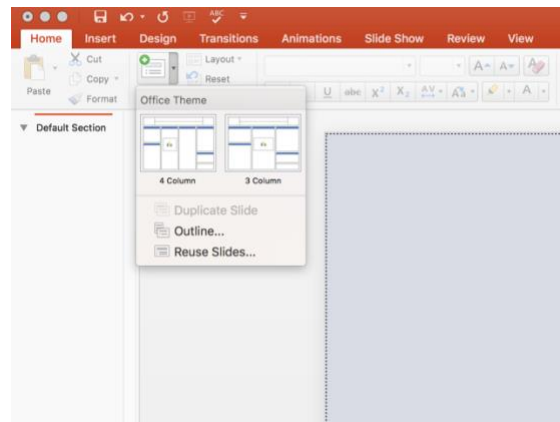


Creating a Poster in Microsoft PowerPoint

This guide will show you how to use the PowerPoint poster template provided from the BE Communication Lab. You should first decide whether you want a vertical or horizontal poster and download the appropriate file. The default poster size is 48" x 36", which can easily be scaled to different sizes with a 4:3 aspect ratio when printing.

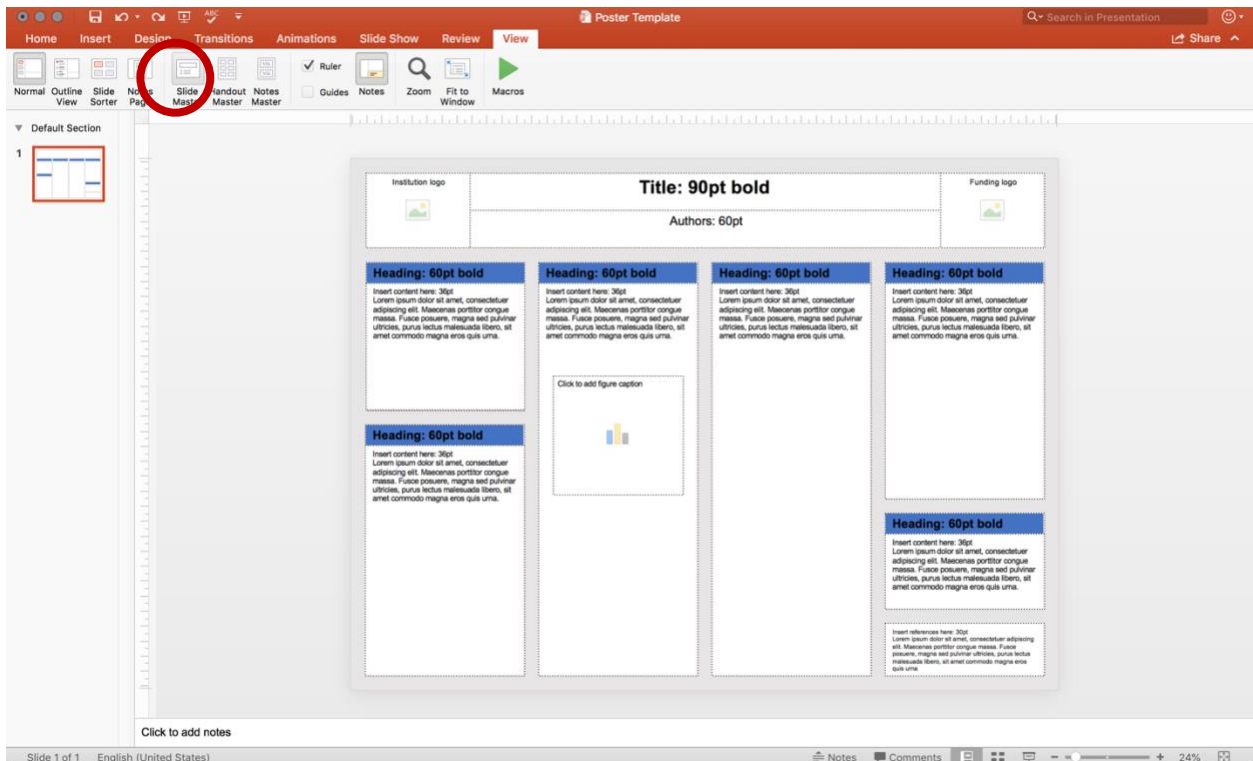
Open the template in Microsoft PowerPoint

Create a new slide to select the number of columns and/or style (depending on template being used)

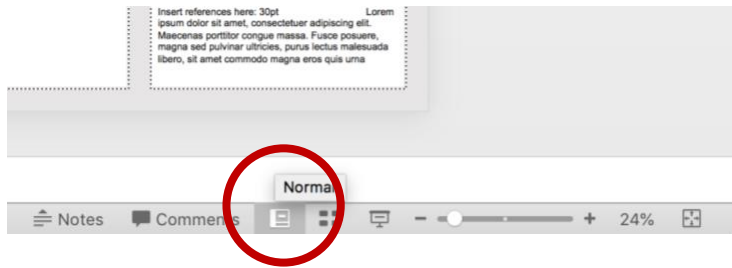


The background, accent color, and font can be customized using the "Slide Master" either before or after adding your content to the slide

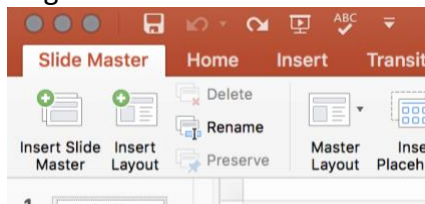
To access the Slide Master click View – Slide Master



An alternative way to accessing the “Slide Master” is by holding Shift and clicking the Normal view icon at the bottom of the screen

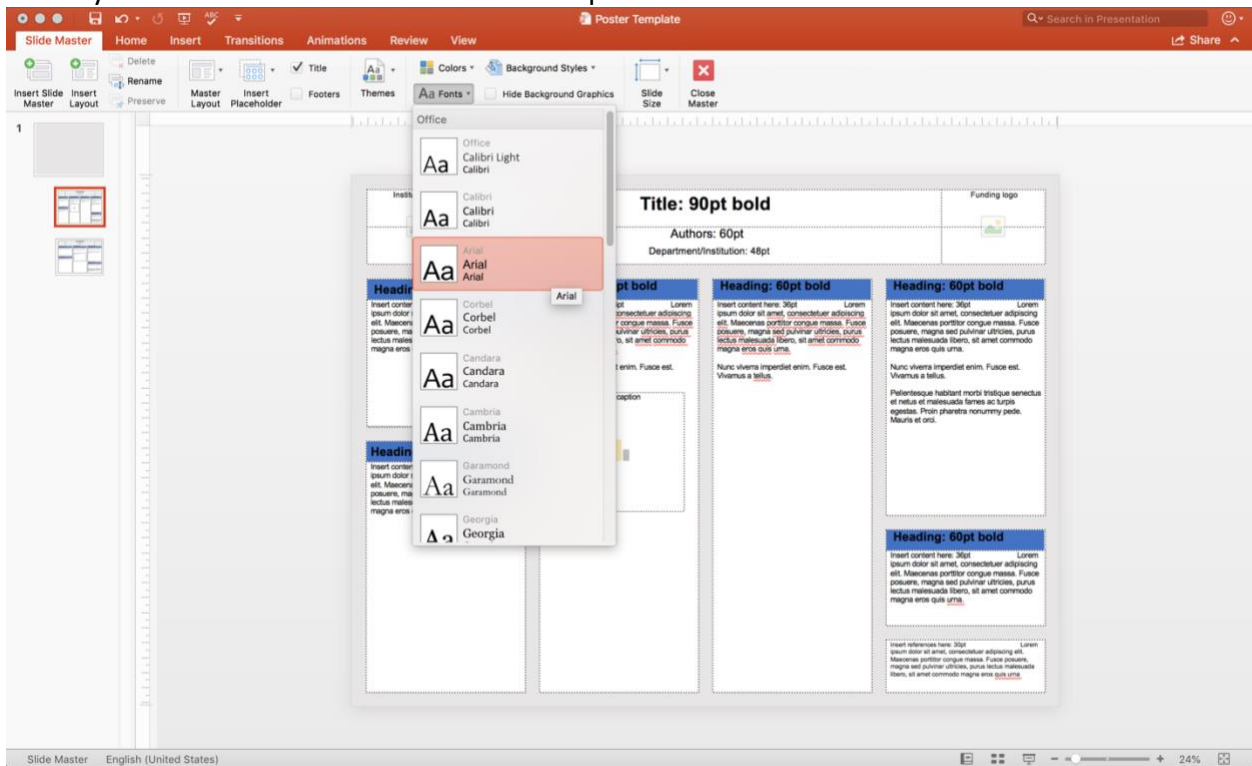


You are editing the Slide Master when the Slide Master header appears in the ribbon

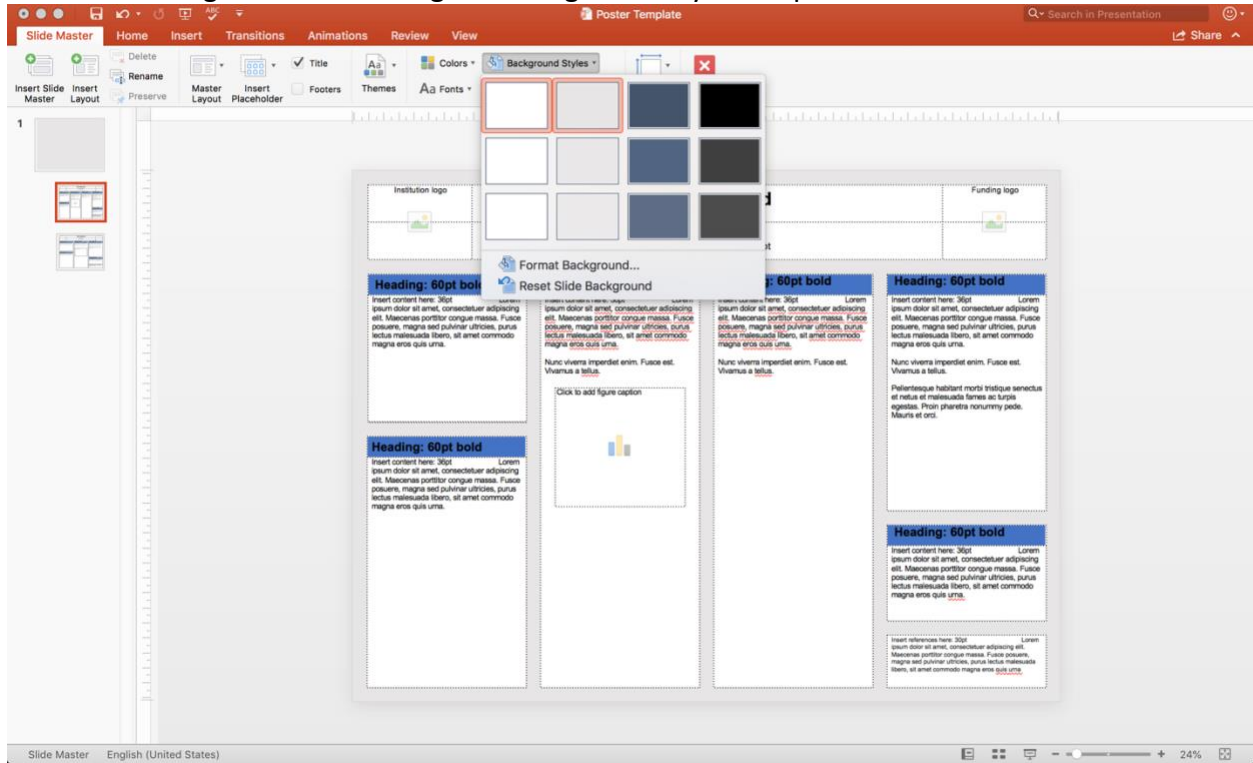


Select which template you would like to edit from the list on the left

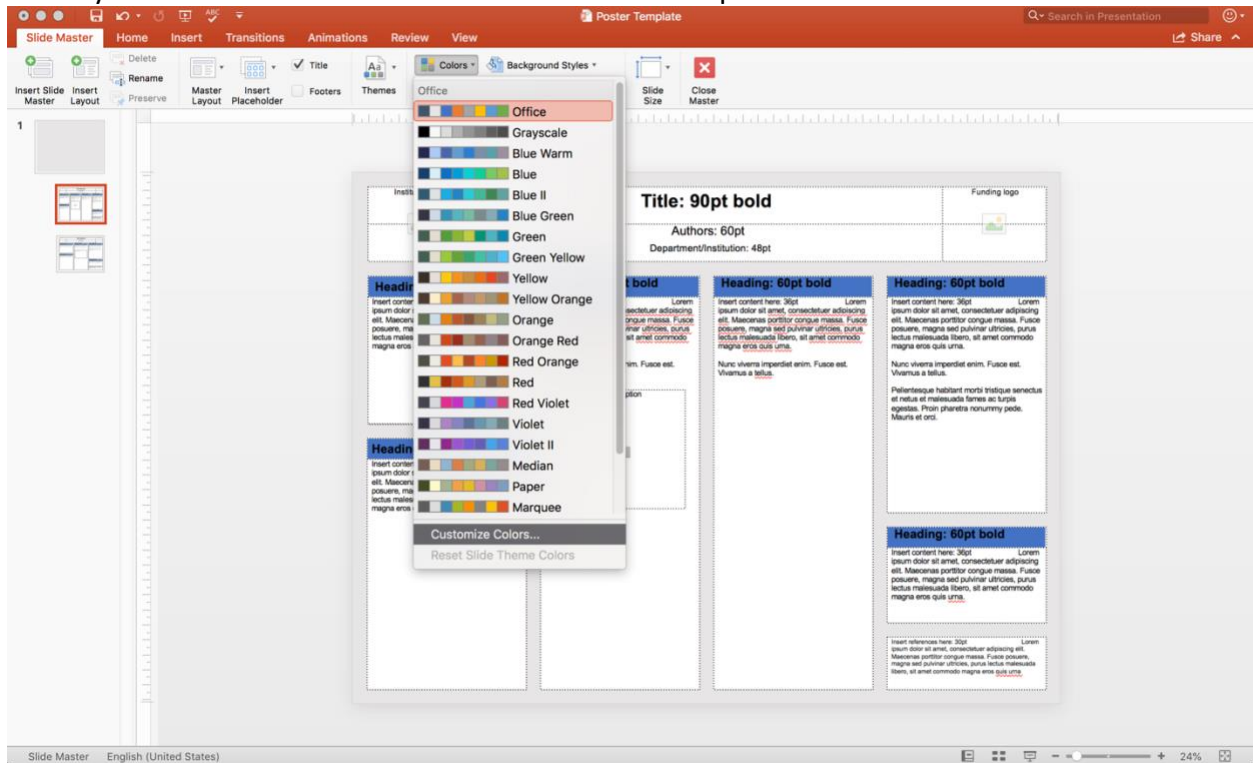
Select your font of choice from the Fonts dropdown menu



Select the background color using the Background Styles dropdown menu



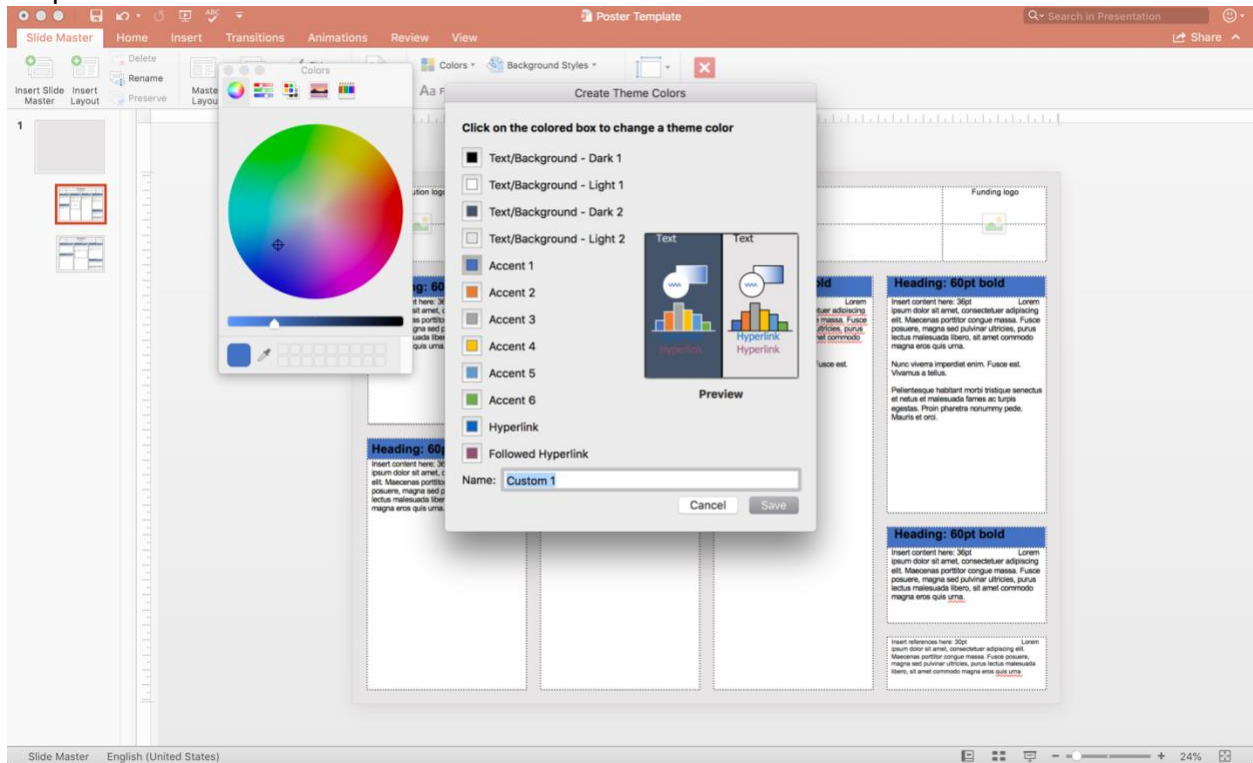
Select your color scheme of choice from the Colors dropdown menu



Example of “Yellow Orange” color scheme



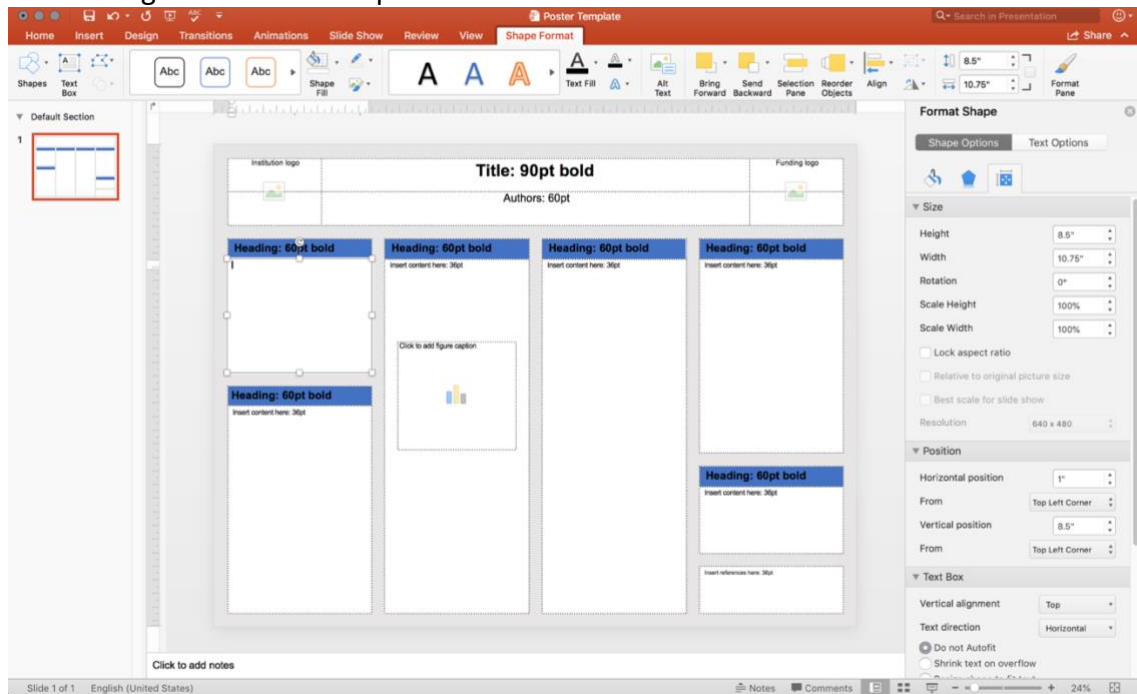
You can further customize the accent coloring by selecting “Customize Colors” on the Colors dropdown menu



Example of custom color scheme (this color is *not* advised)



If you need to adjust a box, it is best to specify its exact size and location by double clicking in it and using the “Format Shape” menu



We recommend using “guides” to align the content of your poster. To create a guide, right clicking around the perimeter of the poster and drag the guide into position.

