

Poster Printing Workshop Using PowerPoint

Documentation

In the ITS Support Center: <http://my.hamilton.edu/college/its/documentation.html>

Keyword search: poster, font

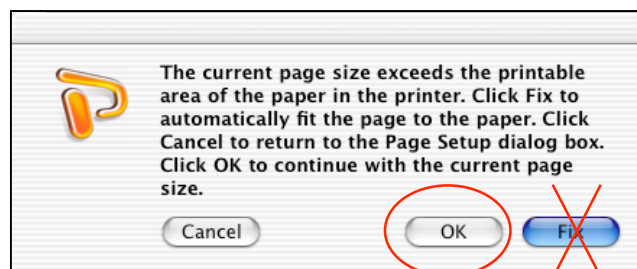
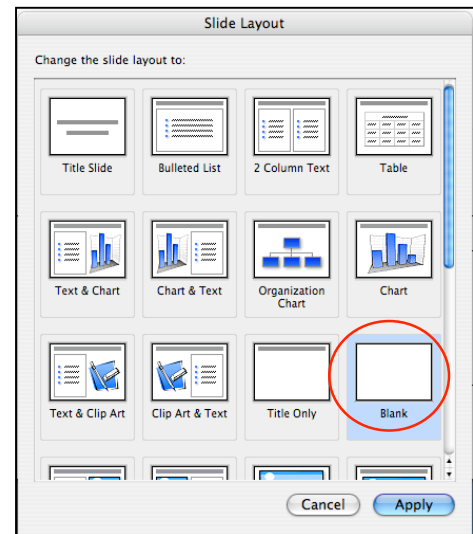
- *Setting up PowerPoint for an 11 x 17 Poster*
- *Procedures for Creating a Large Format Poster*
- *Setting up PowerPoint for a Large Format Poster*
- *Mac Fonts Available in the MPC*
- *Basic Design Helpful Hints*
- *Hamilton Logos*
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Platform

A poster can be created using either a Windows or Mac computer, but the final proofing and printing are done using a Mac computer. Keep in mind that certain fonts are not available on both platforms, and thus cannot be used in your poster.

Poster Setup

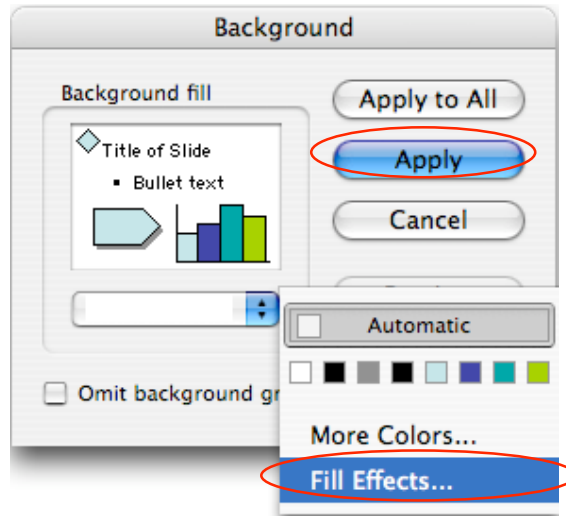
1. From the **Format** menu, select **Slide Layout**, click on **Blank** layout and then click on **Apply**.
2. Decide whether you will use Landscape (wider than tall) or Portrait (taller than wide) orientation to create your 11 x 17 poster or Large Format Poster.
3. From the **File** menu, select **Page Setup...**
4. Enter the desired size and orientation for your poster:
 - a. **11 x 17 Landscape – Width = 16, Height = 10.**
The orientation will change to reflect the poster measurements.
 - b. **11 x 17 Portrait – Width = 10, Height = 16.**
The orientation will change to reflect the poster measurements.
 - c. **Large Format Poster Landscape – Width = 43, Height = 33.** The orientation will change to reflect the poster measurements.
 - d. **Large Format Poster Portrait – Width = 33, Height = 43.** The orientation will change to reflect the poster measurements.
5. Click **OK** in the **Page Setup** dialog box.
6. **IMPORTANT!** A dialog box will appear alerting you that the current page size exceeds the printable area of the paper. Make sure and choose **OK**, and **NOT the default choice of Fix**. Choosing Fix will cause your poster to be sized for 8.5 x 11 paper and not for 11 x 17 or large format paper.



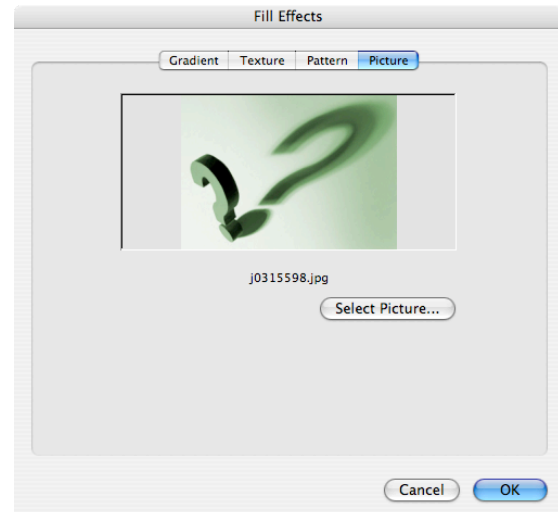
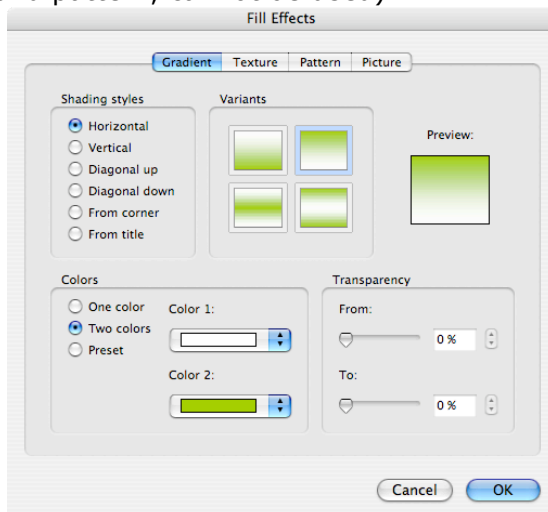
Slide Background

You can change the background of your slide to include color, texture, pattern or a picture.

1. From the **Format** menu, select **Slide Background**. In the drop down menu in the *Background fill* box, select **Fill Effects...**



2. Select one of the tabs to create a background for your slide (multiple effects, e.g. texture and pattern, cannot be used).

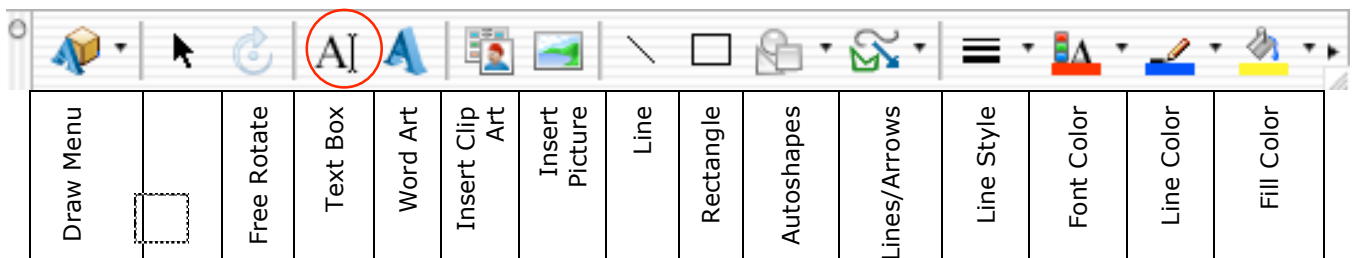


3. Once you have chosen the desired effects, click on **OK** in the **Fill Effects** window.
4. In the **Background** window, click on **Apply**.

Text Boxes

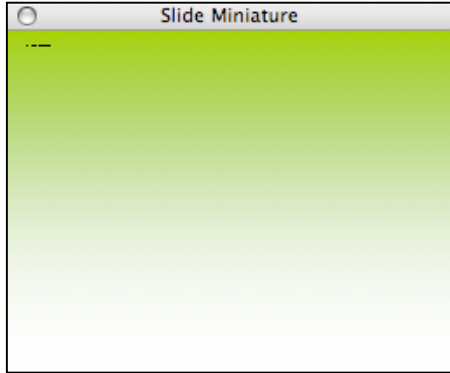
You can add multiple text boxes on your slide to control the flow of your poster.

1. From the **Drawing toolbar** (if the **Drawing toolbar** is not showing, from the **View** menu, select **Toolbars** and then **Drawing**), click on the **Text Box** button.

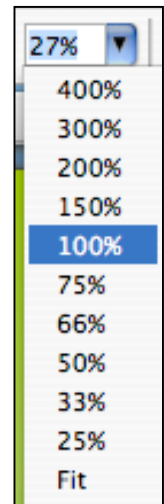


- Click, hold and drag the pointer on your slide to create a text box.

NOTE: You are most likely viewing your slide at 18% or less and depending on the font size; you may not be able to read your text. From the **Zoom** drop down box on the **Standard** toolbar, select 100%. When you do this, a **Slide Miniature** window will open up. Use this box to find out where you are on your slide.

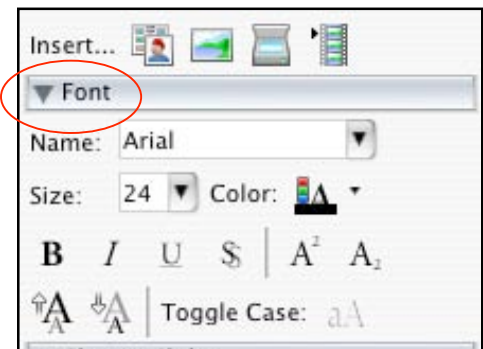


You can close the Slide Miniature window at any time. To get it back, from the **View** menu, select **Slide Miniature**. The Slide Miniature window will not show if you are viewing your poster to Fit in the PowerPoint window.

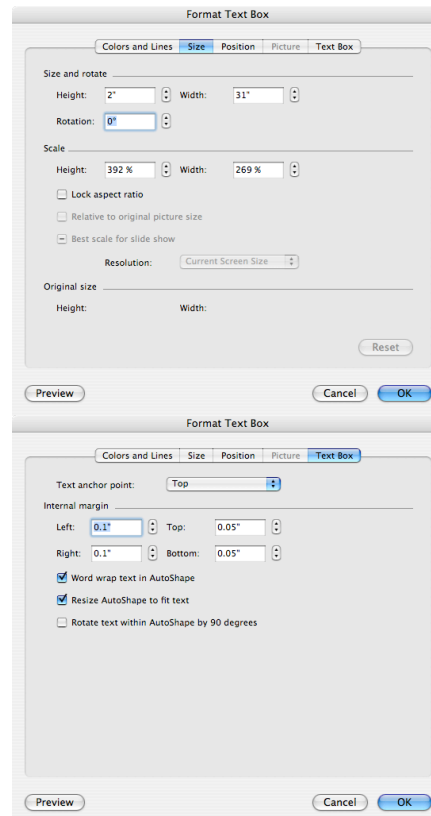
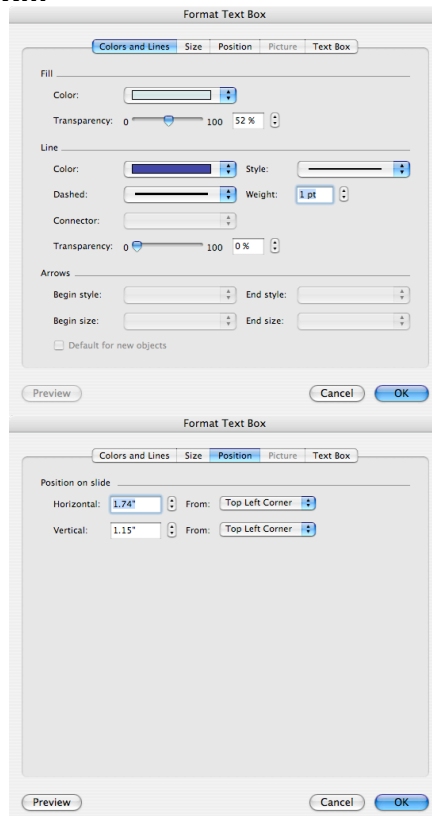


- To change the size, font or color of your text, select the text and choose the desired changes in the **Formatting Palette** window.

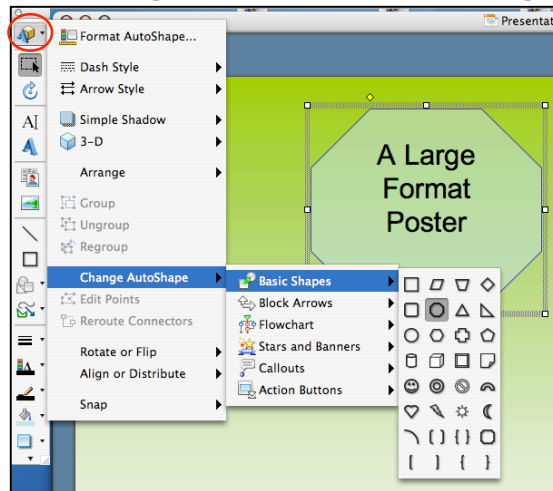
NOTE: To format a font larger than 96 point, you need to type the number into the size box and hit return. There are 72 points to an inch. For large format posters, the title should be 100-200 point and the body should be 24-36 point.



- To change the look of your text box, first select it and then from the **Format** menu, select **Text Box...**

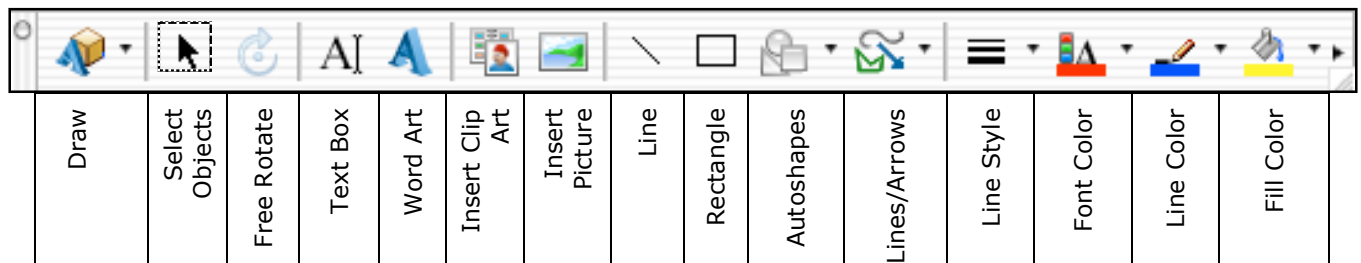


- If you want your text box to have a different shape, select the text box and click on the **Draw** menu icon on the **Drawing Toolbar** and select **Change AutoShape**.

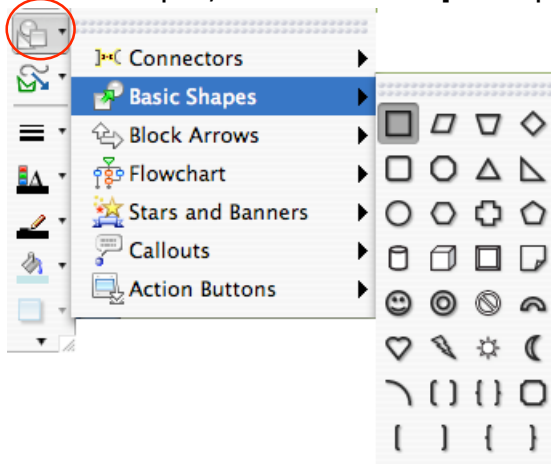


Drawing Tools

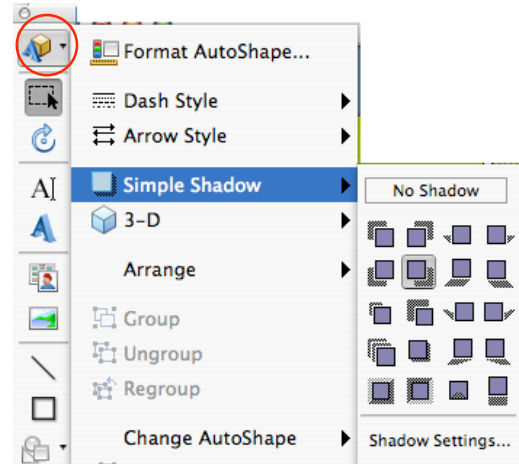
Other shapes, lines, and arrows are available on the **Drawing** toolbar.



For example, the **AutoShapes** option...



Draw menu...



Effects

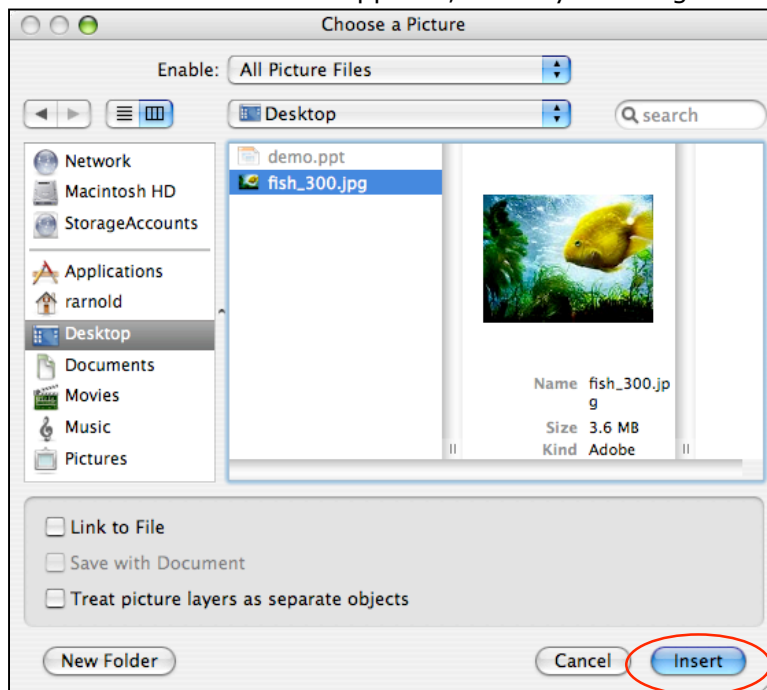
You can add a 3-D effect or shadow to your text box or autoshape.

- Select the object.
- From the **Draw** menu, click on the desired effect.
- Additional options are available from the **Format** menu and **AutoShape...**

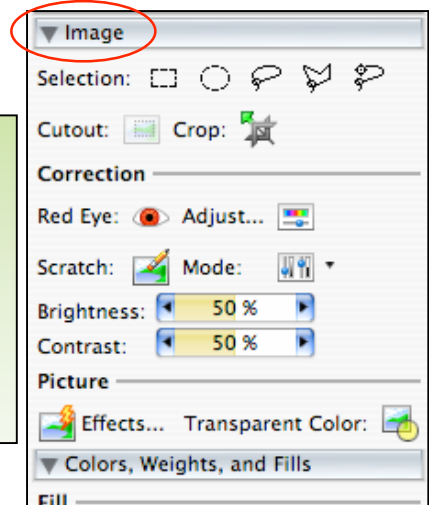
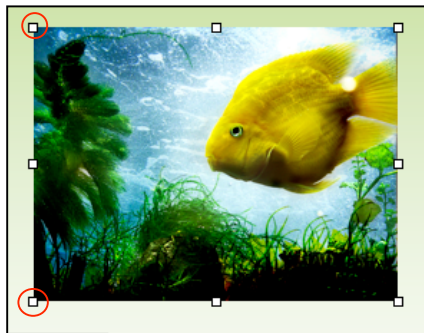
Images

Any images you use should have a resolution of 300 dpi for the finished size.

1. From the **Insert** menu, select **Picture**, then **From File...**
2. In the **Choose a Picture** window that appears, select your image and click on **Insert**.

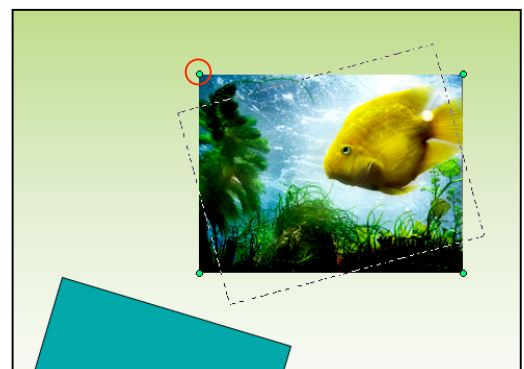


3. You can move the picture around the slide by clicking on it, holding down the mouse and dragging it.
4. You can resize it by clicking on one of its corners. To ensure a picture is sized proportionally, hold down the shift key while dragging one of the corners.
5. Additional options are available on the **Formatting Palette** under **Image** and in the **Picture** toolbar that appears.



Rotate Objects

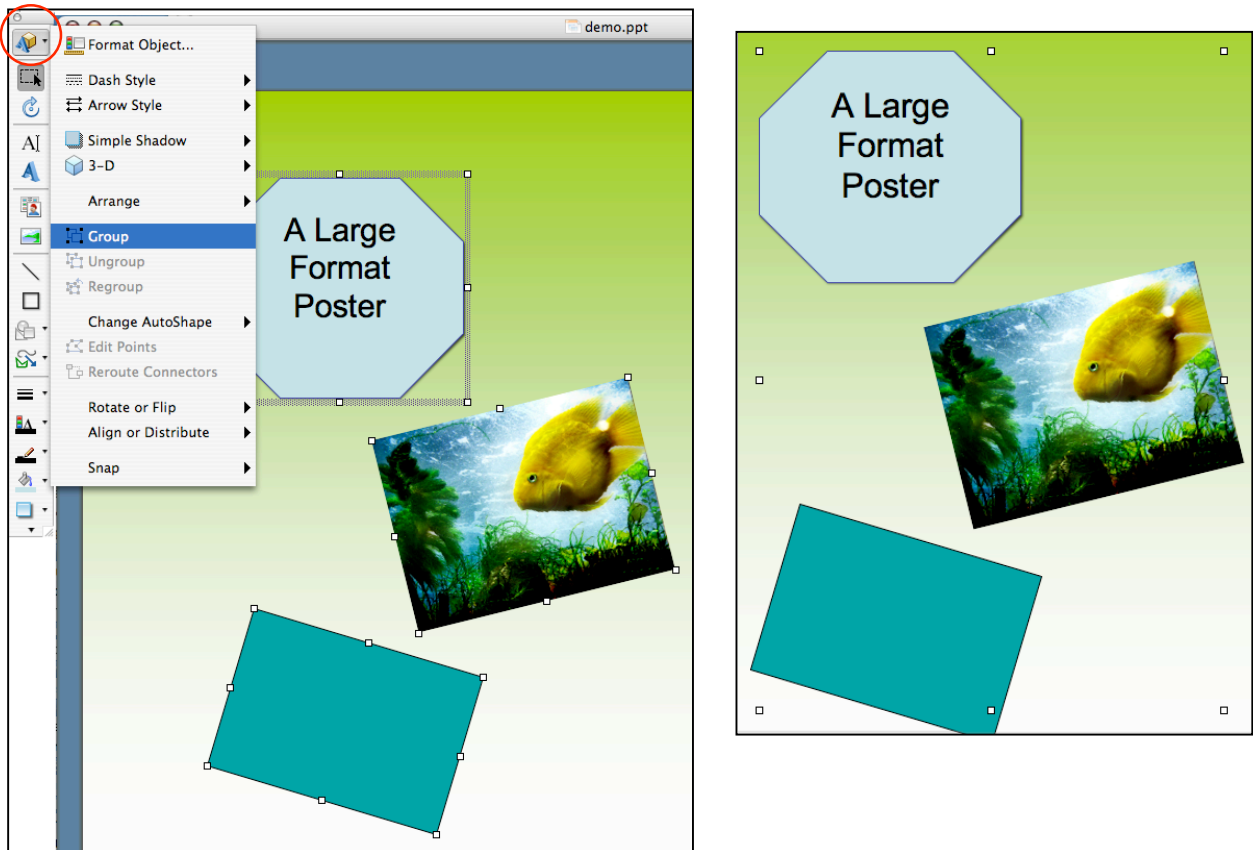
1. Select the object.
2. On the **Draw** toolbar, click on the **Rotate** button and then click, hold and drag on one of the green rotation points that appear.



Group Objects

As you add text boxes and shapes to your slide, you may find it beneficial to create groupings. That way when you want to move a number of objects, you can move them as a group.

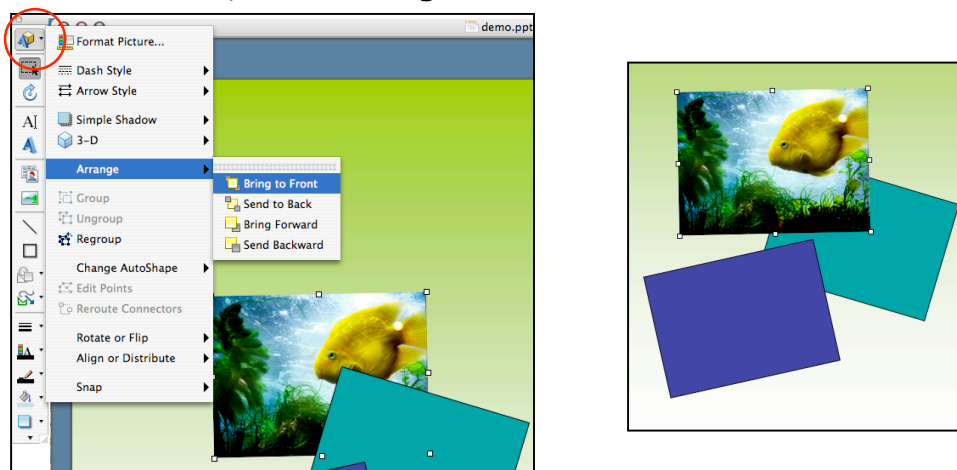
1. Select the objects you need to group by selecting the first object and then holding down the shift key before selecting the remainder of the objects.
2. From the **Draw** menu, select **Group**. Notice how the tabs around the individual pictures go away and are replaced by tabs around the group.
3. To ungroup objects, from the **Draw** menu, select **Ungroup**.



Arrange Objects

Objects can be layered to create different effects.

1. Select the object.
2. From the **Draw** menu, select **Arrange**.



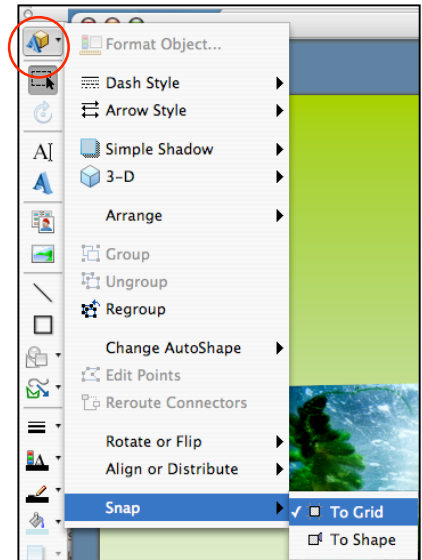
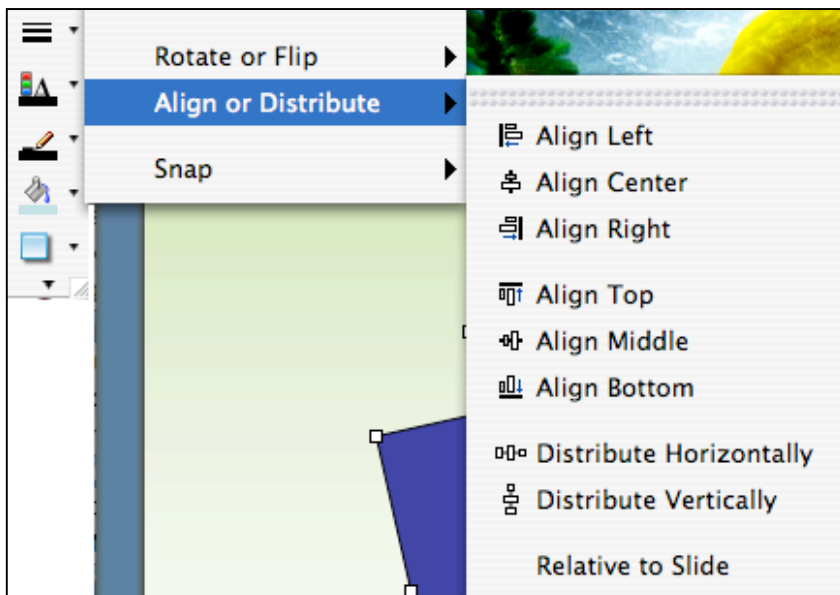
Align Objects

By default, there is a grid in PowerPoint and objects are snapped to it. Therefore, if you are attempting to move objects and they are not going where you want them to, you may want to turn off the snap to grid.

1. From the **Draw** menu, select **Snap**.
2. Clicking toggles the snap on and off.

You can align objects in other ways using the **Align or Distribute** option on the **Draw** menu.

1. Select the objects. After selecting the first object, hold down the shift key while selecting the next object(s).
2. From the **Draw** menu, select **Align or Distribute**, and then click one of the following options



Remove the Background From an Image

Occasionally you may want to remove the background from an image. If the image has a solid colored background, it can be done in PowerPoint.

1. Select the object you wish to remove the background from.
2. From the **Image** palette, click on the **Transparent Color** button, and then click on the background of the image.

