



University of Essex

Creating a poster using PowerPoint

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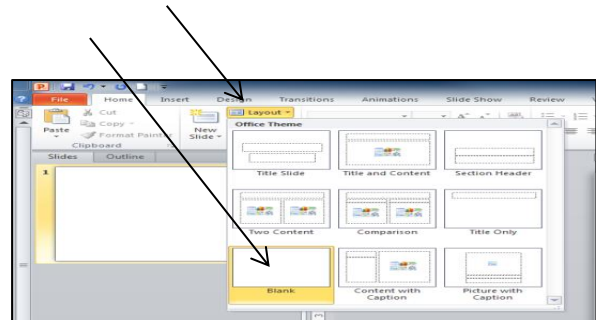
1. Top tips on creating a poster using PowerPoint

- Write in short sentences
- Avoid italics or decorative fonts/styles of lettering
- Colour can be used to highlight text but see the next point...
- Careful use of two (at the most three) complementary colours and shades is easier on the eye – don't overdo the colours!

2. How to create a poster using PowerPoint

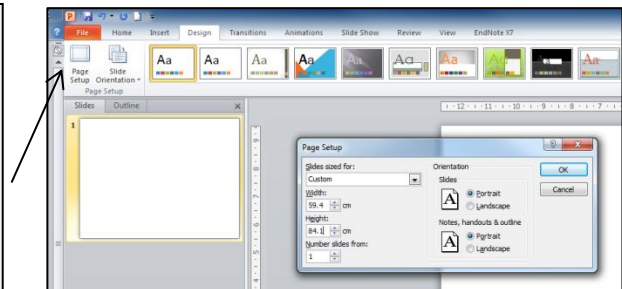
a. Getting Started

- Start > All programs > Microsoft Office > Microsoft PowerPoint
- Under the HOME tab, in the SLIDES area, select LAYOUT, within the drop-down box, select BLANK



Now you will specify the size and orientation of your poster. For your UROP poster, we will prepare a poster of size A1 (59.4cm x 84.1cm) in portrait format (but you may select landscape if you prefer).

- Under the DESIGN tab, select PAGE SETUP, a dialog box will appear
- In the SLIDES SIZED FOR box, select CUSTOM
- In the WIDTH box, enter 59.4 and in the HEIGHT box, enter 84.1
- Check that PORTRAIT is selected.



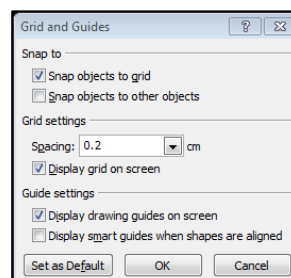
At some point when you are working on your poster, you may need to enlarge the area you are working on, so that you can see clearly what you are doing.

- On the VIEW tab, in the ZOOM section, select ZOOM. When the dialog box appears, select (for example) 50% or type into the PERCENT box the number you wish to zoom to. Alternatively you can press CNTRL (on your keyboard) and use the small wheel in the centre of your mouse to zoom in and out.

b. Displaying Drawing Guides

Guides should be used to ensure that images and/or texts are aligned. They will not appear in the printed version.

- Right-click on a blank part of the poster/slide, select GRID AND GUIDES
- In the dialog box, tick the boxes for DISPLAY GRID ON SCREEN and DISPLAY DRAWING GUIDES ON SCREEN.



- To move the drawing guides, drag them with the mouse. The distance from the centre of the slide will be shown as you drag. To create more guides, hold down the CNTRL key as you drag. To delete a guide line, drag it off the screen.

3. Changing the background colour of your poster

PowerPoint offers a number of different options for the background styles for presentations/posters. You can change the colour, or add shading and/or patterns. However please note that for academic posters it is suggested that the colour scheme and patterns should not detract from the content material. Also please ensure that all text can be read and all images can be clearly seen.

a. Applying a background

You may select one of the predefined colour schemes from PowerPoint or you may design your own.

- One option is to select the DESIGN tab. Hover your mouse over different options in the THEMES tab to see how your poster would appear with the different themes; however many of these will distract the reader from your content.
- The better option is to select BACKGROUND STYLES in the BACKGROUND tab (on the far right of your tabs)
- Select FORMAT BACKGROUND at the bottom of the box



- The FORMAT BACKGROUND dialog box appears. Here it is advisable to select SOLID FILL, as this gradient fill can be quite distracting.
- Select the COLOUR and TRANSPARENCY.
- Click CLOSE when you have finished

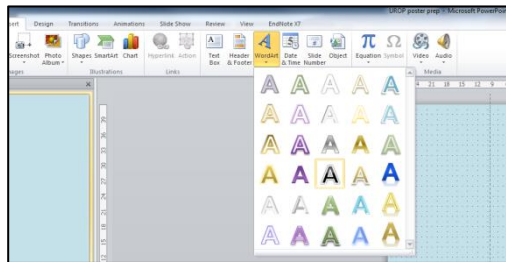
4. Adding text to your poster

Make sure that your title clearly conveys the essence of your message, along with your name and other relevant information (e.g. your department, etc.). The title should be legible from around three metres away, so should be a minimum font size of 40.

a. Using Word Art to create a title

WordArt allows you to create high impact text, whilst offering a variety of styles, allowing you to stretch, curve and/or rotate your text. However, once again, do not to overdo these effects, as you will distract the reader from your message.

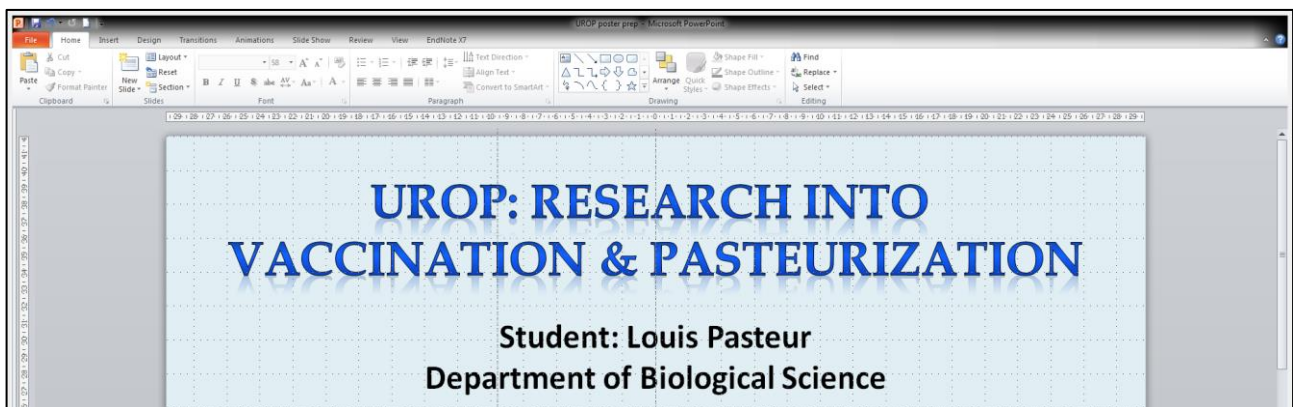
- Under the INSERT tab, in the TEXT group, select WORDART and choose one of the WordArt style from the gallery.
- A textbox will appear in the middle of your poster, containing the text “Your text here”. Replace this text with your own title.
- If your title is too long, you will need to press ENTER when you need a new line, as you are entering the text.



b. Using a text box to insert text

WordArt is only useful for inserting titles and text which should stand out, but for large amounts of (standard) text you should use a **Text Box**.

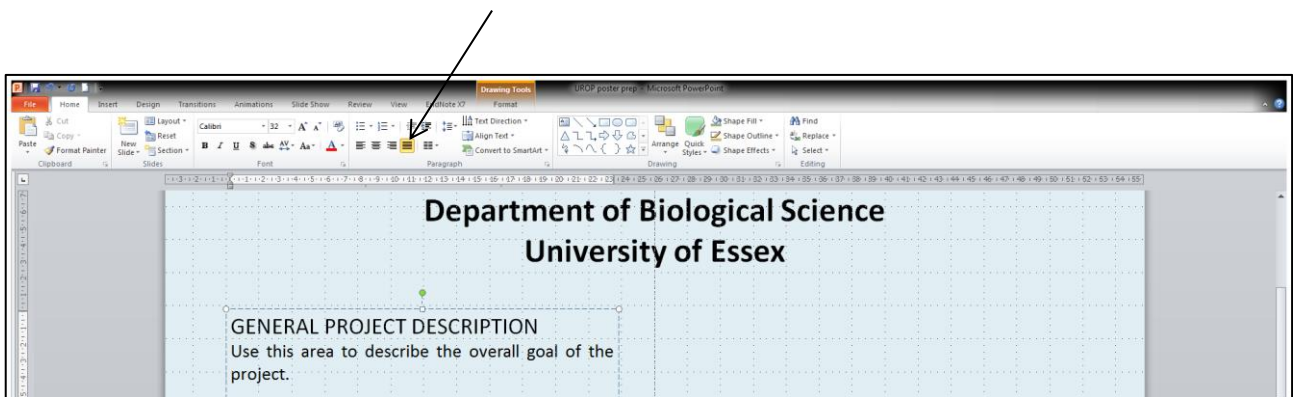
- Under the INSERT tab, in the TEXT group, click TEXT BOX and then click just below your main title. A narrow box will appear.
- Enter your name and department (on two lines) and it will resize automatically.
- Centre the box horizontally on the poster, by dragging it across.
- You can change the font style, resize the text to font size 72 and centre it within the box.
- Click outside the box when you are finished.



c. Using text from another program

You can insert text which you have written in another program, such as Word, into your poster.

- On the left hand side of the poster, insert a new text box (as you did above).
- Minimise the PowerPoint window. Open the Word document where you have your information saved.
- Select the text you want to insert and copy it (**Ctrl C**).
- Minimise the Word document window and maximise the PowerPoint window.
- Click within the empty text box and paste the text in (**Ctrl V**).
- Select all the text you have copied and resize the font (e.g. font size 28 or 32), whilst selected also select justify (under the HOME tab, in the PARAGRAPH area)
- Make any titles larger (e.g. 40) and bold (if you wish).
- You may also amend the font style. NOTE it is not good to have too many different font styles.
- Click outside the box when you are finished.



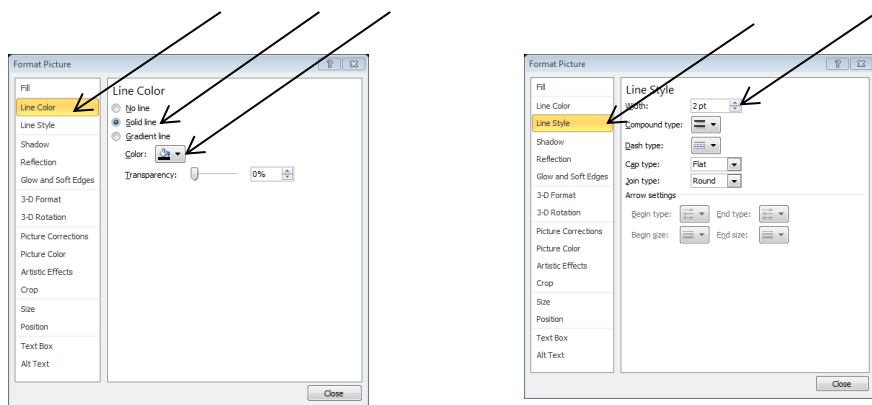
You may continue to create text boxes and copy material into them. Or you may choose to simply write text into an empty text box yourself, as you did above, when you entered your name and department.

5. Adding images and shapes to your poster

a. Inserting an image (picture or photo, etc.) into your poster

You may wish to insert a picture showing some aspect of your placement.

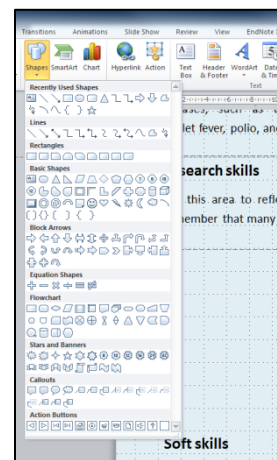
- From the INSERT tab, in the IMAGES group, select PICTURE.
- Navigate to the folder where you have saved your image and select it, then click INSERT.
- Once the image is in your poster, you can drag and drop it to a suitable location on the poster.
- It is also useful to give the image a border. To do this: right click on the image.
- Select FORMAT PICTURE from the dropdown list.
- Select LINE COLOUR and select SOLID LINE and then the colour BLACK.
- Select LINE STYLE, under WIDTH adjust the line thickness to 2 or 2.5 pt – this gives a good border for your image. Click CLOSE when you are finished.



b. Inserting a shape with text into your poster

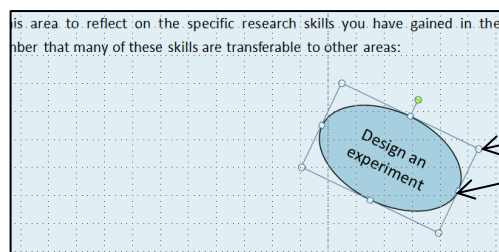
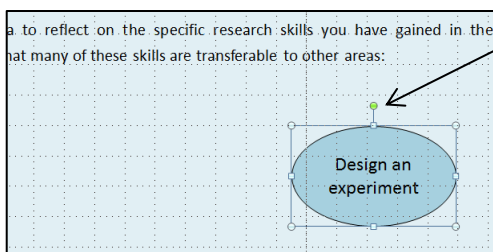
You may wish to insert a shape into your poster, in order to highlight some points (rather than using bullet points).

- From the INSERT tab, in the ILLUSTRATIONS group, select SHAPES.
- Select a suitable shape. The crosshairs will appear, click on the place in your poster where you would like to insert the shape and then drag the crosshairs to “draw” the shape. Release to complete.
- You can change the background colour and outline of the shape, by right-clicking within the shape. A dropdown list appears (which is similar to the one shown above). Select FORMAT IMAGE.
- This list is identical with the FORMAT PICTURE list. Select LINE COLOUR and SOLID LINE and then the colour BLACK.
- Select LINE STYLE and WIDTH to adjust the line thickness to 2pt.
- Select FILL, and SOLID FILL, then under FILL COLOUR select the box with the paint can and pick a suitable colour. Click CLOSE when you are finished.



To write in the shape, simply click in the area of the shape. Note: you will have to re-format the size, colour and font of your text, which you can either do before or after you have written your text.

Additionally you may wish to set the shape to an angle. To do this, you need to click and hold the GREEN circle on the top of your shape, indicated by the arrow below. Whilst holding the left mouse clicked, move the mouse gently and you will see the shape swivel.



c. Copying a shape (and text within the shape)

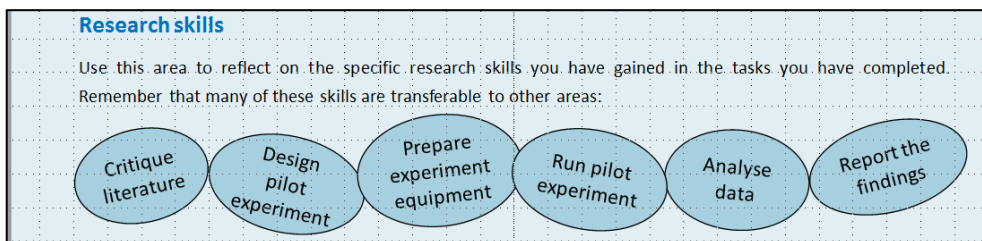
To copy the shape, simply select it, **Ctrl C** and paste it (**Ctrl V**). Drag the copied version to a new place in your poster. Then you can change the text. Also if you wish to amend the size of the shape, you can stretch or reduce the size by clicking and holding one of the white circles (on the outline of the shape – shown by

the arrows in the second box above). You can also adjust the angle of the shape, by clicking the green circle, as described above.

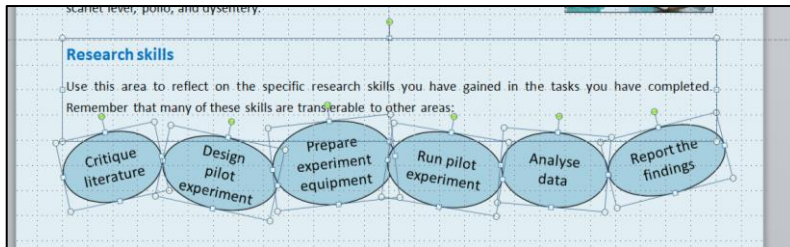
6. Editing your poster

a. Grouping images and text for ease of editing

After you have created a number of shapes, with text, and perhaps some other material which is all linked together, you may then wish to move them to a different area of your poster. To help you here, you can link (or group) these images into one locked set, so that when you wish to move these collective images and text to a different place on your poster it is just one click. For instance, we wish to 'group' the shapes and text (and title) shown under Research Skills in the image below.



- To select multiple objects, you need to press the CTRL key on your keyboard and hold it down, whilst clicking each of the objects you wish to group together (i.e. the text box containing the description and each of the shapes), as shown below.



- Once all objects are selected, under the HOME tab, in the DRAWING area, select ARRANGE.
- Here you will see a drop down list, GROUP objects is the middle section. Click GROUP.
- All objects will now be grouped together.
- NOTE: If you wish to ungroup the objects (perhaps in order to amend one part of your group), click the group and when you see one box around the whole group, select ARRANGE, under the HOME tab, in the DRAWING area, then select UNGROUP.