How to Make a Poster Using PowerPoint 2007

There are many ways to produce posters. But since PowerPoint is readily available on campus, we provide basic instructions using that product. The basics apply even if you are using different slide presentation software, such as Apple’s Keynote. You can have posters printed at the Student Computing Center or at a local copy shop.

Step-by-Step Instructions

1. Open a new document in PowerPoint and select a blank slide (Home Layout Blank Slide).

2. To insert a background image, go to View and select Slide Master; then choose Insert and select Picture. (My Pictures file will automatically open up.)

3. Select picture and double-click on it. Select Format Picture Recolor Washout.

4. If you prefer a colored background with no image, go to View and select Slide Master; then choose Background Styles and select a color.

5. Close out of Slide Master by choosing Normal View from the View menu.

6. Go to Insert and click on Text Box. Add the title of the poster across the top of the slide, in no less than 12 point font. (You will enlarge your poster upon printing, and this font size will be legible from a distance.)

7. PowerPoint allows you to size your poster to a maximum of 56” x 56”, but you can enlarge these dimensions when you are ready to print.

8. Lay out the sections of your poster by selecting Text Box and Line Style to create information boxes.

9. Add a heading to each information box, and hit return to select the size; type a row of xxxxxxxxx at the bottom of the box to maintain its size and position; or enter the text.

10. After laying out text boxes, type information in them (over the xxxxx’s) and (if desired) delete the box outline.

11. Print out a copy for proofreading before enlarging.

12. Pre-enlarged font sizes should roughly be as follows: