufu6vr9yoyg.cloudfront.net/wp-content/uploads/2016/01/logocolor-1024x614.png>

Step 9

- Once you have inserted your pictures, you can move or resize them.
- The dotted guide lines on the templates tell you where your boxes are and can help in getting things properly aligned.
- If you click and hold them, a box will appear giving the lines' locations on the sheet. They will not appear when the poster is printed.
- If the guide lines are not visible on your screen, select View, then Guides.

Step 10

- The color options and background effects for the poster are found by pressing the Background icon.



- For text boxes, you can change the color by pressing the box and clicking
- Please be aware that coloring the entire poster will double the cost (at your department's expense) due to ink and time used in printing. You may however add color to title and heading boxes at no additional charge. There is no charge for use of color in fonts, charts or diagrams.

Step 11

- Carefully review your poster and then save it as a PDF.
- See Instructions on the RICE Day page for how to submit the poster for printing.