

Research Methods AHAC7002 Powerpoint posters Step by Step

1. Start PowerPoint: Make a New presentation = Presentation1. Click and choose the Blank layout (no tile box etc.)

2. Choose the size of your poster: recommended

100 x 50 cm = landscape

50 x 100 = portrait

(we can print bigger with the plotter BUT stick to this size)

If the ruler (ruler bar across the top of the screen page) is not visible, you can enable it – click on the View menu/Rulers.

3. Adding text: insert text boxes or text box tool

- a) Click on the Text Box tool or select Text Box under the Insert menu. The Text Box tool looks like a mini page with an "A" in the upper-left part of it.
- b) Click or click-and-drag where you want the text to be, highlight the text to alter the size, font, colour etc.. The box will expand as you type and you may need to set the parameters of the text so it does not go over the page, other images etc.

You can move a Text Box, in Format setting you can bring images to the front, send them back (if you want to overlay images or text) , crop or expand etc.

You can change the color of the text, the edge, and the fill as well as other things under the Format menu/Text Box.

Make a separate Text Box for each separate piece of text. "Separate text" means a portion of text that you want to be able to move independently from the others.

4. Adding images: The two ways to add images are with Insert/Picture and with Copy and Paste:

- a) Insert/Picture: ideally from a file that is in one of several standard graphic formats (like JPEG, GIF, PICT, etc.), use the Insert menu/Picture/From-file and select your file. The image will appear on your document. Use one of the corners to re-size it.
- b) Copy and Paste: Use this for images from internet source perhaps, an Excel graph etc. Copy and Paste will often only give you a low-resolution copy – depending on your source.

Play around with backgrounds, effects etc. all you want BUT be careful with TOO much exploded, 3D, etc. effects. Keep in mind:

- Clear text
- Effective images
- Good balance of text and image
- Effective use of colour