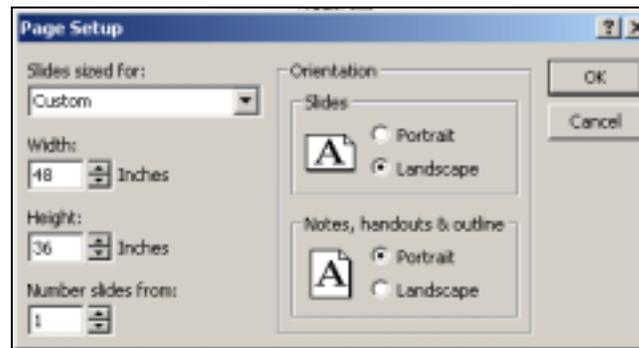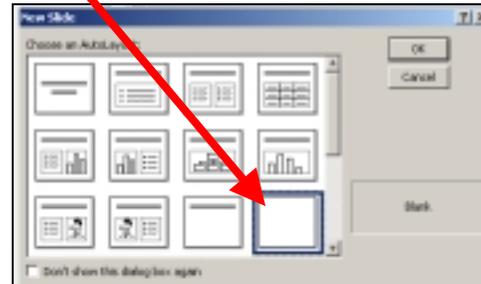# Creating a Professional Poster Using PowerPoint

1. Open a blank presentation in PowerPoint

2. From the New Slide window select the Blank AutoLayout

3. From the File menu
   select Page Setup

4. From the Page Setup input box
   select
   Slides sized for: Custom
   Width -- whatever width size you want
   Height -- whatever height size you want
   Orientation -- Landscape or portrait

Note: Know what the meeting requirements are for poster size; conference planners may specify size due to space allocation issues. Establish your desired poster size before inputting dimensions in Page Setup. Although, it is possible to change the size at any time during the design process, that would also require you to readjust textboxes, font sizes and graphics.

5. Working in Slide View begin to add text boxes and graphics.

6. Design suggestions:
   a. use a white or light color background
   b. use a front like ARIAL or Helvetica (san-serif) for titles
   c. title font should be at least 72 points
   d. subheading font should be 30 points
   e. use a font like Times New Roman or Garamond for body font
   f. body font should be 24 points
   g. don't use more than two font styles on the poster
   h. tables and graphs font size should not be smaller than 18
   i. jpeg images can be saved at 72 dpi (dots per inch)

7. Use the text box to organize placement of your text and graphics. Highlight text to adjust font size, color and style.

8. Use the AutoShapes for simple line drawings; use the draw tools to add shadows, 3-D effects, to add Clip Art, etc. (Be creative!)

9. Inserting statistical charts and organizational charts
    a. You can copy and paste charts from a regular PowerPoint slide
    b. Or you can add a slide to the poster file and create the chart on the larger layout and then copy and paste to the poster slide making size adjustments

10. To print a copy of the poster for preview --- from the File menu select Print
    a. Be sure to click the "Scale to fit paper box.
    b. You can print grayscale or pure black and white or

11. To Save poster -- from the File menu select Save