CREATING A POSTER USING WINDOWS POWERPOINT 2010

1. Open a new PowerPoint slide presentation and click the theme icon next to the New Slide button on the top left section of the Home tab and select the Blank slide theme.

2. Select the Design tab, click Page Setup, and change the width to 56 inches and height to 36 inches. Make sure the orientation is the horizontal landscape option.

   PLEASE NOTE THAT USF STANDARD POSTER PRINTING SIZES ARE 56” x 36”

3. Select the View tab, check the Ruler, Gridlines, and Guides boxes. Click the Show arrow. This will make it easier to design your poster and keep everything aligned.
4. Select 1 inch from the spacing drop down menu. Check the Guide Settings boxes. These guides will not print, they are only visible as you work in the program. (This feature is not available on Mac)

5. Click on a Guide line and drag it to a new position when needed to provide a straight line to align text and images. You can divide your poster into more or less sections by adding and deleting lines from the Shapes drop down menu.

USF RECOMMENDS AVOIDING POSTER TEMPLATES THAT CAN BE FOUND ONLINE, AS THEY OFTEN HAVE GLITCHES THAT CAUSE PROBLEMS WITH PRINTING. IF YOU HAVE QUESTIONS OR WOULD LIKE TO SEE POSTER SAMPLES, COME TO HARNEY 240 DURING REGULAR BUSINESS HOURS.