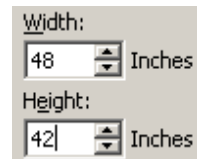
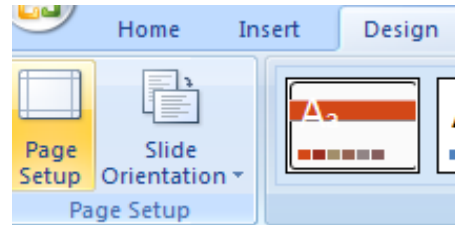


How to Prepare your Poster for Printing on the Large Format Printer

I. Create Your Blank Poster Template

1. Open PowerPoint 2007 to create a new file
2. Proceed to the *Design Tab* and click **Page Setup**
3. Specify the *Width* and *Height* of your poster in inches. *Note:* The maximum printing area is 56" x 42", but typical posters may be 32" x 42", 36" x 42", 48" x 42", etc. Please discuss the proper size for your poster with your instructor



II. Remove the formatting from the slide

1. Proceed to the *Home Tab* and click **Layout**
2. Select the *Blank* slide option



You have now set up the basic template for your full size poster, and you may begin adding content. If you have an existing PowerPoint presentation that you would like to turn into a poster, please flip to page 3 to view the alternate instructions.

III. Adding a Title and other Text to your Poster

1. Proceed to the *Insert Tab* and click **Text Box**
2. The cursor will turn into crosshairs. Click and drag your mouse to create a box where you wish to place your title (you can edit the size of the text box later, if necessary)
3. Type your title into the text box (you can edit the text later, if necessary)
4. Repeat this process for adding additional text boxes to your poster, as needed

Note: To move or alter the size/shape of your text box, place your cursor over a corner of the text box until it changes shape to look like either 2 or 4 black arrows. If the cursor changes to 2 arrows, click and drag your mouse to change the size of your text box. If the cursor changes to 4 arrows, click and drag your mouse to move the text box.

IV. Adding Images and Logos

1. Proceed to the *Insert Tab* and click **Picture**
2. In the dialog box that appears, browse to the location of the image on your computer and click the **Insert** button
3. You may now move or resize the image within



PowerPoint. To alter the size/shape of your image, place your cursor over a corner of the image until the cursor changes shape to look like either 2 or 4 black arrows. If the cursor changes to 2 arrows, click and drag your mouse to change the size of your image. If the cursor changes to 4 arrows, click and drag your mouse to move the image.

You may also insert *Charts* or *Tables* into your PowerPoint presentation by following these steps and selecting the appropriate option from the **Insert Tab**.

V. Finishing Up

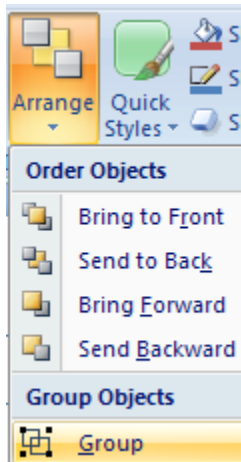
1. When you are done adding content, proofread your poster and double-check your size
2. Save the PowerPoint file to a removable storage device, such as a USB flash drive or a CD
3. Print and fill out the [Poster Printing Form](#) and have it signed by your professor
4. Bring the signed form and your PowerPoint file to the [Print Shop](#) to have it printed by their staff

Tips on proper poster design:

1. Do not use colored backgrounds. Your poster will print faster and look cleaner with a white background (and could potentially cost you less money for printing)
2. Proofread your poster before submitting it to be printed. If possible, have a friend or colleague proofread it as well to minimize mistakes. You don't want to pay the Print Shop for multiple versions of your poster due to your own errors.
3. If you are using a photograph or logo, ensure that it is of high enough resolution so that it does not appear pixilated when viewing the poster at a zoom-rate of 100%

How to Prepare your Poster from PowerPoint Slides

I. Adding Content That is Already in a PowerPoint Slide Presentation



1. Create a new poster file as outlined [here](#)
2. Open the original PowerPoint presentation you wish to copy material from and open your poster file at the same time
3. Click on a slide and select all the elements by pressing **Ctrl** and **A** simultaneously
4. Click the **Arrange** button in the **Drawing** box on the **Home** tab
5. Select **Group** from the menu
6. If you are unable to select Group, it is because there is
 - Only one element on the slide *or*
 - There is a title box. Delete the title box and replace it with a standard text box
7. Copy the elements by pressing **Ctrl** and **C**
8. Go to your poster and paste the elements into it by pressing **Ctrl** and **V**
9. Repeat the this process for as many slides as you need in your presentation

II. Adding Content from a Text Document

1. Open the text file you wish to copy from, and your poster
2. Highlight the text you would like to copy, and press **Ctrl** and **C** simultaneously
3. Go to your poster file, then **Insert Tab**, then click **Text Box**
4. Click and drag to create your text box, then press **Ctrl** and **V** simultaneously to paste the text into it
5. Repeat for as many pieces of text as you would like to add to your poster