

Creating a poster using Powerpoint: Psych 330

- [Once you open Powerpoint, you want to work with a blank slide.
FORMAT: Slide Layout: Blank
- [Your poster will consist of just this one slide. Before adding content to the slide, set the poster size by clicking FILE: Page Setup:

size: custom
width: 24
height: 20

(you can go as large as 28"W x24"H)

Click "OK". If it tells you that the size exceeds the printable area, just click "OK" (don't click "fix"!).

- [You'll want to work with your slide in Slide View mode: in the bottom left corner of your screen, you'll see five little icons. Choose the middle icon, a square with a single line inside.
- [Borders and Guides

When adding content to your poster, be careful to leave at least a one inch border on all sides of the slide. The printer does not print to the very edge of the paper, and leaving a border ensures that all of the content in your poster prints

You can place guides one inch from each edge of the slide, as a visual reminder to keep content out of the borders. To do this, click View: Guides and View: Rulers.

Use these guides as a visual reminder to keep a 1" margin blank. Also, guides can be used to align content.

- [Adding Text

To add text to your poster, click INSERT: Textbox, click on the location where you want the text and begin typing.

Text can be formatted (font, size, alignment, bullets, etc) by right-clicking on the text (or otherwise highlighting, if you're on a Mac) and going to the FORMAT menu.

You can also move your textbox around – just click on the border, hold, and drag. You can adjust the size of your textbox by clicking any of the

white squares that appear in the border and dragging to your preferred size.

You can also play with the formatting of the textbox itself: click the textbox, then go to FORMAT: Textbox.

[Adding Images

Click INSERT: Picture; select one of the options (generally, this is “From File”).

As with text, images can be moved by clicking and dragging and can be formatted by right clicking and selecting the FORMAT option.

[Additional information

For more formatting fun, I encourage you to check out:
FORMAT: slide design (for backgrounds)
FORMAT: slide color scheme
FORMAT: slide background (for non-template backgrounds)

Graphs from Excel: can be copied and pasted onto your slide

Tables from Word: you can copy and paste tables – HOWEVER: the gridlines will not show up. It tends to be easier to re-create tables within Powerpoint (INSERT: Table)

Remember that you must include the following sections:

- [Title, your name
- [Introduction
- [Methods
- [Results
- [Discussion
- [Literature Cited
- [+ at least one graph illustrating your results

Final bits of advice:

- [Finish your final paper before doing your poster; it is easier to pull information from the finished product
- [Don't try to include all the information from your paper in your poster – make your points succinct.

[Make sure the font size(s) are large enough to be easily readable; people should not have to be standing two inches from your poster in order to read the text!