

APPENDIX 5 – POSTER DESIGN USING MICROSOFT POWERPOINT®

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Making a poster is no different than making a slide file if you use PowerPoint®, except that the dimensions of a poster are a lot larger than those of a single slide. If you have experience making slides using PowerPoint® you only need to set the new dimensions so that the printout is a large format. This software should be available from either Windows or Mac operating system and the difference in using them should be very little. Remember you will need two drafts of the poster, one printed on an 8 1/2" x 11" paper, and the last draft printed professionally on a large paper as your assignments. It is recommended that you have all your text sections, figures, and photos ready before copying and pasting them individually into the poster slide. The following instructions work with the 2004 version on Mac and 2003 version on Windows operating systems, both available at Mann Library.

To start, double click the PowerPoint icon to open a blank file.

Have all the editing and drawing tools ready

Under View choose Toolbars and turn on Standard, Formatting, and Drawing options. Normally the Standard Tool bar sits on top of the screen followed by the Formatting Toolbar. The Drawing toolbar is usually found at the left of the screen by default. Keeping these toolbars open is easier for drawing and text editing.

If you need to know the name of an icon on the Toolbars just mouse over it and wait a short while. The name of that icon will show up shortly.

Setting up poster dimension

(This can be done after the entire editing of the poster is done. But doing it now can give you a sense of the size of the text and each section.) Under File choose Page Setup. In Width and Height boxes type 42 and 36 inches respectively as the suggested size. You can choose other dimensions or reverse the two numbers to turn the poster into a portrait. But you should not make the poster too much larger or smaller than the suggested size. Click OK.

Background image

If you like to have a background image on your poster choose View then Master, and the Slide Master. Afterwards choose Insert then Picture, and then From File. Once the picture is selected and extended to the desired size click on it and go to Format and then Picture. Under Picture choose Color. Afterwards choose Washout if using a PC otherwise Choose Watermark on a Mac. Close out the Master View on the PC. The background shows the image of your choice without overpowering the contents.

Text editing

If you prefer editing the text directly on the PowerPoint file, you can do the following steps. On the Drawing Toolbar click on the Text Box icon to start text editing. A text box will show up for you to type in the content. Alternatively, as recommended, you can copy each section of your text from a Word document and paste it in a text box.

To change the typeface and size of the text click on the border of the text box once to change it into Command Mode. Go to Font on the Formatting Toolbar and scroll up or down to choose the typeface of your choice. To choose the type size, click on the arrow next to the Font Size Box and choose a size.

The default color of the text is black. If you like other color choices highlight the text box and go to Font Color icon located on the Formatting Toolbar and choose other colors.

Creating borders

You can use the Rectangle to create a box to fit your text in. Remember, any object created later will cover the object created earlier unless the former is set as transparent. If your text box is covered by the newly created rectangle, highlight the text box to copy and paste it. Move the Rectangle to a desired location and move the text in.

To change the weight of the borderlines, click on the box border once. Under Line Style icon on the Drawing Toolbar choose the style and weight of your choice.

To change the color of the borderlines, click on the Line Color icon and make your selection.

To change the color of the rectangle, click on the box border. Under Formatting Palette and then Fill and Line, click on the color to see choices of available color and make your selection.

Inserting graphics

The charts you have created using Microsoft Excel® or other tools can be inserted through copy (Control-C or Command-C) and paste (Control-V or Command-V) functions. Alternatively you may use the function of Insert and then Object to the chart that you are still updating. Doing so allows automatic update to the chart on PowerPoint while you work on the chart on Excel. That way you don't need to copy and paste each time when a change is needed.

If you have taken pictures of the experimental devise or the organism you can insert these images by going to Insert, then Picture, and From File to place them on the slide.

Adding color to a text box

Click on the text box. Go to the Fill Color function and choose the color with which you'd like to fill the box. The same function applies to other shapes as well. Various shapes are available in the Drawing Toolbar.

Print preview

To view the final work go to File, then Print option. After this step it varies depending on the operating systems. On a PC choose Slide under "Print What" and click Scale to fit paper. If it's on a Mac first go to Page Setup under File and choose either US Letter Page or A4 under "Slides sized for". Either one of the two size options can provided a look closely resembles what it should be in the final print. Do not forget to re-set the size back to the larger, final format before sending it to the plotter.