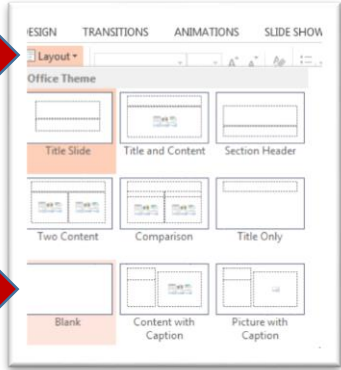
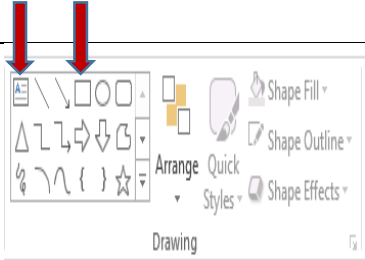
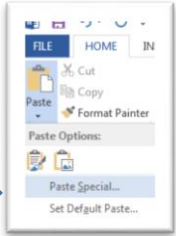


# Creating an Academic Research Poster MS 2010/2013

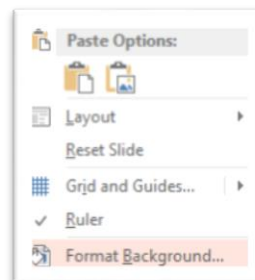


Opening PowerPoint	Poster Size	Layout
<ul style="list-style-type: none"> <li>• Open PowerPoint</li> <li>• Select <b>Blank Presentation</b> <i>(not asked in MS 2010)</i></li> <li>• Select <b>Home Tab</b></li> <li>• Select <b>Layout</b></li> <li>• Select <b>Blank</b></li> </ul> 	<ul style="list-style-type: none"> <li>• Select <b>Design Tab</b></li> <li>• Select <b>Slide Size</b></li> <li>• Select <b>Custom Slide Size</b></li> <li>• Slides sized for: <b>Custom</b></li> <li>• Width: Poster's width</li> <li>• Height: Poster's height</li> <li>• Number of Slides from: 1</li> <li>• Slides: <b>Landscape</b></li> <li>• Notes...: <b>Portrait</b></li> <li>• Select <b>Ensure Fit</b></li> </ul> <p><b>MS 2010</b></p> <ul style="list-style-type: none"> <li>• Select <b>Design Tab</b></li> <li>• Select <b>Page Setup</b></li> <li>• Slides sized for: <b>Custom</b></li> <li>• Width: Poster's width</li> <li>• Height: Poster's height</li> <li>• Number of Slides from: 1</li> <li>• Slides: <b>Landscape</b></li> <li>• Notes...: <b>Portrait</b></li> </ul>	<ul style="list-style-type: none"> <li>• Select <b>View Tab</b></li> <li>• Select: <b>Ruler, Gridlines, Guides</b></li> <li>• Select Grid Settings (bottom corner)</li> <li>• Select             <ul style="list-style-type: none"> <li>○ Snap Objects to Grid</li> <li>○ Display Grid on Screen</li> <li>○ Display Drawing Guides on Screen</li> <li>○ Display Smart Guides When Shapes are Aligned</li> </ul> </li> <li>• Select <b>Ok</b></li> </ul>

Typing Text in a Textbox		Typing Text in a Shape
<ul style="list-style-type: none"> <li>• Select <b>Home Tab</b></li> <li>• Under "Drawing" tool bar &amp; select <b>Textbox</b></li> <li>• Click the slide and drag to draw the textbox to desired size</li> <li>• Start typing in the textbox</li> </ul>		<ul style="list-style-type: none"> <li>• Select <b>Home Tab</b></li> <li>• Under "Drawing" tool bar &amp; select <b>desired shape</b></li> <li>• Click the slide and drag to draw the shape to desired size</li> <li>• Right click on the shape</li> <li>• Select <b>Edit Text</b></li> <li>• Start typing in the shape</li> </ul>

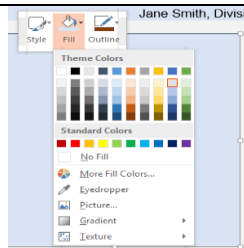
Copying/Pasting Text
<ul style="list-style-type: none"> <li>• Copy desired text</li> <li>• Place cursor in a textbox or shape that allows text</li> <li>• Select <b>Paste</b></li> <li>• Select <b>Paste Special</b></li> <li>• Select <b>Unformatted Text</b></li> <li>• Select <b>OK</b></li> </ul> 

- ### Background Color
- Right click the slide
  - Select **Format Background**
  - Select **Solid Fill/Gradient Fill/ Picture or Texture Fill/ Pattern Fill**
  - Open color drop box and select a color
  - Select **Apply to All**
  - Select **Close**



## Background Textbox/Shape Color MS 2013

- Right click the textbox/shape
- Select **Fill**
- Select color

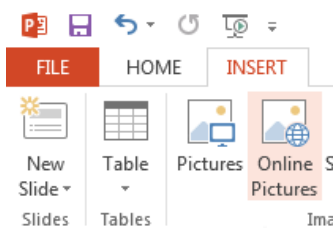


## Background Textbox/Shape Color MS 2010

- Right click the textbox/shape
- Select **Format Shape**
- Select **Solid Fill**
- Select color
- Select close

## Inserting Images

- Place cursor in the desired location
- Select **Insert Tab**
- Select **Online Pictures/Pictures**
- Locate image



## Editing Images

- Click the image
- Select **Format**
- Make edits

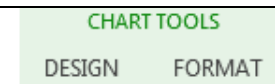


## Inserting Charts

- Copy chart from a Word or Excel document
- Place cursor in desired location on the slide
- Select **Paste (use destination theme)**

## Editing Charts

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



## Saving to Edit

- Select **Home Tab**
- Select **Save As**
- File Name: name slide
- Save as Type: **PowerPoint Presentation**

## Saving in Windows (final version)

- Select **File Tab**
- Select **Save As**
- File Name Box: Name poster
- Save as Type: **PDF**
- Select **Open File after Publishing**
- Select **Standard** (publishing online and printing)
- Select **Save**

## Saving in MACs (final version)

- Select **File>>Select Page Setup**
- Select **Options**
- Format for: Any printer
- Paper Size: 9'custom size
- Select **Manage Custom Size**
- Width (the largest number)
- Height (the smaller number)
- Ok
- Select **File>>Select Print**
- Review Print Preview
- Select **PDF (at the bottom)>>Save as PDF**