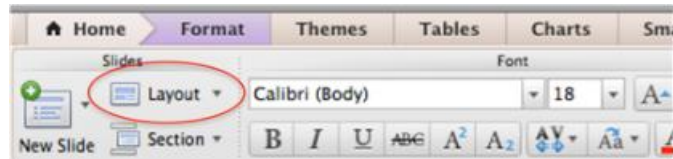


Creating an Academic Research Poster MAC



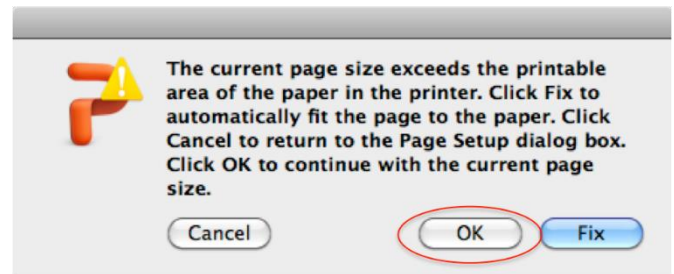
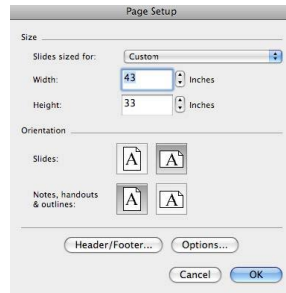
Opening PowerPoint

- Open PowerPoint
- Select **Blank Presentation**
- Select **Home Tab**
- Select **Layout**
- Select **Blank**



Poster Size

- Select **Design Tab**
- Select **Slide Size**
- Select **Page Setup**
- Slides sized for: **Custom**
- Width: Poster's width
- Height: Poster's height
- Select **Ok**



IMPORTANT: A dialog box will appear alerting you about the current page size, select SCALE or OK

Layout

- Select **View Tab**
- Select: **Ruler**
- Select **Guides**

To create more guides, click the Options key on your keyboard and click and drag on one of the guides. It will create another guide line that you can move anywhere in your slide.

Typing Text in a Textbox

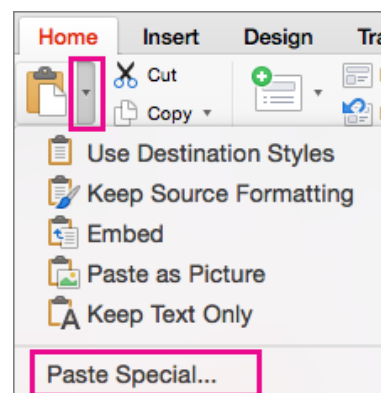
- Select **Insert Tab**
- Select **Text Box**
- Click the slide and drag to draw the textbox to desired size
- Start typing in the textbox

Typing Text in a Shape

- Select **Insert Tab**
- Select **Shape** and pick **desired shape**
- Drag to draw the shape to desired size
- Select Ctrl/click the shape
- Select **Edit Text**
- Start typing in the shape

Copying/Pasting Text

- Copy desired text
- Place cursor in a textbox or shape that allows text
- Select **Home Tab**
- Select **Paste**
- Select **Paste Special**
- Select **Unformatted Text**
- Select **OK**

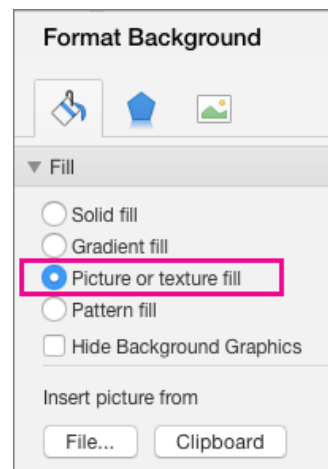


Background Poster Color

- Select Ctrl/click the slide
- Select **Solid fill/Gradient fill/ Picture/ Pattern fill**
- Select **Apply to All**

Background Textbox/Shape Color

- Select Ctrl/click the textbox or shape
- Select **Format Shape**



Inserting Images

- Select **Insert Tab**
- Select **Pictures**
- Locate image

Editing Images

- Click the image
- The **Format Picture** box appears
- Make edits

Inserting Charts

- Copy chart from a Word or Excel document
- Place cursor in desired location on the slide
- Select **Paste**
- Select **Use Destination Theme**

Editing Charts

- Select chart
- Select **Chart Tools**
- Select **Design** or **Format**
- Make edits

Saving to Edit

- Select **File**
- Select **Save As**
- Save as: Name poster
- File Format: **PowerPoint Presentation (.pptx)**

Saving Final Version

- Select **File**>>Select **Page Setup**
- Select **Options**
- Format for: Any printer
- Paper Size: **Manage Custom Sizes**
- Width (the largest number)
- Height (the smaller number)
- Ok>>>>> (return to slide)
- Select **File**>>Select **Print**
- Review Print Preview
- Select **PDF (at the bottom)**>>Select **Save as PDF**
- **Dialog box appears**
- Save As: Name file
- Select **Save**

