How to Make a Poster Using PowerPoint

If you are looking for a creative and professional way to make and give a presentation, but you are tired of the same old PowerPoint presentations, think about making a poster! You can use PowerPoint to create a poster of any size to be used for any sort of presentation. Once designed you can have your poster printed in the UW Copy and Print Center, on the main floor of the Union. Here is how to make the poster.

1. Start your poster.
   a. Open PowerPoint and create a new presentation.
   b. Make your presentation entirely blank by selecting Layout under the Home tab.
      i. You don’t want anything to be showing on your slide.
   c. You will only need the first slide, as this will be your poster.

2. Choose the size of your poster.
   a. Go to the Design tab and click on Page Setup on the far left of the toolbar.
   b. Enter the height and width (in inches) of your poster.

3. Create your poster.
   a. Since your slide has no text boxes or image boxes, for every image or text you want to add, you will need to create a text box.
   b. You can enable gridlines or rulers under the View tab to help ensure everything is centered.
   c. Add the images and text you want to be on your poster.
      i. Only use a maximum of three different types of fonts.
      ii. Be sure to leave adequate white space for your poster to be eye-appealing and easy to read.

4. Print your poster
   a. Email your poster to the UW Copy and Print Center at print@uwyo.edu.
      i. Be sure to specify what size you want your poster and on what type of paper.
      ii. You can see a list of paper types on the Copy and Print Center’s webpage http://www.uwyo.edu/auxserv/copy-center/, for indoor use heavy coated paper works the best.
   b. You can also call them if you have any specific questions (307) 766-3890.
   c. Once your poster is complete go to the main floor of the Union, behind the bookstore, and pick it up.