

How to Create a Poster Using PowerPoint

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.

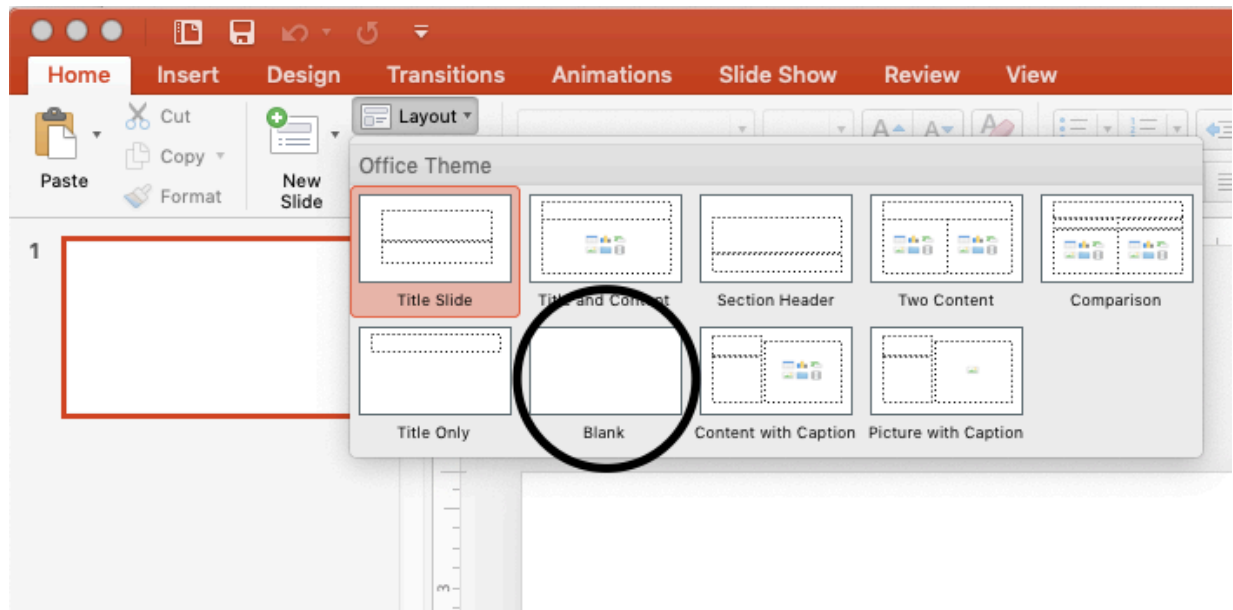
OTHER POSTERS: If you are printing posters for other purposes, you must have an account to charge the cost to.

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.

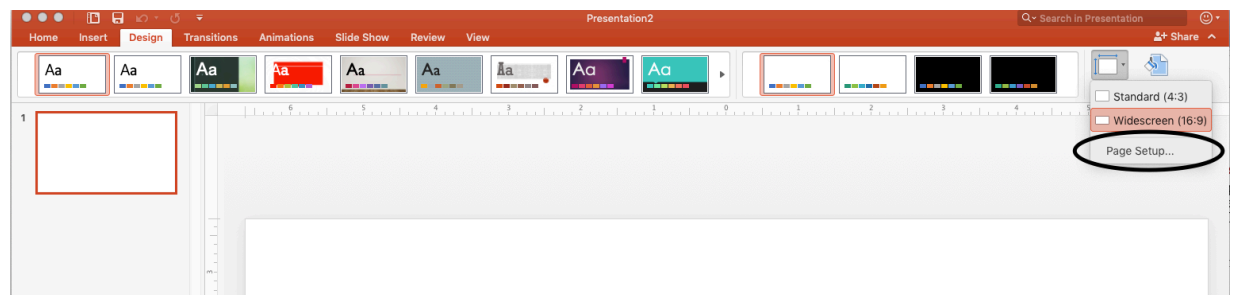
Step 1 Gather your contents in the form of text, graphs, and photos (in .jpg or .png). If you need to, scan slides or photos.

Step 2 Open PowerPoint, choose Blank Presentation and press Create.

Step 3 On the Home tab, press the Layout icon and choose the “Blank” office theme to clear out the text boxes.

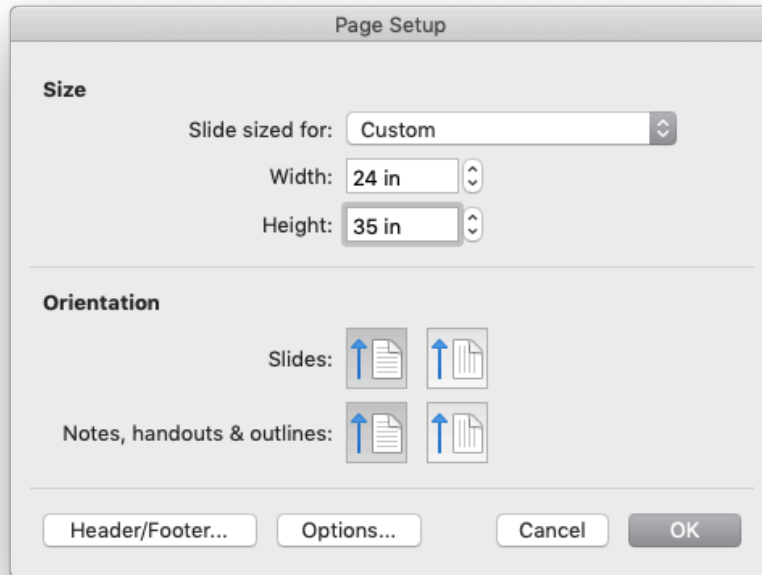


Step 4 To change the dimensions, go to the Design tab and on the far-right press “Slide Size” and select “Page Setup”.



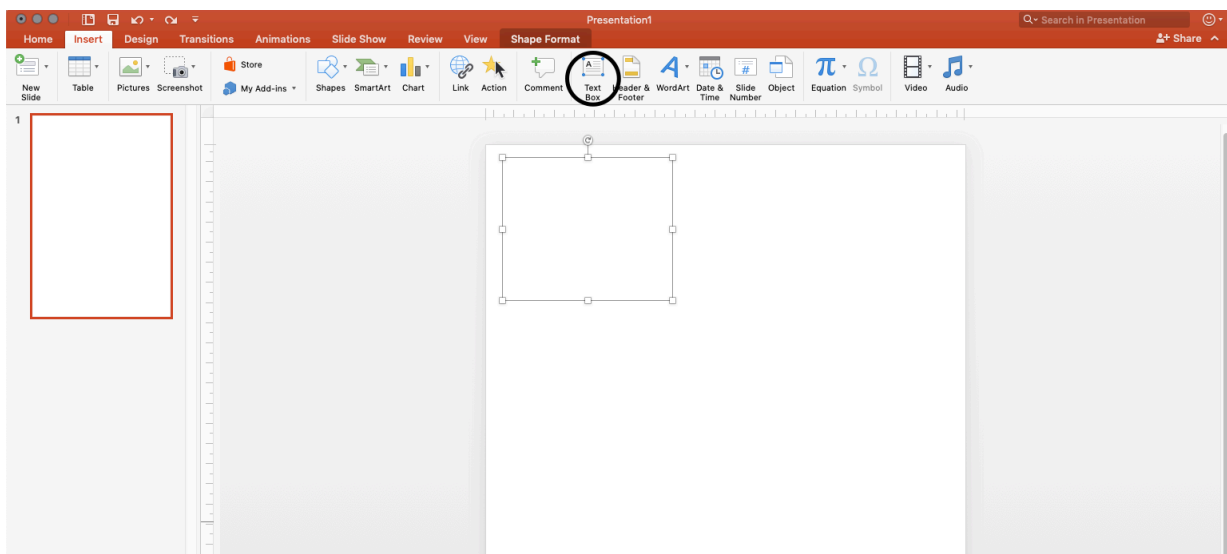
Step 5

- Go to Custom and set the Width (24 in) and Height (35 in), the standard size for a poster. Click OK.
- You will then be given a small warning about scaling, but press Scale to allow it.



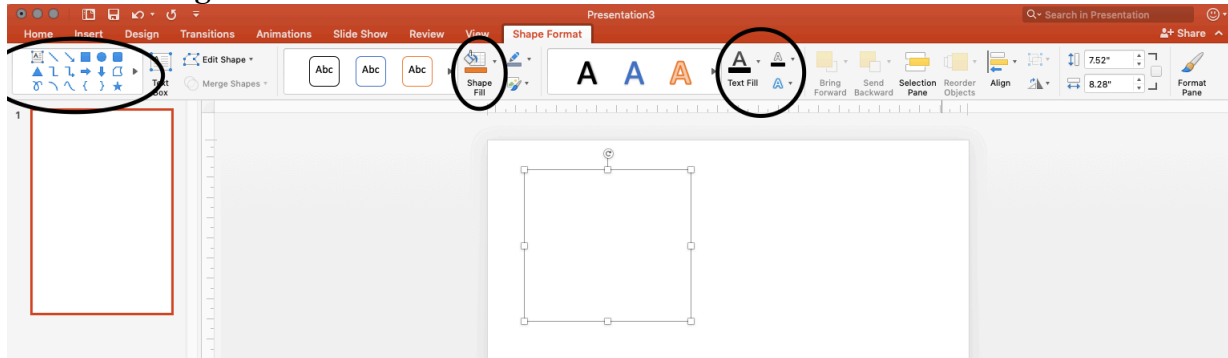
Step 6

- Click Insert on the toolbar, choose Text Box.
- 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 choose the characteristics of the text box such as line, color or size, click on the text box first.
- A tab called Shape Format will appear and you can modify or fill the color of your font and add new shapes.
- We would suggest using black on a white background in text boxes for easy reading.



Step 8

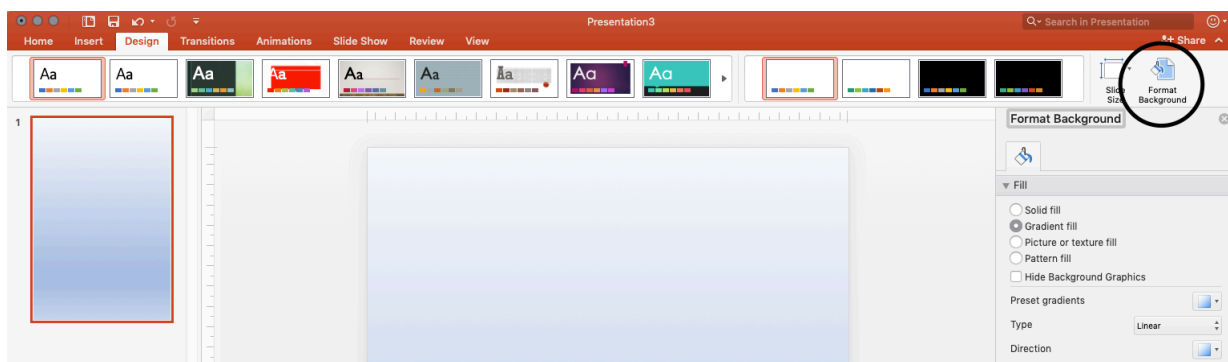
- To add logos, charts or photos, go to Insert and select Image to find it from the computer.
- Rice Day Logo:
https://d3oufu6vr9yoyg.cloudfront.net/wp-content/uploads/2015/12/RiceDay_Logo-300x300.png
- Wartburg College Logo:
<https://d3oufu6vr9yoyg.cloudfront.net/wp-content/uploads/2016/01/logocolor-1024x614.png>

Step 9

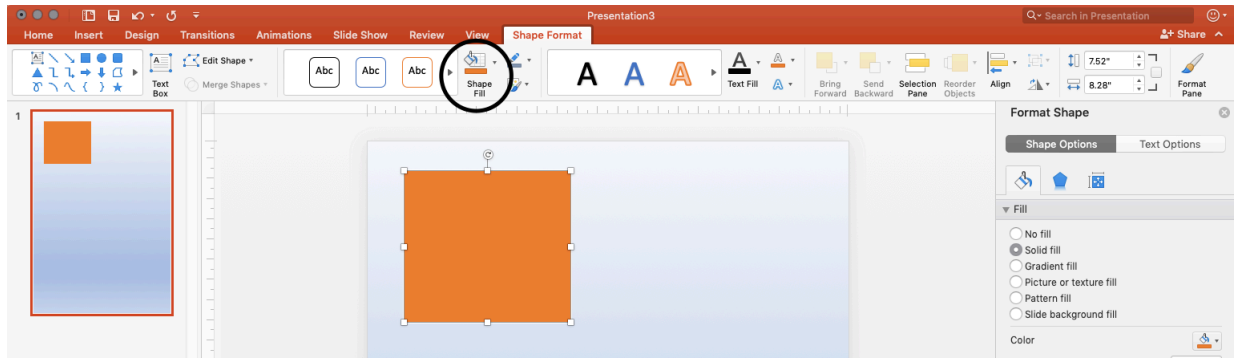
- Once you have inserted your pictures, you can move or resize them.
- The dotted guide lines on the templates tell you where your boxes are and can help in getting things properly aligned.
- If you click and hold them, a box will appear giving the lines' locations on the sheet. They will not appear 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 whole poster are found on the Design tab and clicking Format Background on the far right.



- For text boxes, you can modify each box by using Shape format and change the line color or font when needed.



- Please be aware that coloring the entire poster background is generally not suggested AND 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. When you are completely satisfied with it, save it as a PDF. See Instructions on the RICE Day page for how to submit the poster for printing.