Creating a Poster in PowerPoint

Tips:

- Sketch your poster on a piece of paper before you start
- Save all of your content (pictures or charts) into one place
- **Make your poster on one slide**

Setting up your document

Create a blank slide

1. Click the "home tab"
2. Under slides click layout
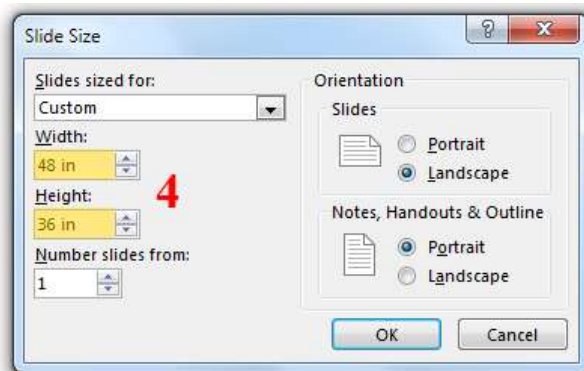3. Click on blank

Change slide dimensions

On Mac:

1. Go to file
2. Page setup
3. Enter height and width that you would like your poster to be

On Windows:

1. Click the design tab
2. Click Page Setup
3. Enter height and width that you would like your poster to be

Changing Background

1. Click the Design tab
2. Click Background Styles
3. Click Format Background
4. Format Background options
    a. Solid fill: Allows you to pick one color as the background (recommended)
    b. Gradient: Allows you to pick several colors and have a smooth transition between them
    c. Picture or texture file: Allows you to insert a picture to use as a background
5. Click Apply to All to insert the background

Insert a picture

1. Go to the insert tab
2. Click on picture
3. Browse to the location your picture is saved and press open
4. Use the handles in the corner of the image to resize or rotate

Tips: When looking for a picture on Google go to search tools and change the size to large to find the highest quality images.
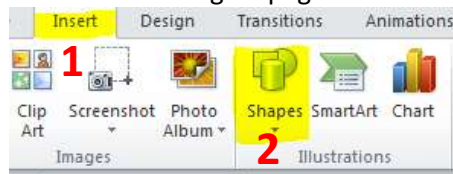
Insert text

1. Go to the insert tab
2. Click on text box
3. Click and drag and use the handles to resize

Shapes

1. Go to the home tab
2. Under insert you will see a bunch of shapes
3. Click on desired shape
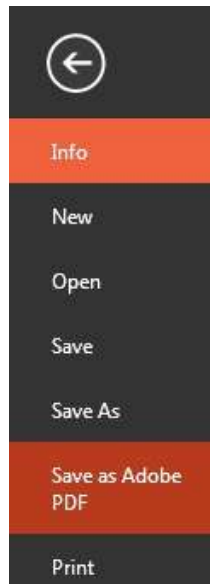4. Click and drag on page to desired location

Saving

How to save so you can edit later
1. Go to file and click Save
2. Put the file name as your Sac State user name
3. Select the destination
4. Click save

File name: Sac State UserName

Save as type: PowerPoint Presentation (*.pptx)
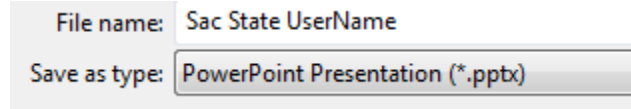
How to save so you can email or print
1. Go to file and click on"Save as Adobe PDF" option

2. Put the file name as your Sac State user name
3. Select a destination
4. Click save

File name: Sac State UserName.pdf

Save as type: PDF (*.pdf)