

Innovation & Research Commons Ist Floor, Ralph Brown Draughon Library 231 Mell Street (334) 844-7398 irc@auburn.edu http://lib.auburn.edu/irc

Innovation & Research Commons @ RBD Library

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).

File Edit ΔΨD Project Gallery... First set the size of Size your poster in New Presentation + Slides sized for: Custo Open... File | Page Setup. 30 Inches Width: Open Recent Do this before you 20 Inches Height do anything else, Close Orientation because changing it Save Slides: A later may distort the Save As... way your poster Notes, handouts & outlines: Save as Pictures... looks! Save as Movie... Header/Footer... Options... Save as Web Page.. Cancel OK Web Page Preview Page Setup... Print... ЖP Send To Properties...

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.

Add Content. Click OK when you're finished with Page Setup and orientation.You're now ready to add content.

When you're ready to print, ask for assistance. You can find a worker at theI&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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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!

INSERT DESIGN	TRANSITIONS ANIMA	TIONS SLIDE SH	I
	Slide Slides sized for: Custom Width: 30 in Height: 20 in Number slides from: 1 Number slides from:	Size ? × Orientation Slides Dertrait Landscape Notes, Handouts & Outline Portrait Landscape OK Cancel	Slide Fo Size * Back Costomi

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