



Microsoft PowerPoint 2007

Making Posters



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Microsoft PowerPoint 2007 Making Posters

2.0 hours

This workshop assumes completion of "PowerPoint: Basics" or equivalent experience. Topics include creating a poster layout, placing text, graphics, and data, embedding fonts and including all images with your final project.

Table of Contents

Creating a Poster Using PowerPoint 2007.....	1
1. Start PowerPoint:.....	1
2. Set the Size of Your Poster:	1
3. Adding Text:.....	1
4. Text Format:	1
6. Adding images:	1
7. Backgrounds:	2
8. Lines, Boxes, Arrows:	3
9. Margins:	3
10. Save your Poster:.....	4
11. Graphs:.....	4
Design Tips.....	4
Example layouts:.....	5
Links to helpful websites and tutorials:.....	6
Getting your presentation to site:.....	6
Carry it with you:	6
Print it where you are presenting:.....	6
Mail it to your hotel:.....	6
University of Florida Colors	7

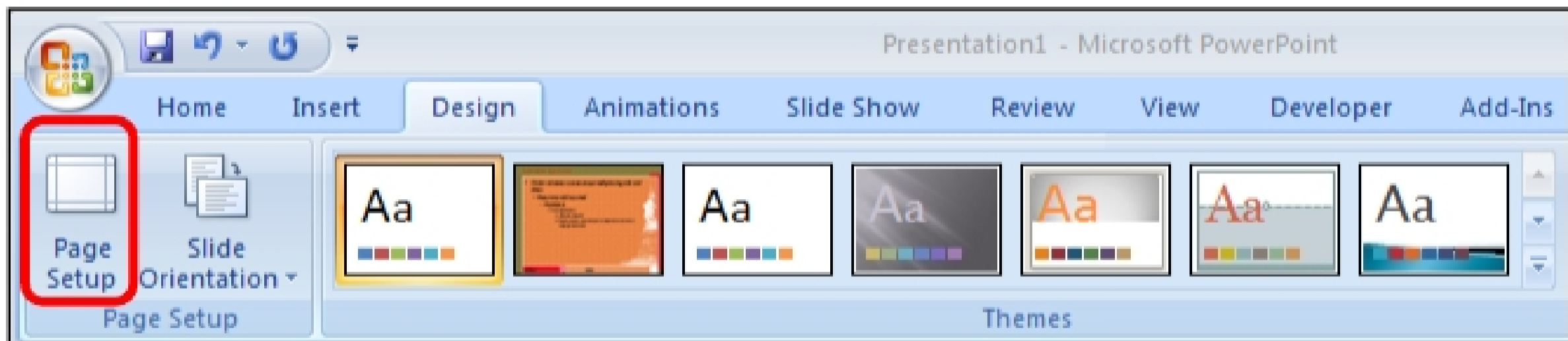
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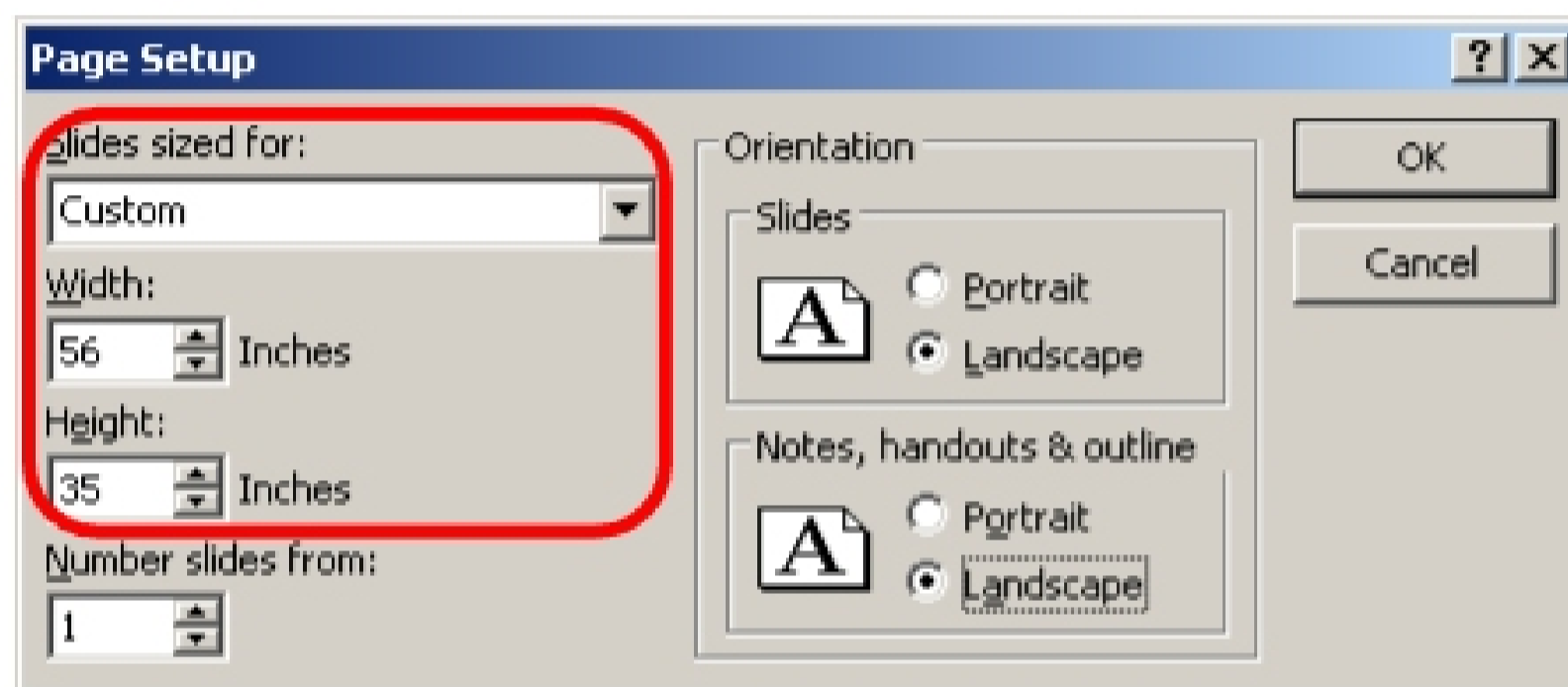
Creating a Poster Using PowerPoint 2007

1. Start PowerPoint: In the "Home" tab (default) section, select the Layout option, and choose Blank.

2. Set the Size of Your Poster: Click on the "Design" tab at the top of the screen, then click the "Page Setup" icon on the far left.



A Page Setup screen will appear. In the Slides sized for option, choose Custom.



Type in the actual size of poster's Width and the Height (in this case, 56 x 35. Choose Portrait for Slides and Notes. Leave 1 for number of slides. Click OK. Note: You must do this first before you begin creating the poster! Failure to do so may result in a poster that is not printable, or not printed at the size you need.

3. Adding Text: Create a text box for the title by clicking on the "Text Box" icon in the "Insert" tab. Click or click-and-drag to where you want the text box to be. (You should see the rectangular shape of the Text Box.) Type in your text. The box will grow automatically as you type.

