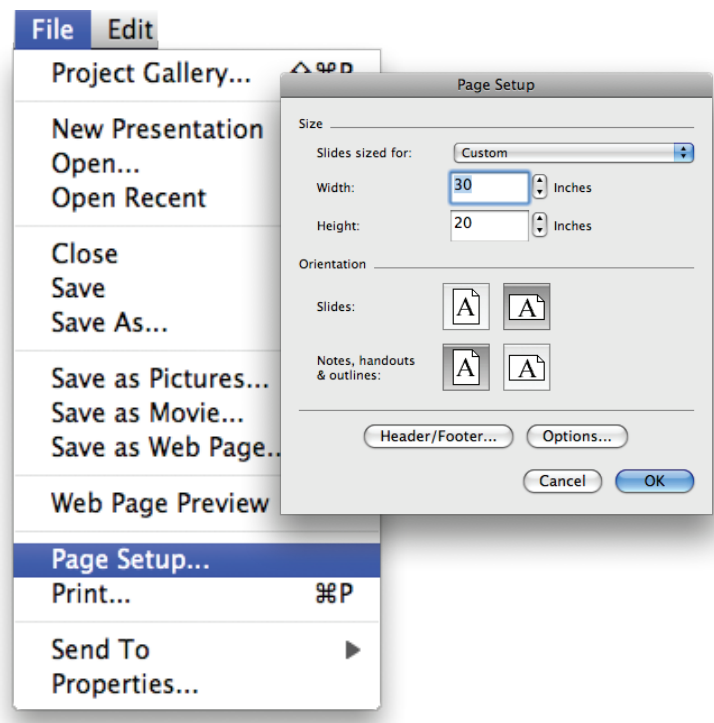


Creating a Poster Using Microsoft PowerPoint

Creating a poster using PowerPoint is really no different than creating a slide presentation, with a few exceptions. A slide presentation consists of several 10" x 7.5" slides, and a poster will consist of only one large slide, typically 20" x 30" (which is a common poster board size).



1. First set the size of your poster in **File | Page Setup**. Do this before you do anything else, because changing it later may distort the way your poster looks!



2. **Choose an orientation: Landscape or Portrait.** In the example above, we set the width to 30" and the height to 20". Because the width is greater than the height, the orientation is Landscape. If you want your poster to be taller than it is wide, change the orientation to Portrait.
3. **Add Content.** Click OK when you're finished with Page Setup and orientation. You're now ready to add content.
4. **When you're ready to print, ask for assistance.** You can find a worker at the I&RC Help Desk who will send your poster to print.

We are here to help!

If you have any questions about power point, images, text, or anything else as you set up your poster, please see us at the I&RC Help Desk.

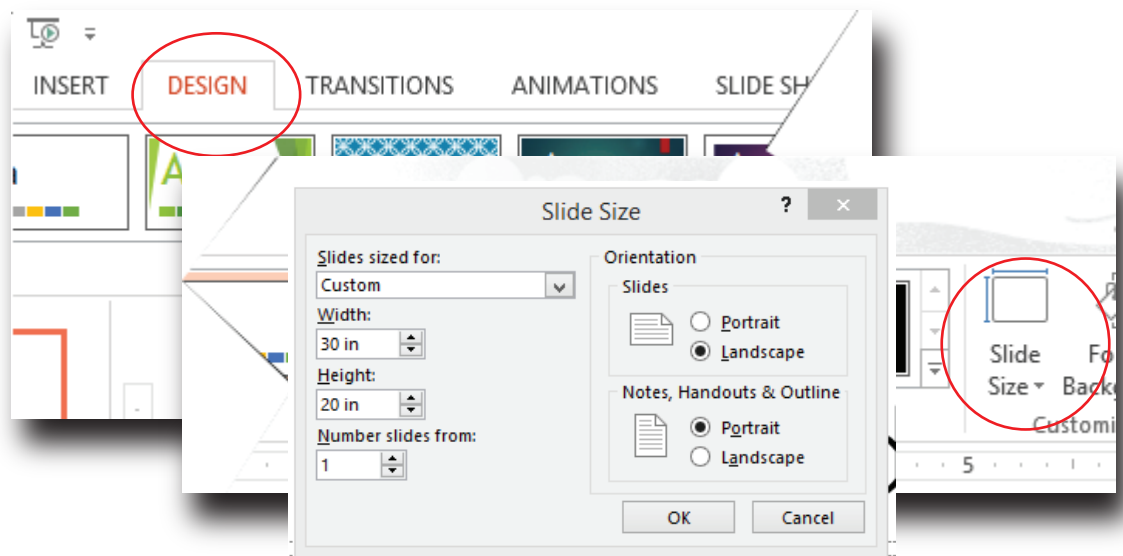


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1. First set the size of your poster under the Design Tab, then click Slide Size button at the far right. Select Custom. Do this before you do anything else, because changing it later may distort the way your poster looks!



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